Using the
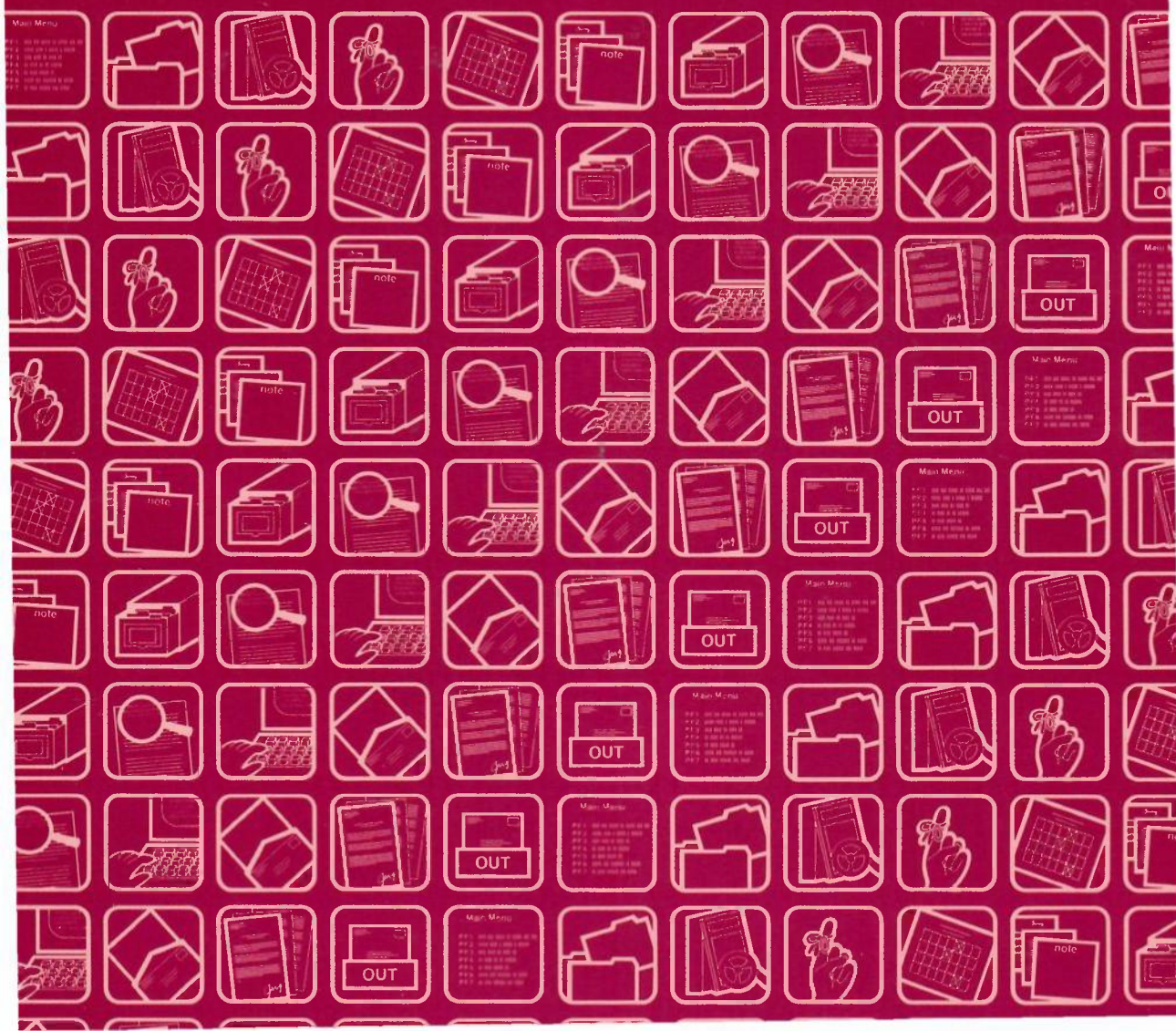# Professional Office System
Version 2, Release 2

IBM

VM/System Product

Using the Professional Office System
Version 2, Release 2

IBM

VM/System Product

Second Edition (June 1986)

This edition obsoletes SH20-6797-0. Changes are continually made to the information herein. Therefore, before using this publication, consult your System/370 Bibliography (GC20-0370) for the editions that are applicable and current.

The following document contains examples of data and screens used in daily business operations. To illustrate them as completely as possible, the examples may contain the names of individuals, companies, brands, and products. All of these names are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

References in this publication to IBM products, programs, or services do not imply that IBM intends to make these available in all countries in which IBM operates. Any reference to an IBM program product in this document is not intended to state or imply that only IBM's program product may be used. Any functionally equivalent program may be used instead.

A complete set of PROFS publications is available by ordering SBOF-1663. In addition to the seven PROFS manuals and reference card, you will also receive five binders with plastic sleeves and a package of binder inserts. If you wish to order a binder separately, use SB30-0480. If you want only the package of binder inserts, use SH20-6804. Of course you may order PROFS publications separately, too.

Publications are not stocked at the address given below. Requests for copies of IBM publications should be made to your IBM representative or to the IBM branch office serving your locality.

A form for readers' comments has been provided at the back of this publication. If this form has been removed, address comments to: IBM Corporation, Programming Information Development, Department 773, 220 Las Colinas Boulevard, Irving, Texas 75039-5513. IBM may use or distribute whatever information you supply in any way it believes appropriate without incurring any obligation to you.

To the Reader

Who should read this book

This book is the reference guide for anyone who uses the Professional Office System (PROFS) with a video display terminal. However, before you read this book, you should read *Introducing the Professional Office System*, GH20-6795, to get a general idea of how PROFS will affect working and communicating in your office. You should also take the training on the video display terminal that you will be using. And, you should then read *Getting Started with the Professional Office System*, SH20-6796, and work through the exercises in it on your video display terminal.

If you will be working with a line-mode type terminal, you should consult *Using Line-Mode Support with the Professional Office System* SH20-6802. In addition, if you will be working with Revisable-Form Text documents, see *Using DisplayWrite/370*, SH12-5172.

The screens

The screens in this book are representations of those you see on your terminal. The appearance of the screens may also vary because of the difference in terminals. In addition, your PROFS administrator may have made changes to your PROFS system.

RFT and DCF: Two ways to prepare documents in PROFS

With PROFS, you can now prepare documents using two different formatting methods. See your PROFS administrator to find out which document preparation format your company uses.

1. Revisable-Form Text **RFT** —

   A formatting method which uses DisplayWrite/370 to create documents. With the DisplayWrite/370 "Edit" screen, you can format your document as you write it. This means you can format individual lines and full pages of text. You can move, copy and delete text, proofread it, and make changes to your document as you edit it. See "Chapter 7: Preparing RFT documents" for more information about Revisable-Form Text formatting capabilities.

   If you wish, you can prepare only RFT documents in PROFS.

2. Document Composition Facility **DCF** —

   A formatting method which uses the Document Composition Facility. The Document Text screen is used to create documents. After you create your document, you can view the formatted version. You can also proofread it and change it. See "Chapter 8: Preparing DCF documents" for more information about Document Composition Facility formatting capabilities.

   If you wish, you can prepare only DCF documents in PROFS.

If your company has the capability, you can use both document preparation formats.

What this book will tell you

This book gives you complete information on how PROFS will help you receive, create, send, store, and search for information.

The first chapter, "Communicating with PROFS," tells you how PROFS handles information, and how you give PROFS instructions. You should read through the chapter to get an orientation to the whole system. The remaining chapters describe in detail how to make PROFS do specific office tasks, such as scheduling meetings or preparing documents. Each chapter also has its own table of contents which shows the specific tasks and topics covered in that chapter. At the end of each chapter (except Chapter 1), there is a "fast track" diagram that shows pictorially how PROFS works.

Several appendixes, a glossary of terms, and an index follow the chapters.

Note: The examples of dates and times in this book are in the **U.S.** format. The dates and times you see on your screen will look different if your PROFS system was installed with either the **International** or **European** formats. Check with your PROFS administrator to find out which format is being used at your location.

How to get more information

The following books and materials are available with PROFS. Read below to find out which ones you need to read and use. Since Document Composition Facility (DCF) and DisplayWrite/370 are optional for PROFS, make sure you have the appropriate manuals you need.

Quick Reference to PROFS, GX20-2031, is a handy reference to the major tasks that PROFS does. Use it as a quick memory jogger.

Planning for and Installing the Professional Office System, SH20-6800, contains step-by-step instructions on how to install and get PROFS running smoothly on your computer. This book is for the person(s) in charge of installation.

Managing the Professional Office System, SH20-6799, contains step-by-step directions on how to perform the administrative tasks in PROFS, such as setting up user profiles. It also has step-by-step instructions for the daily running of PROFS. This book is for the PROFS administrator.

Messages for Professional Office System is a listing of all the messages. See your PROFS administrator and ask for a copy of the messages to be printed for you.

Programmer's Guide to the Professional Office System, SH20-6801, contains instructions on ways to determine problems. It also has step-by-step instructions for applying application updates and what to do before calling IBM. This book is for the PROFS system programmer.

You may also want further information about the system products and editors PROFS uses. The list of support publications that follows should be of interest to you.

If you have DisplayWrite/370: *Getting Started with DisplayWrite/370*, SH12-5171, contains step-by-step exercises on how to use the DisplayWrite/370 full-screen text editor. *Using DisplayWrite/370*, SH12-5172, is a comprehensive guide to all the features of the DisplayWrite/370. *DisplayWrite/370 Quick Reference Guide*, SH12-5001, is a handy reference to the major tasks that DisplayWrite/370 does.

If you have Document Composition Facility (DCF): *Introduction to Interactive Computing with VM/CMS*, SR20-4657, contains information about using virtual machines (VM) and the Conversational Monitor System (CMS). The first few chapters, in particular, will be helpful to someone who has no experience with computers or video terminals. *Document Composition Facility: Generalized Markup Language Starter Set User's Guide*, SH20-9186, introduces the GML starter set tags for the new user. You can use GML tags to help you arrange information on a document you create using PROFS.

Document Composition Facility: Generalized Markup Language Starter Set Reference, SH20-9187, describes all functions of the GML starter set.

Document Composition Facility: Generalized Markup Language Concepts and Design Guide, SH20-9188, introduces GML concepts and provides guidelines for designing your own GML.

Document Composition Facility: Generalized Markup Language Quick Reference, SX26-3719, summarizes GML tags and what they do.

Document Composition Facility: SCRIPT/VS Text Programmer's Guide, SH35-0069, decribes how to use SCRIPT/VS with other text processors and user programs.

Document Composition Facility: SCRIPT/VS Language Reference, SH35-0070, describes all SCRIPT/VS control words in detail, SCRIPT/VS symbol and macro facilities.

IBM VM/SP System Product Editor User's Guide, SC24-5220, describes the VM/SP editor (XEDIT) for the new user. This is the default editor for PROFS.

IBM VM/SP System Product Editor Command and Macro Reference, SC24-5521, gives complete information about using the System Product Editor (XEDIT).

IBM VM/System Product: SP Editor Command Language Reference Summary, SX24-5122, summarizes the EXIT commands and what they do.

Contents

Tells you how PROFS handles information and shows it to you—and how you give PROFS its instructions. Read this chapter thoroughly to familiarize yourself with the whole system.

Shows you how to sign on and off the main menu—and what you can do while you're on it.

Shows you how to view your schedule or change it, how to reserve a room or set up a meeting with others, authorize others to work with your calendar, and more.

Shows you how to work with your incoming electronic mail—you start by looking through a list to pick the items you want to read, file, forward, or answer.

11 Checking the outgoing mail

Shows you how to find out if what you've sent to others has arrived.

12 Adding automatic reminders

Shows you how to have PROFS remind you of meetings, appointments, or other things. If you want, PROFS will even remind you repeatedly.

13 Proofreading notes and documents

Shows you how to have PROFS check your notes and documents for spelling errors and for other problems with the words and phrases you use. If you need help, PROFS will suggest alternatives for you to choose from.

1 Communicating with PROFS

Contents

Communicating
1 with PROFS

1
Introduction

You don't have to learn a new language to use PROFS, but you do have to know how to read PROFS screens, how to make choices from a menu, and how to type certain kinds of information.

This chapter gives you basic information about PROFS screens, program function (PF) keys, PROFS commands, and ways in which PROFS stores and sends information.

If you've already worked through the exercises in *Getting Started with the Professional Office System*, you may already know some of this information. You may want to review this chapter briefly now. Later, when you are working with PROFS, you can return to this chapter to review specific information.

2
Getting help from your PROFS administrator

Your PROFS administrator can help you learn how to use PROFS and make sure that PROFS is set up to serve you in the most convenient ways possible.

Among many other things, your PROFS administrator will:

- Add you to the PROFS system as a user

- Help train you to use PROFS

- Answer your questions

- Tailor PROFS for you or your department.

To get you started, your PROFS administrator will first give you copies of the PROFS books you'll need (and perhaps other training material). He or she will also answer whatever questions you have at the beginning. Other training sessions will depend upon the schedule and training program that your PROFS administrator has set up for you.

If you have any questions later about PROFS, first try looking up the answer on a HELP screen (see "Screens, menus, and PF keys," later in this chapter) or in this book. If you still don't have the answer you need, contact your PROFS administrator.

3
Your user name, password, nickname, and system name

Every PROFS user has a **user name** (sometimes called **userid**) and a **password**. In addition, your computer system has a unique **system name** (sometimes called **nodeid**).

User names

A user name is a name which is unique to a person using the computer system. PROFS uses this unique name to identify the person who creates, sends, or receives each schedule, note, document, or other piece of information within PROFS. You use your own user name with PROFS to identify the information that you create. You use other people's user names to send information to them or to view their calendars and in turn allow other people to send information to you, or view or change your calendar.

Your user name is assigned by your computer support group. It may be your name or serial number or a combination of letters and numbers. An example of a user name for John P. Jones might be JPJONES. Your PROFS administrator can tell you how your user name was assigned.

When you communicate with someone on your own PROFS system, you need only type the person's user name. When you communicate with people on other computer systems, you must type their unique system name with the user name so that PROFS knows the computer system it must communicate with.

Passwords

Your password is a security measure. It helps prevent unauthorized people from seeing the information in your files. You use your password, as well as your user name, when you log on to the computer system.

Your password may be initially assigned by your computer support group. Your PROFS administrator will tell you what it is, as well as if and when it will change and whether you change it yourself or are notified of the change by someone else.

Nicknames

Nicknames are names that you can use instead of user names when you send messages, notes, and documents to other users or work with calendars. To use nicknames, you or your PROFS administrator must set up a nickname file to which you add the nicknames you want to use.

A nickname represents both a user name and a system name as one name. For example, suppose you communicate quite often with Mary Jones who also works for your company but who is located in another city and works with another computer system. Mary's user name is MJONES and the system name that recognizes her as a user is VMSYS1. If you were to add Mary Jones to your nickname file with a nickname of MARY, all you would have to do as you were using PROFS is type the name **MARY**. PROFS then checks your nickname file to find the user name and system name of MARY.

The nickname can be any name you choose, as long as it is not longer than eight characters (letters and numbers only). Do **not** use your user name as a nickname. The nickname you give to a user does not have to be the same as someone else's nickname for that same user. (See "Appendix B: Working with nickname files" for more information.)

System names

A system name is the name of your computer system. Frequently you use a system name/user name combination when you are sending material to someone who uses a different computer system. A system name is also called a nodeid.

4
Screens,
menus, and
PF keys

You do your work with PROFS by using **screens**, which PROFS shows you on your terminal. Most screens have a **screen identifier (screen id)** in the upper right corner, such as A00, C04, or F51. The **screen name** appears at the top of most screens. In a few cases, screens with different ids have the same name if they handle similar tasks. In this book, you'll see ids used, and sometimes names as well, to refer to screens.

Most of the screens list different tasks next to **PF keys**, much like choices on a menu (which is why some screens are often called **menus**). You make a choice on a screen by pressing the corresponding PF key on your keyboard. PROFS responds in some way when you press a PF key. PF stands for "program function" because you call up a specific function of the program with each PF key. A PF key is valid only if it is listed on the screen.

The list of choices changes from screen to screen, and there are different kinds of choices. Some choices (for example, the following screen) take you to another menu or screen to do a specific task. Some choices tell PROFS to do something, such as print a document or send a note to someone. Some choices help you to make changes in documents as you type them on a screen. Sometimes the list of choices is a list of notes or documents that you can work with. Frequently, there is more than one way to do a particular task, depending upon which screen you start from.

*You must press only one
PF key on this screen.*

```
                          PROCESS THE INCOMING MAIL                        C02

        From:    Smith, G.                      Document No.:  87002TST0008
        Subject: Monthly report                 Type:  Draft
        ---------------------------------------------------------------------

        Press one of the following PF keys, or press PF10 to view more choices.

        PF1  View the document
        PF2  File in the mail log and erase from the incoming mail
        PF3  Keep in the incoming mail and the mail log
        PF4  Erase from the incoming mail and the mail log
        PF5  Forward the document
        PF6  View the distribution list
        PF7  View or change the mail log information
        PF8  Print the document

        PF10 View more choices




        PF9 Help    PF12 Return
```

*Press PF9 to see an
explanation of how
this screen works.*

*If you press PF12, you
will usually return to the
screen you just came
from.*

Some PF keys will have different meanings on different menu
screens. However, **PF9** "Help" always has the same meaning.
If you press **PF9** on any screen, PROFS shows you a HELP
screen. The HELP screen explains what you can do on the
screen you were on when you pressed **PF9**.

```
                    5664-309 (C) COPYRIGHT IBM CORP 1981, 1985

        ***              *** Help Screen ***                  C02

                       PROCESS THE INCOMING MAIL

                           What you can do

        You can look at, file, forward, or print a draft document from your incoming
        mail.  You can see which other people received a copy of the document.  You
        can look at or change mail log information about the document.

                           Getting it done

        View the document              Press PF1.  PROFS shows you the document on
                                       screen I00, "View the Document."

        Keep in the list           1.  Decide whether or not you want
                                       to keep the document in your incoming mail.
                                   2.  If you do not want to keep the document in your

                                                         Screen    1 of   3
        PF9 Help   PF10 Next Screen   PF11 Previous Screen   PF12 Return
        ===) _
```

*You can press PF10 and
PF11 to move back and
forth among the different
screens.*

Also, if you press **PF12** when it is labelled "Return," PROFS
generally returns you to the screen you just came from. For
example, if you go from the main menu to another screen and
then press **PF12**, you'll return to the main menu. However, if
you press **PF12** "End" while viewing the main menu, you'll
leave PROFS. When you leave PROFS, the screen clears and
then you see a message that you have signed off PROFS.
We'll point out any exceptions to the **PF12** function as they
occur.

When you are working with Revisable-Form Text (RFT)
documents, you can have more than 12 PF keys by changing
the number from 12 to 24 in your user profile. (See "Appendix
N: Tailoring your PROFS system" for more information.)
While you are editing an RFT document, you can change the
function of any PF key while you are editing. You can also
write your own list of commands to change the functions on the
PF keys. (See "Appendix O: Using DisplayWrite/370 and
CLISTs" for more information.)

On some screens, you can make more than one choice. When you press PF keys on one of these screens, the word SELECTED appears in bright letters next to each of the choices you make. (In most cases, you can cancel a choice by pressing the same PF key you chose to make the word SELECTED appear, and it will disappear from your screen.) When you press all the PF keys that you need, you press the ENTER key to tell PROFS to process your choices.

```
                   CHANGE USER ACCESS TO THE CALENDAR                      W13

    Calendar for: G. J. Johnson
    Authority being granted to: David Richards

    Press one or more of the following PF keys to indicate the type of
    authorization for this user.  Then press ENTER to give the user
    access to the calendar.

    PF1  User may view times of entries only
    PF2  User may view nonrestricted entries                    SELECTED
    PF3  User may view confidential entries
    PF4  User may view personal entries                         SELECTED
    PF5  User may change nonrestricted entries                  SELECTED
    PF6  User may change confidential entries
    PF7  User may change personal entries
    PF8  User may change authorized access to the calendar




    PF9 Help     PF12 Cancel
```

Pressing the same PF key you chose to make the word SELECTED appear usually cancels a choice.

Sometimes you must type information on a screen before you press a PF key or the ENTER key. In most cases, blank lines on the screen show you where to type. These blank lines on the screen that are reserved for your information are called **fields**, with one field for each piece of information that is requested or allowed. To move your cursor from one field to another, use your **tab** key.

PROFS expects you to press keys and type information in
certain allowable ways, which this book describes. If you
should happen to make a mistake, don't worry. PROFS will tell
you why you can't do a particular step the way you tried by
giving you an **error message**. If you then need help in
understanding what you can or can't do, try these sources of
information, in this order:

- Press **PF9** "Help" on any screen to get an explanation of
  how that screen works.

- Look up the section(s) in this book that talks about the task
  you are trying to accomplish.

- Look up the explanation of the message in the listing of
  messages that your PROFS administrator gave you. The
  listing is called *Messages for Professional Office System.*

- Ask your PROFS administrator.

PROFS shows you error messages on (1) the screen in error or
(2) a separate screen with "MORE..." in the lower right-hand
corner of the screen. If (1), just correct the error and continue.
If (2), you must press CLEAR to get back to the screen in error.

5
Commands

As Section 4 just described, you usually give instructions to PROFS in either of two ways. By:

- Pressing PF keys that correspond to choices on a screen

or,

- Typing in some information and pressing the ENTER key or a PF key.

A third way you can give instructions to PROFS is to use **commands**.

You are actually already using commands whenever you press a PF key. PROFS is set up so that every PF key choice is really just a way to give a command without having to type it.

If the task you want to do does not have a PF key assigned to it, you can type commands. These commands give you increased control over what PROFS does. The more commands you know, the more useful and flexible PROFS will be for you.

Commands may be one or more words long. You always type them on the command line following the arrow ===>, usually at the bottom of a screen that has a command line. In some cases, you might have to type the command and some other information that indicates how the command should be carried out. After you type a command, press the ENTER key to tell PROFS to carry it out.

When you type a command, you can type it in capital or small letters. PROFS interprets the command the same way no matter how you type it.

In this book, the capital and small letters in a command have particular meanings. Capital letters indicate the letters in the command that you must include; they show the shortest acceptable abbreviation of the command. Small letters can indicate two different things:

1. They can indicate letters that you can leave out. For example, in the FILE command, you must include all four letters. In the Input command, you can leave out some letters and just type **i**, **in**, or **inp**, and so forth. You don't have to capitalize any of the letters.

Or,

2. They can indicate information that you **must** supply. For example, in this command:

    ERASE filename AUT$PROF

    you must substitute the name of the file for the word "filename." If the file is named "Debbie," the actual command you type could be **erase debbie aut$prof**. You don't have to capitalize any of the letters.

(See "Appendix G: Using commands with PROFS" for more information.)

6
Sending and receiving information

6   Sending information

With PROFS, you can send information in any or all of the following forms:

- Messages

- Notes

- Documents.

The medium you choose depends upon the length, formality, and urgency of the communication, as well as on what kind of response you want.

Messages

Messages are short and informal. When you send a message, it appears almost immediately on the receiver's screen if the receiver is on the PROFS main menu or subset menu screen. Otherwise, the message will not appear until the person who receives the message presses ENTER or some other key that interrupts something he or she is doing on PROFS.

Messages do not go into the person's incoming mail and PROFS does not keep copies of them. Therefore, if the person you are sending the message to is not logged on to the computer, the message will not be received.

For more information, see "Chapter 6: Processing notes and messages."

What happens when you send a message

Other person's terminal

Your terminal

PROFS keeps no record of messages.
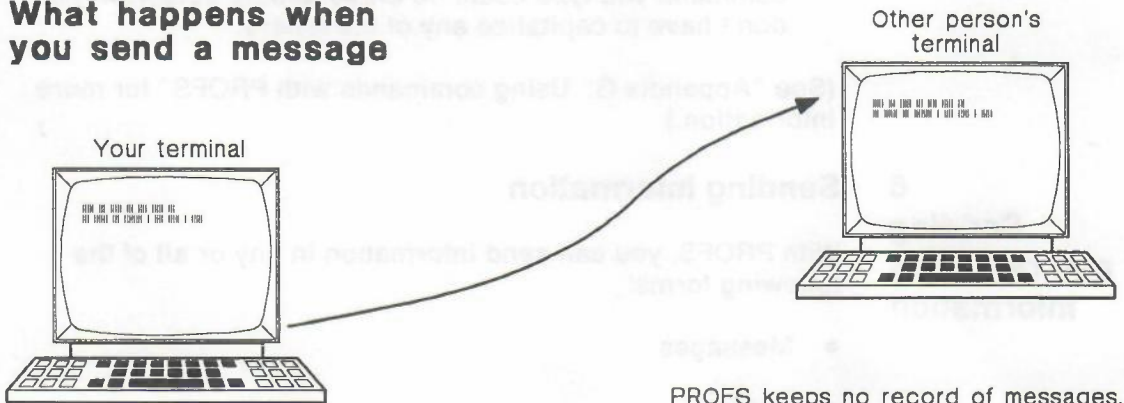
Notes

Notes are more lasting than messages. When you send a note, it goes into the other person's incoming mail. It will be there the next time that person opens the mail. PROFS automatically keeps an electronic copy of the note you send, unless you tell it not to.

Notes are identified by the subject and by the date and time they are sent. You can keep a file of the notes you send and receive in a general **note log**, or in other note logs that you set up and label yourself. For example, you might set up a "Jean" log for all the notes you send to, or get from, an associate named Jean. You can also have your notes printed or proofread.

For more information, see "Chapter 6: Processing notes and messages" and "Chapter 13: Proofreading notes and documents."

What happens when you send a note

Other person's incoming mail (electronic)

When you send a note, PROFS keeps a copy automatically in your note log

NOTE LOG

IN

Other person's terminal

Your terminal

While viewing your note in the incoming mail, the receiver can reply to it, file it, forward it to others, erase it, and so forth.
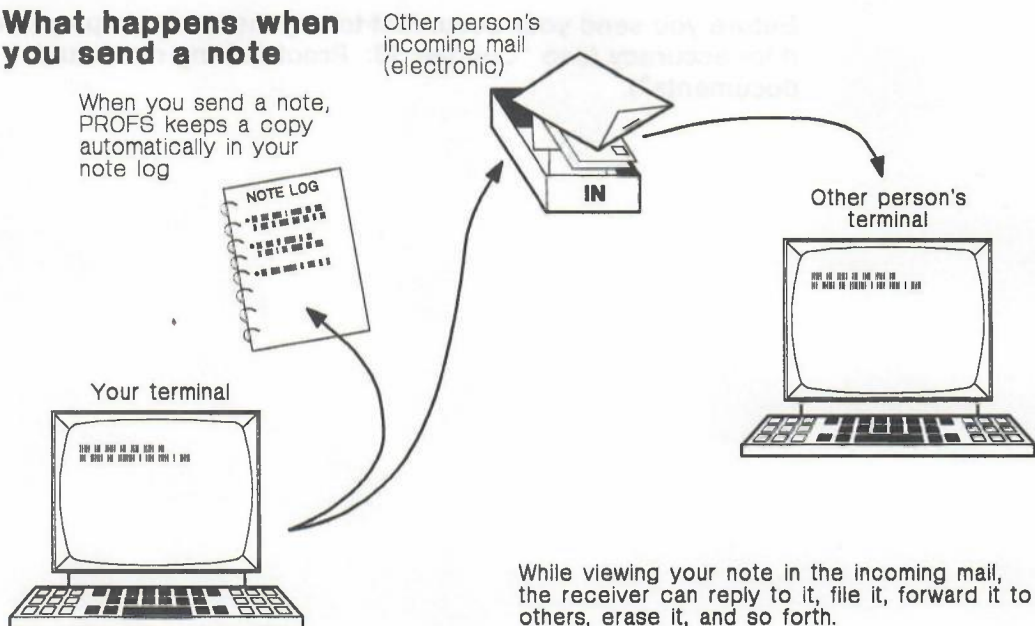
Documents

Documents cover a wide range of items: letters, memoranda, reports, bulletins, and so on. They are the most formal and most permanent type of communication.

Before you actually create a document, you choose a **document style**, which is a preset format and may even have some text already typed in.

For more information, see "Writing a new document" in "Chapter 7: Preparing RFT documents" and "Writing a new document" and "Changing or editing an existing draft" in "Chapter 8: Preparing DCF documents."

Before you type the text of a document, you specify one of your **author profiles** (or someone else's profile, if you're preparing a memo or letter for someone else). By typing the name of the author profile, you tell PROFS automatically to put key information (such as name, address, title) into the document.

Before you send your document to anyone, you can proofread it for accuracy (see "Chapter 13: Proofreading notes and documents").

You can send a document to other people as a **final** document, which cannot be changed. In PROFS there are two forms of final documents, a Document Composition Facility (Final) and a Revisable-Form Text Final (RFT-F). You can also send it out as a **draft** document, which can be reviewed and/or changed. In PROFS there are two forms of draft documents, a Document Composition Facility (Draft) and a Revisable-Form Text Draft (RFT-D). Then, once revisions and changes have been made, you or one of the reviewers can make it a Final or RFT-F document. (You can also have a document printed.)

For more information, see "Changing or editing an existing RFT-D document" and "Processing documents" in "Chapter 7: Preparing RFT documents," and "Changing or editing an existing Draft" and "Processing documents" in "Chapter 8: Preparing DCF documents."

When you receive a document in your incoming mail, it will be marked according to the type of document it is.

- **Final** (a DCF document that cannot be changed)

- **Draft** (a DCF document that can be changed)

- **RFT-D** (an RFT document that can be changed)

- **RFT-F** (an RFT document that cannot be changed)

- **Paper** (a hardcopy document not created using PROFS)

- **Graphic** (a Graphical Data Display Manager (GDDM) softcopy file that can be printed or viewed)

- **Other** (an electronic document not created using PROFS).

What happens when you send a notice of a document
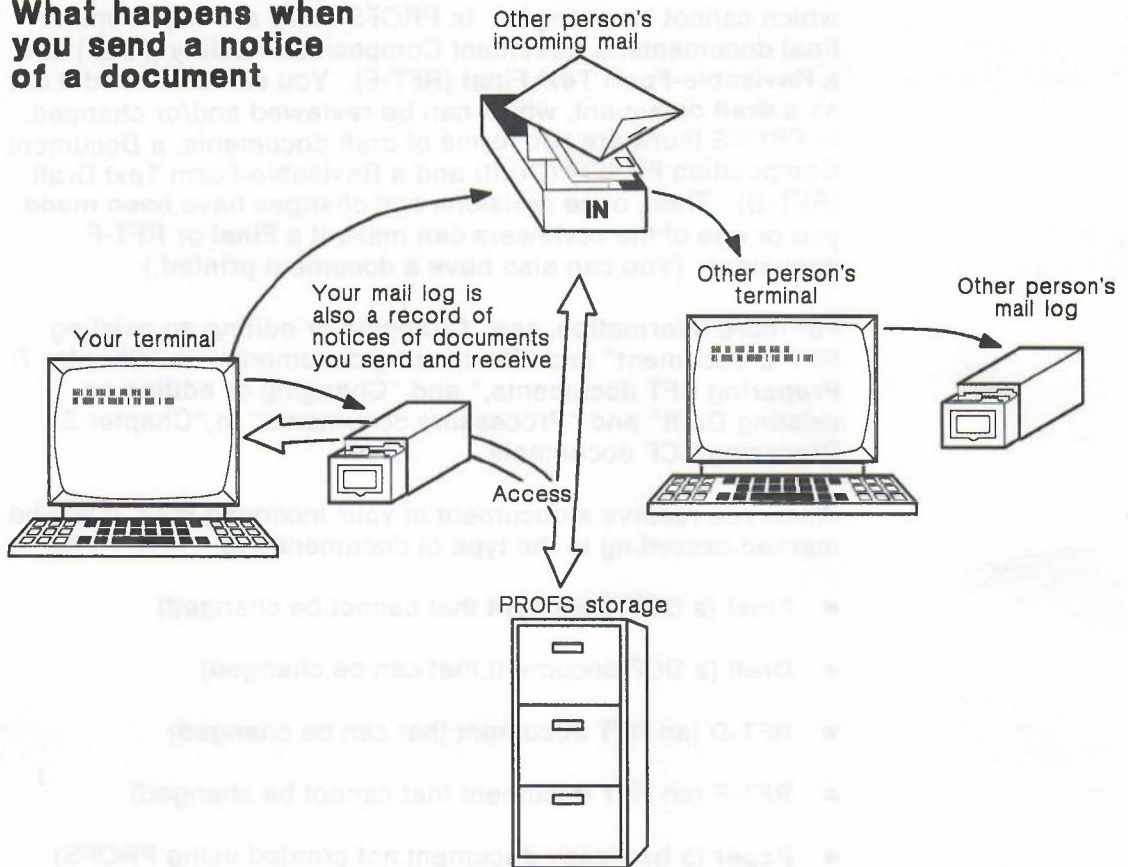
Other person's incoming mail

Your mail log is also a record of notices of documents you send and receive

Your terminal

Other person's terminal

Other person's mail log

Access

PROFS storage

When you send a notice of a document, PROFS puts information about it in your mail log and the other person's incoming mail. The document itself is filed in PROFS storage.

7
Storing
information

As part of its filing and sending procedures, PROFS stores information for you in two ways: in **personal storage** and in **PROFS storage**. Understanding how this is done, makes PROFS easier to use.

Personal storage. Your personal storage (sometimes called your **A-disk** or **user files**) contains:

- Files you are currently working with (for example, documents you are preparing, but haven't yet sent to anyone)

- Files you have tailored or created for yourself (for example, note files, author profiles, nickname files, or distribution lists)

- Files you have kept as indexes to other files (for example, your note logs are indexes to your notes and your mail log is an index to all of the documents you have created or received from other people).

The computer uses two names to identify each file in your personal storage, a **filename** and a **filetype**. For example, an unfinished memo might have "1" as its filename and SCRIPT as its filetype. (PROFS automatically assigns a number from 1 to 99 to unfinished documents that you put in personal storage.)

PROFS storage. PROFS storage is much larger than your personal storage because it is like a central filing cabinet that everyone uses. It is sometimes called the **central file** or **data base**.

When you **send** a document to someone else, you are really putting it in PROFS storage, making an entry in your **mail log**, and sending a notice to that person that the document is available to work with. (If the person you send a final document to is on another computer system, the document itself is sent also.) When you **file** a document, you are really putting it in PROFS storage and making (or changing) an entry for that document in your mail log.

The **owner** of a document is any person who created it or made the last revision to it.

Personal storage

You can move documents from PROFS storage to your personal storage, and vice-versa. You can change documents while they are in your personal storage.
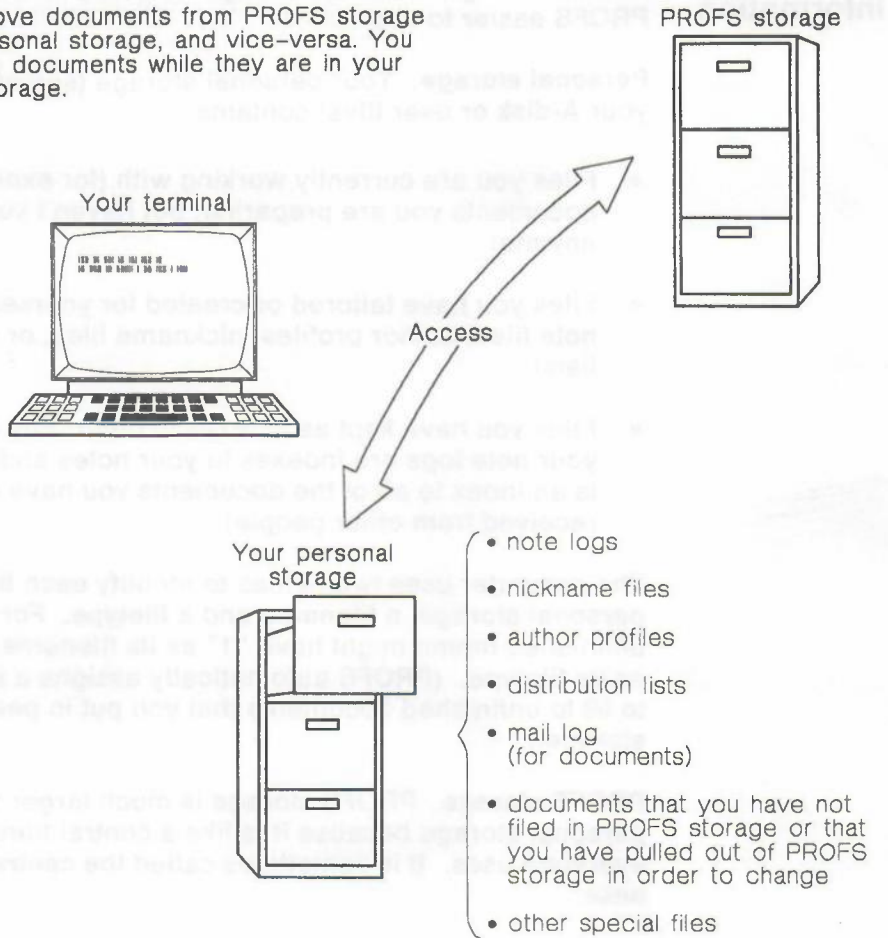
PROFS storage

Your terminal

Access

Your personal storage

- note logs
- nickname files
- author profiles
- distribution lists
- mail log (for documents)
- documents that you have not filed in PROFS storage or that you have pulled out of PROFS storage in order to change
- other special files

PROFS storage

Your mail log is an index to your documents in PROFS storage

Mail log

Your terminal

PROFS storage

Access

Other users have access to their documents through individual mail logs
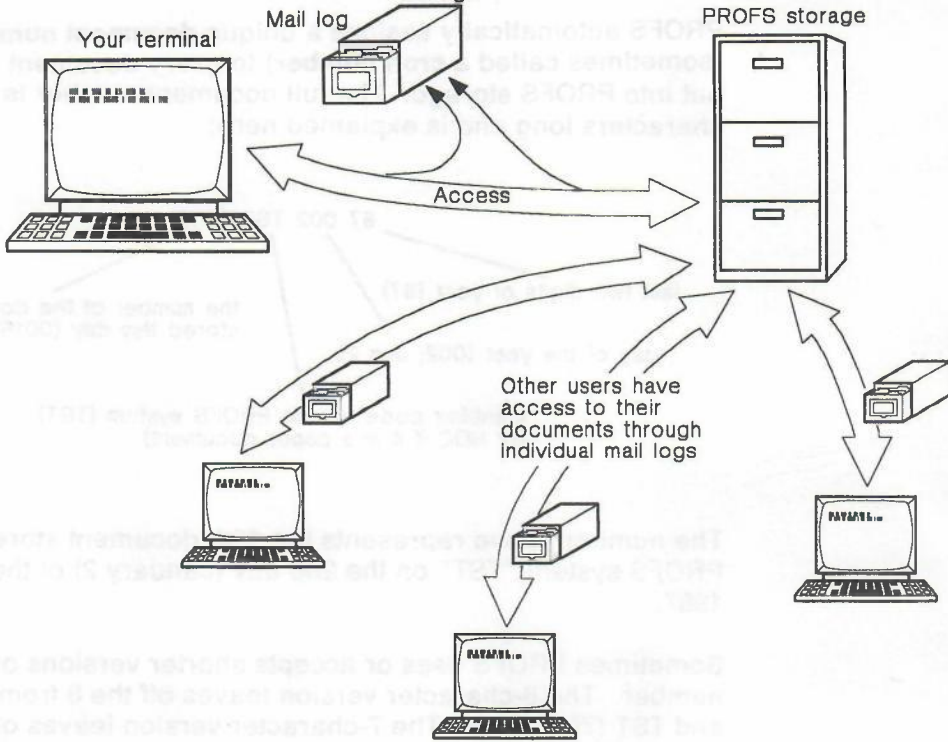
The owner can restrict the document so that only certain people have access to it. For more information, see "Chapter 7: Preparing RFT documents," "Chapter 8: Preparing DCF documents" and "Chapter 10: Processing the mail log."

PROFS automatically assigns a unique **document number** (sometimes called a **cron number**) to every document that is put into PROFS storage. The full document number is 12 characters long and is explained here:

87 002 TST 0016

last two digits of year (87)

the number of the document
stored this day (0016)

day of the year (002; Jan 2)

identifier code for the PROFS system (TST)
(or HDC if it is a paper document)
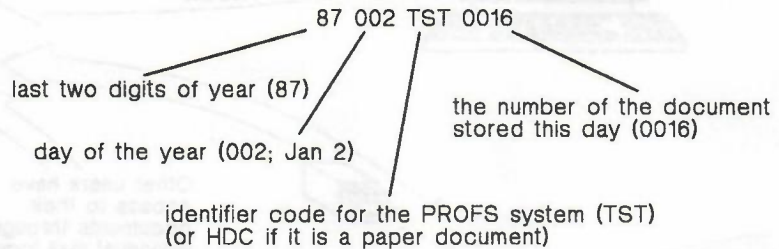
The number above represents the 16th document stored on PROFS system "TST" on the 2nd day (January 2) of the year 1987.

Sometimes PROFS uses or accepts shorter versions of this number. The 8-character version leaves off the 8 from the year and TST (70020016). The 7-character version leaves off 87 and TST (0020016). If you use the shorter version, you can only work with a current year's item. If you want to work with a previous year's item, you must type the document number using the long version (12 characters).

8
Finding out
what's new
in PROFS

PROFS News is a feature that will keep you informed of changes that have been made to PROFS. Typically, when new tasks are added to PROFS, when old tasks are improved, or when a screen is added or changed, you can see information about the change in PROFS News.

To see PROFS News, type **NEWPROFS** on the command line of screen A00, "PROFS Main Menu," then press ENTER.
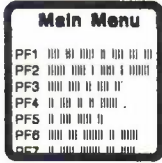
2 The PROFS main menu

Contents

2 The PROFS main menu

1 Introduction

The **main menu** is the first screen you will work with after you've signed onto PROFS. It lists the nine major office tasks in PROFS. The next ten chapters of this book explain these nine tasks. This chapter introduces them briefly and also explains:

- How to sign on to PROFS

- What's on the main menu

- The second and third main menus

- How to sign off PROFS.

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2
Signing on
to PROFS

Before you can use PROFS, you must **log on** to your computer and then **sign on** to PROFS. Logging on is simply the way you connect your terminal to the computer so that you can work with PROFS. The procedure varies from system to system. For most systems, you can follow the steps below — but check first with your PROFS administrator to find out if this procedure works for your system.

1. Make sure your terminal is on and working.

2. Press ENTER.

3. Type the word **LOGON** or the letter **L**. Leave one space and then type your **user name**. For example:

   L JPJONES

4. Press ENTER. The words ENTER PASSWORD appear on the screen.

5. Type your **password**. You won't see your password on the screen even when you type it. This is a security measure.

6. Press ENTER.

7. Wait until you see the words VM READ in the lower right corner of the screen. (You may see other words and messages first. You can ignore most of them. But if you see the word "MORE..." in the lower right corner, press CLEAR to see the next screen.)

8. Press ENTER.

9. Type **PROFS** (unless PROFS is automatically started when you log on; ask your PROFS administrator).

10. Press ENTER.

The IBM PROFS copyright screen is the first screen you will see when you first sign on to PROFS. After five seconds, it disappears, and PROFS shows you screen A00, "PROFS Main Menu."

```
                          PROFS MAIN MENU                              A00
        Press one of the following PF keys.
        PF1  Process calendars                    Time:  11:17 AM
        PF2  Open the mail
        PF3  Find documents                   1987    JANUARY    1987
        PF4  Process notes and messages       S   M   T   W   T   F   S
        PF5  Prepare documents                                 1   2   3
        PF6  Process documents from other sources  4   5   6   7   8   9  10
        PF7  Process the mail log            11  12  13  14  15  16  17
        PF8  Check the outgoing mail         18  19  20  21  22  23  24
                                             25  26  27  28  29  30  31
        PF10 Add an automatic reminder                Day of Year: 002
        PF11 View main menu number 2

                                             PF9 Help      PF12 End
        --------------------------------------------------------------------
        01/02/87  9:00 AM    Meeting with Anne
        01/02/87  9:30 AM    Meeting with John
        01/02/87 10:30 AM    Meeting with George
        10:45:03 MSG FROM RSCS....:FROM VMSYS1 (JDOE): Call me at 559-1065
        10:47:20 MSG FROM RSCS....:FROM VMSYS1 (MJONES): Meet me for Lunch
        01/02/87 11:15 AM    Conference call Re:  Future PROFS Demos
        01/02/87  3:00 PM    Meeting with PROFS administrators
        ===> _
                                                    Mail / Messages Waiting
```

3
What's on the main menu

On the right half of the main menu, you can see:

- This month's calendar (today's date is highlighted)

- The time changes every minute

- The number of the day in the year (for example, January 1 is day number 001; February 1 is day number 032).

On the left half of the main menu you can see a list of PF keys with choices next to them. The choices next to **PF1** through **PF8** and **PF10** are also the names of the nine major tasks in PROFS. When you press one of these PF keys, PROFS shows you the first screen for that task. (If your screen doesn't look like this, it is because your PROFS administrator has tailored your main menu to better fit your needs.)

The list below briefly explains each PF key on the main menu.

- **PF1 Process calendars** – work with your daily and monthly schedules, schedules for other people, and schedules for conference rooms and equipment.

- **PF2 Open the mail** – work with notes and memos, letters, and various documents sent to you by others.

- **PF3 Find documents** – find documents that have been filed in mail logs and work with them.

- **PF4 Process notes and messages** – send notes and messages to other people, and work with notes that you have filed in note logs.

- **PF5 Prepare documents** – write, edit, and send documents such as memos, reports, and letters.

- **PF6 Process documents from other sources** – add information about documents (both paper and electronic that were not created using PROFS) to your files.

- **PF7 Process the mail log** – organize and work with key information about your documents. (The mail log is an index to your documents.)

- **PF8 Check the outgoing mail** – find out whether documents that you sent were received.

- **PF10 Add an automatic reminder** – tell PROFS to send you a reminder about something – for example, about a meeting you need to attend or a phone call you need to make.

If you press **PF9**, you'll get a HELP screen that explains the choices on the main menu.

If you press **PF11**, you'll see a second main menu. (See "The second and third main menus" next in this chapter for details.)

If you press **PF12** on the main menu, you will leave PROFS. To return to PROFS after pressing **PF12**, simply type **PROFS** and press ENTER.

On the bottom of the main menu, you see a blank area known as the echo area (between the dotted line that separates the top of the menu from the bottom of the menu, and the arrow ===›). The arrow points to the **command line**, where you type commands. (See "Commands" in "Chapter 1: Communicating with PROFS" and "Appendix G: Using commands with PROFS" for more information.) Commands you type, reminders, messages from other users, warning messages, and messages indicating a document has been sent to you appear in the echo area.

Messages Waiting means that there are other messages in the echo area you need to view. You can press CLEAR to erase the messages on the screen and display the ones that were not visible before.

Mail Waiting appears in the blank area on the right-hand side of the menu. This reminds you that a note, memo, letter, or other document has been sent to you.

If you want to see the calendar for another month, type a date (mm/dd/yy) next to the arrow and press ENTER. PROFS shows you the calendar for that month, with that day highlighted. The name of the month is also highlighted, to remind you that it is not the current month. You can return to today's calendar by pressing CLEAR. (See "Appendix I: Typing names, dates, and times" for more information about how to type dates on the main menu.)

4
The second and third main menus

PROFS comes with three main menus. The first main menu lists the nine major tasks. Your PROFS administrator may add more tasks to the second and third main menus, or may have changed what is on the main menu.

Press **PF11** on the first main menu. PROFS shows you the second main menu.

All main menus have the same date and time features.

This is the second main menu.

Your PROFS administrator may have added PF keys here.

```
                          PROFS MAIN MENU                          A00
   Press one of the following PF keys.
                                            Time:  11:17 AM

                                       1987    JANUARY    1987
                                        S   M   T   W   T   F   S
                                                        1   2   3
                                        4   5   6   7   8   9  10
                                       11  12  13  14  15  16  17
                                       18  19  20  21  22  23  24
                                       25  26  27  28  29  30  31
                                                   Day of Year: 002
   PF11  View main menu number 3
                                            PF9 Help    PF12 End
--------------------------------------------------------------------




===)  _
                                                       Mail Waiting
```

The second main menu may list more tasks or it may be blank — except for **PF11**. Press **PF11** to view the third main menu.

Note: Do not try to go back to the first main menu by pressing **PF12.** This will take you out of PROFS.

This is the third main menu.

Your PROFS administrator may have added PF keys here.

```
                       PROFS MAIN MENU                          A00
        Press one of the following PF keys.
                                             Time:  11:17 AM

                                        1987    JANUARY    1987
                                        S   M   T   W   T   F   S
                                                        1   2   3
                                        4   5   6   7   8   9  10
                                       11  12  13  14  15  16  17
                                       18  19  20  21  22  23  24
                                       25  26  27  28  29  30  31
                                                  Day of Year: 002
        PF11  View main menu number 1
                                            PF9 Help    PF12 End
        ------------------------------------------------------------------



        ===> _
                                               Mail Waiting
```

Again, the third main menu may list more tasks or it may be blank. Press **PF11** to return to the first main menu.

Note: Do not try to return to the second main menu by pressing **PF12**. This will take you out of PROFS.

If the second and third main menus do list more tasks, you press the PF keys to go to the first screen for each task, just as you do on the first main menu.

5
Signing off
PROFS

For security reasons, you must **sign off** when you are finished working with PROFS. Follow these steps when you are ready to sign off:

1. You can sign off only from the main menu. If you are on another screen, you can generally press **PF12** repeatedly until you see the main menu.

2. If you see **Messages Waiting** in the lower right corner of the screen, you must press CLEAR to see the messages that are "on hold." PROFS won't let you press **PF12** to exit, until all your messages are out of "hold." The only way to exit with **Messages Waiting** showing on your screen, is to type **logoff** at the command line.

   You **can** exit if **Mail Waiting** appears on the screen.

3. Press **PF12** on the main menu.

   The screen clears, then tells you that you have signed off PROFS.

   You may now continue working with the computer, or you can **log off** the computer system in the following way:

4. Type: **LOGOFF** (or just **LOG**).

5. Press ENTER.

You may now turn off your terminal (if this is what you normally do at your installation).

2 The PROFS Main Menu

Fast Track

```
                                                    ┌──────────────┐
                                        ┌─ PF1 ────▶ │          W00 │
                                        │            │ Process      │
                                        │            │ Calendars    │
                                        │            └──────────────┘
                                        │            ┌──────────────┐
                                        ├─ PF2 ────▶ │          C00 │
                                        │            │ Open the Mail│
                                        │            └──────────────┘
                                        │            ┌──────────────┐
                                        ├─ PF3 ────▶ │          D01 │
                                        │            │ Find         │
                                        │            │ Documents    │
                                        │            └──────────────┘
                                        │            ┌──────────────┐
                                        ├─ PF4 ────▶ │          E05 │
                                        │            │ Process Notes│
                                        │            │ and Messages │
                                        │            └──────────────┘
┌──────────────┐                        │            ┌──────────────┐
│          A00 │                        ├─ PF5 ────▶ │          F00 │
You sign on to PROFS ──▶│ Main Menu No. 1│──         │ Prepare      │
└──────────────┘                        │            │ Documents    │
                                        │            └──────────────┘
                                        │            ┌──────────────┐
                                        ├─ PF6 ────▶ │          A05 │
                                        │            │ Process      │
                                        │            │ Documents    │
                                        │            │ from Other   │
                                        │            │ Sources      │
                                        │            └──────────────┘
On all screens:                         │            ┌──────────────┐
                                        ├─ PF7 ────▶ │          D00 │
PF9 Help                                │            │ Process the  │
                                        │            │ Mail Log     │
PF12 Return                             │            └──────────────┘
(except PF12                            │            ┌──────────────┐
"End" on A00)                           ├─ PF8 ────▶ │          G03 │
                                        │            │ Check the    │
                                        │            │ Outgoing Mail│
                                        │            └──────────────┘
                                        │            ┌──────────────┐
                                        └─ PF10 ───▶ │          X03 │
                                                     │ Add an       │
                                                     │ Automatic    │
                                                     │ Reminder     │
                                                     └──────────────┘
```

Your PROFS Ad-
ministrator may have
assigned functions to
the PF keys on Main
Menus No. 2 and No. 3.
You can write them in the
blank screen boxes.

PF1

PF2

PF3

PF4

PF11 → A00
Main Menu No. 2   PF5

PF6

PF7

PF8

PF10

PF1

PF2

PF3

PF4

PF11 → A00
Main Menu No. 3   PF5

PF6

PF7

PF8

PF10

PF11

3 Processing calendars

Contents

3 Processing calendars

1 Choosing from the main menu

When you press **PF1** on the main menu, PROFS shows you screen W00, "Process Calendars." This screen lets you control your appointment calendar.

The time on this screen is updated only when you take some action - for example, pressing a PF key or ENTER.

Change the name and press ENTER to see someone else's schedule.

Change the date by typing over it or by using PF4 or PF5.

```
                              PROCESS CALENDARS                          W00

Calendar for:  G. J. Johnson
               -------------------------------
Calendar date:  01/02/87
               ------------------                 Time:  8:52 AM

Press one of the following PF keys.        1987    JANUARY    1987
                                         S  M  T  W  T  F  S
   PF1  Work with the day's schedule                   1  2  3
   PF2  View  7 days of the calendar     4  5  6  7  8  9 10
        --                              11 12 13 14 15 16 17
   PF3  View the conference room schedules 18 19 20 21 22 23 24
   PF4  Work with the next day's schedule  25 26 27 28 29 30 31
   PF5  Work with the previous day's schedule    Day of Year: 002
   PF6  View the month
   PF7  Schedule a meeting
   PF8  Print  7 days of the calendar
        --
   PF10 View calendar main menu number 2



   PF9 Help    PF12 Return
```

Starting from screen W00, "Process Calendars," you can do the following (all "see" references refer to sections that appear later in this chapter):

- View your schedule for one day or for an entire month (see "Working with the schedule" and "Viewing a schedule for a whole month").

- Change your schedule (see "Working with the schedule").

- View your schedule for several days (see "Working with several days of the calendar").

- View or change someone else's schedule (see "Viewing or changing another person's calendar").

- View several people's schedules at a time using a distribution list (see "Viewing or changing other schedules using a distribution list").

- View the schedules for conference rooms or equipment (see "Reserving conference rooms or equipment").

- Schedule a meeting and notify the attendees (see "Scheduling a meeting").

- Print several days of your calendar (see "Printing calendars").

- View the calendar's second main menu (W10). From here you can:

  1. Change user access to your calendar (see "Changing user access to a calendar").

  2. View the list of users authorized to access your calendar (see "Viewing the list of authorized users").

  3. Add company holidays to your calendar (see "Adding company holidays to your calendar").

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2
Working with the schedule

When you press **PF1** on screen W00, PROFS shows you screen W01, "Work with the Schedule" — the schedule for the date shown on the top of screen W00. When you press **PF4** on screen W00, PROFS shows you the schedule for the next day. When you press **PF5** on screen W00, PROFS shows you the schedule for the previous day.

Your schedule for one day.

You can type another name...
or another date...
or both.

This will show up as "M" on the monthly calendar.

This will show up as "C" on the monthly calendar.

You can change the date to the next or previous day.

```
                          WORK WITH THE SCHEDULE                          W01

 Calendar for: G. J. Johnson              Date: 01/02/87           Friday
 -----------------------------------------          -------------------
 Type any changes to the schedule below.

  BEGIN   END      DESCRIPTION
  7:30AM  9:00AM   PERS: Counseling session with Bill
  9:00AM 10:00AM   Meeting--Wilson's office
                   Bring figures for February
 10:00AM 11:00AM   CONF: Review new system with John
  1:00PM  3:00PM   Class
  NOTES:           Remember that Wilson wanted February figures
                   compared with those of October and December




 PF3 Cancel changes   PF4 Next day   PF5 Previous day          Screen 1 of 1
 PF9 Help   PF10 Next Screen   PF11 Previous Screen   PF12 Return
```

From here you can schedule appointments and meetings, erase them, change them, and add notes. You can add personal or confidential information that only those you authorize can see. You can also move or copy information from one day to another, and move or copy information from one schedule to another.

If the information on screen W01 is more than one screen long, you can use **PF10** or **PF11** to move back and forth between screens. If you change your mind and do not want to make any changes, press **PF3** ("Cancel changes"). **PF3** takes you to screen W00. Press **PF12** to save your changes and return to screen W00.

Changing the date

If you want to view your schedule for another date, you can do it easily. If you are on screen W00, "Process Calendars," choose one of two ways.

1. Type the new date over the date shown, then press **PF1**.

Or,

2. Use one of the PF keys:

   • Press **PF4** to view the next day.

   • Press **PF5** to view the previous day.

Note: See "Appendix I: Typing in names, dates, and times" for information on how to type dates.

If you are on screen W01, "Work with the Schedule," choose one of two ways:

1. Press ENTER to move the cursor to the date field. Type the new date over the date shown; then press ENTER.

Or,

2. Use one of the PF keys:

   • Press **PF4** to view the next day.

   • Press **PF5** to view the previous day.

Note: See "Appendix I: Typing in names, dates, and times" for information on how to type dates.

You can press the PF keys several times in succession to move back and forth between dates.

Changing the name

If you want to work with another person's schedule, you can do it easily. Starting from screen W00, "Process Calendars," follow these steps:

1. Type either the user name or nickname of the person over the name shown. Do **not** type the person's real name.

2. Press **PF1**.

   PROFS shows you the schedule for the new name.

   If you want PROFS to restore your name and today's date on screen W00, simply press CLEAR.

Starting from screen W01, "Work with the Schedule," follow these steps:

1. Type either the user name or nickname over the name shown.

2. Press ENTER.

   PROFS shows you the schedule for the new name.

Scheduling appointments and meetings

While you are still on screen W01, you can schedule an appointment on your calendar by following these steps:

1. Type the time the meeting will begin under BEGIN. (See "Appendix I: Typing in names, dates, and times" for information about typing times.)

2. Type the time the meeting will end, under the column labelled END.

3. Type the description of the meeting, or any other information you want to add, directly under the column labelled DESCRIPTION. You can type as many lines as you need, but start each under DESCRIPTION.

4. Press ENTER.

   PROFS will automatically list all meetings according to time, starting with the earliest. If two meetings start at the same time, the one that ends first will be listed first.

   If the list is longer than one screen, press **PF10** to move to the next screen.

   Press **PF12** to store the changes. Press **PF3** to cancel the changes.

Scheduling all day events for several days

When you need to schedule an all-day event that will last for several days in a row, here's what you do:

Starting from screen W01, "Work with the Day's Schedule:"

1. Type **all** below BEGIN.

2. Tab over and type the total number of working days for which you want to schedule the event under the column labelled END.

3. Type the description of the event under the column labelled DESCRIPTION.

4. Press ENTER.

   PROFS stores the events; however, PROFS will not record the event if it falls on a holiday or a non-working day.

Note: You can change the starting and ending time of your working day by using the CALENDAR $PROFILE file. You can also use the CALENDAR $PROFILE file to change your non-working days. See "Appendix N: Tailoring your PROFS system" for information on how to tailor this file.

Scheduling recurring events

A recurring event is one that is held on a regular basis, such as a routine status meeting in your department. A recurring event can occur daily, weekly, every other week, or monthly. PROFS automatically marks the event on your calendar for each occurrence.

Starting from screen W01, "Work with the Schedule," follow these steps:

1. Move the cursor next to the entry you want to show as a recurring event.

2. Type **r** (for "recurring") to the left of the BEGIN time beside the entry.

3. Press ENTER.

Or, if the event is not already shown on W01:

1. Type **r** to the left of of the time under the BEGIN column.

2. Type the beginning time immediately following the "r."

3. Type the ending time under END.

4. Type a description of the meeting under DESCRIPTION.

5. Press ENTER.

```
                    SCHEDULE A RECURRING MEETING                    W09

Calendar for: G. J. Johnson                    Time:  2:14 PM

Type the information below.  Then press ENTER.    1987    JANUARY    1987
                                                  S   M   T   W   T   F   S
Starting Date:  01/02/87                                          1   2   3
                -------------------               4   5   6   7   8   9  10
Ending Date:    07/03/87                         11  12  13  14  15  16  17
                -------------------               18  19  20  21  22  23  24
Meeting Time:   2:00 PM  to 3:00 PM              25  26  27  28  29  30  31
                --------    --------                       Day of Year: 002
Type an X next to the frequency you want:
  _ Daily      _ Weekly     _ Every other week    _ Monthly

If you chose Weekly, Every other week, or Monthly, type an X next to
the day of the week on which you want the meeting:
  _ Sun     _ Mon     _ Tue     _ Wed     _ Thu      _ Fri      _ Sat

If you chose Monthly, type an X next to the occurrence of the day of the week
on which you want the meeting:
  _ First     _ Second    _ Third    _ Fourth    _ Last

PF9 Help    PF10 Next month    PF11 Previous month    PF12 Return
```

PROFS shows you screen W09, "Schedule a Recurring
Meeting." To indicate how often the event occurs, the day of
the week on which it occurs, and the occurrence of the day of
the week within the month of the event:

1. Type **X** next to your choice(s).

   (See "Scheduling a recurring meeting" later in this chapter
   for information on choosing the frequency of a meeting.)

2. Press ENTER.

Note: If the recurring meeting is a "daily" one, PROFS will
only schedule it for up to 13 weeks. You cannot schedule a
recurring meeting beyond your company's last scheduled
holiday. If you attempt to, PROFS tells you that the ending
date must be on or before that last date.

Describing your appointments

When you add an appointment that has both a beginning and an ending time, PROFS takes the first letter of the first word in your description and places it on the monthly calendar to show that you have scheduled an appointment for a particular hour.

```
                        VIEW THE MONTH OF JANUARY                    W05
      Calendar for: George Johnson                   Date: 01/02/87
         Sunday      Monday    Tuesday   Wednesday   Thursday    Friday    Saturday
      +----------+----------+----------+----------+----------+----------+----------+
      |          |          |          |          |        1 |        2 |        3 |
      |          |          |          |          | ........ | <M-.CC.. | ........ |
      +----------+----------+----------+----------+----------+----------+----------+
      |        4 |        5 |        6 |        7 |        8 |        9 |       10 |
      | ........ | ........) | ........ | ........ | .*...MM. | .....I.. | ........ |
      +----------+----------+----------+----------+----------+----------+----------+
      |       11 |       12 |       13 |       14 |       15 |       16 |       17 |
      | ........ | .M...... | ........ |......... | <M-..... | ........ | ........ |
      +----------+----------+----------+----------+----------+----------+----------+
      |       18 |       19 |       20 |       21 |       22 |       23 |       24 |
      | ........ | ........ | ........ | ........ | ........ | .RR..... | ..---... |
      +----------+----------+----------+----------+----------+----------+----------+
      |       25 |       26 |       27 |       28 |       29 |       30 |       31 |
      | ........ | ....VVVV | ........ | ........ | ........ | ........ | ........ |
      +----------+----------+----------+----------+----------+----------+----------+
      |          |          | Note: Remember that Wilson wanted February figures  |
      |          |          |       compared with those of October and December.  |
      +----------+----------+----------+----------+----------+----------+----------+
      PF1 View day's schedule    PF4 Next day's notes    PF5 Previous day's notes
      PF9 Help      PF10 Next month    PF11 Previous month    PF12   Return
```

You may begin your appointment descriptions with numbers, letters, or words that will help you identify the items on your monthly calendar. For example, if you have a meeting with Wilson at 9 AM on May 15, you might want to type the following under DESCRIPTION:

Meeting with Wilson

or,

M — Wilson to meet with me to go over accounts

PROFS takes the first letter of the entry — the letter "M" in this case — and places that letter at the 9 AM position on May 15 on the monthly calendar. The letter "M" indicates to you that you have a meeting during that hour. You can use other letters to indicate other kinds of appointments: "I" for interviews, for example, or "R" for review sessions. (See "Viewing a schedule for a whole month," later in this chapter for more information about reading and working with the monthly calendars.)

Making changes to your calendar

There are paragraphs in this chapter which describe how you can make changes to your calendar. If you are making any combination of changes, it is important that you make changes in the following order:

1. ERASE

2. D (delete)

3. Time field validation

4. ALL (all day event)

5. R (recurring event)

6. A (add)

7. M, C (move and copy)

Erasing all appointments and meetings for one or more days

If you want to cancel all appointments for one or several days, here's what you do:

1. Move the cursor to the first blank line of the first day you want to erase.

2. Type **erase** under BEGIN time.

3. Move the cursor to the END column.

4. Type the number of calendar days to be erased.

5. Press ENTER.

   PROFS erases all appointments for the number of days shown, including holidays and non-working days.

Deleting appointments and meetings

If you cancel an appointment, you want to delete it from your schedule. Simply follow these steps:

1. Move the cursor to the beginning of the line you want to delete.

2. Type **d** (for "delete").

3. Press ENTER.

   PROFS deletes the entire event.

Adding a line of description to an existing entry

You can add a line of information to an entry shown on your schedule. Starting from screen W01:

1. Move the cursor to the left of the beginning time where you want to add the new line.

2. Type **a** (for "add") to the left of the BEGIN time.

3. Press ENTER.

   PROFS adds a blank line. The cursor moves to the new blank line under this entry.

4. Tab over to DESCRIPTION.

5. Type the additional line of text under DESCRIPTION in the blank line.

   PROFS adds the new line of text to the entry.

Note: To add an event, type the event after the last entry on your screen. (PROFS will sort your calendar by the starting and ending time.) Follow the steps in "Scheduling appointments and meetings" in this chapter.

Adding notes

To add notes to your calendar:

1. Move the cursor to a blank line.

2. Type **NOTES:** under BEGIN time. (The colon is not required.)

3. Move the cursor to the DESCRIPTION column.

4. Type the note. You can type as many lines as you need, starting each under DESCRIPTION. You may also use PERS: or CONF: to type private notes.

PROFS will show you all of your notes at the bottom of your schedule. The first line of the first note will also appear on screen W05, "View the Month," when that day is highlighted on the monthly calendar (see "Viewing a schedule for a whole month" later in this chapter).

Moving information to another date or to someone else's schedule

If a meeting that was scheduled for one person will be attended instead by someone else, or if the date of a meeting is changed, you can move the information to the new schedule without retyping it. (You can make changes to another person's schedule only if you are authorized to do so.) There are two ways to do this:

1. Type **m** (for "move") to the left of the BEGIN time beside each entry you want to move. (You can move more than one item at a time if you want to.)

2. Press ENTER to move the cursor to the "Date" line and type the new meeting date.

3. Tab the cursor backwards to the "Calendar for" line and type the user name or nickname of the person's schedule being changed.

4. Press ENTER.

Or,

1. Type **m** (for "move") to the left of the BEGIN time beside each entry you want to move.

2. Use one of the following PF keys:

   - Press **PF4** to move the entry to the next day.

   - Press **PF5** to move the entry to the previous day.

   PROFS shows you the new schedule with the moved item on it. PROFS erases the item from the schedule you were viewing.

Press **PF3** to cancel the move action. (Once the item has been moved, however, pressing **PF3** will not return the item to the originally scheduled day. Therefore, the item no longer appears on either day.) Press **PF12** to store the item and return to screen W00, "Processing Calendars."

Copying information to another date or to someone else's schedule

If several people will attend the same meeting, or if one person wants to schedule the same event on several dates, you can copy the information to each schedule without retyping it. (You can make changes to another person's schedule only if you are authorized to do so.) There are two ways you can do this:

1. Type **c** (for "copy") to the left of the BEGIN time beside each entry you want to copy. (You can copy more than one item at a time if you want to.)

2. Press ENTER to move the cursor to the "Date" line and type the new meeting date.

3. Tab the cursor backwards to the "Calendar for" line and type the user name or nickname of the person's schedule being changed or updated.

4. Press ENTER.

Or,

1. Type **c** (for "copy") to the left of the BEGIN time beside the entry you want to copy.

2. Press one of the following PF keys.

   • Press **PF4** to copy the entry to the next day.

   • Press **PF5** to copy the entry to the previous day.

   PROFS shows you the new calendar with the copied item on it.

Press **PF3** to cancel the copy action. Press **PF12** to store the item and return to screen W00, "Process Calendars."

Copying your schedule in a note

If you want someone to know your schedule, you can include your calendar in a note. PROFS sends your schedule with the note. See "Including your calendar in a note" in "Chapter 6: Processing notes and messages."

3
Working with several days of the calendar

There may be times when you need to view a schedule for several days in a row instead of for only one day. PROFS lets you view a schedule from 1 to 99 days.

Starting from screen W00, follow these steps:

1. Move the cursor to the **PF2** description line.

2. Replace the number 7 on the screen with the number of days (from 1 to 99) you want to see, beginning with the date shown.

3. Press **PF2**.

   PROFS shows you the schedule on screen W02, "View Several Days of the Calendar."

```
                    VIEW   7 DAYS OF THE CALENDAR                      W02

Calendar for: G. J. Johnson                    01/02/87 - 01/08/87

To change a schedule, place the cursor under the day or date and press ENTER.

Friday      01/02/87
 7:30AM  9:00AM  PERS: Counseling session with Bill
 9:00AM 10:00AM  Meeting--Wilson's office
10:00AM 11:00AM  CONF: Review new system with John
 1:00PM  3:00PM  Class
 NOTES:          Remember that Wilson wanted February figures
                 compared with those of October and December
Monday      01/05/87
 NOTES:          Check with Jones re monthly sales report
Wednesday   01/07/87
 8:00PM  9:00PM  Seminar at the club




PF4 Next  7 days    PF5 Previous  7 days    PF8 Print     Screen   1 of  1
PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

The dates of the schedule that you see appear in the top right hand corner of the screen. If the list is longer than one screen, press **PF10** to see the next screen.

If you want to change a schedule on screen W02, here's what you do:

1. Move the cursor to the date of the schedule you want to change.

2. Press ENTER. PROFS shows you screen W01, "Work with the Schedule."

3. Type your schedule changes.

4. Press **PF12** (or **PF3** to cancel changes). PROFS returns you to screen W02.

You can change the number of days either forward (**PF4**) or backward (**PF5**) of the schedule you want to see on W02. Follow these steps:

1. Move the cursor to the bottom of the screen.

2. Type the new number of days (from 1 to 99) over the number shown next to **PF4** or **PF5**.

3. Press **PF4** or **PF5**. PROFS shows you the new schedules.

4
Viewing or changing another person's calendar

You may be authorized to simply view another person's calendar or to both view it and change it. For example, your supervisors or colleagues might want you to add meetings and appointments to their calendars — either on a regular basis or while they are out of town.

Starting from screen W00, follow these steps:

1. Type the person's user name or nickname over the name shown.

2. Press one of the following PF keys:

   - **PF1** to view the current day. (PROFS shows you screen W01, "Work with the Day's Schedule.") You can make changes to this schedule, if you are authorized, or change the date, just as if it were your own. You can copy it, even if you are not authorized to change it.

   - **PF2** to view several days at a time. (PROFS shows you screen W02, "View XXX Days of the Calendar.")

   - **PF4** to view the next day. (PROFS shows you screen W01, "Work with the Day's Schedule.")

   - **PF5** to view the previous day. (PROFS shows you screen W01, "Work with the Day's Schedule.")

   - **PF6** to view the month. (PROFS shows you screen W05, "View the Month of XXXXXXXXX.")

5
Viewing and changing other schedules using a distribution list

When you want to view the schedules for a group of people all at one time, you can use a distribution list. (See "Appendix C: Working with distribution lists" for information on how to set up and use distribution lists.)

Starting from screen W00, follow these steps:

1. Type the distribution list name over the name shown. (The distribution list can contain up to 150 names.)

2. Press **PF1**.

   PROFS shows you each schedule on the distribution list for the date shown on screen W04, "View the Schedules for XXXXX."

   Note: The distribution list name appears in the screen title.

```
                     VIEW THE SCHEDULES FOR MYLIST                        W04

Date: Friday 01/02/87

To work with a schedule, place the cursor under the name and press ENTER.

Ken Hanson
  1:00PM  4:30PM  PROFS Users meeting
  3:00PM  5:00PM  Staff planning session
I. G. Earp
  1:30PM  3:00PM  Marketing update
Bob Metcalfe
  7:45AM  4:30PM  Meeting with new hires
M. R. Waller
  8:00AM  9:00AM  RC-4 Meeting
  9:00AM  NOON    E.O. meeting
Bob Huggins
L. A. Oliver
  7:45AM  4:30PM  Continuation of Prestaff




PF4 Next day    PF5 Previous day                       Screen   1 of  1
PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

3. Use one of the following PF keys:

-   Press **PF4** to see the next day.

-   Press **PF5** to see the previous day.

-   Press **PF10** to move to the next screen if the list is longer than one screen.

-   Press **PF11** to move to the previous screen.

If you want to change a schedule from this screen, here's what you do:

1. Move the cursor to the name on the schedule you want to change.

2. Press ENTER. PROFS shows you screen W01, "Work with the Schedule."

3. Type your changes. (Remember that you can make changes to another person's schedule only if you are authorized to do so.)

4. Press **PF12** to store the changes (or **PF3** to cancel them). PROFS returns you to screen W04.

6
Reserving conference rooms or equipment

Conference rooms and equipment have specific names that your PROFS administrator has assigned to them. Just as you reserve time on your own schedule for appointments, you may, (if you are authorized to do so) view the schedule for a conference room or piece of equipment and reserve time for it. (The conference room list can show up to 150 different locations.) Starting from screen W00, there are two different ways to do this.

The first way is to press **PF3**. PROFS shows you screen W04, "View the Schedules for Conference Rooms" with a list of conference rooms that have their own schedules.

```
        VIEW THE SCHEDULES FOR CONFERENCE ROOMS              W04

Date: Friday  01/02/87

To work with a schedule, place the cursor under the name and press ENTER.

CR2B26   - CONFERENCE ROOM 2B26
  1:00PM  4:30PM  PROFS Users meeting - Ken Hanson
  3:00PM  5:00PM  Staff planning session - Bob Scott
CR2C33   - CONFERENCE ROOM 2C33
  1:30PM  3:00PM  Marketing update - I. G. Earp
CR3A27   - CONFERENCE ROOM 3A27
  9:45AM  4:30PM  Meeting with new hires - Bob Metcalfe
CR3B30   - CONFERENCE ROOM 3B30
  8:00AM  9:00AM  RC-4 Meeting
  9:00AM  NOON    E.O. meeting - M. R. Waller
CR4C22   - CONFERENCE ROOM 4C22
CR4W131  - THEATER
  9:45AM  4:30PM  Continuation of Prestaff - Bob Huggins




PF4 Next day    PF5 Previous day                     Screen  1 of  1
PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

You can also change the schedule if you are authorized to do so. Here's what to do:

1. On screen W04, "View the Schedules for Conference Rooms," move the cursor to the name on the schedule you want to change.

2. Press ENTER. PROFS shows you screen W01, "Work with the Schedule."

3. Type your changes.

4. Press **PF12** to store the changes (or **PF3** to cancel them). PROFS returns you to screen W04.

The second way to change the schedule starts on screen W00:

1. Type the name of the room or the equipment name over the name shown.

2. Press one of the following PF keys:

   - **PF1** to view the current day's schedule

   - **PF4** to view the next day's schedule

   - **PF5** to view the previous day's schedule.

3. Type your changes.

4. Press **PF12** to store the changes (or **PF3** to cancel them). PROFS returns you to screen W00.

7
Viewing a schedule for a whole month

When you press **PF6** on screen W00, PROFS shows you screen W05, "View the Month of January" (or the appropriate month).

```
                    VIEW THE MONTH OF JANUARY                    W05
Calendar for: George Johnson                    Date: 01/02/87
   Sunday     Monday    Tuesday   Wednesday  Thursday   Friday    Saturday
+----------+----------+----------+----------+----------+----------+----------+
|          |          |          |          |     1    |     2    |    3     |
|          |          |          |          | ........ | <M--.CC..| ........ |
+----------+----------+----------+----------+----------+----------+----------+
|    4     |    5     |    6     |    7     |     8    |     9    |   10     |
| ........ | ........) | ........ | ........ | *...MM.  | .....I.. | ........ |
+----------+----------+----------+----------+----------+----------+----------+
|   11     |   12     |   13     |   14     |    15    |    16    |   17     |
| ........ | :M...... | ........ | ........ | <M-...... | ........ | ........ |
+----------+----------+----------+----------+----------+----------+----------+
|   18     |   19     |   20     |   21     |    22    |    23    |   24     |
| :....... | ........ | :....... | :....... | ..---... | .RR..... | ........ |
+----------+----------+----------+----------+----------+----------+----------+
|   25     |   26     |   27     |   28     |    29    |    30    |   31     |
| ........ | ....:VVVV | ........ | ........ | ........ | ........ | ........ |
+----------+----------+----------+----------+----------+----------+----------+
|          |          | Note: Remember that Wilson wanted February figures |
|          |          |       compared with those of October and December. |
+----------+----------+----------+----------+----------+----------+----------+
PF1 View day's schedule   PF4 Next day's notes   PF5 Previous day's notes
PF9 Help    PF10 Next month   PF11 Previous month   PF12   Return
```

The letter codes are copied automatically from your daily schedule.

The other symbols have special meanings (see below).

This calendar uses symbols to give you a quick view of your schedule for the month. Each symbol stands for one hour in the day. The first symbol within a date box stands for the first working hour in your day (for example, 9:00 AM to 9:59 AM), the second for the second working hour in your day (for example, 10:00 AM to 10:59 AM), and so on, until the last hour in your working day (for example, 4:00 PM to 4:59 PM). This is what each of the symbols mean:

- The dots (•) stand for the hours during which you have no appointments. In the example, no appointments are scheduled for January 6, so all eight dots appear on the screen.

< A "less-than" sign shows that an event is scheduled **before 9 AM** (or the first hour). In the example, a breakfast meeting is scheduled for January 15.

> A "greater-than" sign shows that an event is scheduled **at or after 5 PM** (or the last hour); for example, an after-hours seminar is scheduled for January 5.

* An asterisk shows that **two or more events** are scheduled for the same hour. For example, two events are scheduled for the second hour of the working day on January 8. This could mean a conflict, or it could mean that two or more events are scheduled between the beginning and the end of the second hour. For example, one event might be scheduled from 10:00 AM to 10:30 AM and another event might be scheduled from 10:30 AM to 11:00 AM.

- A hyphen shows that a scheduled event is either **personal or confidential**, and the person viewing the calendar is not authorized to see the description. (Or, it means that nothing was typed in for a description of that event.) For example, the third through the sixth hours of the working day are scheduled for personal or confidential appointments on January 22.

Other letters or characters show events scheduled for a particular hour. These characters are always the first character in the description of each appointment. If you have used one of the "reserved" symbols above as the first character (● < > * -) or a blank, PROFS will show the first "non-reserved" or non-blank character. For example, if you had "8:00AM 9:00AM -Go to show," the calendar shows a "G," not a hyphen.

If you like, you can use particular symbols to begin the descriptions for each event. In our example, G. J. Johnson begins all descriptions of meetings with the letter "M," interviews with "I," vacations with "V," review sessions with "R," and classes with "C." His calendar shows meetings on January 2, 8, 12, and 15; an interview on January 9; vacation hours on January 26; a review session on January 23, and a class on January 2. You might even use letters to indicate the names of people with whom you have appointments.

You can change the name or date (or both) at the top of the calendar by typing in the user name or nickname and the date over the one shown.

The PF keys on screen W05 are explained below:

- Press **PF1** to view the day's schedule. If the cursor is within the box for a date, PROFS will show you that date. If it is not within a box, PROFS will show you the calendar for the date shown.

  Use the cursor tab keys to move the cursor within the boxes.

- Press **PF4** to view the next day's notes. The next day's number will be highlighted. PROFS shows you the notes for that date, if there are any.

- Press **PF5** to view the previous day's notes. The previous day's number will be highlighted. PROFS shows you the notes for that date, if there are any.

- Press **PF10** to view the schedule for next month. The first day's number of the next month will be highlighted. PROFS shows you the notes for that date, if there are any.

- Press **PF11** to view the schedule for the previous month. The first day's number of the previous month will be highlighted. PROFS shows you the notes for that date, if there are any.

If you want to view the notes for a selected date, simply:

1. Put the cursor somewhere within the box for the date you want to view.

   You can use the cursor tab keys to move the cursor within the boxes.

2. Press ENTER.

   PROFS shows you the notes for that date.

8
Scheduling
a meeting

You can use the PROFS calendar to schedule meetings in any one of three ways:

1. You can have PROFS check schedules of a list of people to determine what time everyone is available for a meeting. Then PROFS will send a meeting notice to those people.

2. You can have PROFS send a meeting notice to a list of people without checking to see if the people are available for the meeting. You may want to use this method if you must hold a meeting at a specific time, on a specific day, regardless of who is available to come at that time.

3. You can have PROFS notify a list of people of a recurring meeting. A recurring meeting is a meeting that occurs on a regular basis (for example, daily). PROFS will not check to see if the people are available for the recurring meeting.

In each case, PROFS will only notify the people of your meeting. PROFS will not actually put the meetings on any schedules.

If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style instead of screen W06, "Schedule a Meeting." (See "Chapter 8: Preparing DCF documents" to choose the DCF MEETING document style.)

Having PROFS check schedules

To have PROFS check schedules of a list of people for a meeting, follow these steps:

1. Press **PF7** on screen W00, "Process Calendars." PROFS shows you screen W06, "Schedule a Meeting."

The date from W00 automatically appears - you can change it.

```
                         SCHEDULE A MEETING                          W06

        Type the information below.  Then press PF1, PF2, or PF3.

            Starting date:  01/02/87
            Ending date:    01/02/87
            Amount of time needed: Hours  1 Minutes  0
            Requested starting time:  9:00 AM

        Type one user name, conference room name, or distribution list name per space.
        To view a schedule, place the cursor under the name and press PF4.

        USER NAME                        USER NAME
        GJohnson                         TSmith__
        LRiley__                         --------
        --------                         --------
        --------                         --------
        --------                         --------

        PF1 Check calendars
        PF2 Send a notice of the meeting without checking calendars
        PF3 Schedule a recurring meeting without checking calendars
                                                            Screen 1 of 4
        PF9 Help    PF10 Next user names    PF11 Previous user names    PF12 Return
```

2. Type the **earliest possible date** for the meeting. The date cannot be earlier than today's date.

3. Type the **latest possible date** for the meeting. This date can be up to one year later than the first date.

4. Type the **amount of time** you need for the meeting. For example, you can type **2 hours and 30 minutes**. If you type 60 minutes or more, PROFS converts the minutes to hours and adds the hours to the hours you typed. The total amount of time must be no greater than the amount of time between the starting time you type and the end of your workday.

    Note: For information on how to change the end time of your working day, see "Appendix N: Tailoring your PROFS system."

5. Type the **earliest possible starting time** you want for the meeting. PROFS will show you the available times during or after the time you type. The starting time cannot be earlier than the start time of your working day.

    Note: For information on how to change the start time of your working day, see "Appendix N: Tailoring your PROFS system."

6. Type the **user names, nicknames**, or **distribution list names** of the people you want to attend the meeting. You may include users on a remote system by specifying a nickname or by including them in a distribution list. You may also include conference room and equipment names. PROFS will remove any duplicates in your distribution lists from the search list.

    To display the user names contained in your distribution lists, press ENTER. PROFS will list each user name in the distribution list individually on your screen. (You will also see the real name of the person whose user name you have listed as an attendee.) You can then add or delete names from the distribution list.

    You must include your own user name if you will be attending the meeting. If you include a conference room, the person who maintains the conference room schedules will automatically get a copy of the meeting notice in order to reserve the room.

7. Press **PF1**.

   PROFS will search to find a time when everyone (including any conference room or equipment you typed) is available. (While PROFS cannot search the calendars of remote users to check their schedules, you **can** send meeting notices to remote users to tell them about a meeting. This lets them add the meeting to their calendars.)

   PROFS does not search for available times on non-working days, including holidays.

   Note: For information on how to change your non-working days, see "Appendix N: Tailoring your PROFS system."

8. If PROFS cannot find a free time, it first removes any conference rooms or equipment from the search list and checks the remaining schedules. If nothing is available, PROFS removes names from the end of the list and searches again. When PROFS finds a free time, it shows the W06, "Schedule a Meeting," screen again with the names of those who are blocking the meeting highlighted.

   Because of the way in which PROFS determines who is blocking a meeting, you should place the names of the people who do not absolutely need to attend the meeting, if any, at the end of the list.

   If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style instead of screen W06, "Schedule a Meeting." (See "Chapter 8: Preparing DCF documents" to choose the DCF MEETING document style.)

   If PROFS cannot find an available time, you will see a message on screen W06, "Schedule a Meeting," telling you this. The names of people whose schedules are blocking an available time will be highlighted and moved to the top of the list of attendees.

There are two possible actions you can take to resolve the meeting conflict:

a. You may schedule the meeting for those people who are available by removing the highlighted names from the list. To remove the highlighted names you can either type blank characters over the names (using the space bar) or erase them in one keystroke (using the EOF key).

Or, if you want to find a meeting time when all these users are available:

a. If you are authorized to view the person's calendar, place the cursor under the name of one of the people blocking the meeting.

b. Press **PF4**.

    PROFS will show you screen W02, "View Several Days of the Calendar," of the person you indicated for the date range you typed on screen W06, "Schedule a Meeting." You can then use this information to change the search criteria so that this person can attend your meeting. You may find this useful if a particular person, such as a key speaker, must attend the meeting.

c. Start a new search by pressing **PF12** to return to screen W06, "Schedule a Meeting."

d. Change the search information.

e. Press **PF1**.

    PROFS will begin another search using the new search information.

When PROFS finds an available meeting time, it shows you
screen W07, "Times Found for a Meeting."

TIMES FOUND FOR A MEETING   W07

Starting date: 01/02/87
Ending date: 01/05/87
Amount of time needed: Hours 1 Minutes 0

Choose a day and time by typing an X next to your choice below.
Change the starting and ending times as required and press ENTER.

CHOICE   DAY   DATE   STARTING   ENDING
   _   Friday   01/02/87   3:30 PM   6:00 PM
   _   Monday   01/05/87   9:00 AM   2:00 PM

                                              Screen   1 of   1
PF1 Try another PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

*Some of the times
may be longer than
you asked for.*

Screen W07 repeats the search information you typed (the
starting and ending dates and the amount of time you
requested), and shows you a list of possible times for your
meeting. There might be more than one possible time listed
for a single day. The list may be more than one screen long;
you can use **PF10** and **PF11** to move back and forth among the
screens.

Look over the list that you see. If you aren't satisfied with the
list of possible times, start the search over again by pressing
PF1.

If you see a time period that you want on screen W07:

1. Type **X** in the first column on the line that you choose.

2. Change the starting and ending times you see by typing over them with the times you actually want.

   For example, if you want to have a one-hour meeting and PROFS found a four-hour time period (such as, 1:00 PM to 5:00 PM), you can schedule the hour you want by typing over the times shown with the time you want within that time period (for example, if you would like to have your meeting at 2:00 PM, you would type **2:00 PM** over the 1:00 PM start time and you would type **3:00 PM** over the 5:00 PM end time).

   You can also lengthen or shorten the meeting, as long as the time falls within the period of time found. (If you need to view the original time period found by PROFS, simply press CLEAR.)

3. Press ENTER.

Sending a meeting notice when PROFS checks schedules

When you have chosen a time, PROFS shows you screen W08, "Send a Notice of a Meeting."

```
                        SEND A NOTICE OF A MEETING                    W08

        Requester:            G. J. Johnson_____
        Date to be scheduled: 01/02/87
        Starting time:      — 4:00 PM
        Ending time:          5:00 PM

        Type the information below.  Then press PF7 to send.

        Location:    Third floor conference room (3-F-13)_____
                     ----------------------------------------------------

        Subject:   — October sales report_____

        Purpose:   — We need to review that October sales report to see if we____
                     need a new approach for our forthcoming product.  Please____
                     bring your monthly reports for last year, and the forecasts_
                     for this year._____
                     ----------------------------------------------------
                     ----------------------------------------------------
                     ----------------------------------------------------
                     ----------------------------------------------------

        PF1 Try another    PF2 Change time    PF7 Send    PF9 Help    PF12 Return
```

PROFS fills in the time you chose.

You fill in these areas.

PROFS has filled in the "Date to be scheduled," "Starting time," and "Ending time" that you chose.

The blank following "Requester" is filled in with your name but you are free to change it. You may type the user name or nickname of another person if someone other than yourself is requesting the meeting. The location is filled in with a conference room name if you used one on screen W06, "Schedule a Meeting."

When you have typed in "Location," "Subject," and "Requester" information, you can type the "Purpose" of your meeting.

You can make the "Purpose" of your meeting brief or it can be up to 8 lines long. You can have the purpose appear both in the meeting notices and in the attendees' schedules. You can have the purpose appear only in the meeting notices. Or, you can have all of the purpose appear in the meeting notice, and only part of the purpose appear in the attendees' schedules.

To have the meeting purpose appear in both the meeting notices and in the attendees' schedules, type the purpose on the lines provided following "Purpose."

To have the purpose appear in the meeting notices, and only part or none appear in the actual schedules, type four asterisks, separated by blanks, at the beginning of the part of the purpose you want kept out of the attendees' schedules. For example:

* * * * This is a fund raising meeting.

would keep the entire purpose out of the attendees' schedules.

```
                    SEND A NOTICE OF A MEETING                    W88

Requester:              G. J. Johnson_____
Date to be scheduled:   01/02/87
Starting time:          4:00 PM
Ending time:            5:00 PM

Type the information below.  Then press PF7 to send.

Location:   Third floor conference room (3-F-13)_____
            ----------------------------------------------------------

Subject:    Annual corporate meeting_____

Purpose:    * * * * This is a fund raising meeting._____
            ----------------------------------------------------------
            ----------------------------------------------------------
            ----------------------------------------------------------
            ----------------------------------------------------------
            ----------------------------------------------------------
            ----------------------------------------------------------
            ----------------------------------------------------------

PF1 Try another    PF2 Change time    PF7 Send    PF9 Help    PF12 Return
```

The attendees will receive the entire purpose as part of the meeting notice. However, if the meetings are added to schedules, no purpose will appear.

Now, press **PF7** to send the notice. A message appears on your screen telling you the notice has been sent. PROFS sends a note to the people on your list and places it in their incoming mail. The note tells them that you request that they attend a meeting and gives them the date, time, location, subject, requester, and purpose of the meeting.

The people you invite to the meeting must then decide whether to put the meeting on their daily schedules. PROFS does not automatically add the meeting to their schedules.

If you need to schedule a second meeting for the same group of people, during the same date range, press **PF2**. PROFS shows you screen W07, "Times Found for a Meeting," with the list of times PROFS found. You can now choose a different time for a meeting.

Sending a meeting notice without having PROFS check schedules

You can have PROFS send meeting notices to a group of people without checking their schedules to see if they are available for the meeting. You might want to use this method of scheduling a meeting if you must hold a meeting at a specific time on a specific date, regardless of who is available to attend the meeting.

To have PROFS send meeting notices without checking schedules, follow these steps:

1. Press **PF7** on screen W00, "Process Calendars." PROFS shows you screen W06, "Schedule a Meeting."

The date from screen W00 automatically appears - you can change it.

```
                        SCHEDULE A MEETING                          W06

Type the information below.  Then press PF1, PF2, or PF3.

    Starting date:  01/02/87
    Ending date:    01/02/87
    Amount of time needed: Hours  1 Minutes  0
    Requested starting time:  9:00 AM

Type one user name, conference room name, or distribution list name per space.
To view a schedule, place the cursor under the name and press PF4.

USER NAME                              USER NAME
GJohnson                               TSmith__
LRiley__                               _____
_____                               _____
_____                               _____
_____                               _____

PF1 Check calendars
PF2 Send a notice of the meeting without checking calendars
PF3 Schedule a recurring meeting without checking calendars
                                                          Screen 1 of 4
PF9 Help    PF10 Next user names    PF11 Previous user names   PF12 Return
```

2. Type the **actual date** for the meeting next to "Starting date." The date cannot be earlier than today's date. You do not need to type an "Ending date."

3. Type the **amount of time** you need for the meeting. For example, you can type **2 hours and 30 minutes**. If you type 60 minutes or more, PROFS converts the minutes to hours and adds the hours to the hours you typed.

4. Type the **actual starting time** for the meeting. You can also type **NOTES:** (it is not necessary to type the colon) in this item if you want to send a note to several users to store in their calendars. For example, you may want to send a reminder to everyone in your department to turn in a report on a particular date.

5. Type the **user names, nicknames**, or **distribution list names** of the people you want to attend the meeting. You may include users on a remote system by specifying a nickname or by including them in a distribution list. You may also include conference room and equipment names. PROFS will remove any duplicates in your distribution lists from the search list.

   To display the user names contained in your distribution lists, press ENTER. PROFS will list each user name in the distribution list individually on your screen. (You will also see the real name of a person whose user name you have listed as an attendee.) You can then add or delete names from the distribution list.

   You must include your own user name if you will be attending the meeting. If you include a conference room, the person who maintains the conference room schedules will automatically get a copy of the meeting notice in order to reserve the room.

   If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style instead of screen W06, "Schedule a Meeting." (See "Chapter 8: Preparing DCF documents" to choose a DCF MEETING document style.)

6. Press **PF2**.

PROFS shows you screen W08, "Send a Notice of a Meeting."

PROFS *fills in the time you chose.*

You fill in these areas.

```
                            SEND A NOTICE OF A MEETING                        W08

      Requester:              G. J. Johnson_____
      Date to be scheduled:   01/02/87
      Starting time:          9:00 AM
      Ending time:            10:00 AM

      Type the information below.  Then press PF7 to send.

      Location:   Third floor conference room (3-F-13)_____
                  ----------------------------------------------------------

      Subject:    October sales report_____

      Purpose:    We need to review that October sales report to see if we____
                  need a new approach for our forthcoming product.  Please____
                  bring your monthly reports for last year, and the forecasts_
                  for this year._____
                  ----------------------------------------------------------
                  ----------------------------------------------------------
                  ----------------------------------------------------------
                  ----------------------------------------------------------

      PF1 Try another                    PF7 Send    PF9 Help   PF12 Return
```

PROFS has filled in the date, starting time, and ending time
that you chose.

The blank following "Requester" is filled in with your name but
you are free to change it. You may type the user name or
nickname of another person if someone other than you is
requesting the meeting. The location is filled in with a
conference room name if you used one on W06, "Schedule a
Meeting."

When you have typed "Location," "Subject," and "Requester"
information, you can type the "Purpose" of your meeting. (See
"Sending a meeting notice when PROFS checks schedules"
earlier in this chapter to learn how to do this.)

The people you invite to the meeting must then decide whether
to put the meeting on their daily schedule.

Scheduling a recurring meeting

PROFS can schedule a meeting for a group of people that will occur on a regular basis over a period of time. You can choose the starting and ending date for which you want to schedule the recurring meeting.

To have PROFS schedule a recurring meeting and send meeting notices without checking schedules, follow these steps:

1. Press **PF7** on screen W00, "Process Calendars." PROFS shows you screen W06, "Schedule a Meeting."

The date from screen W00 automatically appears - you can change it.

```
                          SCHEDULE A MEETING                          W06

Type the information below.  Then press PF1, PF2, or PF3.

      Starting date:  01/02/87
      Ending date:    01/05/87
      Amount of time needed: Hours  1 Minutes  0
      Requested starting time:  9:00 AM

Type one user name, conference room name, or distribution list name per space.
To view a schedule, place the cursor under the name and press PF4.

USER NAME                              USER NAME
GJohnson                               TSmith__
LRiley__                               _____
_____                               _____
_____                               _____
_____                               _____

PF1 Check calendars
PF2 Send a notice of the meeting without checking calendars
PF3 Schedule a recurring meeting without checking calendars
                                                          Screen 1 of 4
PF9 Help    PF10 Next user names    PF11 Previous user names    PF12 Return
```

2. Type the **earliest date** in the range of dates over which the meeting will occur. The date cannot be earlier than today's date.

3. Type the **latest date** in the range of dates over which the meeting will occur. The date can be up to one year later than the first date, but it cannot be later than the last date in the holiday file. PROFS does not search for available times on non-working days, including holidays. (See "Adding company holidays to your calendar" later on in this chapter for more information.)

   Note: If the recurring meeting is a "daily" one, PROFS will only schedule it for up to 13 weeks.

4. Type the **amount of time** you need for the meeting. For example, you can type **2 hours and 30 minutes**. If you type 60 minutes or more, PROFS converts the minutes to hours and adds the hours to the hours you typed in.

5. Type the **actual starting time** you want for the meeting. You can also type **NOTES:** (it is not necessary to type the colon) in this item if you want to send a note to several users to store in their calendars. For example, you may want to send a notice to everyone in your department to turn in an activity report on the second Tuesday of every month.

6. Type the **user names, nicknames**, or **distribution list names** of the people you want to attend the meeting. You may include users on a remote system by specifying a nickname or by including them in a distribution list. You may also include conference room and equipment names. PROFS will remove any duplicates in your distribution lists from the search list.

   To display the user names contained in your distribution lists, press ENTER. PROFS will list each user name in the distribution list individually on your screen. (You will also see the real name of a person whose user name you have listed as an attendee.) You can then add or delete names from the distribution list.

   You must include your own user name if you will be attending the meeting. If you include a conference room, the person who maintains the conference room schedules will automatically get a copy of the meeting notice in order to reserve the room.

If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style, instead of screen W06, "Schedule a Meeting," of the PROFS calendar. (See "Chapter 8: Preparing DCF documents" to choose a DCF MEETING document style.)

7. Press **PF3**.

8. PROFS shows you screen W09, "Schedule a Recurring Meeting."

```
                      SCHEDULE A RECURRING MEETING                      W09

Calendar for:  G. J. Johnson                      Time:  2:14 PM

Type the information below.  Then press ENTER.    1987    JANUARY    1987
                                                  S   M   T   W   T   F   S
Starting Date:  01/02/87                                          1   2   3
                ------------------                4   5   6   7   8   9  10
Ending Date:    07/03/87                         11  12  13  14  15  16  17
                ------------------               18  19  20  21  22  23  24
Meeting Time:   2:00 PM  to 3:00 PM              25  26  27  28  29  30  31
                --------    --------                     Day of Year: 002
Type an X next to the frequency you want:
  _ Daily     _ Weekly    _ Every other week     _ Monthly

If you chose Weekly, Every other week, or Monthly, type an X  next to
the day of the week on which you want the meeting:
  _ Sun      _ Mon      _ Tue      _ Wed     _ Thu     _ Fri      _ Sat

If you chose Monthly, type an X next to the occurrence of the day of the week
on which you want the meeting:
  _ First     _ Second    _ Third      _ Fourth     _ Last

PF9 Help    PF10 Next month    PF11 Previous month    PF12 Return
```

9. Type **X** on the blank next to the time which indicates the frequency at which your meeting will be held.

The following guidelines will help you determine which times you should mark:

DAILY   If you check "Daily," nothing else is required. PROFS enters the appointment on each working day of the date range you typed. Daily meetings can be scheduled for approximately 13 weeks.
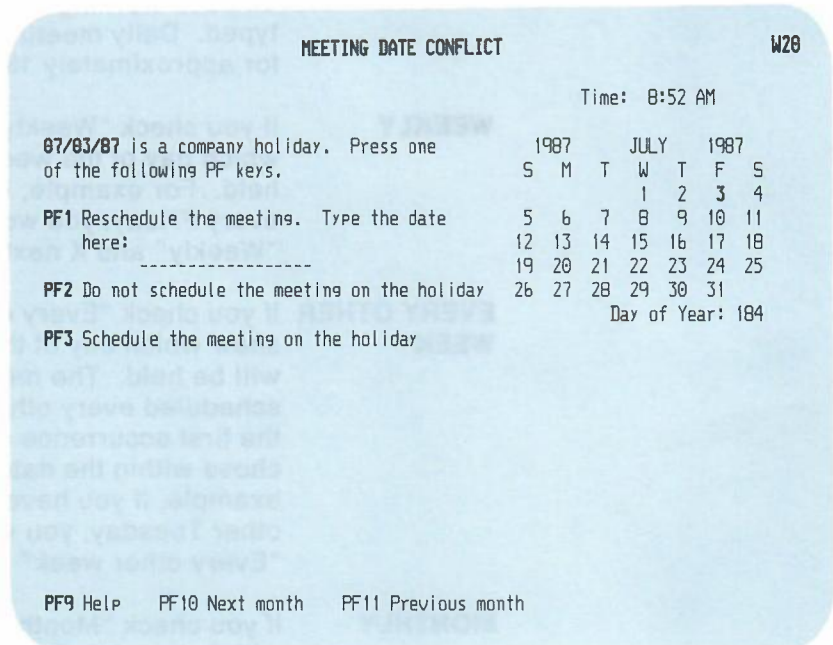
WEEKLY   If you check "Weekly," you must show which day of the week the meeting will be held. For example, if you have a meeting every Friday, you would type **X** next to "Weekly" and **X** next to "Fri."

EVERY OTHER WEEK   If you check "Every other week," you must show which day of the week the meeting will be held. The meeting will be scheduled every other week, starting with the first occurrence of the weekday you chose within the dates you specify. For example, if you have a meeting every other Tuesday, you would type **X** next to "Every other week" and **X** next to "Tue."

MONTHLY   If you check "Monthly," you must show which day of the week and which occurrence of that day during the month the meeting will be held. For example, if you have a staff meeting which is held on the first Monday of each month, you would type **X** next to "Monthly," next to "Mon" and next to "First."

10. Press ENTER to have PROFS schedule your recurring meeting.

If any of the meeting days you select fall on a company holiday (for example, a meeting scheduled to take place each Friday at 2:00 p.m. will conflict with the Fourth of July holiday), PROFS shows you screen W20, "Meeting Date Conflict."

```
                      MEETING DATE CONFLICT                          W20

                                                  Time:  8:52 AM

  07/03/87 is a company holiday.  Press one        1987     JULY    1987
  of the following PF keys.                        S  M  T  W  T  F  S
                                                            1  2  3  4
  PF1 Reschedule the meeting.  Type the date       5  6  7  8  9 10 11
      here:                                       12 13 14 15 16 17 18
      ------------------                          19 20 21 22 23 24 25
  PF2 Do not schedule the meeting on the holiday  26 27 28 29 30 31
                                                     Day of Year: 184
  PF3 Schedule the meeting on the holiday




  PF9 Help    PF10 Next month    PF11 Previous month
```

PROFS gives you the following options:

- Press **PF1** to reschedule the meeting to a non-holiday. An example is the Thursday before the Fourth of July holiday.

- Press **PF2** to cancel the meeting. For instance, do not hold the meeting at all during the Fourth of July holiday week.

- Press **PF3** to schedule the meeting anyway. For instance, if you are scheduled to work on the Fourth of July holiday and need to meet with others who will also be working on that day, go ahead and let PROFS schedule the meeting.

Sending a notice of a recurring meeting

When you have resolved any meeting date conflicts, PROFS shows you screen W08, "Send a Notice of a Meeting."

PROFS fills in
the time you chose.

You fill in
these areas.

```
                    SEND A NOTICE OF A MEETING                    W08

Requester:            G. J. Johnson_____
Date to be scheduled: 01/02/87 - 04/17/87
Starting time:        4:00 PM
Ending time:          5:00 PM

Type the information below.  Then press PF7 to send.

Location:    Third floor conference room (3-F-13)_____
          ------------------------------------------------------------

Subject:    Weekly staff meeting_____

Purpose:    Review/assess weekly revenue figures_____
          ------------------------------------------------------------
          ------------------------------------------------------------
          ------------------------------------------------------------
          ------------------------------------------------------------
          ------------------------------------------------------------
          ------------------------------------------------------------
          ------------------------------------------------------------

PF1 Try another                    PF7 Send    PF9 Help    PF12 Return
```

PROFS has filled in the "Date to be scheduled," "Starting time," and "Ending time" that you chose.

The blank following "Requester" is filled in with your name but you are free to change it. You may type the user name or nickname of another person if someone other than you is requesting the meeting. The location is filled in with a conference room name if you used one on W06, "Schedule a Meeting."

When you have typed the "Location," "Subject," and "Requester" information, you can type the "Purpose" of your meeting. (See "Sending a meeting notice when PROFS checks schedules" earlier in this chapter to learn how to do this.)

The people you invite to the meeting must then decide whether to put the meeting on their daily schedules.

9
Printing
calendars

You can print your calendar for 1 to 99 days. To print your calendar, follow these steps:

1. On screen W00, "Process Calendars," or screen W02, "View XXX Days of the Calendar," press **PF8**. (On screen W00, you can change the number of days. On screen W02, PROFS will print the date range that appears on the screen). If you try to print a calendar without entries from screen W00, you will see screen W02 with a message telling you that the calendar does not have entries.

   PROFS shows you screen J00, "Choose a Printer."

This is how
your PROFS
administrator
identifies
printers.

```
                         CHOOSE A PRINTER                              J00

         Press the PF key to select the printer you want, or send a print file
         to a user or printer not listed.  Press PF8 to see additional printer
         options.  Press ENTER when you have made your choices.


         Send a print file to: _        (name) at          (location)
                               --------          --------

         Number of copies:  1              Special print class:
                           --                                    -

         PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A                 SELECTED
         PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
         PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
         PF4  6670 East Tower, 9th Floor
         PF5  6670 East Tower, 17th Floor
         PF6  6670 West Tower, 2nd Floor
         PF7  Print at your workstation
                                                        Screen   1 of   1

         PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
         ===)
```

2. Select a printer by pressing the associated PF key.

   Or, if you want to use the printer next to **PF1**, just press ENTER. This printer is selected automatically.

3. Press ENTER.

   PROFS prints your calendar.

   If you want to make additional choices on a printer, press **PF8**
   on screen J00. PROFS shows you screen J01, "Choose Printer
   Options." (For more information about choosing printer
   options, see "Chapter 4: Opening the Mail.")

```
                        CHOOSE PRINTER OPTIONS                    J01

To change printer options, type the changes below.  Then press ENTER to
print.

  _       Option file
--------
          Arrangement file for the 6670 printer
--------
          Special print form
--------
          Spaces to shift to the right
---
Print from page      to page
             -----        -----




PF8 Previous Screen    PF9 Help    PF12 Cancel
===>
```

10
Choosing from main menu number 2

The PROFS calendar has two main menus. The tasks you just completed were on calendar main menu number 1. To see the second main menu, press **PF10** on screen W00, "Process Calendars."

PROFS shows you screen W10, "Process Calendars."

```
                         PROCESS CALENDARS                          W10

Calendar for:  G. J. Johnson
               -----------------------------      Time:  8:52 AM

Press one of the following PF keys.        1987    JANUARY    1987
                                           S   M   T   W   T   F   S
  PF1  Change user access to the calendar                  1   2   3
  PF2  View the list of authorized users   4   5   6   7   8   9   10
  PF3  Add all company holidays to the calendar  11  12  13  14  15  16  17
       starting from 01/02/87        to the  18  19  20  21  22  23  24
                 -----------------           25  26  27  28  29  30  31
       end of that year                          Day of Year: 002




  PF11 View calendar main menu number 1



PF9 Help    PF12 Return
```

This menu lists additional calendar tasks on PROFS.

To go back to the first main menu, press **PF11**. (Do not try to return to the first main menu by pressing **PF12**. This will take you to the PROFS main menu, screen A00.)

11
Changing user access to a calendar

You control what other people can do with your calendar. You may be authorized to control access to other people's calendars. For example, if you are a secretary, you may control access to your manager's calendar.

When you want to change what someone else can do with a calendar, follow these steps:

1. Press **PF10** on screen W00, "Process Calendars." PROFS shows you the second calendar main menu, screen W10, "Process Calendars."

2. Make sure that the name shown next to "Calendar for" on screen W10 is the name of the person whose calendar access you want to change. If you want to change access to your calendar, your name should be shown. If you want to change access to someone else's calendar, their name should be shown. To change the name shown, type the user name or nickname of the person whose calendar access you want to change over the name shown. Remember that you can only change access to someone else's calendar if you have been authorized to do so.

3. Press **PF1**.

PROFS shows you screen W11, "Change User Access to the Calendar."

```
                    CHANGE USER ACCESS TO THE CALENDAR                    W11

Calendar for: G. J. Johnson

Type the user name to whom authority is being given (or type your own user name
to change the standard access that others have to your calendar):
                                                                  --------
Then press ENTER.


















PF9 Help    PF12 Return
```

4. In the space provided, type the user name or nickname of another user to whom calendar access is to be given or changed. If you want to change what someone else can do with a calendar, type the user name or nickname you used on screen W10, "Process Calendars" (the user name or nickname of the person whose calendar access you want to change).

5. Press ENTER.

PROFS shows you screen W13, "Change User Access to the Calendar."

```
                CHANGE USER ACCESS TO THE CALENDAR                W13

Calendar for: G. J. Johnson
Authority being granted to: David Richards

Press one or more of the following PF keys to indicate the type of
authorization for this user.  Then press ENTER to give the user
access to the calendar.

PF1  User may view times of entries only
PF2  User may view nonrestricted entries                SELECTED
PF3  User may view confidential entries
PF4  User may view personal entries                     SELECTED
PF5  User may change nonrestricted entries              SELECTED
PF6  User may change confidential entries
PF7  User may change personal entries
PF8  User may change authorized access to the calendar




PF9 Help    PF12 Cancel
```

This screen gives you the option to grant or deny user access to a calendar. There are eight levels of authorization. When you press the PF key associated with a level that has not been granted, the word SELECTED appears next to the authorization. If you press a PF key associated with a level that has been granted, that level is removed. If none of the levels are granted to a particular user, then the user has NO access.

When you grant or deny a certain authorization, other related authorizations will be granted or denied. For example, if you grant authority to change confidential entries, the user will have authority to view both nonrestricted and confidential entries and to change both nonrestricted and confidential entries.

6. Press ENTER to grant authorization, or **PF12** to cancel your changes.

12
Viewing the list of authorized users

Press **PF10** on screen W00, "Process Calendars." PROFS shows you screen W10, "Process Calendars."

Press **PF2** on W10. PROFS shows you screen W12, "View the List of Authorized Users."

```
                    VIEW THE LIST OF AUTHORIZED USERS                W12

Calendar for: G. J. Johnson

The following users have been authorized to access the calendar.

USER     NAME                    -------VIEW--------   ------CHANGE-------
                                 Time Norm Conf Pers   Norm Conf Pers Auth
         Standard Authorization   Y    N    N    N      N    N    N    N
ZERR02   John Smith               N    Y    N    Y      Y    N    N    N
ZGWG03   David Richards           N    Y    N    Y      N    N    N    N




                                                            Screen  1 of  1
 PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

Screen W12 contains a table showing the standard authorization, and what certain specified people are allowed to do with your calendar, if their authorization is different from the standard authorization list. There are eight different options you can use to determine what other people can do with your calendar. The terms are described below:

Y	A person can do this with your calendar
N	A person cannot do this with your calendar
Standard Authorization	What everyone can do with your calendar

Time	Blocks of time when you are busy, without descriptions
Norm	Descriptions of items on a calendar which are not classified as "personal" or "confidential"
Conf	Descriptions of items classified as "confidential"
Pers	Descriptions of items classified as "personal"
Auth	Whether or not a person can change what other people can do with your calendar.

Restricting information

You can type personal and confidential entries that can be seen by you or other people you authorize.

You may request any one of the following types of authorization for each person who has access to your calendar:

- View the times of entries only.

- View nonrestricted entries.

- View nonrestricted and confidential entries.

- View nonrestricted and personal entries.

- View and change nonrestricted entries.

- View and change nonrestricted and confidential entries.

- View and change nonrestricted and personal entries.

- Change authorized access to the calendar.

*Only those you
authorize can
see personal
information.*

*Only those you
authorize can
see confidential
information.*

```
Calendar for: G. J. Johnson                Date: 01/02/87        Friday
-----------------------------             -------------------
Type any changes to the schedule below.

BEGIN   END        DESCRIPTION
 7:30AM  9:00AM  PERS: Counseling session with Bill
 9:00AM 10:00AM  Meeting--Wilson's office
                 Bring figures for February
10:00AM 11:00AM  CONF: Review new system with John
 1:00PM  3:00PM  Class
NOTES:           Remember that Wilson wanted February figures
                 compared with those of October and December




    PF3 Cancel changes    PF4 Next day    PF5 Previous day         Screen 1 of 1
    PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

Personal information. To have personal information that can
be seen only by you or others whom you authorize:

1. Type BEGIN and END times for the item.

2. Move the cursor to the DESCRIPTION column.

3. Type **PERS:** and whatever information you want to add.
   (The colon is required.)

4. Press ENTER.

   Other people who are not authorized to view personal
   entries will see the time and the word PERS: but will not
   see the information that follows it. You can also use
   "PERS:" for private notes.

Confidential information. To have confidential entries that can be seen only by you or others whom you authorize:

1. Type BEGIN and END times for the item.

2. Move the cursor to the DESCRIPTION column.

3. Type **CONF:** and whatever information you want to add. (The colon is required.)

4. Press ENTER.

Other people who are not authorized to view confidential entries will see the time and the word CONF: but will not see the information that follows it. You can also use "CONF:" for private notes.

**13
Adding
company
holidays to
your
calendar**

The company holidays for your location are listed in a holiday file maintained by your PROFS administrator. This file is called HOLIDAY EPSFILE. You may add any of these holidays to your personal schedule from a specified date until the end of that year. To add company holidays to your schedule, make sure you are on screen W10, "Process Calendars." Then do the following:

• Type the first date for which you want PROFS to begin adding the holidays to your schedule.

• Press **PF3**.

PROFS gives you a message that the holidays have been added to your schedule.

PROFS uses the start and end time of your workday when scheduling the holiday. (See "Appendix N: Tailoring your PROFS system" for information on how to change your working hours.)

3 Processing Calendars

Fast Track

Within a distribution list

Screen	Title
W01	Work with the Schedule
W09	Schedule a Recurring Meeting
W04	View the Schedules for xxxxxxxxxxxxxxxx
W01	Work with the Schedule

PF1
PF4
PF5

"R"

ENTER

PF8

W02	View Several Days of the Calendar
W01	Work with the Schedule
J00	Choose a Printer
J01	Choose Printer Options

PF2 — ENTER — PF8

| W04 | View the Schedule for Conference Rooms |
| W01 | Work with the Schedule |

PF3 — ENTER

| W05 | View the Month |
| W01 | Work with the Schedule |

PF6 — PF1

PF2 / PF1 / PF2

W06	Schedule a Meeting
W07	Times Found for a Meeting
W08	Send a Notice of a Meeting
W09	Schedule a Recurring Meeting

PF7 — PF1 — ENTER — ENTER

PF1 / PF3

| A00 | Main Menu |
| W00 | Process Calendars |

PF1

| J00 | Choose a Printer |
| J01 | Choose Printer Options |

PF8 — PF8

W10	Process Calendars (Main Menu 2)
W11	Change User Access to the Calendar
W13	Change User Access to the Calendar
W12	View the List of Authorized Users

PF10 — PF1 — ENTER

PF11

PF2

On all screens:

PF8 Help
PF12 Return
(except PF12 "END"
on A00)

4 Opening the mail

Contents

4 Opening the mail

1

Introduction

This chapter will help you understand:

- How to choose mail from the main menu ("Choosing from the main menu").

- How to look through your incoming mail on screen C00, and how to choose one of your items to work with ("Looking through your incoming mail").

- How to work with many items quickly. You handle notes and documents somewhat differently ("Working with all your notes or documents").

- The details that will help you work with notes that you've received ("Working with one note at a time").

- How to work with documents.

- How to print an item in your incoming mail ("Printing copies of notes and documents").

- How to process mail that is not from PROFS ("Working with files that are not from PROFS").

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2
Choosing
from the
main menu

With PROFS, you can send and receive mail electronically, and PROFS makes it easy to go through your incoming mail. Press **PF2** on the main menu to see what's in your incoming mail. If you have mail, PROFS shows you screen C00, "Open the Mail," which has a brief description of each piece of mail. PROFS even tells you which items are new and which are old.

You can quickly look through the list and decide which piece of mail you want to work with first.

Depending on what kind of mail it is — a note or a document — you can then do one or more of these tasks with the item:

- Read it.

- Add comments to it.

- Make changes to it.

- Proofread it.

- File it in a variety of ways.

- Erase it.

- Forward it to others.

- Send a reply to the person who sent it to you.

- Print it.

- Leave it in your incoming mail.

- Add meeting information described in a note or document to the calendar.

3
Looking through your incoming mail

Screen C00, "Open the Mail," gives you basic information about each piece of mail you have received. New arrivals to your mail go on top of old ones — just like papers stacked in your "in-tray." This means that the most recent piece of mail to come in is always listed as **PF1**.

You may have more mail than can be shown on one screen. To see the next screen in the sequence, press **PF10.** To see the previous screen, press **PF11.** If you are viewing the first screen when you press **PF11,** you'll reach the last screen. If you are viewing the last screen when you press **PF10,** you'll see the first screen.

To whom it is addressed (you might be sent copies of someone else's mail).

When you might need to take action on the item.

When a note was sent, or what the number of a document is.

Who sent it to you.

What kind of mail it is-a note or a document.

You can type ALL here or or the number of the screen shown below.

Highlighted lines show new mail.

What it is about.

Highlighted PF keys show old mail you haven't dealt with.

No highlighting means you have worked with the item, but haven't filed it or erased it.

This tells you if you have mail listed on other screens.

```
                                OPEN THE MAIL                              C00

        Press the PF key for the document you want.  Or, if you want to view all of
        these documents, type ALL here and press ENTER===>  _
               ----FROM----          ----TO-----        TYPE   DUE DATE  DOCUMENT NO.
        PF1 Riley, L. M.       Johnson, G. J.        RFT-F              87002TST0012
                Subject:  Report information in last memo
        PF2 Smith, G.          Johnson, G. J.        RFT-D              87002TST0008
                Subject:  Monthly report
        PF3 Doe, L. M.         Johnson, G. J.        Paper              87002HDC0003
                Subject: Monthly sales and credits
        PF4 John Smith         George Johnson        Meeting       01/02/87 13:16
                Subject: Meeting with Marketing Group
        PF5 ROEMARY2--VMSYS1   JOHNSONG--VMSYS1      Reply         01/02/87 11:27
                Subject:  Estimates for report
        PF6 David Richards     George Johnson        Note          01/02/87 11:25
                Subject:  Meeting schedule
        PF7 Smith, G.          Johnson, G. J.        Draft              87002TST0002
                Subject:  Monthly report
        PF8 Riley, L. M.       Johnson, G. J.        Final   01/02/87  87002TST0001
                Subject:  January sales report

                                                              Screen  1 of   2
        PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

The highlighting

If all or part of your mail is highlighted, you have either new mail or mail that you haven't worked with yet.

- If the **whole line** for an item is highlighted, the item has arrived since you checked your mail the last time.

- If only the **PF key number** is highlighted, the item was listed when you last checked your mail, but you haven't worked with it yet.

- If **nothing** is highlighted, you've worked with the item, but you haven't yet filed it or erased it from your incoming mail.

If you have a terminal with color capability, PROFS uses colors to show highlighting.

Who sent it

You will usually find the sender listed under "FROM" on the screen.

- For a **note,** you will see either (1) the **user name** of the person who sent it followed by a **system name** (for example, "ROEMARY2 − VMSYS1") or (2) the name of the user. What you see depends on how the sender set up his nickname file. (See "Appendix B: Working with nickname files.")

- For a **document,** you will see the **name** of the person who wrote the document (for example, "Riley, L. M."). If it was forwarded to you by a person who is not the original author, you will see the author's name and not the sender's name.

Who received it

Your own name will usually be in the column under "TO."

- For a **note,** you will see either (1) your **user name** followed by a **system name** or (2) your name. What you see depends on how the sender set up his nickname file (see Appendix B).

- For a **document,** you will see the person's name. If a document was first sent to someone else and then forwarded to you, that person will be listed under "TO." Someone else's name may appear under "TO" if you are part of a mailing list.

What type of mail it is

You will find the type of mail listed in the column under "TYPE."

If it's a **note**, you will see one of the following:

- **Note** for newly created notes sent to you

- **Reply** for replies to notes you have sent

- **Forward** for notes routed to you from someone else

- **Meeting** for notices of a meeting for you to attend

- **Reserve** for reservations for the conference rooms for which you are responsible

- **Resend** for notes that were originally distributed but are being sent again

- **Acklmnt** for notes for which you've requested an acknowledgment

- **Error** for notifications of errors PROFS found when distributing a document for you.

If it's a **document,** you will see **RFT-D**, **RFT-F**, **Draft**, **Final**, **Paper**, **Graphic,** or **Other**. These are the kinds of documents that PROFS distinguishes. (For more information, see "Sending and receiving information" in Chapter 1.)

When you might need to take action

If someone sends you mail that requires you to act by a certain date, you will see the date under "DUE DATE." The due date will also appear in your mail log.

How the mail is numbered

Both notes and documents are numbered under "DOCUMENT NO."

- For notes, you will see the date and time the note was sent. There is no other reference number for notes.

- For documents, you will see the number used to identify the document in PROFS storage. (See "Sending and receiving information" in Chapter 1).

What it is about

The topic is stated briefly beside "SUBJECT" on the screen. For example, "January sales report" is the subject of item 8 on the example of screen C00, "Open the Mail," earlier in this chapter.

Working with all your notes or documents

To work with all the notes and documents that you see listed on screen C00 at once, type **ALL** on the command line of screen C00, "Open the Mail," and press ENTER. PROFS shows you screen C06, "Process the Incoming Mail."

```
                      PROCESS THE INCOMING MAIL                        C06


   Press one of the following PF keys.

   PF1  View all items
   PF2  File them in the mail log and erase them from the incoming mail
   PF3  Keep all items in the incoming mail and the mail log
   PF4  Erase all items from the incoming mail and the mail log













   PF9 Help    PF12 Return
```
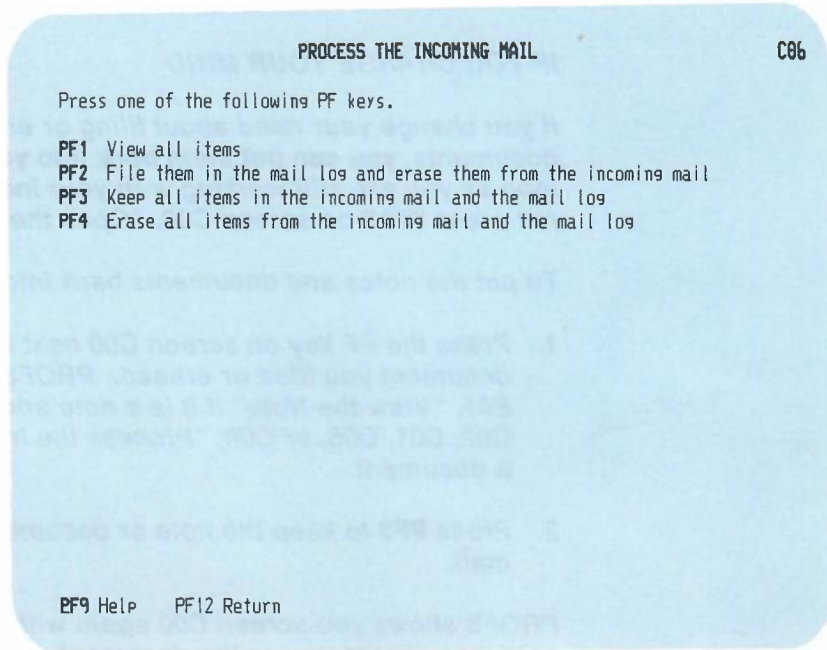
When you choose one of the PF keys on this screen, the action applies to all the items listed in your incoming mail on the screen where you typed **ALL**.

If you press **PF1,** PROFS shows you the contents of all the notes and documents except for Paper documents not produced using PROFS. The notes and documents will appear one after the other. You can press **PF12** to move to the next note or document. If it is a Revisable-Form Text (RFT) document and you are finished processing it, you must press **PF12 = END** on the DisplayWrite/370 "View" screen to view the next note or document. If you are finished processing the Draft and Final documents found, you can type **EXIT** on the command line of screen I00, "View the Document," and you will return to the main menu.

If you press **PF2,** PROFS files all the notes and documents. PROFS shows you your list of mail again with the word FILE beside each document or note, under "DOCUMENT NO." If you press **PF4**, PROFS erases all the notes and documents from the incoming mail and the mail log.

IF YOU CHANGE YOUR MIND

If you change your mind about filing or erasing the notes and documents, **you can put them back into your incoming mail** *as long as you are still working with your incoming mail and do not press* **PF12** *on screen C00, "Open the Mail."*

To put the notes and documents back into your incoming mail:

1. *Press the PF key on screen C00 next to the note or document you filed or erased. PROFS shows you screen E01, "View the Note" if it is a note and screen C31, C30, C02, C01, C05, or C08, "Process the Incoming Mail," if it is a document.*

2. *Press* **PF3** *to keep the note or document in the incoming mail.*

PROFS shows you screen C00 again with the date and time the note was sent to you or the document number if it is a document. The word FILE or DELETE is removed.

5
Working
with one note
at a time

Viewing the note

When you press the PF key on screen C00 next to a **note** you want to work with, PROFS shows you screen E01, "View the Note."

The sender's name is shown only if you typed it in your nickname file.

Use these keys if the note is longer than one screen.

```
                              VIEW THE NOTE                               E01
From: ROEMARY2--VMSYS1                    Date and time    01/02/87 11:27:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.

                            E N D   O F   N O T E




PF1 Alternate PFs  PF2 File NOTE      PF3 Keep  PF4 Erase PF5 Forward Note
PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return
```
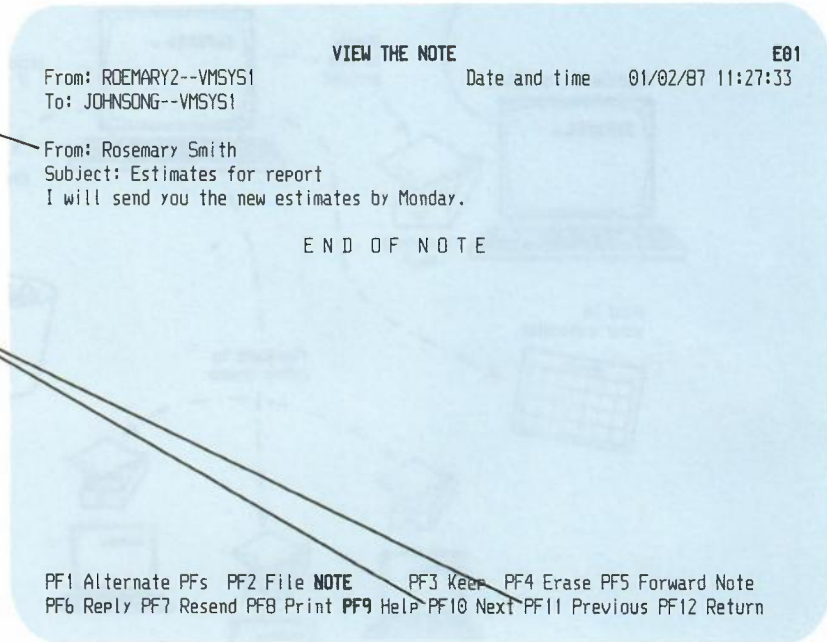
If the note is too long for one screen, you can use the PF keys at the bottom of the screen to move back and forth among screens (**PF10** and **PF11**). After you have read the note, you can do some tasks **while** you have the note in front of you, or you can press **PF12** to get back to screen C00, "Open the Mail."

If a document is referenced in the note, you can view that document by moving the cursor under the document number, and pressing ENTER. PROFS shows you the DisplayWrite/370 "View" screen for an RFT-D or RFT-F document or screen I00, "View the Document," for a Draft or Final document.

What you can do when you receive a note

You can also set up special note logs

Your incoming mail (electronic)

NOTE LOG

Your terminal

Reply to the sender

File (add comments if you wish)

Sender's terminal

Incoming mail

Erase

Add to your calendar

JANUARY

Forward to other users
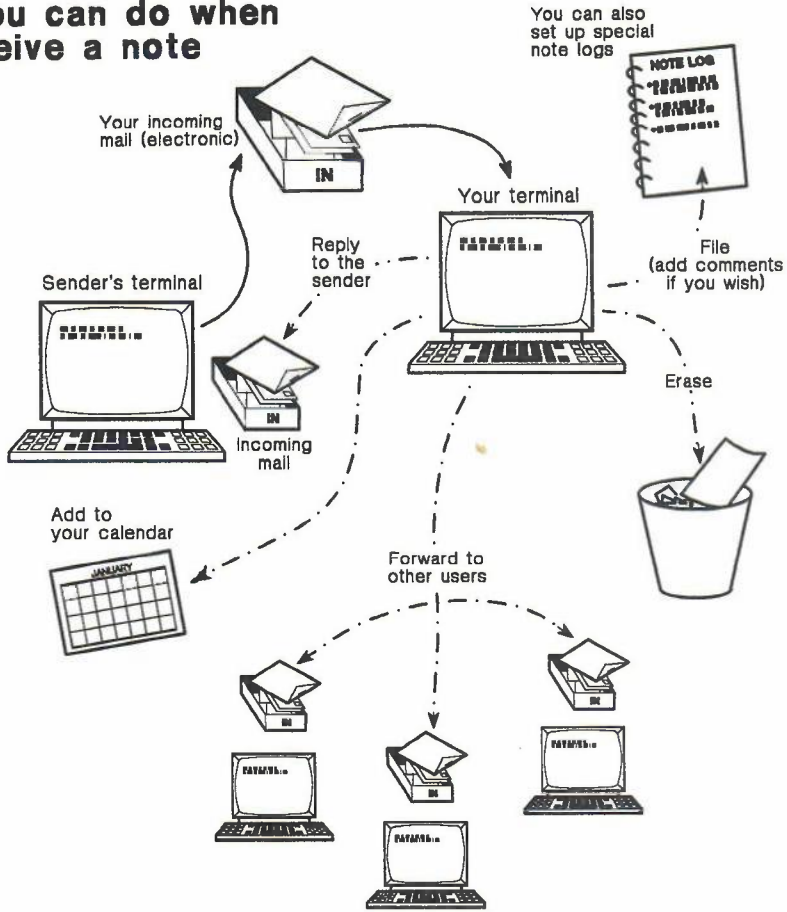
While viewing your note in the incoming mail, you can reply to it, file it, forward it to others, erase it, and so forth.

Using split screens to work with the note on the screen. The PF keys at the bottom of screen E01 allow you to work with the note while you are still viewing it.

You can:

- Forward the note (press **PF5**).

- Reply to the note (press **PF6**).

- Send the note again (press **PF7**).

- Add personal comments (press **PF1**, then **PF4**).

- Send a new note (press **PF1**, then **PF5**).

No matter which PF key you press, PROFS shows you a **split screen.** A split screen is really two screens that appear, one above the other, on your terminal. The note is on the top screen (E12 is the split screen version of E01) and you do your work with the bottom screen. To use the PF keys on a split screen, you must put the cursor anywhere on the same half of the screen as the PF key you want to use.

Filing the note and erasing it from your incoming mail

You may want to keep the note in your files. PROFS gives you a general file for notes called a **note log**.

Press **PF2** on screen E01. PROFS files the note along with basic summary information about the note ("From," "To," "Date," "Time," and "Subject") in your note log.

You can also create other note logs with different names to keep notes that are from a particular person or on a particular subject together. You can create as many separate note logs as you need. To create a new note log:

1. Choose a name for the log — for example, JOHNSON for notes to or from Mr. Johnson or ASSIST for notes about a request for assistance (the name cannot be longer than eight characters).

2. Type the name you have chosen **over** the highlighted word NOTE on the **PF2** line of screen E01.

3. Press **PF2** to file the note.

When you finish opening the mail and press **PF12,** PROFS will erase the note from your incoming mail. You won't be able to work with it again by opening the mail, but you can always get it later from your note log by going back to the main menu and pressing **PF4** (see "Chapter 6: Processing notes and messages").

When you file the note, PROFS will show you screen C00, "Open the Mail." The word FILE will be under the column called "DOCUMENT NO." for the note you were working with.

IF YOU CHANGE YOUR MIND

If you change your mind about filing the note away, **you can put it back into your incoming mail** *as long as you are still working with your incoming mail and do not press* **PF12** *on screen C00, "Open the Mail."*

To put the note back into your incoming mail:

1. *Press the PF key on screen C00 beside the note you filed. PROFS shows you the "View the Note" screen (E01) for the note.*

2. *Press* **PF3** *to keep the note in the incoming mail.*

PROFS shows you screen C00 again with the date and time the note was sent to you. The word FILE is removed.

Erasing the note from your incoming mail

You may want to erase a note from your incoming mail without keeping a copy in your note log. When you press **PF4** on screen E01, "View the Note," PROFS erases the note from your incoming mail and, of course, you can do no more work with it. PROFS then shows you screen C00, "Open the Mail," again with the word DELETE beside the note under the column heading "DOCUMENT NO."

IF YOU CHANGE YOUR MIND

If you change your mind about erasing the note, **you can put it back into your incoming mail** *as long as you are still working with your incoming mail.*

To put the note back into your incoming mail:

1. *Press the PF key on screen C00 beside the note you erased. PROFS shows you screen E01.*

2. *Press* **PF3** *to keep the note in the incoming mail.*

PROFS shows you screen C00 again with the date and time the note was sent to you. The word DELETE is removed.

Forwarding the note

To forward a note to someone else before you file or erase it, press **PF5** on screen E01, "View the Note." PROFS shows you screen E11, "Forward the Note" (this will be a split-screen version). You can then forward the note **as is**, or forward it **with your comments**.

Type a user name, system name (user name) combination, nickname, or distribution list name.

The sender's name is shown only if you typed it in your nickname file.

```
                          VIEW THE NOTE                              E12
From: ROEMARY2--VMSYS1                  Date and time    01/02/87 11:27:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.  If there are no other updates
coming in from the field offices, we should be able to finish this
up early next week.

                        E N D   O F   N O T E
PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                        FORWARD THE NOTE                             E11
Forward to:
From: G. J. Johnson
Subject: Estimates for report




PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

PROFS fills in the subject of the note for you, along with the date and time the note was originally sent to you.

To send the note:

1. Type the **user name, system name (user name)** combination, the **nickname** of the person, or the **distribution list name** to whom you want to forward the note. If your name does not appear after "From," you can type your **name.** (See "Sending a Note" in Chapter 6 for more information.)

2. If you want to add some of your own text, you may type it on the screen beneath the "Subject" line.

3. Press **PF7** to send the note.

PROFS puts the note (with your comments, if there are any) in the incoming mail of the person(s) you are forwarding it to.

PROFS shows you a message on the screen to tell you that your note has been sent. Press CLEAR to continue working with the note. The note you just forwarded stays in your incoming mail until you either file it or erase it.

IF YOU CHANGE YOUR MIND

If you decide not to forward the note, press **PF12** *to cancel it instead of pressing* **PF7**. *If you typed anything, PROFS asks you if you really want to cancel the note. Type* **Y** *and press ENTER.*

Sending a reply to the note

You may want to send a reply to someone who sent you a note.
Press **PF6** on screen E01, "View the Note." PROFS shows you
screen E02, "Reply to the Note." (This will be a split-screen
version.)

PROFS puts a separator line on the screen when the person
receives the note to indicate that this is a reply to his note.

*This is the split screen
version.*

PROFS fills this in for you.

Type your reply here.

```
                              VIEW THE NOTE                              E12
    From: ROEMARY2--VMSYS1                Date and time    01/02/87 11:27:33
    To: JOHNSONG--VMSYS1

    From: Rosemary Smith
    Subject: Estimates for report
    I will send you the new estimates by Monday.  If there are no other updates
    coming in from the field offices, we should be able to finish this
    up early next week.

                            E N D   O F   N O T E
    PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                             REPLY TO THE NOTE                           E02
    Reply to: ROEMARY--VMSYS1
    From: G. J. Johnson
    Subject: Estimates for report
    -



    PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
    PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

PROFS fills in the user name of the person who sent you the
note and the subject of your reply.

If your name does not appear after "From," you can type your **name.** Then you:

1. Type your reply.

2. Press **PF7** to send it.

PROFS shows you a message on the screen to tell you that your note has been sent. Press CLEAR to continue working with your mail.

PROFS puts your reply as a note into the other person's incoming mail. The note you received stays in your incoming mail until you either file it or erase it.

IF YOU CHANGE YOUR MIND

If you decide not to send a reply after typing it, press **PF12** *to cancel it instead of pressing* **PF7**. *If you typed anything, PROFS asks you if you really want to cancel the note. Type* **Y** *and press ENTER.*

Sending the note again

You may want to send a note after it has been forwarded to you. Press **PF7** on screen E01, "View the Note." PROFS shows you screen E13, "Send the Note Again." (This will be a split-screen version.)

Type a user name, system name (user name) combination, nickname or distribution list name.

PROFS fills this in for you.

```
                          VIEW THE NOTE                                 E12
From: ROEMARY2--VMSYS1                    Date and time    01/02/87 11:27:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.  If there are no other updates
coming in from the field offices, we should be able to finish this
up early next week.

                        E N D   O F   N O T E
PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                       SEND THE NOTE AGAIN                              E13
Resend to: _
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report

            Text of the note and the names of those to whom
                you have already sent the note goes here.

PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

PROFS automatically fills in the note you want to resend and the names of people to whom the note has already been sent.

1. Type the **user name** of the person to whom you want to send the note next to the words "Resend to."

2. Press **PF7** to resend the note.

PROFS shows you a message on the screen to tell you that your note has been sent. Press CLEAR to continue working with your mail. The note you just resent stays in your incoming mail until you either file it or erase it.

IF YOU CHANGE YOUR MIND

If you decide not to send the note again, press **PF12** *to cancel it instead of pressing* **PF7**. *PROFS will ask you if you really want to cancel the note. Type* **Y** *and press ENTER.*

PROFS shows you Forward, Reply, or Resend in the "TYPE" column on screen C00, "Open the Mail," and screen E08, "View the Note Log," when you receive or send these kinds of notes. You can use any of the special note commands discussed in "Chapter 6: Processing notes and messages."

Adding a meeting notice to your calendar

To add a meeting notice to your calendar:

1. Press the PF key next to the Meeting on screen C00, "Open the Mail." PROFS shows you screen E01, "View the Note."

2. Press **PF7** to add the notice of the meeting to your calendar.

You can also add a meeting notice for a conference room reservation for which you are responsible. First you press the PF key next to Reserve on screen C00, "Open the Mail." PROFS shows you screen E01, "View the Note." Press **PF7** to add the meeting notice for the conference room to the calendar.

```
                          VIEW THE NOTE                              E01
   From: JSMITH  --VMSYS1                Date and time    03/06/87 13:16:33
   To: GGJOHNSON-VMSYS1

   From:

   Requester:          John Smith
   Date to be scheduled:  03/09/87
   Starting time:      8:00 AM
   Ending time:        9:30 AM

   Location:   Conference room 4B

   Subject:    Meeting with Marketing Group

   Purpose:    Discuss new product line.

             * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

                      END OF NOTE


   PF1 Alternate PFs PF2 File NOTE      PF3 Keep PF4 Erase PF5 Forward PF6 Reply
   PF7 Add to Calendar  PF8 Print  PF9 Help  PF10 Next  PF11 Previous  PF12 Return
```

Adding your own comments to a note log

To add comments to any note:

1. Press **PF1** to get the alternate PF keys, then press **PF4** on screen E01. PROFS shows you a split screen, with screen E12 on the top half and screen E03, "Add Personal Comments to Your Note Log," on the bottom half.

2. Add your own text.

3. Press **PF7** to add the comments to your note log.

Sending a new note

While you are viewing a note on screen E01, you may decide to send a new note that is **not a reply.** The new note might be to a different person or about a different subject. (Remember that when you send a **reply,** PROFS automatically sends the reply to the person who sent the note, and the reply has the same subject as the original note.) Or, you may want to type the text of a note while you have another note in the top half of the screen in order to copy information from it.

To send a new note:

1. Press **PF1** to get the alternate PF keys.

2. Press **PF5** on screen E01. PROFS shows you a split screen, with screen E12 on the top half and screen E04 on the bottom half.

Printing a note

You may want to print a note.

Press **PF8** on screen E01, "View the Note." PROFS shows you
screen J00, "Choose a Printer."

```
                    CHOOSE A PRINTER                         J00

   Press the PF key to select the printer you want, or send a print file
   to a user or printer not listed.  Press PFB to see additional printer
   options.  Press ENTER when you have made your choices.


   Send a print file to: _      (name) at        (location)
                         --------              --------

   Number of copies:  1         Special print class:
                      --

   PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A              SELECTED
   PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
   PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
   PF4  6670 East Tower, 9th Floor
   PF5  6670 East Tower, 17th Floor
   PF6  6670 West Tower, 2nd Floor
   PF7  Print at your workstation
                                           Screen   1 of   1

   PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
   ===>
```

If you want to specify additional options (or override options
connected to the PF key you select), press **PF8** on screen J00.
PROFS shows you screen J01, "Choose Printer Options."

For instructions on how to use this screen, see "Printing
copies of notes and documents" later in this chapter.

6
Working with one document at a time

When you press the PF key for a document in your incoming mail on screen C00, PROFS shows you the "Process the Incoming Mail" screen for that type of document:

- C31 for **RFT-D** documents

- C30 for **RFT-F** documents

- C02 for **Draft** documents

- C01 for **Final** documents and softcopy documents not created using PROFS

- C05 for **Paper** documents

- C08 for **Paper** documents with a routing slip attached.

This is the screen for RFT-D documents.

This tells you which document you are working with.

```
                          PROCESS THE INCOMING MAIL                         C31

       From:    Smith, G.                            Document No.:  87002TST000B
       Subject: Monthly report                       Type:  RFT-D
       ----------------------------------------------------------------------

       Press one of the following PF keys, or press PF10 to view more choices.

       PF1  View the document
       PF2  File in the mail log and erase from the incoming mail
       PF3  Keep in the incoming mail and the mail log
       PF4  Erase from the incoming mail and the mail log
       PF5  Forward the document
       PF6  View the distribution list
       PF7  View or change the mail log information
       PF8  Print the document

      PF10  View more choices




      PF9 Help    PF12 Return
```

```
                        PROCESS THE INCOMING MAIL                        C30

   From:    Riley, L. M.                    Document No.:  87002TST0012
   Subject: Report information in last memo  Type:  RFT-F
   --------------------------------------------------------------------------

   Press one of the following PF keys, or press PF10 to view more choices.

   PF1  View the document
   PF2  File in the mail log and erase from the incoming mail
   PF3  Keep in the incoming mail and the mail log
   PF4  Erase from the incoming mail and the mail log
   PF5  Forward the document
   PF6  View the distribution list
   PF7  View or change the mail log information
   PF8  Print the document

   PF10  View more choices




   PF9 Help    PF12 Return
```

*This is the screen for
Draft documents.*

```
                        PROCESS THE INCOMING MAIL                        C02

   From:    Smith, G.                       Document No.:  87002TST0002
   Subject: Monthly report                  Type:  Draft
   --------------------------------------------------------------------------

   Press one of the following PF keys, or press PF10 to view more choices.

   PF1  View the document
   PF2  File in the mail log and erase from the incoming mail
   PF3  Keep in the incoming mail and the mail log
   PF4  Erase from the incoming mail and the mail log
   PF5  Forward the document
   PF6  View the distribution list
   PF7  View or change the mail log information
   PF8  Print the document

   PF10  View more choices




   PF9 Help    PF12 Return
```

```
                        PROCESS THE INCOMING MAIL                        C01

    From:    Riley, L. M.                  Document No.:  87002TST0001
    Subject: January sales report          Type:  Final
    --------------------------------------------------------------------------

    Press one of the following PF keys, or press PF10 to view more choices.

    PF1   View the document
    PF2   File in the mail log and erase from the incoming mail
    PF3   Keep in the incoming mail and the mail log
    PF4   Erase from the incoming mail and the mail log
    PF5   Forward the document
    PF6   View the distribution list
    PF7   View or change the mail log information
    PF8   Print the document

    PF10  View more choices




    PF9 Help   PF12 Return
```

```
                        PROCESS THE INCOMING MAIL                        C05

    From:    Doe, L. M.                    Document No.:  87002HDC0003
    Subject: Monthly sales and credits     Type:  Paper
    --------------------------------------------------------------------------

    Press one of the following PF keys.

    PF2   File in the mail log and erase from the incoming mail
    PF3   Keep in the incoming mail and mail log
    PF4   Erase from the incoming mail and the mail log
    PF5   Forward the document
    PF7   View or change the mail log information






    PF9 Help   PF12 Return
```

This is the screen for
Paper documents with
a routing slip attached.

From: Doe, L. M.   Document No.: 87002HDC0003
Subject: Monthly sales and credits   Type: Paper

Press one of the following PF keys.

PF1 View the routing slip
PF2 File in the mail log and erase from the incoming mail
PF3 Keep in the incoming mail and mail log
PF4 Erase from the incoming mail and the mail log
PF5 Forward the document
PF7 View or change the mail log information

PF9 Help   PF12 Return

Depending on what kind of document it is — RFT-D, RFT-F, Draft, Final, or Paper — you can do one or more of these tasks with it:

- View it (except Paper documents).

- File it and erase it from your incoming mail.

- Keep it in your incoming mail.

- Erase it from your incoming mail and your mail log.

- Forward it to someone else.

- View the distribution list for it.

- View or change the information about it in your mail log.

- Copy it into your personal storage (except Paper).

- Change the text (RFT-D and Draft only).

- Print it (except Paper documents).

Except for printing, all the other tasks are described in this section. To get information about printing notes or documents, see "Printing copies of notes and documents" later in this chapter.

Viewing the document

To view the document, press **PF1** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, and C01 for Final and softcopy documents).

If it is an RFT document, PROFS shows you the DisplayWrite/370 "View" screen. If it is a DCF document, PROFS shows you screen I00, "View the Document."

Note: You can reply to a document with a note by pressing **PF6** on the DisplayWrite/370 "View" screen or screen I00.

If it is a Graphic document, PROFS shows you screen I01, "View the Graphics Document." See "Appendix L: Working with graphics documents (GDDM)."

When you have finished viewing the document, press **PF12 = END** if you are viewing an RFT document or **PF12** if you are working with a DCF document to return to the "Process the Incoming Mail" screen for that document.

Viewing another version of RFT-D documents. To view another version of an RFT-D document, do the following:

1. Press **PF10** on screen C31, "Process the Incoming Mail."
    PROFS shows you another "Process the Incoming Mail"
    screen — C33.

```
                    PROCESS THE INCOMING MAIL                        C33

    From:    Smith, G.                   Document No.:  87002TST0008
    Subject: Monthly report              Type:  RFT-D
    -----------------------------------------------------------------------

    If you want to work with a version other than the most current (version 1),
    type the number you want to work with here: 1

    Press one of the following PF keys, or press PF11 to view the previous
    choices.

    PF1  View the document
    PF2  Copy the document into your personal storage
    PF3  Work with the document
    PF4  Create a new document from a copy of this document


    PF11  View previous choices



    PF9 Help    PF12 Return
```

2. Type the number of the version you want to view.

If you press **PF1** on screen C31 or C33, PROFS shows you the DisplayWrite/370 "View" screen. The following screen is an example.

```
70020808 RFTD     A5            VIEW                        Page 1

===)_
<---+---1---+---2---+---3---+_V--4---+---5---+---6---+---7_-)-+----
---------------------------------------------------------------- Page 1 ----

 January 15, 1987                    B7002TST0008
 G. Smith, 212/555-1212
 Market Research Division
 New York, New York 10007
 8th Floor

 Memo to:  G.J. Johnson

 Subject:  Monthly report

 Reference:


  I will be on vacation from May 26 to May 30.


PF 1=Top       2=Bottom   3=Cmdline   4=Next       5=Docview  6=Note
PF 7=Left      8=Right    9=HELP      10=Forward   11=Backward 12=END
```
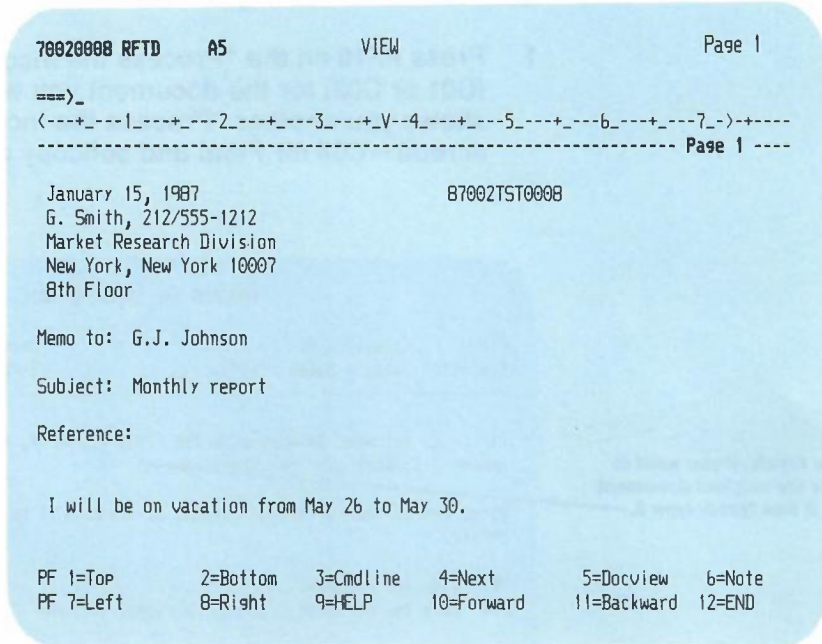
Viewing another version of a Draft or Final document. You usually view a document in its final form; however, a document is normally also kept in its original form — with **format controls** shown in the text — for a specific number of days and then is no longer available. To see the document as it was originally typed, do the following:

1. Press **PF10** on the "Process the Incoming Mail" screen (C01 or C02) for the document you want to see. PROFS shows you another "Process the Incoming Mail" screen — C04 for Final and softcopy or C07 for Draft.

For Finals, if you want to see the original document as it was typed, type 2. ──────

```
                     PROCESS THE INCOMING MAIL                          C04

      From:    Riley, L. M.                  Document No.:  87002TST0001
      Subject: January sales report          Type: Final
      -----------------------------------------------------------------------

      If you do not want to work with the final document, key in the
      number 2 to work with the draft copy. 1

      Press one of the following PF keys, or press PF11 to view the previous
      choices.

      PF1  View the document
      PF2  Copy the document into your personal storage


      PF11  View previous choices




      PF9 Help    PF12 Return
```

```
                    PROCESS THE INCOMING MAIL                              C07

         From:    Smith, G.               Document No.:  87002TST0002
         Subject: Monthly report          Type:  Draft
         ---------------------------------------------------------------

         If you want to work with a version other than the most current (version 1),
         type the number you want to work with here: 1

         Press one of the following PF keys, or press PF11 to view the previous
         choices.

         PF1  View the document
         PF2  Copy the document into your personal storage
         PF3  Work with the document
         PF4  Create another document by converting the DCF control words
              to RFT controls


         PF11 View previous choices


         PF9 Help     PF12 Return
```

For Drafts, if you want to see a version other than the most current version, type the number here.

2. You can work with another version of either the Final and softcopy or Draft documents by typing a **2** if you are on screen C04, or a number up to **4** if you are on screen C07.

3. Press **PF1** on screen C04 (Final) or C07 (Draft). PROFS will show you screen I00 (or screen I01 for Graphic).

4 You may see **PF4** on your screen. This PF key is displayed if you have Host-Displaywriter Document Interchange (HDDI) attached. See "Appendix K: Working with PROFS at a Displaywriter."

Filing the document and erasing it from your incoming mail

You can file key information about a document you have received in your own mail log. While the document itself is stored in PROFS storage, your mail log is your own personal index to the documents in that file. When you file information about a document, the information is erased from your incoming mail.

To file information about a document, press **PF2** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you the "Open the Mail" screen (C00) with the word FILE beside the document you have just filed.

```
                        OPEN THE MAIL                              C00

Press the PF key for the document you want.  Or, if you want to view all of
these documents, type ALL here and press ENTER===> _
     ----FROM----        -----TO-----      TYPE    DUE DATE  DOCUMENT NO.
PF1 Riley, L. M.        Johnson, G. J.     RFT-F              87002TST0012
        Subject:  Report information in last memo
PF2 Smith, G.           Johnson, G. J.     RFT-D              87002TST0008
        Subject:  Monthly report
PF3 Doe, L. M.          Johnson, G. J.     Paper              87002HDC0003
        Subject:  Monthly sales and credits
PF4 John Smith          George Johnson     Meeting   01/02/87 13:16
        Subject:  Meeting with Marketing Group
PF5 ROEMARY2--VMSYS1    JOHNSONG--VMSYS1   Reply     01/02/87 11:27
        Subject:  Estimates for report
PF6 David Richards      George Johnson     Note      01/02/87 11:25
        Subject:  Meeting schedule
PF7 Smith, G.           Johnson, G. J.     Draft           FILE
        Subject:  Monthly report
PF8 Riley, L. M.        Johnson, G. J.     Final     10/01/87 87002TST0001
        Subject:  January sales report

                                                    Screen    1 of   1
PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

You'll see the word FILE instead of the number if you file Smith's Draft report.

IF YOU CHANGE YOUR MIND

*If you change your mind about filing the information about the document, **you can put it back in your incoming mail**. You can do this only as long as you are still working with your incoming mail and do not press **PF12** on the "Open the Mail" screen, which shows the word FILE beside the document.*

To put the document back into your incoming mail:

1. *Press the PF key beside the document on screen C00, "Open the Mail." This brings you to a "Process the Incoming Mail" screen for the document (C31, C30, C02, C01, C05, or C08).*

2. *Press **PF3** to keep the document in your incoming mail.*

PROFS shows you screen C00 again with the word FILE replaced with the document number. You can now continue working with that document or with the rest of your incoming mail.

Erasing the document from your incoming mail and mail log

You may want to erase a document from your incoming mail and from your mail log. To do this, press **PF4** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, or C05 or C08 for Paper documents).

PROFS shows you screen C00, "Open the Mail" with the word DELETE beside the document under the column heading "DOCUMENT NO." This means that the document will be erased from your incoming mail and the mail log when you press **PF12** on screen C00. When you erase a document from your mail log, it remains in PROFS storage. You must know the document number to work with it later.

Note: If you press **PF4**, you erase the document from the incoming mail and from the mail log. If you want to erase the document from the incoming mail but keep it in your mail log, press **PF2** on one of the "Process the Incoming Mail" screens. PROFS shows you screen C00, "Open the Mail," with the word FILE under the column heading "DOCUMENT NO."

```
                        OPEN THE MAIL                              C00

Press the PF key for the document you want.  Or, if you want to view all of
these documents, type ALL here and press ENTER===)_
    ----FROM----       -----TO-----        TYPE   DUE DATE  DOCUMENT NO.
PF1 Riley, L. M.        Johnson, G. J.      RFT-F            87002TST0012
      Subject:  Report information in last memo
PF2 Smith, G.           Johnson, G. J.      RFT-D            87002TST0008
      Subject:  Monthly report
PF3 Doe, L. M.          Johnson, G. J.      Paper            87002HDC0003
      Subject:  Monthly sales and credits
PF4 John Smith          George Johnson      Meeting  01/02/87 13:16
      Subject: Meeting with Marketing Group
PF5 ROEMARY2--VMSYS1    JOHNSONG--VMSYS1    Reply    01/02/87 11:27
      Subject:  Estimates for report
PF6 David Richards      George Johnson      Note     01/02/87 11:25
      Subject:  Meeting schedule
PF7 Smith, G.           Johnson, G. J.      Draft            87002TST0002
      Subject:  Monthly report
PF8 Riley, L. M.        Johnson, G. J.      Final    01/02/87  DELETE
      Subject:  January sales report

                                               Screen   1 of   1
PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

You will see the word DELETE instead of the number if you erase Riley's Final report.

IF YOU CHANGE YOUR MIND

If you change your mind about erasing the document, you can put it back into your incoming mail as long as you continue working with your incoming mail and do not press **PF12** *on screen C00, "Open the Mail."*

To put the document back into your incoming mail:

1. *Press the PF key on screen C00 beside the document you erased. PROFS shows you the "Process the Incoming Mail" screen for that document (C31, C30, C02, C01, C05, or C08).*

2. *Press* **PF3** *to keep the document in the incoming mail.*

PROFS shows you screen C00 again with the word DELETE replaced by the document number. You can continue to work with the document or with the rest of your incoming mail.

Forwarding the document

To forward a document you have received to another PROFS
user, press **PF5** on one of the "Process the Incoming Mail"
screens (C31 for RFT-D documents, C30 for RFT-F documents,
C02 for Draft documents, C01 for Final and softcopy documents,
and C05 or C08 for Paper documents).

PROFS shows you screen H00, "Assign the Document
Distribution Information," for RFT-D, RFT-F, Draft, Final, and
softcopy documents. (PROFS shows you screen H05, "Assign
the Reviewer Distribution Information," for Paper documents.)

You can forward the document and send certain other
information along with it, if you choose, by following these
steps:

1. Type the **name** of the person(s) you want to forward the
   document to. Press **PF1** on screen H00. PROFS shows you
   screen H02, "Attach a Routing Slip."

*Type the date
by which a response
is requested.*

*You can select one of
these messages by pressing
the PF key.*

*You can also include
your own note.*

```
                        ATTACH A ROUTING SLIP                        H02

From:    Riley, L. M.                    Document No.:  87002TST 0001
To:      Johnson, G. J.
Subject: January sales report
Due date:
          -------------------

Press the PF key for the text you want and type a note if you want to add
more text.

PF1  For your information
PF2  For your comments
PF3  For your approval
PF4  Please handle
PF5  Please circulate
PF6  Prepare reply for my signature

Type Note===) _


When you are finished, press ENTER.

PF9 Help    PF12 Cancel distribution
```

2. If you want a **response by a specific date**, type this date on the line after "Due date." This due date will appear in the incoming mail of the person to whom you are forwarding the document and will be included in your mail log for this document (if another due date does not appear in the mail log).

3. If you want to **attach a note** (routing slip or buckslip) to the document, you can choose one of the six standard messages on the screen by pressing the PF key beside the one you want. The word SELECTED will appear next to your choice. (If you change your mind about your choice, just press the same PF key again. It will be cancelled.)

4. Whether or not you choose one of the six standard messages with **PF1** through **PF6** you can also **add your own note** to the routing slip. Just type your message after the arrow near the bottom of the screen. The first greeting line of your nickname file is included. This is where your name appears. See "Appendix B: Working with nickname files."

5. Press ENTER to forward the document.

IF YOU CHANGE YOUR MIND

If you decide you do not want to forward the document, press **PF12** *to cancel instead of pressing ENTER.*

You will see messages on your screen saying that the document has been forwarded. The notice of the document is now in the incoming mail of the person to whom you forwarded it. (If the document was restricted, you will not be able to forward the document — PROFS notifies you of this.)

The word "MORE..." will appear at the bottom of the screen. Press CLEAR to return to the "Process the Incoming Mail" screen for the document.

Viewing the distribution list for the document

To view the list of people who have received the document, press **PF6** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you screen K21, "View the Distribution List," which lists the user names of the people who have received the document, as long as they are on the same PROFS system as the person who sent the document.

```
                         VIEW THE DISTRIBUTION LIST                        K21

   Document No.: 87002TST0012                Type: RFT-F
   Draft copies: 1                           Owner: RILEYL
   From:        Riley, L. M.
   To:          Johnson, G. J.
   Subject:     Report information in last memo
   -----------------------------------------------------------------------

   This document has been mailed to the following.  Their user names are listed.
   JOHNSONG ******** JSMITH
   END OF LIST




      PF1 Top    PF2 Bottom   PF4 Up    PF5 Down            Screen   1 of  1
      PF9 Help   PF10 Next Screen    PF11 Previous Screen   PF12  Return
   ===) _
```

Information about the document.

Who the document has been sent to.

If there is more than one page of names, use the PF keys to move among the screens.

If you are looking for a person who was mailed a document but who is no longer on the PROFS system, you will see asterisks (********) instead of a user name.

Changing information about the document in your mail log

To help you search later for the document after you have filed it in your mail log, you may want to change or add to the information under which the document is filed. For example, you may want to add a special identifier (such as "tax") that you associate with documents about various types of taxes. Or you may want to add a general key word (for example, "budget") that puts the document in a category that you use frequently – you can then locate the document along with all the others in that category. These changes affect only your personal mail log. They do not affect the way the document is stored in PROFS storage and they are not sent with the document if you distribute the document later.

To change the information for one of the documents in your mail log, press **PF7** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you screen D18, "View or Change the Mail Log
Information."

```
                    VIEW OR CHANGE THE MAIL LOG INFORMATION                    D18

        Type the changes you want for document no.: 87002TST 0008
        Then press ENTER to change the mail log information.

        From:      Riley, L. M.
                   ----------------
        To:        Johnson, G. J.
                   ----------------
        Subject:   Monthly report
                   ---------------------------------------------------------------

                   --------------------------------------------------------------
        Comments:
                   ------------------------------------------------
        Action:                            Due date:
                   ----------              --------------------
        Identifier:                        Type: M
                   ---                      -



        PF9 Help    PF12 Cancel
```

Information about the document.

You can add comments. If the document had reference information in it, PROFS automatically puts it into the comments line. You can change the mail log information.

These are discussed in Appendix A.

On this screen, you see the information that is now filed about this document in your mail log.

1. Move the cursor to the line that you want to change, and type your changes or additions. You can change anything (except the document number) or add to what is already there. You can find out more about how to use "Action," "Identifier," and "Type" in Appendix A.

   Note: In the "Type" field, PROFS uses the letter M to mean that the document is an RFT-F or Final document and the letter U to mean that the document is an RFT-D or Draft document.

2. Press ENTER.

Your additions and corrections will become part of the information in your mail log. PROFS takes you back to the "Process the Incoming Mail" screen (C31, C30, C02, C01, C05, or C08) so you can continue to work with the document.

Note: If you already received this document earlier, be careful about pressing **PF7** on a "Process the Incoming Mail" screen (C31, C30, C02, C01, C05, or C08). You already have an entry for it in your mail log. If you were to press **PF7**, you would not see what is in your mail log for this document on screen D18, "View or Change the Mail Log Information." Instead you would see what is currently listed in your incoming mail. (They may not be exactly the same.) If you change the information on screen D18, this new information would replace whatever is already in your mail log for this document.

For this reason, you may prefer to change the mail log information by working through the mail log directly (see "Chapter 5: Finding documents" and "Chapter 10: Processing the mail log") rather than while handling your incoming mail. On the other hand, you may view the information on screen D18 without changing anything. Just be sure to leave the screen by pressing **PF12.**

Copying the document into your personal storage

When you are preparing a document, you may want to use all or part of an existing document (whether you have created it or received it). You can copy the full document from the PROFS storage and put it into your personal storage. (You can do this with RFT-D, RFT-F, Draft, Final and softcopy documents.) Follow these steps:

1. Press **PF10** on one of the "Process the Incoming Mail" screens (C31, C30, C02, or C01) for the document you want to copy. PROFS shows you alternate screen C33 (for RFT-D documents), C32 (for RFT-F documents), C07 (for Draft documents), or C04 (for Final and softcopy documents).

This screen is for RFT-F documents.

Press PF2 to put the document in your personal storage.

```
                          PROCESS THE INCOMING MAIL                        C32

       From:     Riley, L. M.                     Document No.:  87002TST0012
       Subject:  Report information in last memo       Type:  RFT-F
       ----------------------------------------------------------------------

       Press one of the following PF keys, or press PF11 to view the previous
       choices.

       PF1   View the document
       PF2   Copy the document into your personal storage
       PF4   Create a new document from a copy of this document


       PF11  View previous choices




       PF9 Help    PF12 Return
```

```
                         PROCESS THE INCOMING MAIL                        C33

          From:     Smith, G.                      Document No.:  87002TST0008
          Subject:  Monthly report                 Type:  RFT-D
          ------------------------------------------------------------------------

          If you want to work with a version other than the most current (version 1),
          type the number you want to work with here: 1

          Press one of the following PF keys, or press PF11 to view the previous
          screen.

          PF1  View the document
          PF2  Copy the document into your personal storage
          PF3  Work with the document
          PF4  Create a new document from a copy of this document


          PF11 View previous choices



          PF9 Help  PF12 Return
```

This screen is for RFT-D documents.

If you want another version, type the number here.

Press PF2 to put the document in your personal storage.

2. Type the number of the version of the document you want.
    PROFS automatically keeps two versions of each RFT-D,
    Draft, and Final document. PROFS only keeps one version
    of an RFT-F document.

    If you want to copy a version of the document other than
    version 1, type the number over the number where the
    cursor is showing.

    For an RFT-D or Draft document, version 2 is the document
    before the last changes were made. For a Final document,
    version 2 is the current version displayed with the DCF
    control words in the text. If PROFS has been told to keep
    more than two versions, there may also be a version 3 or
    even 4 of an RFT-D or Draft document. Versions of the
    document other than 1 will be available only if the time
    limit for keeping them has not passed.

3. Press **PF2** to copy the version of the document you want.

PROFS puts the document into your personal storage and tells you the document name in the form of a filename and filetype.

When the document is in your personal storage, you'll need to know the filename and filetype to work with it. You can change the text of a document when it is in your personal storage even if it was an RFT-F or Final document when you received it. The original document remains in PROFS storage. If you file the new document in PROFS storage with your changes, PROFS will tell you what the new document number is.

4.   Press **PF3** to work with the document.

5.   Press **PF4** to create a new RFT-D or RFT-F document from a copy of this document.

If the document is **already** in your personal storage when you press **PF2**, PROFS shows you screen X10, "Copy the Document."

```
                              COPY THE DOCUMENT                            X10

          A copy of: D0120008   RFTD   A1 is already in your personal storage.

          Press one of the following PF keys. If you want to keep the file
          in your personal storage without changing the name, press PF12.

          PF1  Give the file in your personal storage another name.
               Type the new filename and the filetype below first before pressing
               the PF key.  Filename and filetype===) _
                                                  -------- --------
          PF2  Erase the file in your personal storage and continue
               with a new copy




          PF9 Help    PF12 Return
```

The filename, filetype, and filemode of your document will be here. → (points to D0120008)

Rename your file here. → (points to PF1 filename line)

At the top of the screen you see a message telling you that a copy of the document you requested — identified by the filename, the filetype, and the filemode — is already in your personal storage.

You have several choices:

- You can **leave the copy** of the document as it is in your personal storage, and not get another copy from PROFS storage. Press **PF12** and PROFS takes you back to one of the "Process the Incoming Mail" screens.

- You can **rename** the document file that is already in your personal storage and save the file. To do this, type the new **filename** and **filetype** in the spaces after the arrow. Then press **PF1**.

- You can **erase** the document file in your personal storage. Press **PF2**.

Creating a new RFT document using a copy of this document

For RFT-D and RFT-F documents you can create a new document by copying a previous RFT-D or RFT-F document. Press **PF4** on screen C32 for RFT-F documents and screen C33 for RFT-D documents.

PROFS shows you screen F63, "Process the Document." To get help in using this screen to change and file the document, see "Chapter 7: Preparing RFT documents."

Changing an RFT-D or Draft document

The RFT-D and Draft documents are documents to which you can make changes. Otherwise, they are handled in the same way as an RFT-F or Final document.

To make changes to an RFT-D or Draft document:

1. Press **PF10** on screen C31, "Process the Incoming Mail," for an RFT-D document or screen C02, "Process the Incoming Mail," for a Draft document. PROFS shows you screen C33, "Process the Incoming Mail," for RFT-D documents and screen C07, "Process the Incoming Mail," for Draft documents.

If you want a different version, type the number here.

Press PF3 to work with the document.

```
                         PROCESS THE INCOMING MAIL                        C33

        From:    Smith, G.                          Document No.: 87002TST0008
        Subject: Monthly report                     Type: RFT-D
        ------------------------------------------------------------------------

        If you want to work with a version other than the most current (version 1),
        type the number you want to work with here: 1

        Press one of the following PF keys, or press PF11 to view the previous
        screen.

        PF1  View the document
        PF2  Copy the document into your personal storage
        PF3  Work with the document
        PF4  Create a new document from a copy of this document


        PF11 View previous choices



        PF9 Help  PF12 Return
```

2. If you want to work with a version of the RFT-D or Draft other than the most recent (version 1), type the version number you want over the number 1 that is shown.

3. Press **PF3**.

PROFS shows you screen F63, "Process the Document," for RFT-D documents or screen F01, "Process the Document," for Draft documents. To get help in using these screens to change and file RFT-D and Draft documents, see "Chapter 7: Preparing RFT documents" and "Chapter 8: Preparing DCF documents."

7
Printing copies of notes and documents

You may want to have a paper copy of a note or document you have received in your incoming PROFS mail. The note or document stays in your incoming mail, even if you print a copy, until you file it or erase it. To print a copy, make sure you are on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, or E01 for notes). Then press **PF8**. PROFS shows you screen J00, "Choose a Printer." If you are working with graphics documents, see "Appendix L: Working with graphics documents (GDDM)."

Your PROFS administrator will explain how this screen works for your system.

```
                        CHOOSE A PRINTER                              J00

     Press the PF key to select the printer you want, or send a print file
     to a user or printer not listed.  Press PF8 to see additional printer
     options.  Press ENTER when you have made your choices.


     Send a print file to: _        (name) at          (location)
                           --------             --------


     Number of copies:  1           Special print class:
                        --                                 -

     PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A                    SELECTED
     PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
     PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
     PF4  6670 East Tower, 9th Floor
     PF5  6670 East Tower, 17th Floor
     PF6  6670 West Tower, 2nd Floor
     PF7  Print at your workstation
                                                        Screen   1 of   1

     PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
     ===)
```

The **top part** of this screen lists several choices for you to fill in on the lines. If you leave the lines blank, PROFS will make some (or all) of the choices for you automatically — it depends on how the printers are set up for your system. If you need help, your PROFS administrator can tell you what these automatic choices are.

If you want to make some of the choices yourself, here is how to print the document:

1. Type the **number of copies** you want (from 1 to 99) on the line before "Number of copies."

2. If you want to send a printable copy to another user (usually not a PROFS user), type the **user name** of the person after "Send a copy to" and the **system name** after "at." The person can then print the document or view it.

3. Press the PF key beside the printer you want. If you want the printer next to **PF1**, it is already selected for you. If there are more than six printers available on your system, the message at the bottom of the screen will show how many screens there are and which one you are on. You will see the word SELECTED on the same line as the printer you choose to use. Press **PF10** to see the other printers listed.

4. After you have made your choices, press ENTER.

If you want to make additional choices on a printer, press **PF8** on screen J00. PROFS shows you screen J01, "Choose Printer Options."

On screen J01, you can specify an option file, arrangement file, or a special form for the document. You can shift the document contents to the right on the page. You can print a partial document by specifying the first page to print and the last page to print. You can also make different or additional choices by typing them on the command line. See your PROFS administrator for help on these choices.

8
Working with files that are not from PROFS

You may have mail that was not created using PROFS. If so when you press **PF12** on screen C00, "Open the Mail," you are asked "Do you want to process the files that are not from PROFS? Type **Y** or press ENTER to process these files, otherwise type **N**."

PROFS shows you screen C09, "Process Files That Are Not From PROFS." Move the cursor next to the file you want to work with. Press **PF1** and PROFS shows you screen C10, "View or Change the File."

You can also store the file in your personal storage. Move the cursor next to the file you want to store and press **PF2**. If you already have a file in your personal storage with the same filename that this one has, PROFS will ask you if you want to replace it with this file.

If you want PROFS to display the list in a different order, press **PF3, PF4, PF5, PF6,** or **PF7** to sort the list the way you want it.

If you want to discard a file, press **PF8**.

```
                    PROCESS FILES THAT ARE NOT FROM PROFS                      C09

 Cmd    Filename Filetype Class From  at Location Hold  Records  Date      Time
  _     PROFILE  EXEC     PUN A USERA    MSNVM2    NONE       30 01/02  13:15:34
        PROFILE  XEDIT    PUN B USERB    DALHQIC1  USER     1234 01/03  09:43:01

















   PF1 View          PF2 Store         PF3 Sort(filename) PF4 Sort(filetype)
   PF5 Sort(records) PF6 Sort(from)    PF7 Sort(date)     PF8 Erase
   PF9 Help          PF10 Next         PF11 Previous      PF12 Return
```

```
* * * TOP OF FILE * * *
&TRACE
EXEC SETPF
ACC 399 B/A
ACC 202 C
ACC 203 D
ACC 204 E
&EXIT
* * * END OF FILE * * *




PF1 Store          PF2 Cursor          PF3 File changes     PF4 Tab Key
PF5 Erase a line   PF6 Add a line      PF7 Right/Left       PF8 Split/Join
PF9 Help           PF10 Next           PF11 Previous        PF12 Return
====) _
```

On screen C10, you can store the file in your personal storage by pressing **PF1**. If you already have a file in your personal storage with the same filename as this one has, PROFS will ask if you want to replace it with this file.

If you have made any changes to the file and you want to store them, press **PF3**. PROFS leaves the file as it was on screen C09, "Process Files That Are Not From PROFS," and puts a copy with any changes you have made in your personal storage.

Press **PF2, PF4, PF5, PF6, PF7,** or **PF8** to make changes to the file.

4 Opening the Mail

Fast Track

PF1 → View all (on that screen)

C06 Process the Incoming Mail

===> ALL

PF2 → File all (on that screen) and erase from mail

PF3 → Keep all (cancels PF2 or PF4)

PF4 → Erase all (on that screen) from the incoming mail and the mail log

On all screens:

PF9 Help

PF12 Return (except PF12 "End" on A00 and PF12 "Cancel" on E02, E03, E04, E11, E13)

A00 Main Menu

PF2

C00 Open the Mail

PF key next to a note in the list

E01 View the Note

PF1 → Alternate PFs

PF4 → **E12** View the Note / **E03** Add Personal Comments to Your NOTE Log

PF5 → **E12** View the Note / **E04** Send a Note

PF2 → File the note and erase from mail

PF3 → Keep (cancels PF2 or PF4)

PF4 → Erase (without filing)

PF5 → **E12** View the Note / **E11** Forward the Note

PF6 → **E12** View the Note / **E02** Reply to the Note

PF7 → **E12** View the Note / **E13** Send the Note Again

PF7 → Add to calendar (Meeting Notice)

PF8 → **J00** Choose a Printer ← PF8 → **J01** Choose Printer Options

PF key next to a document in the list

PF12 → **C09** Process Files That Are Not From PROFS → PF1 → **C10** View or Change the File

C33 / C31 Process the Incoming Mail RFT-D

C32 / C30 Process the Incoming Mail RFT-F

C04 / C01 Process the Incoming Mail Final

C07 / C02 Process the Incoming Mail Draft

C05 Process the Incoming Mail Paper

C08 Process the Incoming Mail Paper

View the routing slip

5 Finding documents

Contents

5 Finding documents

1
Choosing from the main menu

Press **PF3** on the main menu. PROFS shows you screen D01, "Find Documents." (See "Searching through a mail log" later in this chapter.)

Start with this menu to:

- Find documents that are in your mail log or other mail logs (see "Searching through your mail log" which follows).

- Work with a list of the documents PROFS found (see "Working with a list of the documents that PROFS found" later in this chapter).

- Work with the documents that PROFS found:

  - All at once (see "Working with all of the documents that PROFS found" later in this chapter)

  - One document at a time (see "Working with one of the documents that PROFS found" later in this chapter).

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

To review the different kinds of documents and information that are listed in your mail log, see "Sending and receiving information" in "Chapter 1: Communicating with PROFS" and see "Chapter 10: Processing the mail log."

2 Searching through a mail log

You use two screens to look for documents in a mail log: screen D01, "Find Documents," and screen D03, "Process the Documents Found." On screen D01 you **set up a search** by describing the documents that you are looking for. If you have been authorized, you can also **start a search in other mail logs** from this screen. You use screen D03 to find out how many documents in the mail log match the description you gave and, if necessary, to **change parts of the description** or **start the search over again**.

PROFS storage

Your mail log is an index to your documents in PROFS storage

Your terminal

Mail log

PROFS storage

Access

Other users have access to their documents through individual mail logs
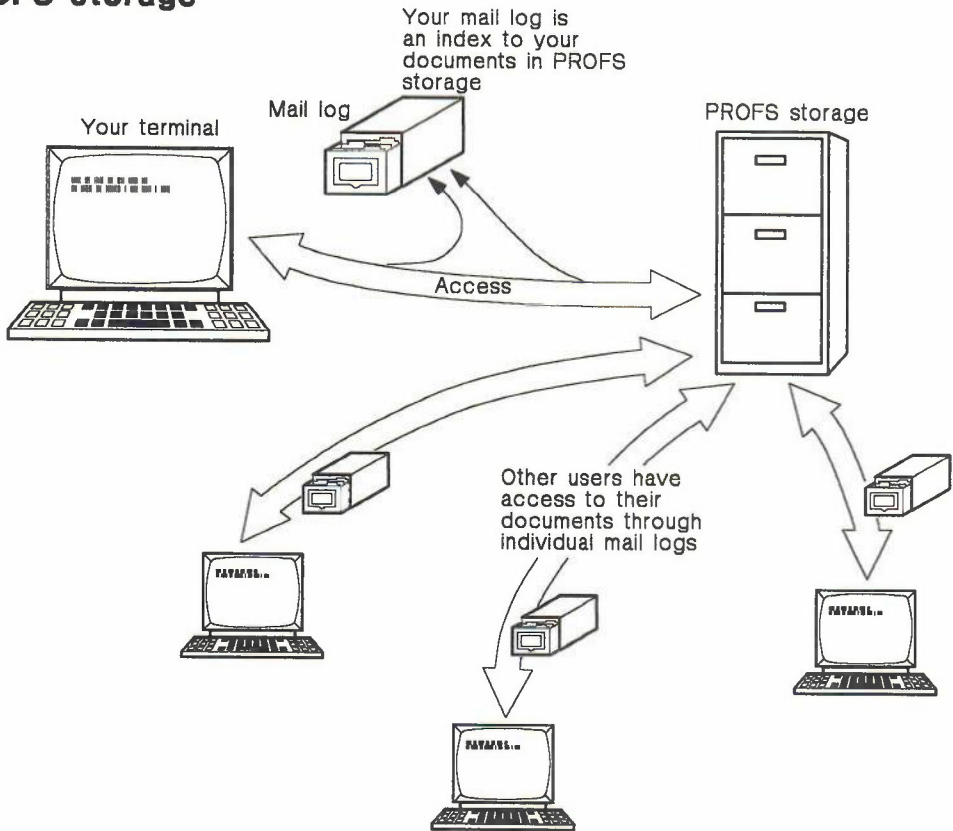
Setting up a search

To set up a search, press **PF3** on the main menu. (You could also set up a search by pressing **PF1** on screen D00, "Process the Mail Log." See "Finding information about documents," in Chapter 10.) PROFS shows you screen D01, "Find Documents."

If you are authorized, you can type another user name, nickname, or distribution list here.

```
                          FIND DOCUMENTS                            D01

    To search another mail log, type:        (user name or distribution list)
   ┌ Type the information below.  To change the search, press the PF key(s).
      Time period:   _                /
                    --------------------  --------------------
      From:                            /                 /
      AND        ------------------ ------------------- -------------------
      Key word:                     /                        /
      AND        -------------------- -------------------- ---------------------
      To:                            /                 /
      AND        ------------------ ------------------- -------------------
      Identifier:      /    /
      AND          ---   ---   ---
      Type:           /  /
      AND          -  -  -  -
      Action:              /              /
                 ----------  ----------  ----------
    PF1  Find documents due:
                            --------------------
    PF2  Find the documents that have all the key words
    PF3  Replace AND with OR in the search above
    Now, press ENTER to start the search.
    PF9 Help    PF12 Return
```

These words are all "prompts" that ask you for information.

If you want to search someone else's mail log, type that person's user name or nickname in the blank space on the first line. If you want to search several mail logs at one time, you can type a **distribution list name**. Don't type anything here if you are searching your own mail log.

Describe the documents that you want PROFS to look for by typing information about them on the screen and using **PF1** through **PF3**.

Typing the information. The words next to the blank lines on screen D01 are **prompts.** They ask (or prompt) you to describe certain features of the documents that you are looking for. You can type information next to as many or as few prompts as you want. How much you type depends on how much you can remember about the documents and how sure you are of what you remember.

As you can see, each blank line is divided by a slash (_____/_____). Type only one word on each part. Here is how to respond to each of the prompts:

Time period. You can type the **dates** of the documents that you are looking for in a number of ways. You can type a **single day**, **month**, or **year**; a **span of days**, **months**, or **years**; or **certain parts of a year**.

1. If you want to look for documents with dates in the **last 90 days** (including today's date), leave the line next to "Time period" blank.

2. If you want to specify a span of time by **quarters** or **halves,** you may use the "Q" and "H" codes: "1Q87" means first quarter of 1987; "2H87" means second half of 1987; and so forth.

3. If you want to specify a **more particular time span,** you can type **month — month** or **mm/dd/yy — mm/dd/yy** (for example, January — March or 12/10/87 — 12/15/87). You may leave out the year if you want to search the current year only. The time span is typed before the slash.

4. If you want to look for documents with **today's date**, type **TOD** or today's date.

5. If you want to look for documents with **any date**, type **ALL.**

See Appendix I for more information about how to type dates.

From. Type the **last names** (not the user names or
nicknames) of the persons who wrote the documents that
you are looking for.

Key word. A key word is any word that is typed on the
"Subject" line or in the "Comments" for the mail log
information about the documents. For example, if the
sentence "This is the January estimate" is in the
"Comments" area of the mail log for the document that you
are looking for, you could type **January** or **estimate** as a
key word here.

You should avoid using the following six characters in your
key word search: / | + & , =. If you must use any of these
characters in your search, be sure to double it. Otherwise,
your key word will be treated as an error. For example, if
you want to search for the key word "Ultra +," you must
type **Ultra + +**.

If one of the following special characters precedes a
keyword, you do not have to type the character. PROFS
will look for the keyword and will ignore the special
character. The characters are:

   % ¢ . < ( ) ! $ * ; ¬ - > ? : # @ ' "

```
To search another mail log, type:         (user name or distribution list)
Type the information below.  To change the search, press the PF key(s).
  Time period:   January              /
                ------------------   ------------------
  From:     Riley           /                      /
AND        ------------------ ------------------ ------------------
  Key word: report          / sales               /
AND        ------------------ ------------------ --------------------
  To:                       /                   /
AND        ------------------ ------------------ ------------------
  Identifier:    /    /
AND            ---  ---  ---
  Type:       / /
AND         -  -  -
  Action:              /              /
           ---------- ---------- ----------
PF1  Find documents due:
                       --------------------
PF2  Find the documents that have all the key words
PF3  Replace AND with OR in the search above
Now, press ENTER to start the search.
PF9 Help    PF12 Return
```

In this example, PROFS would look for all the documents listed in your mail log that are dated during January (of the current year), that are from Riley, and that have either "report" or "sales" as a word in the subject or comments line.

To. Type the last name of the person to whom the documents were written. If the documents were written to several people, type the **last name** of the first person on the list.

Identifier, Type, and **Action.** You don't have to use these fields, but they greatly increase your searching capabilities. See Appendix A for instructions on how to use them.

What PF1 does. If you want PROFS to look for documents in a mail log by due date, you type the **dates** or **date range** and press **PF1**. The following are examples of how the range of dates can be typed: **6/08/87 to 7/09/88; 4/87 - 6/88; 7/21 through 7/30.** If you don't type a year with the date, PROFS assumes that you are asking for a future date. If you press **PF1** without typing a date, PROFS shows you all the documents that are due today or are past due (instead of just the last 90 days, as PROFS usually does when you don't type a due date). The word SELECTED will appear on the line for **PF1**.

What PF2 does. The **slashes** (/) on each line mean the same thing as the word OR. For example, if you type **report** and **sales** on the "Key word" line, you are telling PROFS that you want to look for documents that have either **report** or **sales** on the "Subject" line or in the "Comments," but not necessarily both.

You can change the meaning of the slashes **only** on the "Key word" line from OR to AND by pressing **PF2**. The slashes on the "Key word" line will change to plus signs (+) and the word SELECTED will appear on the screen next to **PF2.** By pressing **PF2**, you are telling PROFS that you want to look for documents that have **all** the key words that you typed on the "Key word" line (word 1 **plus** word 2 **plus** and so forth).

What PF3 does. Notice that, except for the "Time period" prompt, the word AND appears on the screen between the prompts. This means that you are telling PROFS that you want to look for documents for which at least one piece of information on each line is true.

For example, if you type **Riley** after the "From" prompt and **sales** after the "Key word" prompt, you are telling PROFS that you want to look for documents that Riley wrote and that have the word **sales** on the "Subject" line or in the "Comments."

You can change the AND between the prompts to mean OR by pressing **PF3.** PROFS changes the word AND to OR on the screen and the word SELECTED will appear after **PF3** at the bottom of the screen.

When you press **PF3,** you are telling PROFS that you want to look for documents for which **any one piece of information that you have typed is true.** For example, if you type **Riley** after the "From" prompt and **sales** after the "Key word" prompt, and you press **PF3,** you are telling PROFS that you want to look for documents either that Riley wrote or that have the word **sales** on the "Subject" line or in the "Comments."

Remember that AND does not appear between the "Time period" prompt and other prompts, so it cannot be changed to OR. This means that if you type a **date**, PROFS always looks for documents with that date **and** for which some or all of the rest of the information is true.

IF YOU CHANGE YOUR MIND

If you change your mind after you press one of these PF keys, just press the same PF key again to cancel. The word SELECTED will disappear.

Starting the search. After you have typed the information and decided whether to use the PF keys, press ENTER to tell PROFS to search for the documents you described. (If you are searching another person's mail log, you may have to type a **READ** password and press ENTER again at this point.) PROFS then shows you screen D03, "Process the Documents Found."

The number of documents found.

```
                      PROCESS THE DOCUMENTS FOUND                        D03

        PROFS found:     ──  3 document(s).

        Now, press one of the following PF keys.

        PF1  View the list of documents found with the mail log comments
        PF2  View the list of documents found without the mail log comments
        PF3  Save the list of documents found in a file
        PF4  Change the previous information
        PF5  Repeat the previous request without using any key words
        PF6  Repeat the previous request with the time period expanded
        PF7  Find documents using new information
        PF8  Print the mail log information for the list of documents found




        PF9 Help     PF12 Return
```

The first line on screen D03 tells you the number of documents that PROFS found that matched the description you gave. If the number seems too large or too small to you, you will probably want to change the description or start the search again. If the number seems right to you, you can begin to work with the list of documents that PROFS found. See "Working with a list of the documents that PROFS found" later in this chapter.

If PROFS doesn't find your documents, a message will appear on screen D01, "Find Documents," that says PROFS found no documents that matched your search request.

Changing the description

The first line on screen D03, "Process the Documents Found," tells you the number of documents that PROFS found which match the description that you typed on screen D01, "Find Documents." If the number seems too large or too small to you, you can continue the search in the following ways.

To change parts of the description, press **PF4.** PROFS shows you screen D01 again with the information that you typed and with the PF keys that you selected. Then:

1. Move the cursor to the lines with the information that you want to change. You can type over the information or erase it (by using the **EOF** key or by moving the space bar along the line). For example, if you had typed **September 3** on the "Time period" line and **sales** on the "Key word" line, you could change **September 3** to **September 4** and erase **sales.**

2. You can also change your choice of PF keys. For example, if you had pressed **PF3** before to change AND to OR, you could press **PF3** again so that AND is again in effect.

3. Press ENTER to start the search again.

PROFS will show you screen D03 again. The first line of screen D03 tells you the number of documents that PROFS found that match the **new** description.

To remove all the key words from the description, press **PF5** on screen D03. PROFS will look for documents that match the description you gave before on screen D01 – but as if you had **not** typed any key words. For example, if you had typed **report** and **sales** on the "Key word" line and **September 3** on the "Time period" line, PROFS will now look for **any** document with the date of **September 3,** whether or not the document has **report** or **sales** as a key word.

When you press **PF5,** PROFS shows you screen D03 again. The first line on screen D03 tells you the number of documents that PROFS found that match the **new** description.

To make the time period longer, press **PF6** on screen D03. PROFS will look for documents that match the description that you gave before — but as if you had typed a time period that was one unit longer in both directions. For example, if you typed **Feb-Mar** on the "Time period" line, PROFS will now look for documents with dates one month earlier and one month later — from January through April. If you typed **Sep 23,** PROFS will now look for documents with dates one day earlier and one day later — September 22 through September 24.

When you press **PF6,** PROFS shows you screen D03 again. The first line on the screen tells you the number of documents that match the **new** description.

Setting up a new search

You might want to set up a new search rather than change only parts of the description. Press **PF7** on screen D03.

PROFS will show you screen D01 again. All the information that you typed before is erased, and the PF keys you selected are no longer in effect. You can now type different information about the documents that you are looking for and change your choice of PF keys.

When you are ready, press ENTER to start the search again. PROFS will show you screen D03 again. The first line on the screen will tell you the number of documents PROFS found that match the **new** description.

3
Working with a list of the documents that PROFS found

You can work with a list of the documents that PROFS found by pressing **PF1**, **PF2**, **PF3**, or **PF8** on screen D03, "Process the Documents Found." (Remember that you reached this screen by pressing ENTER on screen D01.)

A list of documents is really a list of information from the mail log about each document. You can work with a list, starting from screen D03, in the following ways:

- View the list.

- Save the list in a user file.

- Print the list.

If you view a list, you can go to other menus where you can work with the text of a document. You'll find out how to work with documents later in this chapter.

Viewing a list

You can view a list that includes the comments from the mail log or a list that does not include them. Press **PF1** on screen D03, "Process the Documents Found," to view a list that **includes** comments. PROFS shows you screen D04, "List of the Documents Found."

*You can type **ALL** here or the number of the screen shown below.*

This screen shows the list with the comments.

```
                    LIST OF THE DOCUMENTS FOUND                    D04

Press the PF key for the document you want. Or, if you want to view all of
these documents, type ALL here and press ENTER===)_
     ----FROM----      -----TO-----      ACTION    IDENT TYPE   DOCUMENT NO.
PF1  Riley, L. M.    Johnson, G. J.                 RFT-F   87002TST0012
       Subject: Report information in last memo


       Comments: Need to check dates
PF2  Smith, G.        Johnson, G. J.                 RFT-D   87002TST0008
       Subject: Monthly report


       Comments: Figures are far below last month's
PF3  Johnson, G. J.   Roe, J. J.                     Graphic 87002TST0007
       Subject: January report of sales


       Comments:
PF4  Doe, L. M.       Johnson, G. J.                 Paper   87002HDC0003
       Subject: Monthly sales and credits


       Comments: Good job of reporting the figures


                                              Screen     1 of    3
PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

Press **PF2** on screen D03, "Process the Documents Found," to view a list **without** comments. PROFS shows you screen D06, "List of the Documents Found."

```
                   LIST OF THE DOCUMENTS FOUND                    D06

      Press the PF key for the document you want. Or, if you want to view all of
      these documents, type ALL here and press ENTER===)_
           ----FROM----      -----TO-----       ACTION   IDENT TYPE   DOCUMENT NO.
      PF1  Riley, L. M.    Johnson, G. J.                      RFT-F   87002TST0012
               Subject:  Report information is last memo
      PF2  Smith, G.      Johnson, G. J.                       RFT-D   87002TST0008
               Subject:  Monthly report
      PF3  Johnson, G. J.   Roe, J. J.                         Graphic 87002TST0007
               Subject:  January report of sales
      PF4  Doe, L. M.      Johnson, G. J.                      Paper   87002HDC0003
               Subject:  Monthly sales and credits
      PF5  Riley, L. M.    Johnson, G. J.                      Final   87002TST0001
               Subject:  January sales report




                                                   Screen    1 of   1
      PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

This screen shows the list without the comments.

Both screens list information about each document next to a PF key. They tell you who wrote the document, to whom it was written, the subject of the document, and the document's number and type.

For some of the documents, the screens may list the "Action" and "Identifier" information. If you pressed **PF1** on screen D03, the screen also lists the comments from the mail log.

The list may be more than one screen long. To move back and forth between screens, press **PF10** and **PF11.** You can also type the number of the screen you want to see after the arrow ===) at the top of the screen.

Saving a list in a user file

If you want to work with a list of documents some time after you have made a search or want to work with the lists from several searches at the same time, you can save the lists in a user file. You can also include this list in a note using a special command. See "Special commands for notes" in Chapter 6.

Press **PF3** on screen D03. PROFS puts the list in a file with a filename of $SEARCH$ and a filetype of OFSDATA. If this file already exists, PROFS asks you if you want to add the results to the existing file. If you type **Y,** the new list is added to the end of the existing file. If you type **N,** the old list is erased and the new list is saved.

You can work with these lists using Conversational Monitor System (CMS).

Printing a list

To print the list of documents that PROFS found, press **PF8** on screen D03. PROFS shows you screen F30, "Print the Mail Log Information."

```
                    PRINT THE MAIL LOG INFORMATION                    F30

    Press the PF key(s) to choose the way you want the information printed.

    PF1  Print without the mail log comments

         CHOOSE ONLY ONE OF THE FOLLOWING.

    PF2  Print in sequence by document number
    PF3  Print in alphabetic sequence by the last
         name of the person who wrote the document ("FROM")
    PF4  Print in alphabetic sequence by the last
         name of the person(s) to whom the document
         was sent ("TO")

    Then, press ENTER.




    PF9 Help     PF12 Return
```

The list will be printed with the information from the mail log. If you want to print a list without the comments from the mail log (but with all the other information), press **PF1** on screen F30.

You can print the list in any of three different orders (press only **one** of these PF keys).

1. To print the list in order **by document number,** press **PF2.** (This is the same as printing the list in order by date, because the first part of the document number is the document's date. PROFS will print the oldest documents first.)

2. To print the list alphabetically **by the last name of the person who wrote the document,** press **PF3.**

3. To print the list alphabetically **by the last name of the person to whom the document was written,** press **PF4.**

You can press **PF1** and one (but only one) of the other three PF keys, **PF2, PF3**, or **PF4.** When you press one of these keys, the word SELECTED will appear next to it.

Press ENTER when you are ready to print the list.

IF YOU CHANGE YOUR MIND

If you change your mind and decide you want to print the documents in some other sequence, or decide that you do want to print the comments, just press the appropriate PF key again. The word SELECTED will disappear.

4
Working with all of the documents that PROFS found

If you are viewing a list of documents that PROFS found, you can go to other screens where you can work with the documents themselves. You can work with all of the documents on one screen at once or you can work with one document at a time.

To work with all of the documents shown on one screen at once, type **ALL** on the command line after the arrow at the top of screen D04 or D06. PROFS shows you screen D07, "Process the Documents Found."

```
                    PROCESS THE DOCUMENTS FOUND                    D07

Press one of the following PF keys.

PF1  View all documents
PF2  Erase all documents from the list of documents found
PF3  Keep all documents in the list of documents found
PF4  Erase all documents from the list of documents found and the mail log










PF9 Help    PF12 Return
```
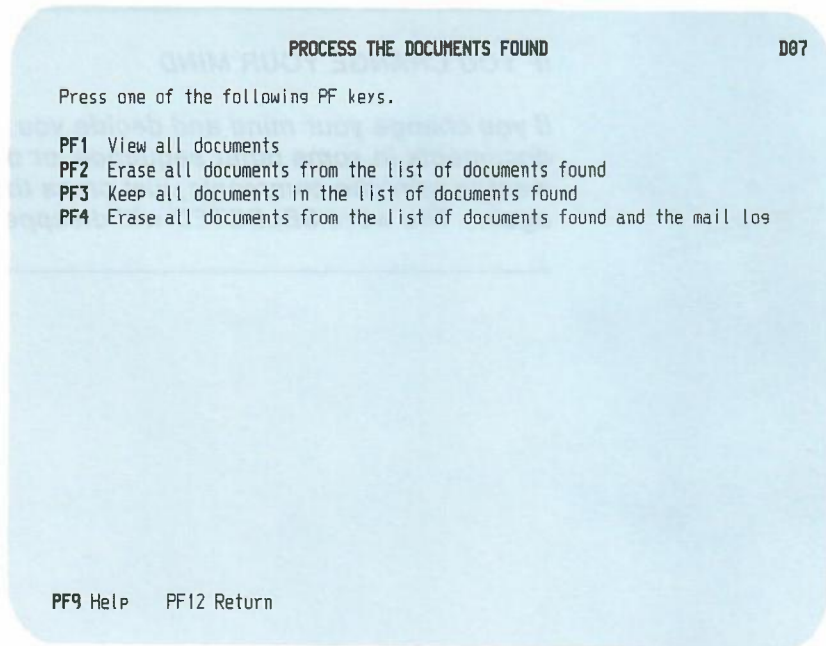
From this menu you can:

- View all documents.

- Erase all the documents from the list.

- Keep all the documents (cancelling an order to erase them).

- Erase all the documents from the list and from the mail log.

Viewing all the documents

To view all the documents on the screen, press **PF1** on screen D07. PROFS shows you the document that was first on the list of documents found. When you want to view the next document on the list, press **PF12.** (When you are viewing the last document, pressing **PF12** will take you back to screen D07, "Process the Documents Found.") If a document is longer than one screen, press **PF10** and **PF11** to move back and forth between screens.

Erasing all the documents from the list

If you don't need to work with the documents any more, press **PF2** on screen D07 to erase them from the list. If you view the list of documents on screen D04 or D06 again, you will see the word REMOVE instead of the document numbers.

IF YOU CHANGE YOUR MIND

If you change your mind and decide not to erase the documents from the list before you press **PF12** *on screen D04 or D06, type* **ALL** *again and press* **PF3** *on screen D07. The documents will remain on the list.*

Erasing all the documents from the list and from the mail log

If you don't need to work with the documents from the list and from the mail log any more, press **PF4** on screen D07. If you view the list of documents on screen D04 or D06 again, you will see the word DELETE instead of the document numbers.

IF YOU CHANGE YOUR MIND

If you change your mind and decide not to erase the documents from the list before you press **PF12** *on screen D04 or D06, type* **ALL** *again on and press* **PF3** *on screen D07. The documents will remain on the list.*

5
Working with one of the documents that PROFS found

To work with one document, press the PF key that is next to the document on screen D04 or D06. PROFS shows you one of five screens, each with a different menu, depending on whether the document is an **RFT-D** document (D41), an **RFT-F** document (D40), a **Draft** document (D11), a **Final** or softcopy document (D08), or a **Paper** document (D12).

This is the screen for RFT-D documents.

```
                          PROCESS THE DOCUMENT FOUND                        D41

    From:    Smith, G.                          Document No.:  87002TST0008
    Subject: Contents of your memo              Type:  RFT-D
    -------------------------------------------------------------------------

    Press one of the following PF keys, or press PF10 to view more choices.

    PF1  View the document
    PF2  Erase from the list of documents found
    PF3  Keep in the list of documents found
    PF4  Erase from the list of documents found and the mail log
    PF5  Forward the document
    PF6  View the distribution list
    PF7  View or change the mail log information
    PF8  Print the document

    PF10  View more choices




    PF9 Help    PF12 Return
```

```
                              PROCESS THE DOCUMENT FOUND                        D40

        From:    Riley, L. M.                  Document No.:  87002TST0012
        Subject: Report information in last memo   Type:  RFT-F
        ----------------------------------------------------------------------

        Press one of the following PF keys, or press PF10 to view more choices.

        PF1  View the document
        PF2  Erase from the list of documents found
        PF3  Keep in the list of documents found
        PF4  Erase from the list of documents found and the mail log
        PF5  Forward the document
        PF6  View the distribution list
        PF7  View or change the mail log information
        PF8  Print the document

        PF10 View more choices




        PF9 Help    PF12 Return
```

This is the screen for RFT-F documents.

```
                              PROCESS THE DOCUMENT FOUND                        D11

        From:    Smith, G.                      Document No.:  87002TST0002
        Subject: Monthly report                     Type:  Draft
        ----------------------------------------------------------------------

        Press one of the following PF keys, or press PF10 to view more choices.

        PF1  View the document
        PF2  Erase from the list of documents found
        PF3  Keep in the list of documents found
        PF4  Erase from the list of documents found and the mail log
        PF5  Forward the document
        PF6  View the distribution list
        PF7  View or change the mail log information
        PF8  Print the document

        PF10 View more choices




        PF9 Help    PF12 Return
```

This is the screen for Draft documents.

```
                    PROCESS THE DOCUMENT FOUND                  D08

    From:    Riley, L. M.            Document No.: 87002TST0001
    Subject: January sales report    Type:  Final
    -------------------------------------------------------------

    Press one of the following PF keys, or press PF10 to view more choices.

    PF1  View the document
    PF2  Erase from the list of documents found
    PF3  Keep in the list of documents found
    PF4  Erase from the list of documents found and the mail log
    PF5  Forward the document
    PF6  View the distribution list
    PF7  View or change the mail log information
    PF8  Print the document

    PF10 View more choices




    PF9 Help    PF12 Return
```

This is the screen for Final and softcopy documents.

```
                    PROCESS THE DOCUMENT FOUND                  D12

    From:    Doe, L. M.             Document No.:  87002HDC0003
    Subject: Monthly sales and credits    Type:  Paper
    -------------------------------------------------------------

    Press one of the following PF keys.

    PF2  Erase from the list of documents found
    PF3  Keep in the list of documents found
    PF4  Erase from the list of documents found and the mail log
    PF5  Forward the document information
    PF7  View or change the mail log information











    PF9 Help    PF12 Return
```

This is the screen for Paper documents.

You can do five of the same tasks with all five types of documents, and you do them in exactly the same way. These tasks are:

- Keep the document.

- Forward the document.

- View or change the mail log information about the document.

- Erase the document from the mail log and the list.

- Erase the document from the list.

You can do five of the same tasks with RFT-F, RFT-D, Draft, Final and softcopy documents, and you do them in exactly the same way. These tasks are:

- View the document.

- View the document's distribution list.

- Print the document.

- Put the document in your personal storage.

There is one task that you can do with RFT-D documents, Draft documents, and softcopy documents.

- Change the draft.

Note: You can change a softcopy document if you use the RETRIEVE command on the command line of the main menu (screen A00) or the interrupt menu (screen S00) followed by the document number. See "Retrieving electronic documents (softcopies)," in Chapter 9 for more information about the RETRIEVE command.

Viewing the document

You can view an RFT-D document, an RFT-F document, a Draft document, or a Final or softcopy document. You can't view a Paper document because PROFS has only the mail log information for it.

To view an RFT-D document, press **PF1** on screen D41. To view an RFT-F document, press **PF1** on screen D40. PROFS shows you the DisplayWrite/370 "View" screen. To view a Draft document, press **PF1** on screen D11. To view a Final or softcopy document, press **PF1** on screen D08. PROFS shows you the document on screen I00 (or I01 for graphics documents, see Appendix L). If the document is more than one screen long, press **PF10** and **PF11** to go back and forth between screens.

Erasing a document from the list

If you don't want to work with a document any more, you can erase it from the list of documents that PROFS found. Press **PF2** on one of the "Process the Document Found" screens. If you view the list of documents after you press **PF2,** you will see the word REMOVE instead of the document's number.

IF YOU CHANGE YOUR MIND

If you change your mind and decide not to erase the document from the list, press **PF3** *on one of the "Process the Document Found" screens. The document will then remain on the list. You must press* **PF3** *on one of the "Process the Document Found" screens before you press* **PF12** *on screen D04 or D06.*

Erasing a document from the mail log and the list

If you don't need a document any longer, you can erase it from both the mail log and the list of documents that PROFS found. You can do this with any type of document. Press **PF4** on one of the "Process the Document Found" screens (screen D41 for RFT-D documents, D40 for RFT-F documents, D11 for Draft documents, D08 for Final and softcopy documents, and D12 for Paper documents). If you view the list of documents after you press **PF4,** you will see the word DELETE instead of the document's number.

If you erase the document from your mail log, you will have to know the document number to work with it again.

IF YOU CHANGE YOUR MIND

If you change your mind and decide not to erase the document, press **PF3** *before you press any other PF key.*

Forwarding a document

You can forward all five types of documents. (You forward only the mail log information for Paper documents.) Press **PF5** on one of the "Process the Document Found" screens (screen D41 for RFT-D documents, D40 for RFT-F documents, D11 for Draft documents, D08 for Final and softcopy documents, and D12 for Paper documents). PROFS shows you screen H00 for all types of documents except Paper. PROFS shows you screen H05 for Paper documents. See "Forwarding the document" in Chapter 4.

Viewing the distribution list for a document

You can see a list of other people who have received a document on your PROFS system. Just press **PF6** on one of the "Process the Document Found" screens (screen D41 for RFT-D documents, D40 for RFT-F documents, D11 for Draft documents, D08 for Final and softcopy documents). PROFS will show you screen K21, "View the Distribution List," for all document types except Paper.

Information about the document.

To whom the document has been sent.

If there is more than one page of names, use the PF keys to move among the screens.

```
                          VIEW THE DISTRIBUTION LIST                          K21

   Document No.:  87002TST0012                    Type: RFT-F
   Draft copies: 1                                Owner: RILEYL
   From:         Riley, L. M.
   To:           Johnson, G. J.
   Subject:      Report information in last memo
   ------------------------------------------------------------------------

    This document has been mailed to the following.  Their user names are listed.
   JOHNSONG ******** JSMITH
   END OF LIST






    PF1 Top    PF2 Bottom    PF4 Up    PF5 Down            Screen    1 of  1
    PF9 Help     PF10 Next Screen   PF11 Previous Screen   PF12 Return
    ===) _
```

This screen shows you the user names of the people to whom you have sent the document, as long as they are on the same PROFS system as you. If you are looking for a person who was mailed a document but who is no longer on the PROFS system, you will see asterisks (********) instead of a user name.

This screen also shows you:

- The document number at the top left

- Whether the document is an RFT-D document, an RFT-F document, a Draft document, or a Final or softcopy document

- The number of versions of the document, beneath the document number

- The name of the person who wrote the document

- The owner's user name

- The subject.

Changing the mail log information about a document

You can add to, change, or erase the mail log information for any type of document, if you searched your own mail log. (If you searched other mail logs, you can view only the mail log information.) Press **PF7** on one of the "Process the Document Found" screens (D41, D40, D11, D08, or D12). PROFS shows you screen D18, "View or Change the Mail Log Information," with the information that you already put in your mail log about the document. See "Changing information about the document in your mail log" in Chapter 4.

```
                VIEW OR CHANGE THE MAIL LOG INFORMATION                    D18

        Type the changes you want for document no.:  87002TST 0008
        Then press ENTER to change the mail log information.

        From:     Riley, L. M.
                  -----------------
        To:       Johnson, G. J.
                  -----------------
        Subject:  Monthly Report
                  -------------------------------------------------------------
                  -------------------------------------------------------------
        Comments:
                  ---------------------------------------------
        Action:                             Due date:
                  -----------                         --------------------
        Identifier:                         Type: M
                  ---                               /



        PF9 Help    PF12 Return
```

Information about the document. (pointing to From/To/Subject block)

You can add comments. If the document had reference information in it, PROFS automatically puts it into the comments line. You can change the mail log information.

These are discussed in Appendix A.

Change the information by typing over it, or erase it by pressing the space bar along the line or pressing the **EOF** key. Add information by typing it on the appropriate line.

You can find out more about "Action," "Identifier," and "Type" in "Appendix A: How to index documents in PROFS."

Note: In the "Type" field, PROFS uses the letter M to mean that the document is an RFT-F or Final document, and the letter U to mean that the document is an RFT-D or Draft document.

When you are finished, press ENTER. Your additions and corrections become part of the information in your mail log.

Printing a document

You may want to have a paper copy of a document that PROFS found. The document stays in PROFS storage even if you print a copy.

You can print a copy of an RFT-D document, an RFT-F document, a Draft document, or a Final or softcopy document. Press **PF8** on one of the "Process the Document Found" screens. PROFS shows you screen J00, "Choose a Printer."

Your PROFS administrator will explain how this screen works for your system.

```
                        CHOOSE A PRINTER                              J00

     Press the PF key to select the printer you want, or send a print file
     to a user or printer not listed. Press PF8 to see additional printer
     options. Press ENTER when you have made your choices.


     Send a print file to: _       (name) at        (location)
                           --------          --------

     Number of copies:  1           Special print class:
                        --                                -

     PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A               SELECTED
     PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
     PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
     PF4  6670 East Tower, 9th Floor
     PF5  6670 East Tower, 17th Floor
     PF6  6670 West Tower, 2nd Floor
     PF7  Print at your workstation
                                                    Screen   1 of   1

     PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
     ===)
```

For instructions on how to use this screen, see "Printing copies of notes and documents," in Chapter 4.

Working with alternate screens

If you press **PF10** on one of the "Process the Document Found" screens (D41 for RFT-D documents, D40 for RFT-F documents, D11 for Draft documents, or D08 for Final and softcopy documents), PROFS shows you one of four other screens: (D43 for RFT-D documents, D42 for RFT-F documents, D09 for Draft documents, or D02 for Final and softcopy documents.) All these screens are also called "Process the Document Found."

As you view the following four screens, you will see the key information from the mail log is at the top of each screen: the name of the person who wrote the document as well as the "Subject," "Type," and "Document No."

This is the screen for RFT-D documents.

```
                        PROCESS THE DOCUMENT FOUND                    D43

From:    Smith, G.                      Document No.:  87002TST0008
Subject: Monthly report                 Type:  RFT-D
-------------------------------------------------------------------------

If you want to work with a version other than the most current (version 1),
type the number you want to work with here: 1

Press one of the following PF keys, or press PF11 to view the previous
choices.

PF1  View the document
PF2  Copy the document into your personal storage
PF3  Work with the document
PF4  Create a new document from a copy of this document


PF11  View previous choices



PF9 Help     PF12 Return
```

```
                          PROCESS THE DOCUMENT FOUND                       D42

     From:    Riley, L. M.                    Document No.:  87002TST0012
     Subject: Report information in last memo  Type:  RFT-F
     ----------------------------------------------------------------------

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF4  Create a new document from a copy of this document


     PF11  View previous choices




     PF9 Help    PF12 Return
```

This is the screen for
RFT-F documents.

```
                          PROCESS THE DOCUMENT FOUND                       D09

     From:    Smith, G.                       Document No.:  87002TST0002
     Subject: Monthly report                   Type:  Draft
     ----------------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document




     PF11  View previous choices



     PF9 Help    PF12 Return
```

This is the screen for
Draft documents.

This is the screen for Final and softcopy documents.

From: Riley, L. M.   Document No.: B7002TST0001
Subject: January sales report   Type: Final

If you do not want to work with the final copy of the document, key in the
number 2 to work with the draft copy. 1

If you want another version, type the number here.

Press one of the following PF keys, or press PF11 to view the previous
choices.

PF1   View the document
PF2   Copy the document into your personal storage

PF11 View previous choices

PF9 Help   PF12 Return

Viewing different versions of a document

PROFS automatically keeps two versions of each RFT-D, Draft,
and Final document. PROFS only keeps one version of an
RFT-F document.

If you want to view a version of the document other than
version 1:

1. Type the number over the number where the cursor is
    showing. For an RFT-D or Draft document, version 2 is the
    document before the last changes were made. For a Final
    document, version 2 is the current version displayed with
    the format controls in the text. If PROFS has been told to
    keep more than two versions, there may also be a version
    3 or even 4 of an RFT-D or Draft document. Versions other
    than 1 will be available only if the time limit for keeping
    them has not passed.

2. Press **PF1** to view the document.

    PROFS shows you the DisplayWrite/370 "View" screen for
    RFT-D documents, or screen I00, "View the Document," for
    Draft, Final, and softcopy documents.

After viewing the document, press **PF12 = END** or **PF12** to
return to one of the "Process the Document Found" screens
(D41, D11, or D08).

Putting a copy of a document in your personal storage

You may want to use an RFT-D, RFT-F, Draft, or Final
document to create a new and separate document. (For
example, you might use last month's report as the framework
for this month's report.) If you put a **copy** of the RFT-D, RFT-F,
Draft, or Final document in your personal storage, PROFS will
assign the copy a filename and you can make changes to it.
(The original document stays in PROFS storage with its
original number.)

Press **PF2** on screen D43, D09, or D02 to put a copy of the first
version of the document in your personal storage. To put
another version in personal storage, type the number of that
version over the number 1 at the top of the screen before you
press **PF2.** For an RFT-F document, press **PF2** on screen D42.

You can create a new RFT-D or RFT-F document using a
document you have in your personal storage. You press **PF4**
on either screen D43, "Process the Document Found," for
RFT-D documents, or screen D42, "Process the Document
Found," for RFT-F documents.

If the document is already in your personal storage when you
press **PF2**, PROFS shows you screen X10, "Copy the
Document."

The filename, filetype, and filemode of your document will be here.

```
                        COPY THE DOCUMENT                          X10

    A copy of: D0120008 RFTD   A1 is already in your personal storage.

    Press one of the following PF keys.  If you want to keep the file
    in your personal storage without changing the name, press PF12.

    PF1  Give the file in your personal storage another name.
         Type the new filename and the filetype below first before pressing
         the PF key.  Filename and filetype===)
                                                -------- --------
    PF2  Erase the file in your personal storage and continue
         with a new copy




    PF9 Help    PF12 Return
```
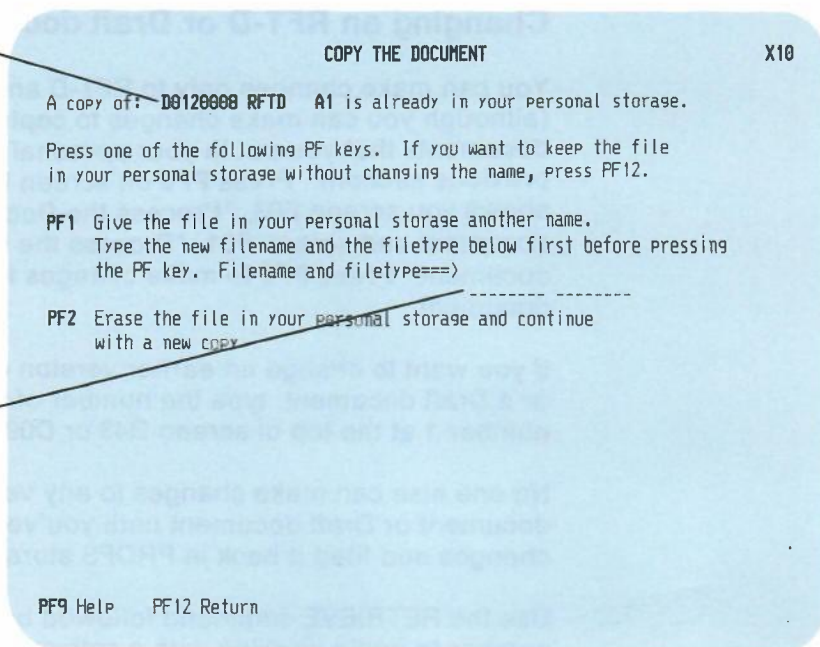
Rename your file here.

At the top of the screen you see a message telling you that a copy of the document you requested — identified by the filename, the filetype, and the filemode — is already in your personal storage.

You have several choices. You can:

- **Leave the copy** of the document as it is in your personal storage, and not get another copy from PROFS storage. Press **PF12** and PROFS takes you back to the first "Process the Document Found" screen (D41, D40, D11, or D08).

- **Rename** the document file that is already in your personal storage and save the new document. To do this, type the new filename and filetype in the spaces after the arrow. Then press **PF1**.

- **Erase** the document file in your personal storage and save the new copy. Press **PF2**.

Changing an RFT-D or Draft document

You can make changes only to RFT-D and Draft documents (although you can make changes to **copies** of RFT-F and Final documents that you put in your personal storage – see the previous section). Press **PF3** on screen D43 or D09. PROFS shows you screen F63, "Process the Document," for an RFT-D document and screen F01, "Process the Document," for a Draft document. Press **PF2** to make changes to a copy of the document.

If you want to change an earlier version of an RFT-D document or a Draft document, type the number of that version over the number 1 at the top of screen D43 or D09 before you press **PF3**.

No one else can make changes to any version of the RFT-D document or Draft document until you've finished making changes and filed it back in PROFS storage.

Use the RETRIEVE command followed by the document number to begin working with a softcopy document you want to change. See "Appendix G: Using commands with PROFS" for more information about this command.

If you try to retrieve a document when you already have a copy in your personal storage, PROFS shows you screen F18, "Change the Document."

```
                        CHANGE THE DOCUMENT                      F18

    Document No.:  70020008

    The copy of the document you are trying to change is currently stored
    in your personal storage.

    Press one of the following PF keys.

    PF1  Erase the copy in your personal storage and get the
         copy in PROFS's storage to change
    PF2  Assign the copy in your personal storage a new document
         number








    PF9 Help     PF12 Return
```
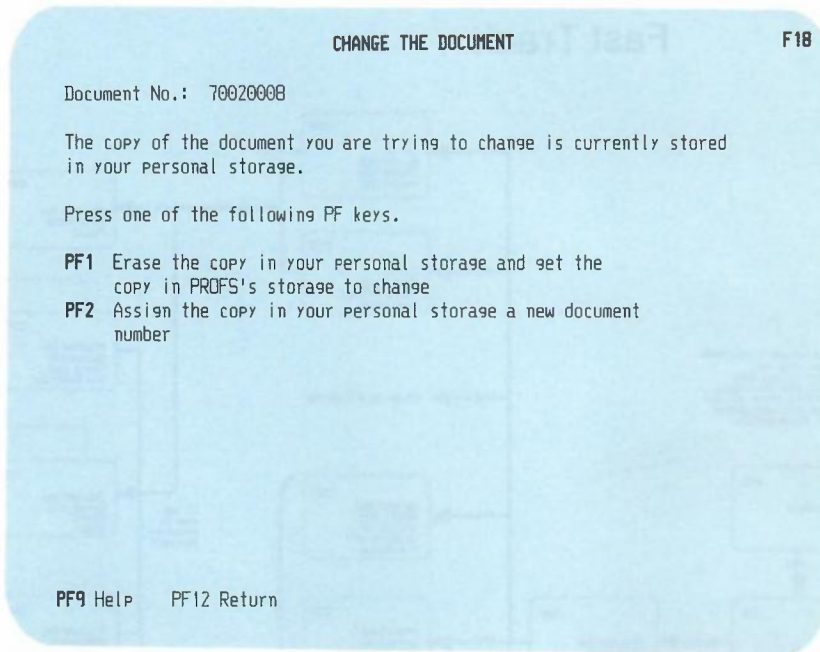
You must then do one of the following:

• Press **PF1** to get the document from PROFS storage in order to view it or change it. The other copy in your personal storage will be erased.

• Press **PF2** to get the document and also keep the existing copy (with a new document number) in your personal storage.

• Press **PF12** if you want to do neither.

5 Finding Documents

Fast Track

Note: to retrieve a document when you know the document number, type RETRIEVE after the===>on A00. PROFS shows you X01. Type the document number on X01. Press ENTER.

A00
Main Menu

PF3

D01
Find Documents

— ENTER →

D03
Process the Documents Found
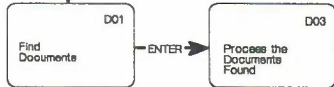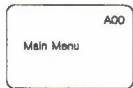
To search someone else's mail log, type that person's user name, nickname, or distribution list.

On all screens:

PF9 Help

PF12 Return (except PF12 "End" on A00)

PF1 → **D04** List of Documents Found (with comments)

PF2 → **D06** List of Documents Found (without comments)

PF3 → Saves list in CMS file

PF4 → **D01** (as you had filled it out; change to widen or narrow search)

PF5 → **D03** (documents found when key words are removed from search)

PF6 → **D03** (documents found when time period is expanded)

PF7 → **D01** (not filled in; ready to begin search again)

To change the way you search

PF8 → **F30** Print the Mail Log Information

ALL → **D07** Process the Documents Found

PF1 → View all (on the screen)
PF2 → Erase all from the list (on the screen)
PF3 → Keep (cancels PF2 or PF4 erase)
PF4 → Erase all (on that screen) from the list and from the mail log

PF key next to document you want

D02
D08
Process the Documents Found Final and Softcopy

D09
D11
Process the Documents Found Draft

D12
Process the Documents Found Paper

D42
D40
Process the Document Found RFT-F

D43
D41
Process the Document Found RFT-D

PF1 on D40 D41 → DisplayWrite/370 "View"

PF1 on DO8 D11 → I00 View the Document → "EXIT" → A00 Main Menu

PF2 → Erase from the list of documents found

PF3 → Keep (cancels PF2 or PF4)

PF4 → Erase from the list and from the mail log

PF5 not on D12 → H00 Assign the Document Distribution Information → PF10 on D41 → D43 Process the Document Found RFT–D (second screen)

PF5 on D12 → H05 Assign the Reviewer Distribution Information → PF10 on D40 → D42 Process the Document Found RFT–F (second screen)

PF6 not on D12 → K21 View the Distribution List

PF7 → D18 View or Change the Mail Log Information

PF8 not on D12 → J00 Choose a Printer

PF8 → J01 Choose Printer Options → PF10 on D11 → D09 Process the Document Found Draft (second screen) → PF3 → F01 Process the Document

PF10 on DO8 → D02 Process the Document Found Final (second screen)

PF1 → I00 View the Document (earlier version) → "EXIT" → A00 Main Menu

PF2 → Copy into personal storage

if file exists → X10 Copy the Document (into your personal storage)

PF1 → DisplayWrite/370 "View"

PF2 → Copy into Personal Storage

if file exists → X10 Copy the Document (into your personal storage)

PF3 PF4 → F63 Process the Document

PF11 → D41 Process the Document Found RFT–D

PF1 → DisplayWrite/370 "View"

PF2 → Copy into Personal Storage

if file exists → X10 Copy the Document (into your personal storage)

PF4 → F63 Process the Document

PF11 → D40 Process the Document Found RFT–F

Finding documents   5-39

6 Processing notes and messages

Contents

6 **Processing notes and messages**

1
Choosing from the main menu

You use notes and messages to communicate informally with other PROFS users. For example, you might use a note or message to send information that you would usually deliver in person or by telephone.

A note is more lasting than a message. When you send a note, the note goes into the other person's incoming mail. It will stay there until the person opens the mail and files or erases it. You can keep a copy of the notes that you send and receive in your note log, or other note logs that you set up yourself. PROFS automatically keeps an electronic copy of the note for you, unless you tell it not to.

When you send a message, it appears directly on the other person's screen. A message does not go into the incoming mail, and PROFS does not keep a copy of it. Therefore, your message will not be received unless the person you are sending it to is signed on to the VM system when you send the message.

Press **PF4** on the main menu (screen A00). PROFS shows you
screen E05, "Process Notes and Messages."

```
                         PROCESS NOTES AND MESSAGES                    E05

        Press one of the following PF keys.

        PF1  Send a note
        PF2  Send a message
        PF3  View the Note        Log      If you want to work with
                 --------                   another note log, type
        PF4  Change the Note       Log      the log's name over the
                 --------                   highlighted name and then
        PF8  Print the Note        Log      press the PF key.
                 --------




        PF9 Help    PF12 Return
```

To work with special logs,
type the name of the log
over "Note."
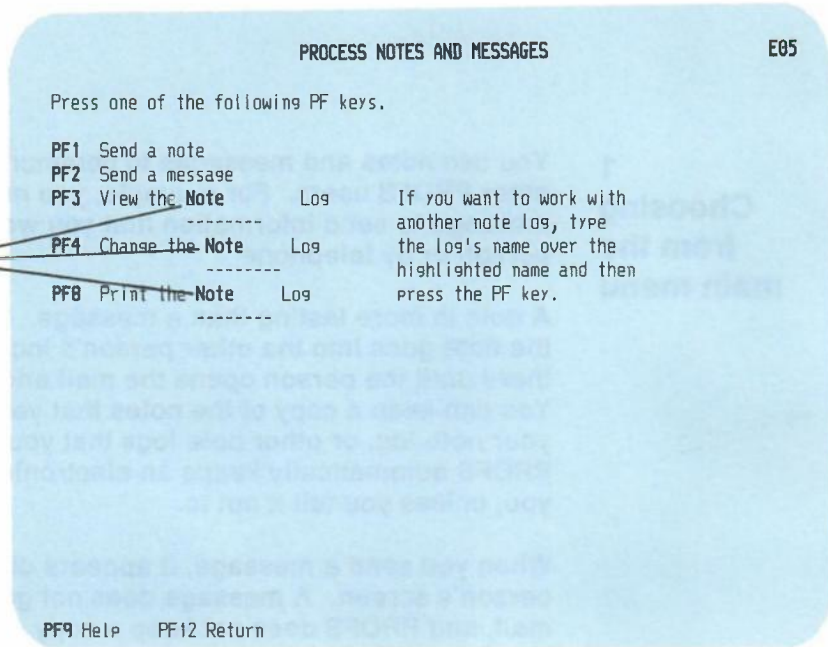
Starting from this screen, you can:

- Send a note (see "Sending a note" later in this chapter).

- Send a message or have a conversation using messages
  (see "Sending a message" later in this chapter).

- Work with the notes you have filed in your note logs:

  - Individually (see "Working with a note in your note log"
    later in this chapter)

  - In groups (see "Working with all the notes listed on one
    screen" later in this chapter).

When you work with a note in one of your note logs, you can:

- View it.

- Copy it to another note log.

- Add comments to it.

- Forward it to others.

- Reply to the person who sent it to you.

- Erase it from the note log.

- Send it again.

- Print it.

- Add it to your calendar if it is a meeting notice.

- Add it to the conference room schedule (if it is a reservation notice for a conference room you are responsible for).

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2
Sending
a note

Press **PF1** on screen E05. PROFS shows you screen E04, "Send a Note."

Type a user name, system name (user name) combination, nickname, or name of a distribution list.

Your name is shown only if you typed it in your nickname file.

Type your note here.

Press PF7 to send the note.

```
                              SEND A NOTE                        E04

              Send to: _
              From:
              Subject:


















    PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
    PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

From screen E04, you can:

- Send a note.

- Proofread a note.

- Send copies of the note to other people.

- Put the note in a special log or no log at all.

- Change customized headings and closings that may be on your screen.

- Include the number of a document (or list of documents) you want to send with the note.

Special commands for notes

You can do additional things with your notes by typing special commands at the beginning of any line that you are not using for the text of a note. Each command is a period followed by two or three letters.

The following chart shows a list of the note commands and a description of each.

Command	Description	Page No.
.ad	Adds more names	6-6
.ak	For note acknowledgement	6-6
.at	Substitutes titles instead of names	6-6
.cc	Sends a copy of the note	6-11
.ct	Substitutes titles instead of names for the copy list	6-11
.gc	Includes any calendar you have access to in a note	6-12
.gf	Gets information from a file into a note	6-8
.grf	Sends several documents with the note	6-7
.im	Adds a file to a note	6-7
.lf	Puts note in special log	6-11
.nak	Cancels note acknowledgement	6-7
.nl	Doesn't put note in log	6-12
.pf	Saves the note (including the "Subject" line) in a file	6-12
.ref	Sends a document with the note	6-7
.wh	Views a list of names the note will be sent to	6-6

Note: If you press ENTER or **PF6** while you are working with your note, any commands you have typed, except **.im** and **.ref**, won't show up again on the screen. The **.grf** commands will be changed to **.ref** commands. PROFS will still use those commands when you send your note.

- The command **.ad** is used for **adding** user names to the "Send to" line. The **names** you want to add should then be typed after the command (for example, several user names). Don't type anything else on that line.

  If you **run out of space** on the "Send to" line, you can type the **.ad** command at the beginning of a blank line, and then type the additional **user names**, **nicknames**, or **names of distribution lists**.

- If you are sending several notes to several people, you may want to **see whom you have made "addressees"** (listed at the top of a note) **or whom you have put on the carbon copy** (.cc command) list (listed at the bottom of a note) with the **.wh** command. PROFS will show you a list. If you used a distribution list, PROFS will show the distribution list name above the list of user names.

- If you **don't want PROFS to show you a long list** of user names, and so forth, that you have typed on the "Send to" line, you can type the **.at** command to **substitute a title** (for example, "All Sales Reps") for the list of people. If you use this command for titles in your notes, then these titles instead of names will appear in the "TO" column on screen C00, "Open the Mail," and on screen E08, "View the Note Log."

- Use the command **.ak** if you **want to know if the person you sent your note to has received it.** PROFS will send you a note once the person opens the mail. When you check your incoming mail (on screen C00, "Open the Mail"), you will see your original subject line and the word ACKLMNT will appear under "TYPE" of mail.

The note will look like this:

> This is to acknowledge that your note of 01/02/87
> 11:25:12 has been opened.

If you want to cancel your request to have your note acknowledged, you can type **.nak** on a new line and press ENTER.

- You can send several documents using a note to group the documents. You type **.ref** and the **document number** on any text line of any of the screens used to create notes. The person you send the note to will get the note and each of the documents separately. The **.ref** command remains in the note. The person you send the note to can choose to view the note and then view each of the documents by placing the cursor under the document number and pressing ENTER.

- If there is a group of documents you want to include in your note, you can use the PROFS document search function to find the documents. While you are using the document search function (screen D03), press **PF3** to save the list of documents. When you are creating a note, you can type **.grf** on any blank text line without specifying a filename, filetype, or filemode. PROFS will take the list of documents you saved and process it as if you had typed a **.ref** for each document in your saved search list. If you want PROFS to use another list of documents, type **.grf** followed by a filename, filetype, and filemode. Each record of the specified file must have the document number in columns 1 through 12. Remember, it is not necessary to type a filename, filetype, and filemode if you are using the list you saved when you searched your mail log.

- If you want to **add a file** from your personal storage to the note, you can use the **.im** command. Type **.im** at the beginning of a line where you want the added text to appear, followed by the **filename** and **filetype** of the file you want to add. Don't type anything else on that line. PROFS will not show you the text of the file you have requested. (If you want to see the file you are adding first, use the **.gf** command.) PROFS will include the file you requested when it sends the note.

- Use the special command **.gf** to **get information from a file into a note**. Type **.gf** and the **filename** and **filetype** of the file you need at the beginning of a line. Then press ENTER. PROFS will replace your **.gf** command with the full text of the file you requested. If you are getting a note you saved, type **.gf** at the beginning of the line immediately following the "Subject" line. This will properly position the "Subject" line in the note you saved. Now you can edit the note or add to it or simply send the same note to someone else without having to compose a new note or retype an old one.

What happens when you send a note

Other person's incoming mail (electronic)

When you send a note, PROFS keeps a copy automatically in your note log

NOTE LOG

IN

Other person's terminal

Your terminal
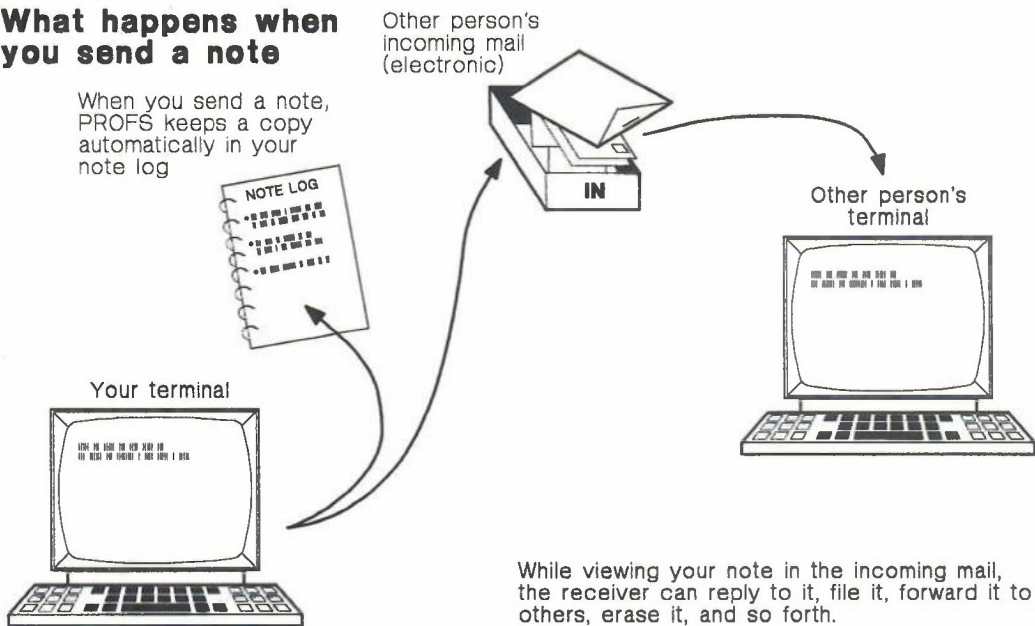
While viewing your note in the incoming mail, the receiver can reply to it, file it, forward it to others, erase it, and so forth.

Sending a note

To send a note, follow these steps.

Step 1. Tell PROFS whom to send your note to. Type the name of the person or group you are sending your note to on the line that begins with "Send to." You may use any one of the following forms, or you may combine them:

- If you are sending your note to a person who uses the same PROFS system that you do **(a local user)**, type that person's **user name**.

- If you are sending your note to a person who is not on your PROFS system **(a remote user)**, type the **name of that person's computer system followed by the person's user name in parentheses**: for example, ATL50 (JPJONES).

- For both remote and local users, you can type a **nickname** if the nickname is in your own nickname file or your PROFS system's nickname file. (See "Appendix B: Working with nickname files.")

- If you are sending your note to several people you frequently send the same material to, type **the name of a distribution list**. (See "Appendix C: Working with distribution lists.")

You can type more than one **user name**, **nickname**, or **name of a distribution list** on the "Send to" line; just leave a space between each one.

Step 2. Type the text of the note. Move the cursor to the line that begins with "Subject" and type the subject of the note. Then move to the next line and begin typing the note. If you want to make the lines more even and close up space on the display screen, press **PF6**. If you do not press **PF6**, others will see the note exactly the way you type it.

If you fill up all the space on one screen, press **PF10** to continue typing on another screen. Use as many screens as you need.

Note: You should press ENTER frequently when you are typing a long note. If a warning message appears on your screen, all the text you typed since you pressed ENTER or a PF key will be lost. Press **PF11** to go back through the screens you have used.

You can make changes in the text by typing over it and by using PF keys:

- To erase a line, move the cursor to the line you want to erase and press **PF3.**

- To add a line, move the cursor one line before the line you want to add and press **PF4.** You will get a blank line. Use it to type the information you want to add.

You use the insert key if the words "Nulls Off" appear at the bottom of the screen next to **PF5**. If the words "Nulls On" appear next to **PF5,** press **PF5** so the words "Nulls Off" appear. When you finish using the insert key, press **PF5** again so the words change to "Nulls On."

IF YOU CHANGE YOUR MIND

To cancel a note **before** *you send it, press* **PF12**. *If you typed anything, you see a message that asks you if you want to cancel the note. Type* **Y** *and press ENTER. PROFS returns you to screen E05.*

Step 3. Press PF7 to send the note. When you have finished typing your note, press **PF7**. You see several messages saying that PROFS sent your note. If you typed a name incorrectly, PROFS will tell you. You can type **?** and PROFS will show you screen T00, "Process Your PROFS Control Files." From there, you can view your nickname files, add a nickname, view your distribution lists, add a distribution list, and so on. PROFS returns you to screen E05, "Process Notes and Messages," after you have sent the note.

Your note is now in the incoming mail of the person you sent it to. PROFS also puts your note in your note log. If you want to put your note in a special note log that you set up with a different name, or in no note log at all, see "Putting a note in a special log or no log at all" later in this chapter.

Proofreading a note

PROFS lets you proofread a note by first pressing **PF8** on screen E04, "Send a Note." PROFS shows you screen E14, "Proofread the Note." (See Chapter 13, "Proofreading notes and documents.")

Sending copies of a note to other people

Use the special command, **.cc,** to tell PROFS to send copies of your note to other people and to list their user names at the **end** of your note, rather than at the **beginning** where the addressees are listed.

If you don't want PROFS to display a long list of names, you can type the **.ct** command. This will tell PROFS to substitute a title (for example, "All Sales Reps") for the list of names. You can use this command only if you also use the **.cc** command.

To use **.cc,** or **.cc** and **.ct,** type the commands at the beginning of any blank line. Then, on the same line, type the **user names, nicknames,** or **names of distribution lists** that identify the people you're sending copies to (for **.cc**) or the title you want to substitute for the list of user names (for **.ct**). If you need more than one line, type the command again on the new line. Don't type anything else on these lines.

Putting a note in a special log or no log at all

When you send a note, PROFS automatically puts it in your note log unless you tell PROFS to do something else.

Use the special command, **.lf**, to **put your note in a special log.** (See "Working with one note at a time" in Chapter 4 for information about setting up other logs.) Type **.lf** and the **name of the log** in which you want to put your note at the beginning of any blank line in the text of the note. Your nickname file may be set up so all notes to a person can be put into a special log. (See "Appendix B: Working with nickname files.")

Use the special command, **.nl**, to tell PROFS **not to keep your note in any log**. Type **.nl** at the beginning of any blank line in the text of the note.

Don't type anything else on these lines.

Saving a note to work with or send later

If you're not ready to send the note you've been working on or if you want to send it but also want to work with it later, use the **.pf** command. Type **.pf** and a **filename** and **filetype** of the note you're working with on a new line and press ENTER. PROFS will save the "Subject" line of the note along with the text of the note. Later you can use **.gf** to get the note back.

Including your calendar in a note

When you type **.gc** in your note, PROFS includes scheduled events from your calendar or another user's calendar in the note you send. You can specify today's schedule, a 7-day schedule, or up to 99 days of scheduled events beginning with a specific date. When you press ENTER, the calendar appears in the note.

The format of the command is:

.gc [function [#days] [user]]

where:

function is one of the following:

TODAY Brings in 1 days scheduled events beginning with today. The number of days can be changed using the #days option.

DAYS Brings in 7 days scheduled events beginning with today. The number of days can be changed using the #days option.

mm/dd/yy Brings in 1 days scheduled events beginning with the date specified. The number of days can be changed using the #days option.

The default function is TODAY.

If other options are to be used, a function must be specified.

#days The number of days for which calendar entries are to be included in the note, beginning with the date specified by the function. This option may have a value from 1-99.

The default for this option is based on the function.

Function	#days default
TODAY	1
DAYS	7
mm/dd/yy	1

user User name or nickname of the calendar to be processed. A distribution list cannot be used.

The default for this option is your user name.

Changing customized headings and closings on your screen

If your PROFS administrator has set up standard headings and closings for notes on screen E04, you can change them by typing over them after you press ENTER. You can also change them permanently using the CONTROL command to process your nickname file.

```
                           SEND A NOTE                          E04
     Send to: _
     From: The Training Division!
     Subject:
```
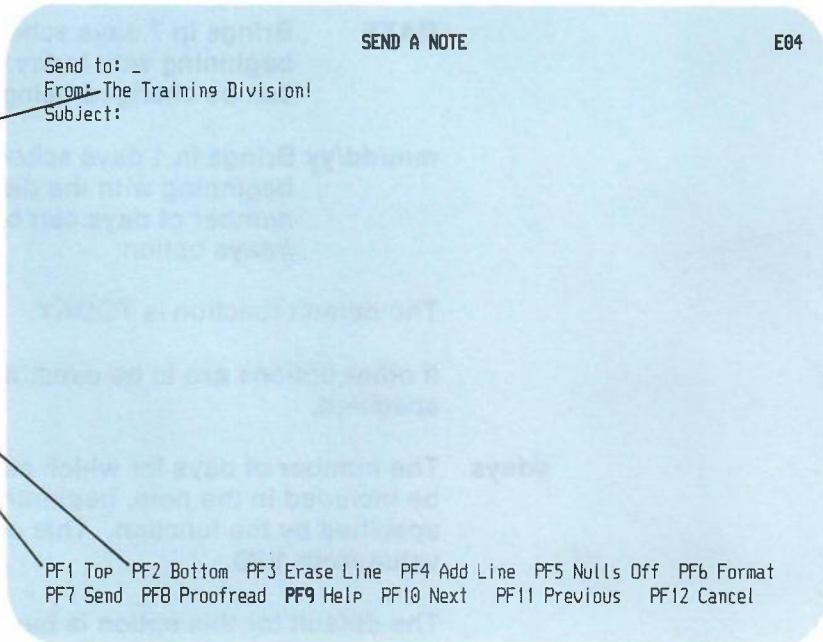
This is the heading. You can change it or blank it out after you press ENTER.

Press these PF keys to look at the heading or closing.

```
  PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
  PF7 Send  PF8 Proofread  PF9 Help  PF10 Next   PF11 Previous   PF12 Cancel
```

If you want to make changes to the heading in this note:

1. Press **PF1** to go to the top of the screen. PROFS shows you the heading at the top of the screen. If you are already at the top, you must have pressed ENTER at least once on screen E04, "Send a Note."

2. Move the cursor to the line with the heading.

3. Either type something else over the heading or erase it. You can erase it by pressing the space bar along the length of the line or by pressing **EOF**.

If you want to make changes to the closing in this note:

1. Press **PF2**. The closing will appear at the bottom of your screen.

2. Move the cursor to the line with the closing.

3. Type something else on top of the closing or erase it. You can erase it by pressing the space bar along the length of the line or by pressing **EOF**.

You can find more information about setting up greetings and closings in "Working with control file information" in "Appendix B: Working with nickname files."

3
**Sending
a message**

Press **PF2** on screen E05, "Process Notes and Messages."
PROFS shows you screen E07, "Send a Message." Once you
are on screen E07, you can:

- Send a message.

- Use a series of messages to have a two-way
  "conversation."

You fill in these parts.

```
                             SEND A MESSAGE                        E07


      Send to: _
               ---------------------------------------------------------------
      Message text:
               ---------------------------------------------------------------

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

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

      Type the information above and press PF7 to send.






      PF7 Send    PF9 Help    PF12 Cancel
```

Sending a message

You follow three steps to send a message:

1. Tell PROFS whom to send the message to.

2. Type the text of the message.

3. Press **PF7** to send the message.

What happens when you send a message

Other person's
terminal

Your terminal
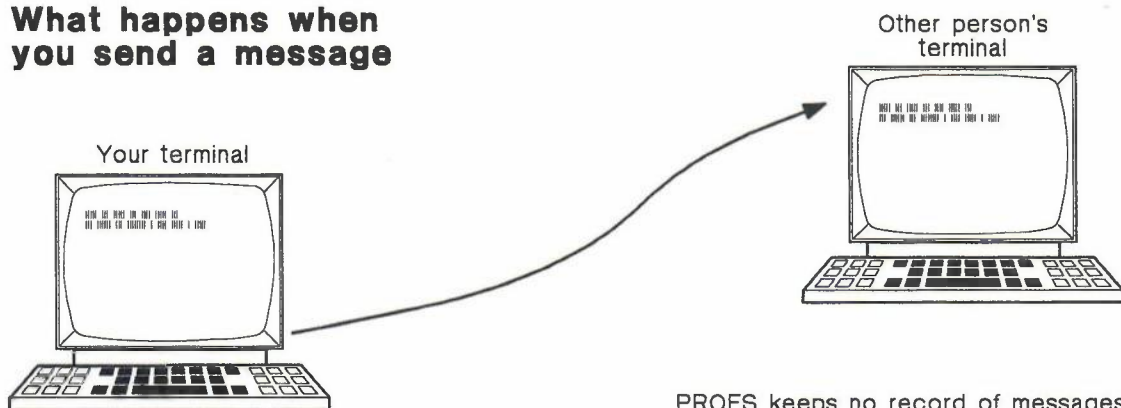
PROFS keeps no record of messages.

Step 1. Tell PROFS whom to send the message to. Type the **name of the person or group** you are sending your message to on the line that begins with "Send to."

- If you are sending your message to a person who uses the same PROFS system that you do **(a local user)**, type the person's **user name**.

- If you are sending your message to a person who is not on your PROFS system **(a remote user),** type the **name of that person's computer system followed by the person's user name in parentheses:** for example, ATL50 (JPJONES).

- For both remote and local users, you can type a **nickname** instead of a user name if the nickname is in your own nickname file or your PROFS system's nickname file. (See "Appendix B: Working with nickname files.")

- If you are sending your message to several people to whom you frequently send the same material, type **the name of a distribution list**. PROFS will send your message to everyone on it. (See "Appendix C: Working with distribution lists.")

You can type more than one **user name**, **nickname**, or **name of a distribution list** on the "Send to" line. Just leave a space between each one.

Step 2. Type the text of the message.

1. Move the cursor to the line that begins with "Message Text."

2. Type the text.

   You can make changes in the text by typing over it.

Step 3. Press PF7 to send the message. When you are ready to send your message, press **PF7**. PROFS shows you a message that tells you whether the other person received your message. The word "MORE..." is at the bottom of the screen. Press CLEAR. If the name is incorrect or the person is not logged on to the computer system, you will get a message from PROFS that the person is not logged on. PROFS returns you to screen E05.

If the person you send the message to is not using the VM system when you pressed **PF7,** that person will not receive your message. In that case, you should send the person a note (see "Sending a note" earlier in this chapter) or send the message again later. PROFS does not keep a record of messages.

You can send a PROFS message only from screen E07, "Send a Message," the PROFS command line, or the CMS command line.

IF YOU CHANGE YOUR MIND

To cancel a message before you send it, press **PF12.** *The screen goes blank, and you see a message saying that PROFS cancelled your message. The word "MORE..." is at the bottom of the screen. Press CLEAR. PROFS returns you to screen E05.*

Using messages to have a "conversation"

You can use messages to have a two-way "conversation" with another person by:

1. Typing a **plus sign (+)** at the end of the message text. (This tells PROFS that you are planning to send more messages to that person.)

2. Pressing **PF7** to send your message.

After that, when you press ENTER, PROFS will send to that person anything you type on your screen. To end the "conversation," press ENTER **twice.**

Note: You can have a conversation with only one person at a time.

To begin work with one note at a time, press **PF3** on screen E05, "Process Notes and Messages." To work with a note in a special log that you have set up, type the **name of the log** over "Note" before you press **PF3**. PROFS shows you screen E08, "View the Note Log." (The screen title includes the name of your special log if you typed it.)

Press the PF key next to the note you want to work with.

If the list is more than one screen long, use these PF keys to move back and forth between screens.

PROFS tells you how many screens are in the list.

```
                          VIEW THE NOTE   LOG                              E08

      Press the PF key for the note you want. Or, if you want to view all of
      these notes, type ALL here and press ENTER===> _
          ----FROM----        -----TO-----            TYPE     DATE and TIME
      PF1  John Smith          George Johnson          Meeting  03/06/87 13:16
            Subject: Status meeting for Project Sunshine
      PF2  John Smith          Conference Room 4B      Reserve  03/06/87 13:16
            Subject: Status meeting for Project Sunshine
      PF3  SMITHG --VMSYS1     JOHNSONG--VMSYS1        Forward  02/20/87 13:20
            Subject:  Request for assistance
      PF4  David Richards      George Johnson          Note     01/02/87 11:25
            Subject:  Meeting schedule
      PF5  ROEMARY2 --VMSYS1   JOHNSONG--VMSYS1        Note     01/02/87 11:23
            Subject:  Estimates for report




                                                    Screen   1 of  1
      PF9 Help    PF10 Next Screen   PF11 Previous Screen   PF12 Return
```

As you can see, screen E08 lists information about each note next to a PF key. When you select the note you want to work with, press the PF key next to it. PROFS shows you screen E20, "View the Note," shown later in this chapter.

From this screen, you can:

- View a document referenced in the note.
- Copy the note to another note log.
- Add personal comments.
- Forward a note.
- Reply to a note.
- Erase a note from a note log.
- Send a note again.
- Print a note.
- Add a meeting to your calendar, or a reservation to a conference room schedule you are responsible for.
- Send a new note.

Text of the note.

PROFS shows you a split screen if you press one of these PF keys.

Press these PF keys if the note is longer than one screen.

```
                              VIEW THE NOTE                              E20
       From: ROEMARY2--VMSYS1                  Date and time   01/02/87 11:23:33
       To: JOHNSONG--VMSYS1

       From: Rosemary Smith
       Subject: Estimates for report
       I will send you the new estimates by Monday.

                              END OF NOTE




       PF1 Alternate PFs  PF2 Copy to _        PF3 Keep PF4 Erase PF5 Forward Note
       PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return
```

Using split screens. Press **PF5, PF6,** or **PF7** at the bottom of screen E20 (or **PF1** followed by **PF4** or **PF5**) to work with the note while you are still viewing it. PROFS shows you a **split screen.** A split screen is really two screens that appear together on your terminal. The note is on the top screen and you do your work with the bottom screen.

To use the PF keys on a split screen, put the cursor anywhere on the top half of the screen to use the PF keys on the top half of the screen and anywhere on the bottom half of the screen to use the PF keys on the bottom half of the screen.

Use the split screens to:

- Forward the note (press **PF5**).

- Reply to the note (press **PF6**).

- Send the note again (press **PF7**).

- Add personal comments (press **PF1**, then **PF4**).

- Send a new note (press **PF1**, then **PF5**).

Viewing a document referenced in the note

While you are on screen E20 or the split screen version of E12, (if there is a document number in the note), you can place the cursor anywhere under the document number and press ENTER. PROFS will show you the DisplayWrite/370 "View" screen if it is an RFT document or will show you the document on screen I00, "View the document," if it is a DCF document (or I01, "View the Graphics Document," if it is a Graphic document). When you are finished viewing the document and press **PF12**, PROFS will show you the note again.

Copying the note to another note log

To copy a note from one note log to another note log, type the **name** of the note log next to **PF2** on screen E20. When you are ready to copy the note, press **PF2.**

Adding comments about a note to the note log

You can add comments to the note log and later view these comments. Press **PF1** to get the alternate PF keys; then press **PF4** on screen E20. PROFS shows you a split screen, with screen E12 on the top half and screen E03, "Add Personal Comments to Your Note Log," on the bottom half.

The note is still on the screen.

Type comments in this space.

Use these PF keys as you type in your comments.

```
                        VIEW THE NOTE                              E12
  From: ROEMARY2--VMSYS1                    Date and time    01/02/87 11:23:33
  To: JOHNSONG--VMSYS1

  From: Rosemary Smith
  Subject: Estimates for report
  I will send you the new estimates by Monday.  If there are no other updates
  coming in from the field offices, we should be able to finish this
  up early next week.


 PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                ADD PERSONAL COMMENTS TO YOUR NOTE LOG               E03
  Comments:_



  PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
  PF7 Add  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

Use these PF keys if your comments are longer than your screen.

1. Type your comments.

2. Press **PF7** to add the comments to the note log.

   PROFS will **not** send your comments with the note if you forward it or send it again.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF7** *that you don't want to add comments, press* **PF12**. *If you typed anything, you see a message that asks you if you want to cancel the note. Type* **Y** *and press ENTER. PROFS returns you to screen E20.*

Forwarding a note

Press **PF5** on screen E20. PROFS shows you a split screen with E11, "Forward the Note," on the bottom and screen E12, "View the Note," on top.

This is a split screen with E12 and E11.

The cursor is ready for you to type in the name of the person or group you want the note to go to.

```
                              VIEW THE NOTE                             E12

From: ROEMARY2--VMSYS1                     Date and time    01/02/87 11:23:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.  If there are no other updates
coming in from the field offices, we should be able to finish this
up early next week.


PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                            FORWARD THE NOTE                            E11
Forward to: _
From: G. J. Johnson
Subject: Estimates for report




PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

You can forward the note by itself, or you can add your own comments to send along with the note.

1. Type the **user names, system name (user name)** combinations, **nicknames**, or **distribution list names** of the person or group you want to forward the note to. Use the line that begins with "Forward to." (See Appendix C for detailed instructions on distribution lists.)

2. If you want to **add comments** to the note, type them below the "Subject" line. You can also use any of the special note commands. If a name does not appear after "From," you can type a name. If a name appears after "From" and you want to change it, press ENTER, then type the **name.**

3. Press **PF7** to forward the note.

When you press **PF7,** the screen goes blank and you see a message saying that PROFS has forwarded your note. PROFS automatically puts a separator line between the old note and your comments. This allows the person receiving the forwarded note to see the route the note took, and where the note originated.

IF YOU CHANGE YOUR MIND

*If you decide not to forward the note before you press **PF7**, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press ENTER. PROFS returns you to screen E20.*

Replying to a note

Press **PF6** on screen E20. PROFS shows you a split screen with screen E02, "Reply to the Note," on the bottom and screen E12, "View the Note," on top.

PROFS fills in this information for you.

Type your reply here.

```
                            VIEW THE NOTE                            E12
     From: ROEMARY2--VMSYS1                Date and time    01/02/87 11:23:33
     To: JOHNSONG--VMSYS1

     From: Rosemary Smith
     Subject: Estimates for report
     I will send you the new estimates by Monday.  If there are no other updates
     coming in from the field offices, we should be able to finish this
     up early next week.



     PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                            REPLY TO THE NOTE                         E02
     Reply to: ROEMARY2--VMSYS1
     From: G. J. Johnson
     Subject: Estimates for report




     PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
     PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

You can send a reply to the note that has been sent to you.

1. Type your reply beginning on the line below the "Subject" line.

2. Press **PF7** to send the reply.

IF YOU CHANGE YOUR MIND

*If you decide not to reply to the note before you press **PF7**, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press ENTER. PROFS returns you to screen E20.*

Erasing a note from a note log

To erase a note from a note log, press **PF4** on screen E20. PROFS shows you screen E08 with DELETE next to the note. When you press **PF12** on screen E08, PROFS erases the note.

IF YOU CHANGE YOUR MIND

*If you press **PF4** but decide to keep the note, press the PF key to choose the note again. Then press **PF3**. PROFS will show you screen E08 with the date and time of the note instead of the word DELETE.*

Sending a note again

If you want to send the note to someone else, press **PF7** on screen E20. PROFS shows you a split screen with screen E13, "Send the Note Again," on the bottom and screen E12, "View the Note," on top.

Type in a user name, system name (user name) combination, nickname, or distribution list name here.

Subject and text of the note you are resending.

Use these PF keys as you type in your comments.

```
                              VIEW THE NOTE                              E12
    From: ROEMARY2--VMSYS1              Date and time    01/02/87 11:23:33
    To: JOHNSONG--VMSYS1

    From: Rosemary Smith
    Subject: Estimates for report
    I will send you the new estimates by Monday.  If there are no other updates
    coming in from the field offices, we should be able to finish this
    up early next week.


    PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                            SEND THE NOTE AGAIN                          E13
    Resend to: _
    From: Rosemary Smith
    Subject: Estimates for report
    I will send you the new estimates by Monday.  If there are no other updates
    coming in from the field offices, we should be able to finish this
    up early next week.



    PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
    PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

Use these PF keys if your comments are longer than one screen.

You can resend the note by itself or you can add comments to send along with it:

1. Type in the **user names**, **system name (user name)** combinations, **nicknames**, or **distribution list names** of the person or group you want to send the note to. (See Appendix C for detailed instructions on distribution lists.)

2. If you want to **add comments to or change the text of** the note, type them below the text of the note you are resending. You can also use any of the special note commands listed at the beginning of "Sending a note" earlier in this chapter. If you want to add or change a name after "From," then type the **name**.

3. Press **PF7** to resend it.

   PROFS puts the note into the incoming mail of the person(s) you sent it to.

When you press **PF7,** your screen goes blank and you see a message saying that PROFS sent the note. The word "MORE..." is at the bottom of the screen. Press CLEAR. PROFS returns you to screen E20.

IF YOU CHANGE YOUR MIND

*If you decide not to send the note again before you press **PF7**, press **PF12**. PROFS will ask you if you really want to cancel the note. Type **Y** and press ENTER. PROFS returns you to screen E20.*

PROFS shows you Note, Forward, Reply, or Resend in the TYPE column on screen C00, "Open the Mail," and screen E08, "View the Note Log," when you receive or send these kinds of notes.

Printing a note

You may want to have a paper copy of a note that is in a note log. PROFS keeps the note in the note log even if you print a copy.

Press **PF8** on screen E20. PROFS shows you screen J00, "Choose a Printer."

```
                        CHOOSE A PRINTER                          J00

     Press the PF key to select the printer you want, or send a print file
     to a user or printer not listed.  Press PF8 to see additional printer
     options.  Press ENTER when you have made your choices.


     Send a print file to: _       (name) at          (location)
                           --------            --------

     Number of copies:  1           Special print class:
                        --                                 -

     PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A                  SELECTED
     PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
     PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
     PF4  6670 East Tower, 9th Floor
     PF5  6670 East Tower, 17th Floor
     PF6  6670 West Tower, 2nd Floor
     PF7  Print at your workstation
                                               Screen   1 of   1

     PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
     ===)
```

For instructions on how to use this screen, see "Printing copies of notes and documents" in Chapter 4.

Adding a meeting notice to your calendar

To add a meeting notice to your calendar:

1. Press the PF key next to the "Meeting" on screen E08, "View the Note Log." PROFS shows you screen E20, "View the Note."

2. Press **PF7** to add the notice of the meeting to your calendar.

You can also add a meeting notice for a conference room reservation for which you are responsible. First you press the PF key next to Reserve on screen E08, "View the Note Log." PROFS shows you screen E20, "View the Note." Press **PF7** to add the meeting notice for the conference room to the calendar.

```
                          VIEW THE NOTE                                E20
    From: JSMITH  --VMSYS1                  Date and time   03/06/87 13:16:33
    To: GGJOHNSON-VMSYS1


    Requester:         John Smith
    Date to be scheduled:  03/09/87
    Starting time:     8:00 AM
    Ending time:       9:30 AM

    Location:   Conference room 4B

    Subject:    Notice of a meeting

    Purpose:    We need to hold a daily status meeting between now and
                the end of the year for Project Sunshine.

     18 meetings will be scheduled.  The dates are:
                    03/16/87 03/30/87 04/06/87 04/20/87 05/04/87 05/18/87
                    10/05/87 10/07/87 10/09/87 10/13/87 10/15/87 10/17/87
                    11/03/87 11/04/87 11/05/87 11/06/87 11/23/87 11/25/87
                    * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

    PF1 Alternate PFs PF2 Copy to _       PF3 Keep PF4 Erase PF5 Forward PF6 Reply
    PF7 Add to Calendar  PF8 Print  PF9 Help  PF10 Next  PF11 Previous  PF12 Return
```

Sending a new note

While you are viewing a note on screen E20, you may decide to send a new note that is **not a reply**. The new note might be to a different person or about a different subject. (Remember that when you send a reply, PROFS automatically sends the reply to the person who sent the note, and the reply has the same subject as the original note.) Or, you may want to type the text of a note while you have another note in the top half of the screen in order to copy information from it.

To send a new note, press **PF1** to get the alternate PF keys, then press **PF5** on screen E20. PROFS shows you a split screen, with screen E12 on the top half and screen E04 on the bottom half.

The old note is still on the screen.

```
                        VIEW THE NOTE                              E12
  From: ROEMARY2--VMSYS1              Date and time    01/02/87 11:23:33
  To: JOHNSONG--VMSYS1

  From: Rosemary Smith
  Subject: Estimates for report
  I will send you the new estimates by Monday.  If there are no other updates
  coming in from the field offices, we should be able to finish this
  up early next week.


  PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                        SEND A NOTE                                E04
  Send to: _
  From: G. J. Johnson
  Subject:
```

Fill in these two items.

Type the text of the new note in this space.

```
  PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
  PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

Use these PF keys as you type in the text of the note.

Use these PF keys if your note is longer than one screen.

These are the same screens described in "Sending a note" and "Viewing a note" earlier in this chapter. You use these screens in the same way — **except** that you cannot use **PF3** through **PF7** on screen E12 to split the screen again. Put the cursor anywhere on the top half of the screen to use the PF keys on screen E12 and anywhere on the bottom half to use the PF keys on screen E04.

When you press **PF7** to send the note, you see a message saying that PROFS sent your note. The word "MORE..." is on the bottom of the screen. Press CLEAR. PROFS returns you to screen E20. The new note is now in the incoming mail of the person you sent it to and in your note log as well.

IF YOU CHANGE YOUR MIND

If you decide not to send a note before you press **PF7**, *press* **PF12**. *If you typed anything, you see a message that asks you if you want to cancel the note. Type* **Y** *and press ENTER. PROFS returns you to screen E20.*

5
Working with all the notes listed on one screen

To begin working with all the notes listed in your note log, press **PF3**, **PF4**, or **PF8** on screen E05. If you want to work with the notes in a special log that you have set up, type the **name** of the log over "Note" before you press the PF key.

```
                    PROCESS NOTES AND MESSAGES                    E05

    Press one of the following PF keys.

    PF1  Send a note
    PF2  Send a message
    PF3  View the Note     Log         If you want to work with
         --------                      another note log, type
    PF4  Change the Note     Log       the log's name over the
         --------                      highlighted name and then
    PF8  Print the Note    Log         press the PF key.
         --------




    PF9 Help    PF12 Return
```
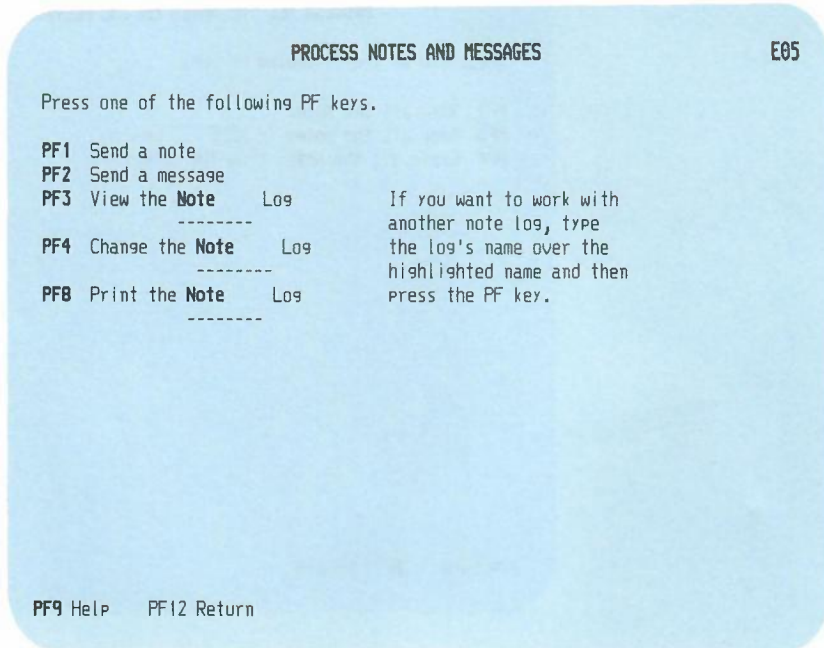
If you press **PF3,** PROFS shows you screen E08, "View the Note Log," shown in "Working with a note in your note log" earlier in this chapter. (The screen title will include the name of your special log if you typed it.)

To work with all the notes listed on screen E08, type **ALL** next to the arrow at the top of the screen, and press ENTER.

PROFS shows you screen E10, "Process All the Notes on the Previous Screen." From screen E10, you can **view all the notes** or **erase all the notes**.

```
            PROCESS ALL THE NOTES ON THE PREVIOUS SCREEN                    E10

Press one of the following PF keys.

PF1  View all the notes
PF3  Keep all the notes in NOTE    Log
PF4  Erase all the notes from the note log













PF9 Help    PF12 Return
```

Viewing all the notes listed

Press **PF1** on screen E10. PROFS shows you screen E20, "View the Note," with the text of the newest note in the note log.

To view the next note, press **PF12**. When you have viewed all the notes, **PF12** returns you to screen E10.

Erasing all the notes listed

To erase all the notes listed on screen E08, press **PF4** on screen E10. PROFS shows you the E08 screen again with DELETE next to each of the notes.

IF YOU CHANGE YOUR MIND

*If you press **PF4** on screen E10, but decide that you want to keep the notes in the Note log, type **ALL** on the command line on screen E08, and press ENTER. Then press **PF3** on screen E10. PROFS shows you the E08 screen again with the dates and times next to each of the notes, instead of DELETE.*

Changing or adding information to a note log

If you want to change or add information to notes in the Note log, press **PF4** on screen E05. If you want to change or add information to a special log, type the **name** of that log over "Note" before you press **PF4**. PROFS shows you screen E53, "Change the Note Log." (The screen title will include the name of your special log if you typed it.)

```
                     CHANGE THE NOTE    LOG                            E53

  MSG FROM: ROEMARY2--VMSYS1    TO: JOHNSONG--VMSYS1    01/02/87 11:23:33

  From: Rosemary Smith
  Subject:  Estimates for report
  I will send you the new estimates by Monday.  If there are no other updates
  coming in from the field offices, we should be able to finish this
  up early next week.




  PF1 First Note  PF2 Last Note  PF5 Next Note  PF6 Prev. Note  PF7 Which Note
  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
  ===) _
```
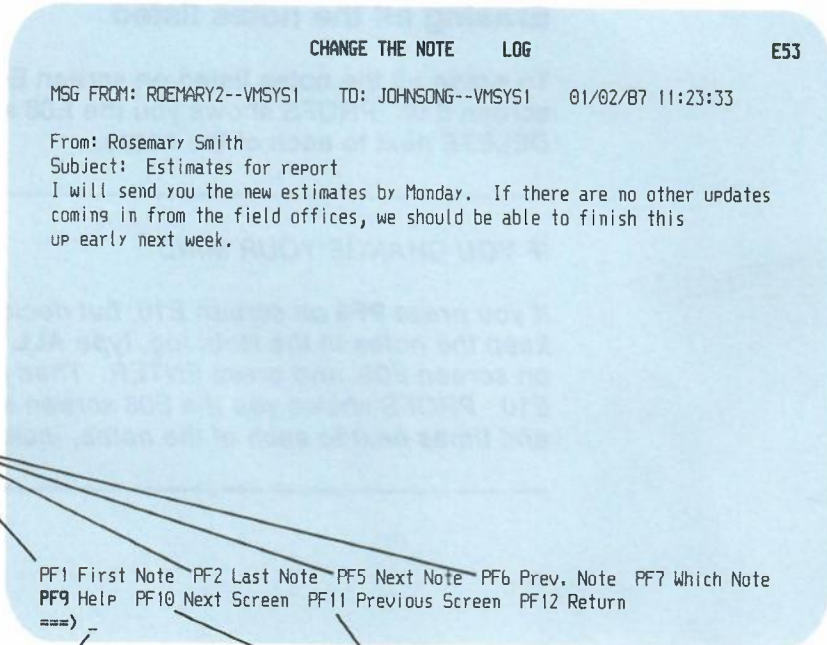
Use these keys to go to other notes.

Type in commands here.

Use these keys if a note is longer than one screen.

Screen E53 shows you the oldest (first filed) note in the note log first. To move back and forth through the note log to view other notes, press **PF5** or **PF6**. To page back and forth between screens in one note, press **PF10** or **PF11.** If you are on the last screen of a note, pressing **PF10** will take you to the first screen of the same note. If you are on the first screen of a note, pressing **PF11** will take you to the last screen of the same note.

Press **PF1** and **PF2** to go to the first or last note in the note log.

If you want to know how many notes are in the note log or the sequence number of the note you are viewing, press **PF7**. PROFS sends you a message on the screen — for example:

This note is number 4 of 12 note(s) in this notelog.

If you want to go to a particular note in the note log:

1. Type **GOTO** and the **number** of the note you want to view next to the arrow at the bottom of the screen. Leave a space between GOTO and the number. For example:

    goto 9

2. Press ENTER.

    PROFS shows you the note you asked to see. You may also specify **GOTO TOP** or **GOTO BOT** to view the first and last note in the note log.

When you come to a note you want to add information to, move the cursor to the end of the note's text, and begin typing. If you want to change information that is already there, type over it or erase it by pressing the space bar along the line.

You can use XEDIT commands to change the notes. You can correct spelling and make other changes in the text just as you can to any other file in your personal storage. These changes will be seen if you later send the note or have it printed.

You can change the subject of a note. However, screen E08, "View the Note Log," will continue to show the old subject. If you forward a note after you have changed its subject, the recipient will see both the old and new subjects. You cannot change the first line of any entry in a note log. An example of this line is shown below.

MSG FROM: user1   TO: user2   mm/dd/yy hh:mm:ss

Press **PF12** to go back to screen E05 when you finish changing the note log.

Printing all the notes in a note log

You may want to have a paper copy of all the notes in a note log. PROFS keeps the notes in the note log, even if you print them.

To print all the notes in your Note log, press **PF8** on screen E05. If you want to print the notes in a special log, type the **name** of the log over "Note" before you press **PF8.** PROFS shows you screen J00, "Choose a Printer."

You use screen J00 to print **all** the notes in a note log in exactly the same way as you do to print **one** note.

For instructions on how to use this screen, see "Printing copies of notes and documents" in Chapter 4.

6 Processing Notes and Messages

Fast Track

```
                                        ┌─────────────────┐
                                        │            E04  │
                          ─PF1──▶       │  Send a         │
                                        │  Note           │
                                        └─────────────────┘

                                        ┌─────────────────┐    To have a conversation using messages,
                                        │            E07  │    type + after the text of the message.
                          ─PF2──▶       │  Send a         │    To end the conversation, press ENTER
                                        │  Message        │    twice.
                                        └─────────────────┘
                                                                                    ┌─────────────────┐          ─PF1─▶  View all
                                                                                    │            E10  │                   (on that
                                                              ===▷ ALL              │  Process All the │                   screen)
                                        ┌─────────────────┐                         │  Notes on the    │          ─PF2─▶  Keep all
                                        │            E08  │                         │  Previous Screen │                   (Cancels
                          ─PF3──▶       │  View the       │                         └─────────────────┘                   PF4)
                                        │  Note Log       │                                                      ─PF4─▶  Erase all
                                        └─────────────────┘                                                               from the
┌─────────────────┐        ┌─────────────────┐                                                                            Note Log
│            A00  │        │            E05  │                 PF key              ┌─────────────────┐
│  Main Menu      │─PF4──▶ │  Process Notes  │                 next to            │            E20  │
│                 │        │  and Messages   │                 the note─────────▶ │  View           │──────────────
└─────────────────┘        └─────────────────┘     If you want a   you want        │  the Note       │
                                                    log with a name  in list       └─────────────────┘
                                                    other than
                                                    NOTE, type the
                                                    name over
                                                    NOTE.

                                        ┌─────────────────┐
                                        │            E53  │
                          ─PF4──▶       │  Change the     │
                                        │  Note Log       │
                                        └─────────────────┘

        On all screens:
        PF9 Help
        PF12 Return
        (except PF12 "End"
        on A00 and PF12                 ┌─────────────────┐                         ┌─────────────────┐
        "Cancel" on E02, E03,           │            J00  │                         │            J01  │
        E04, E11, E13)        ─PF8──▶    │  Choose a       │◀────PF8────             │  Choose         │
                                        │  Printer        │                         │  Printer        │
                                        └─────────────────┘                         │  Options        │
                                                                                     └─────────────────┘
                                                               This sequence prints all the notes
                                                               in the log.  To print one note, use PF3
                                                               on E05, PF key for the note you want on
                                                               E08, PF8 on E20.
```
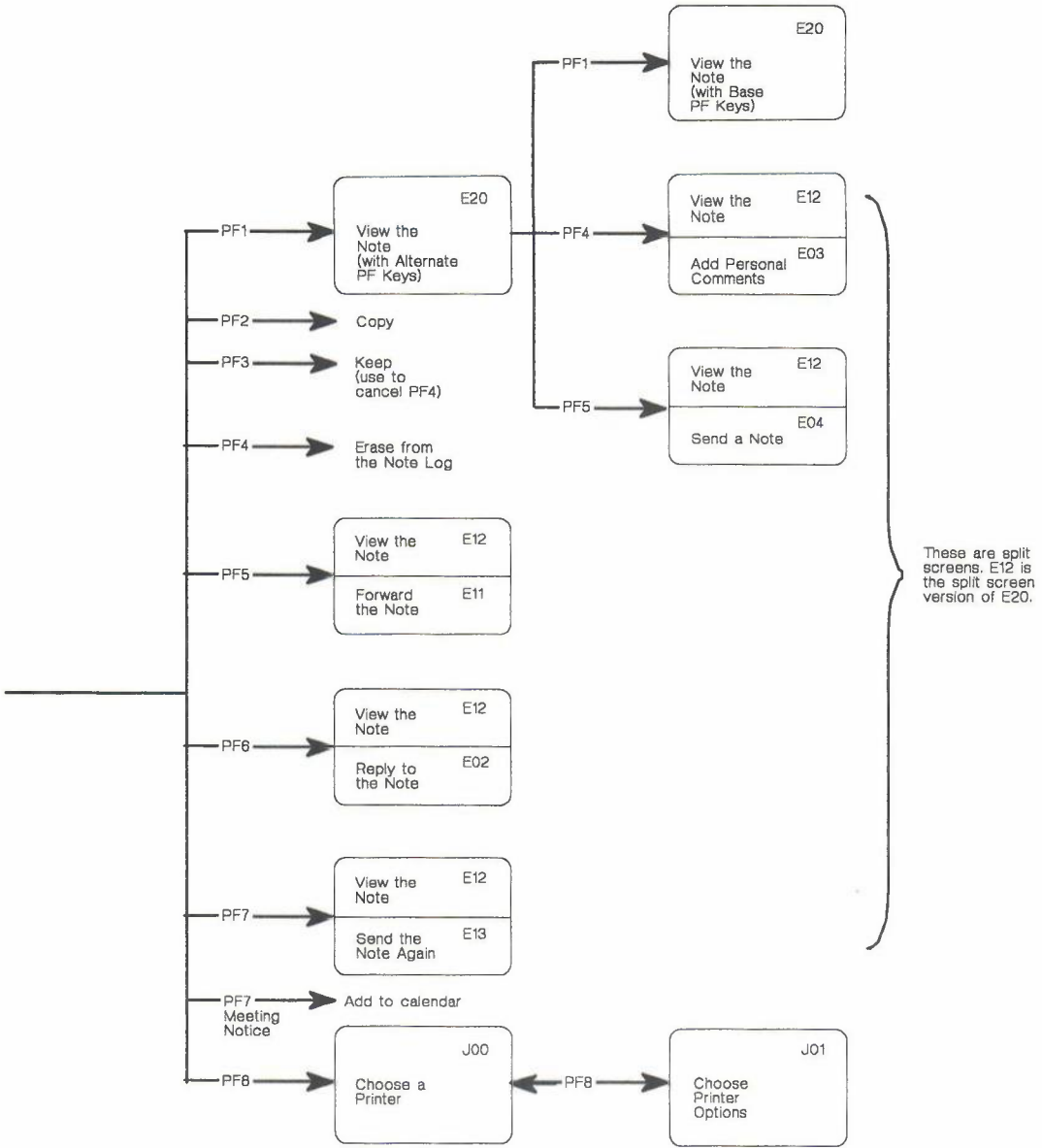
PF1 → **E20**
View the
Note
(with Base
PF Keys)

PF1 → **E20**
View the
Note
(with Alternate
PF Keys)

PF4 → **E12**
View the
Note

E03
Add Personal
Comments

PF5 → **E12**
View the
Note

E04
Send a Note

PF2 → Copy

PF3 → Keep
(use to
cancel PF4)

PF4 → Erase from
the Note Log

PF5 → **E12**
View the
Note

E11
Forward
the Note

PF6 → **E12**
View the
Note

E02
Reply to
the Note

PF7 → **E12**
View the
Note

E13
Send the
Note Again

These are split
screens. E12 is
the split screen
version of E20.

PF7
Meeting
Notice → Add to calendar

PF8 → **J00**
Choose a
Printer

← PF8 →

J01
Choose
Printer
Options

7 Preparing RFT documents

Contents

7 Preparing RFT Documents

1
Choosing from the main menu

When you are creating documents, PROFS gives you the choice of creating either Revisable-Form Text (RFT) or Document Composition Facility (DCF) documents.

You can create an RFT document at your IBM Personal Computer or Displaywriter and then transfer it to the PROFS system to be reviewed and changed by you and others that have access to PROFS storage. You can also transfer RFT documents from the PROFS system and work with them at your PC or Displaywriter. When you use DisplayWrite/370 to create and edit RFT documents, you see the formatted document. You can see the changes that you make to your document while you are editing it.

DCF documents require control words and tags that are processed by the system to produce your documents. You see the control words and tags in your DCF document when you are creating or editing it. PROFS shows you the DCF document in formatted form when you view or print the document.

You can transform your DCF documents to RFT documents and work with them using DisplayWrite/370, your PC, or a Displaywriter. See the RETRIEVE command with the XFORM option in "Appendix Q: Converting a document."

Note: Before you can use this chapter to create documents, you must be able to use DisplayWrite/370. See "Getting Started with DisplayWrite/370" and "Using DisplayWrite/370" for step-by-step instructions for using DisplayWrite/370.

This chapter tells you how to prepare RFT documents. If you need information about processing DCF documents, see "Chapter 8: Preparing DCF documents."

The memos, letters, and reports you write are more formal communications than notes. In PROFS, they are called documents. To use PROFS to prepare RFT documents, press **PF5** on the main menu. PROFS shows you screen F00, "Prepare Documents."

```
                         PREPARE DOCUMENTS                              F00

     Press one of the following PF keys.

     PF1  Prepare a document using the standard document style.
     PF2  Prepare a document using another document style.  To view the list
          of available document styles, press the PF2 key.  Or type the
          name of the style you want below and press the PF2 key.
                   -
                   --------
     PF3  Change a draft document.  Type the document number below first.
          Then press the PF3 key.


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






     PF9 Help    PF12 Return
```
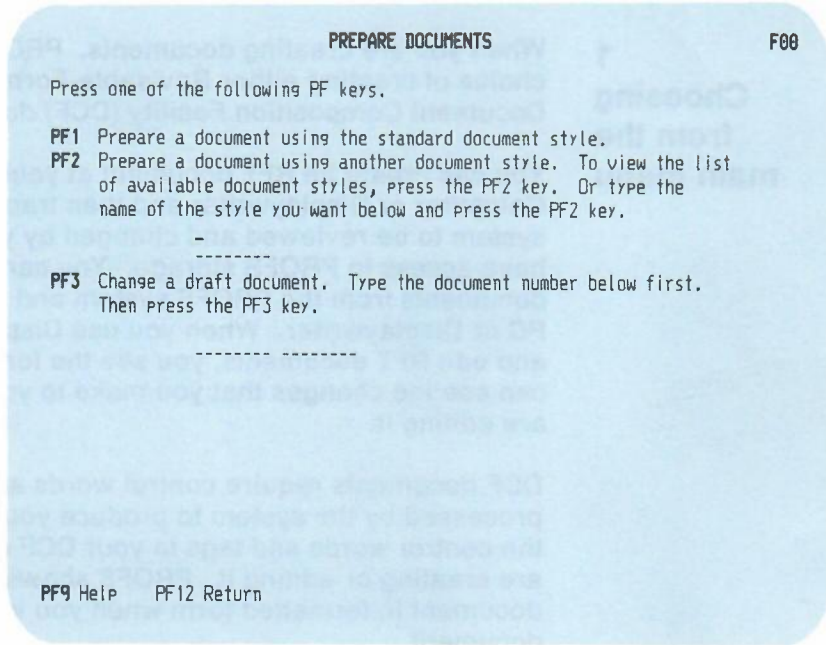
Now you can:

- Write a new document in any of several styles. (See "Writing a new document.")

- Change or edit an existing RFT-D document. (See "Changing or editing an existing RFT-D document.")

- Process the document further. (See "Processing documents"), including:

    - Viewing it

    - Proofreading it

    - Filing it in your personal storage

    - Sending an RFT-D to others to read, review, or change

    - Sending an RFT-F to others

    - Printing it

    - Erasing it.

However, if you are preparing an RFT document that requires an **author profile**, you must create an author profile. "Appendix J: Working with author profiles" tells you how to do this.

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2 Writing a new document

Choosing a document style

PROFS comes with several styles for memos or letters. These styles include formats for RFT documents and for DCF documents. You or your PROFS administrator can add additional styles.

Two appendixes of this manual give you information about creating your own RFT document styles. "Appendix P: Creating RFT document styles" explains how to create your own RFT document styles and add them to screen F04, "List of Available Document Styles." "Appendix A: How to index documents in PROFS" tells you how to index an existing document. The index controls can also be included as part of your document style. See the two appendixes for more information.

When you write a new document, you can use the document style named STANDARD, the format for an interoffice memo, or one of the other styles.

Press **PF1** on screen F00, "Prepare Documents," if you want to use the STANDARD document style. PROFS comes with the STANDARD document style as an RFT document. Check with your PROFS administrator to find out what document style is standard for your site.

If you do not want the STANDARD document style and you know which style you want, type the name of the style on the line under **PF2** and press **PF2**.

If you want to see a list of the available document styles, press
PF2 without filling in the line. PROFS shows you screen F04,
"List of Available Document Styles."

```
             LIST OF AVAILABLE DOCUMENT STYLES                 F04

   Press the PF key for the document style you want.

   PF1  STANDARD This is an RFT interoffice memo.

   PF2  DISTLIST This is an RFT memo beginning with "To:  Distribution".

   PF3  BUSINESS This is an RFT formal letter to send outside your company.

   PF4  STANDDCF This is a DCF interoffice memo using the memo prompter.

   PF5  DISTDCF  This is a DCF memo beginning with "To:  Distribution".

   PF6  BUSDCF   This is a DCF formal letter to send outside your company.

   PF7  BLANK    This is an empty RFT format file.

   PF8  MEETING  This is a DCF interoffice meeting notice.


                                            Screen  1 of  1
   PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
   ===) _
```

Selecting author profile information

If you choose a document style that requires an author profile,
PROFS shows you screen F61, "Enter Author Profile." After
you select the author profile you want to use, press ENTER.
PROFS shows you the DisplayWrite/370 "Edit" screen. There
is not a title or a screen identifier on the DisplayWrite/370
"Edit" screen.

To prepare a document using the STANDARD document style,
press **PF1** on screen F00, "Prepare Documents."

PROFS shows you screen F61, "Enter Author Profile."

```
                      ENTER AUTHOR PROFILE                        F61

An author profile contains information about the author that PROFS
automatically adds to the documents that you create.  If you first
want to create, change, or view an author profile, press PF1.

Type the name of the author profile you wish and then press ENTER.
MYAUTHOR
--------




PF1 Author    PF9 Help    PF12 Cancel
```
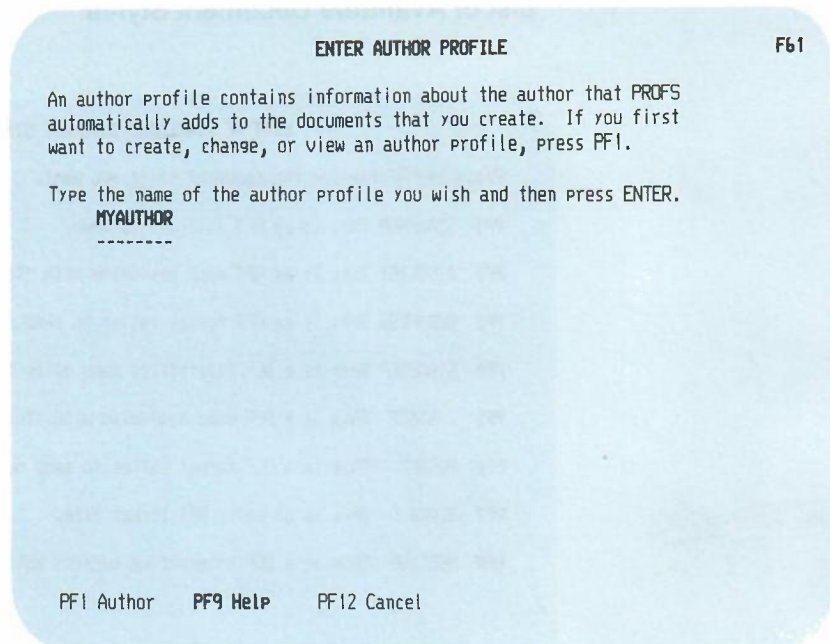
On this screen, you type the name of the author profile that you
want to use in your document. If you want to use the author
profile displayed, press ENTER to move on to the
DisplayWrite/370 "Edit" screen.

If you want to use an author profile other than the one that
appears on screen F61, "Enter Author Profile," type the name
of the author profile on the line and press ENTER to move on
to the DisplayWrite/370 "Edit" screen.

If you have not created the author profile that you want to use
or you want to change or view an author profile, press **PF1**.
PROFS will display screen T20, "Process an Author Profile."
"Appendix J: Working with author profiles" gives step-by-step
instructions for processing an author profile.

You can choose which author profile will appear on the F61
screen by changing the information in your user profile. See
"Appendix N: Tailoring your PROFS system" to learn how to
display a different author profile on the F61 screen.

Typing the document text

When you type a correct author profile on screen F61 and press ENTER, PROFS shows you the DisplayWrite/370 "Edit" screen. If you select the STANDARD document style for your document, the cursor will be placed after "Memo to" in your document. Type the addressee and then press **PF7 = Next** to move to the next place in your document to type information. The system moves the cursor and then shows you a message that identifies the information.

There are 5 prompts in the STANDARD document style. The following lists the type of prompt and the message you receive from PROFS.

Type of prompt	Message
Addressee	Prompt: Type addressee:
Subject	Prompt: Type subject:
Reference	Prompt: Type reference:
Text (body of your document)	Prompt: Type text:
Typist's initials	Prompt: Type typist's initials:

PROFS displays 12 or 24 PF keys depending on the information in your system or user profile. (See "Appendix N: Tailoring your PROFS system" to learn how to change the PF keys for your terminal.) Use this screen to type the text of your document. DisplayWrite/370 shows you the format of your document as you type it.

```
1      RFTD    A                      PROMPT                    Page 1
 ** Prompt: Type addressee:
===)
<---+_---1_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+_---7_)--+----
----------------------------------------------------------------------Page 1----
December 9, 1986                      DRAFT 1
Marilyn Shane , (202) 974-3985
TechnoComp Unlimited
Marketing
West Building, Room 2-5E
Washington, DC  20007
SHANE/TECHNO

Memo to:    _

Subject:

Reference:

 Type text here.

PF 1=Block      2=Insert      3=Cmdline    4=Instr.     5=Tspell      6=Aid
PF 7=Next       8=Command     9=HELP       10=Forward   11=Backward   12=END
```

```
1      RFTD    A                          PROMPT                    Page 1
  ** Prompt: Type addressee:
===)
<---+---1---+---2---+---3---+_V-4---+---5---+---6---+---7_)--+----
----------------------------------------------------------------Page 1----
   December 9, 1986                    DRAFT 1
   Marilyn Shane , (202) 974-3985
   TechnoComp Unlimited
   Marketing
   West Building, Room 2-5E
   Washington, DC  20007
   SHANE/TECHNO

   Memo to:  _

   Subject:

   Reference:


   PF 1=Block    2=Insert    3=Cmdline   4=Instr.    5=Tspell    6=Aid
   PF 7=Next     8=Command   9=HELP     10=Forward  11=Backward 12=END
   PF13=Cursor  14=Goto     15=Quit     16=Addenda  17=Rfind    18=Synonym
   PF19=Left    20=Right    21=HELP     22=Format   23=Previous 24=END
```

DisplayWrite/370 uses an editing style that allows you to see
the changes you make to your document as you make them.
See *Getting Started with DisplayWrite/370* for information
about typing a document using DisplayWrite/370.

In addition to the overall document style you have selected,
DisplayWrite/370 allows you to add additional controls to
change the margins, tabs, line spacing (single, double, triple),
line alignment (left, right, justify), and the font. See *Using
DisplayWrite/370* for an explanation of the DisplayWrite/370
FORMAT command.

Note: You will not see some of your changes until you press
ENTER or use the PAGINATE command. See *Using
DisplayWrite/370* for information about the PAGINATE
command.

Press **PF12 = END** on the DisplayWrite/370 "Edit" screen when
you have finished typing. PROFS shows you screen F63,
"Process the Document." (See "Processing documents" later
in this chapter.)

Before typing your own document, review the function of the following PF keys.

The PF keys on the DisplayWrite/370 "Edit" screen

Refer to *Using DisplayWrite/370* for a complete explanation of the commands assigned to the PF keys on this screen.

The following 24 PF key assignments are the ones that come with PROFS. The first 12 PF keys can be used with terminals having 12 PF keys. The additional PF keys (13 through 24) can be used with terminals having 24 PF keys. If your terminal doesn't have 24 PF keys, you can type the command assigned to the PF key on the command line or on the floating command line and press ENTER.

PF1 = Block   Mark the beginning or end of a block of text and display the DisplayWrite/370 BLOCK command menu. See *Getting Started with DisplayWrite/370*.

PF2 = Insert   Insert a fixed number of blank lines into your document. (Unused lines disappear when you press **PF12 = END** or ENTER.)

PF3 = Cmdline   Display the floating command line.

PF4 = Instr.   Display the DisplayWrite/370 CONTROLS (Instruction) menu. You can choose a format control from a menu to put in your document (for example, Tab, Page End, Center). See *Getting Started with DisplayWrite/370*.

PF5 = Tspell   Use the TSPELL command to check the document for misspelled words without turning off the display of controls. See *Using DisplayWrite/370*.

PF6 = Aid   Use the AID command to provide alternative spellings for a misspelled word, or to provide a display of a control at the cursor position. See *Getting Started with DisplayWrite/370*.

PF7 = Next   Move to the next occurrence of a word
                    identified by the VERIFY command or to
                    the next prompt. See *Getting Started with
                    DisplayWrite/370*.

PF8 = Command   Display the DisplayWrite/370 COMMAND
                    menu. You can choose one of the
                    DisplayWrite/370 commands on this menu
                    by moving your cursor to the command
                    and pressing ENTER. See *Getting Started
                    with DisplayWrite/370*.

PF9 = HELP   Display the DisplayWrite/370 HELP
                    information. See *Getting Started with
                    DisplayWrite/370*.

PF10 = Forward Move the document one screen toward the
                    end.

PF11 = Backward Move the document one screen toward the
                    beginning.

PF12 = END   End the editing session and save the
                    changes to your document. PROFS shows
                    you screen F63, "Process the Document."
                    (See "Processing documents" later in this
                    chapter.) This PF key can also be used to
                    close a window (for example HELP, a
                    command menu, or a selection menu).

                    If you are using a command and press
                    PF12 = END before the command is
                    completed, PROFS does not process the
                    command.

PF13 = Cursor   Moves the cursor from the text to the
                    command line and back.

PF14 = Goto   Use the DisplayWrite/370 GOTO command.
                    See *Getting Started with DisplayWrite/370*.

PF15 = Quit   Use the DisplayWrite/370 QUIT command.
                    (DisplayWrite/370 does not save your
                    changes.) See *Using DisplayWrite/370*.

PF16 = Addenda   Add a new term to your DisplayWrite/370 addenda dictionary. See *Getting Started with DisplayWrite/370*.

PF17 = Rfind   Repeat the FIND command you typed. See *Getting Started with DisplayWrite/370*.

PF18 = Synonym   Provide a synonym of the word at the cursor position. See *Getting Started with DisplayWrite/370*.

PF19 = Left   Move the document approximately one-half screen to the right.

PF20 = Right   Move the document approximately one-half screen to the left.

PF21 = HELP   Display the DisplayWrite/370 main HELP menu. See *Getting Started with DisplayWrite/370*.

PF22 = Format   Use the DisplayWrite/370 FORMAT command. See *Using DisplayWrite/370*.

PF23 = Previous   Locate the previous word identified using the VERIFY command or return to the previous prompt. (See **PF7 = Next**.) See *Getting Started with DisplayWrite/370*.

PF24 = END   End the editing session and save the changes to your document. PROFS shows you screen F63, "Process the Document." (See "Processing documents" later in this chapter.) This PF key can also be used to close a window (for example, HELP, a command menu, or a selection menu).

                       If you are using a command and press **PF24 = END** before the command is completed, PROFS does not process the command.

See the description of EDITPFS in "Appendix O: Using DisplayWrite/370 and CLISTs" to learn how to change the PF key assignments on the DisplayWrite/370 "Edit" screen.

Note: Although the PF keys in PROFS are different from the PF key assignments in the DisplayWrite/370 manuals, the effect of the command does not change. For example, **Cmdline** is PF12 in the DisplayWrite/370 manuals and PF3 in PROFS. If you are using DisplayWrite/370 from PROFS, you will need to press **PF3 = Cmdline** to display the floating command line.

Proofreading an RFT document

The system uses the DisplayWrite/370 dictionary and user addenda dictionary to proofread your documents. To make proofreading your RFT document easier, PROFS has assigned some of the DisplayWrite/370 proofreading commands to PF keys.

- **PF5 = Tspell** on the DisplayWrite/370 "Edit" screen checks the spelling of words in your document. If you press **PF5 = Tspell** again, spelling verification is turned off.

- **PF7 = Next** moves your cursor to the next word that the system has identified as misspelled.

- **PF6 = Aid** gives you alternate spellings for a word identified by the Tspell command.

See *Using DisplayWrite/370* for more information about the AID and TSPELL commands.

If your terminal has 24 PF keys, the following proofreading commands are available:

- **PF16 = Addenda** adds a word to your DisplayWrite/370 user addenda dictionary.

- **PF18 = Synonym** gives you a synonym for the word at the cursor.

- **PF23 = Previous** moves the cursor to a previous word that the system identified as misspelled.

If your terminal doesn't have 24 PF keys, you can type the command assigned to the PF key on the command line or on the floating command line and press ENTER.

If you already have PROFS addenda dictionaries in your personal storage that you would like to be able to use with DisplayWrite/370, you can copy these dictionaries to DisplayWrite/370 by using the ADDWORDS command. See "Appendix G: Using commands with PROFS."

A complete explanation of the proofreading commands, the DisplayWrite/370 dictionary, and user addenda dictionary is in *Using DisplayWrite/370*.

3
Changing or editing an existing RFT-D document

In addition to being the screen where you originally type the document text, the DisplayWrite/370 "Edit" screen allows you to change an already existing RFT-D document. Listed below are three possible paths you can use to reach this screen:

- If you want to edit **a document you have just written, but not filed**, you can use any of the DisplayWrite/370 commands to change the document.

- If you want to edit **a document after you press PF12 = END**, press **PF2** on screen F63, "Process the Document." PROFS shows you the DisplayWrite/370 "Edit" screen.

- If you want to edit **a document you have filed** in PROFS storage or in your personal storage:

  1. Press **PF5** on A00, "PROFS Main Menu."

  2. Type the 7-, 8-, or 12-character document number or the filename and filetype of the document in the area provided at **PF3** on screen F00, "Prepare documents."

  3. Press **PF3** on F00.

  4. Press **PF2** on F63, "Process the Document." PROFS displays the DisplayWrite/370 "Edit" screen.

There are some special commands you can use while you are editing a document. See "Appendix O: Using DisplayWrite/370 and CLISTs" for more information.

The following are the special commands and their meaning:

CHGAUTH   Change the author profile for the document you are editing. PROFS shows you screen F61, "Enter Author Profile."

DOCVIEW   View the document referred to in the document you are editing.

DOCVIEW PRINT   Print the document referred to in the document you are editing. PROFS shows you screen J00, "Choose a Printer."

INDEX   Display the Index Tag Selection menu. See "Appendix A: How to index documents in PROFS" for more information.

INSERTVAR   Display the Insert Variable Selection menu. See "Appendix P: Creating RFT document styles" for more information.

NOTE   Send a note about the document you are editing.

PRINT   Print the document you are editing. PROFS shows you screen J00, "Choose a Printer."

If you use the DOCVIEW PRINT or the PRINT command, PROFS shows you screen J00, "Choose a Printer." For more information on the use of the J00 screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

4

Processing documents

If you press **PF12 = END** on the DisplayWrite/370 "Edit" screen, you reach screen F63, "Process the Document."

PROFS shows you the document number.

PROFS shows you the document type.

```
                          PROCESS THE DOCUMENT                              F63

 Document No.:  1
 Type:  RFT-D
 ---------------------------------------------------------------------

 Press one of the following PF keys.

 PF1  View the document
 PF2  Change the document
 PF3  Assign a new document number
 PF4  View or change the index information
 PF5  File the document as a Final document (and mail if desired)
 PF6  File the document in your personal storage for further changes
 PF7  File the document as a Draft document (and mail to reviewers if desired)
 PF8  Print the document



 To erase the document from your personal storage, type DELETE below and
 press ENTER.

 PF9 Help
 ===) _
```

From screen F63, you can choose what you want to do with your document:

• View or change the document.

• Give it a new number.

• View or change the index information.

• File it in three different ways:

  – as an RFT-F document in PROFS storage.
  – as an RFT-D document in PROFS storage.
  – as an RFT-D document in your personal storage.

• Print the document.

• Erase the document.

Viewing the document

Press **PF1** on screen F63 if you want to view the document but not change it. PROFS shows you the document on the DisplayWrite/370 "View" screen in the document style you selected.

There are some special commands you can use while you are viewing the document. "Appendix O: Using DisplayWrite/370 and CLISTs" explains how to use DOCVIEW, DOCVIEW PRINT, NOTE, and PRINT. The following lists the commands and what you tell the system.

DOCVIEW   View the document referred to in the document you are viewing.

DOCVIEW PRINT   Print the document referred to in the document you are viewing.

NOTE   Send a note about the document you are viewing.

PRINT   Print the document you are viewing.

This is the name of the document.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "View" screen.

The system shows you messages here.

You can type commands on this command line or on the floating command line.

```
3      RFTD    A                    VIEW                    Page 1

===)_
<---+---1---+---2---+---3---+_V--4---+---5---+---6---+---7---+----
-------------------------------------------------------------Page 1----
February 14, 1987                    DRAFT 3
Kathleen Johnson , (212) 555-1212
National Chemical Company
Market Research Division
TE2-D24
New York, NY 10007

Memo to:  Samantha Houston

Subject:  Regional Conference


  We will host the regional conference here on Sunday, March 8.  Jean
  Martinez and I will give an office tour to conference attendees.

PF 1=Top      2=Bottom    3=Cmdline    4=Next      5=Docview   6=Note
PF 7=Left     8=Right     9=HELP      10=Forward  11=Backward  12=End
```

If PROFS shows you the entire document on one screen, you don't need to use the PF keys. However, if the document is larger than one screen, use **PF10 = Forward** and **PF11 = Backward** to move back and forth in the document.

On the DisplayWrite/370 "View" screen, PF keys 13 to 24 are duplicates of PF1 through PF12. Except for **PF5 = Docview, PF6 = Note, PF17 = Docview,** and **PF18 = Note**, an explanation of the command assigned to each PF key can be found in *Using DisplayWrite/370*.

The following explains what you tell PROFS when you press
each key:

PF1 = Top **PF13 = Top**	Display the beginning of the document.
PF2 = Bottom **PF14 = Bottom**	Display the end of the document.
PF3 = Cmdline **PF15 = Cmdline**	Display the floating command line at the cursor position in the document.
PF4 = Next **PF16 = Next**	Display the next occurrence of a word identified by the VERIFY command.
PF5 = Docview **PF17 = Docview**	Display the document represented by the document number at the cursor position. A complete explanation of DOCVIEW is in Appendix O.
PF6 = Note **PF18 = Note**	Respond to the document you are viewing with a note. A complete explanation of the NOTE command is in Appendix O.
PF7 = Left **PF19 = Left**	Move the document approximately one-half screen to the right.
PF8 = Right **PF20 = Right**	Move the document approximately one-half screen to the left.
PF9 = HELP **PF21 = HELP**	Display the DisplayWrite/370 main HELP menu.
PF10 = Forward **PF22 = Forward**	Move the document one full screen toward the end.
PF11 = Backward **PF23 = Backward**	Move the document one full screen toward the beginning.
PF12 = END **PF24 = END**	Return to screen F63, "Process the Document."

See VIEWPFS in "Appendix O: Using DisplayWrite/370 and CLISTs" to learn how to change the PF keys on the DisplayWrite/370 "View" screen.

If you use the DOCVIEW PRINT or the PRINT command, PROFS shows you screen J00, "Choose a Printer." For more information on the use of the J00 screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

When you have finished viewing the document, press **PF12 = END** to return to screen F63, "Process the Document."

Changing the document

Press **PF2** on screen F63, "Process the Document," if you want to edit or change the document. PROFS shows you the DisplayWrite/370 "Edit" screen. You can edit the document by using the PF keys and the DisplayWrite/370 commands. (See "Changing or editing an existing RFT-D document" later in this chapter.)

Assigning a new document number

Normally, PROFS assigns a document number when you place the document in PROFS storage. (See "Sending and storing information" in "Chapter 1: Communicating with PROFS.") If you want to assign a new document number to your RFT-D document, press **PF3** on screen F63, "Process the Document." PROFS shows you screen F03, "Assign a New Document Number."

```
                      ASSIGN A NEW DOCUMENT NUMBER                        F03


   The document number currently assigned is:  1

   Press ENTER to assign a new document number.  If you do
   not want to assign a new document number, press PF12.

















 PF9 Help    PF12 Return
```
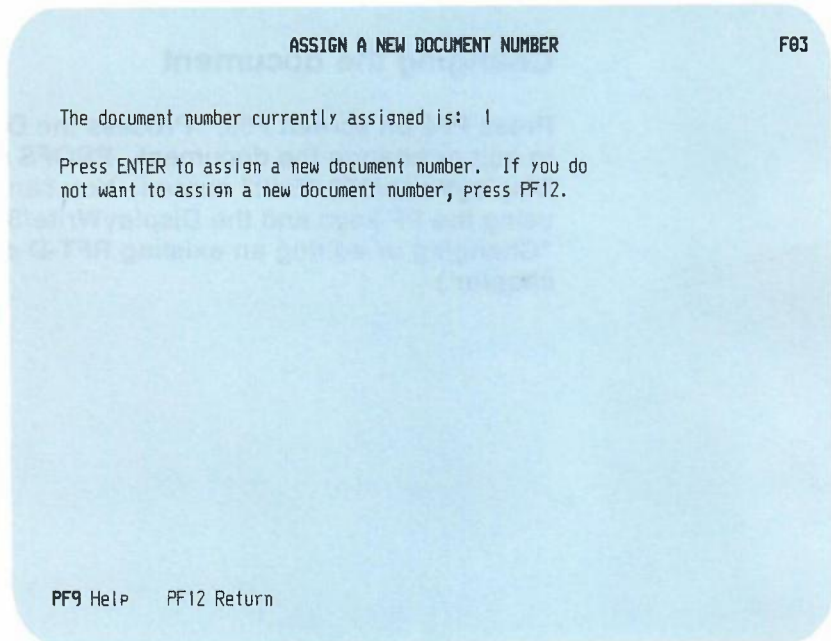
On this screen, press ENTER to assign a new document number that has the current date. When you press ENTER, PROFS assigns a new number. You can assign a new number as long as the document is an RFT-D document. This number will not change if you later make the document final and put it in PROFS storage.

Viewing or changing the index information

When you are searching for documents, PROFS uses the index information you type on screen D01, "Find Documents," to find your documents in PROFS storage. If you wanted to find all of the documents you had written to M. J. Westley, you include the index information in the addressee field (**To**) on screen D01. But, if one of your letters to M. J. Westley was filed in PROFS storage without the addressee information, PROFS would not be able to find the letter. For more information about finding document filed in PROFS storage, see "Chapter 5: Finding documents."

Before PROFS puts your document in PROFS storage, it must contain index information. If the document style that you are using does not require an author profile and you have not marked index information, you will have to index your document. If your document doesn't have index information marked, you can use index controls to identify the information in your document that you want to index, or you can use screen F66, "View or Change the Index Information," to add index information about your document. "Appendix A: How to index documents in PROFS" gives a complete explanation of the index tags and controls.

To change the "Action," "Identifier," and "Type" fields for a document you've written, you can use either screen F66, "View or Change the Index Information," or screen D18, "View or Change the Index Information." You see screen D18 when you are processing the mail log. (See "Changing information about your document" in "Chapter 4: Opening the Mail" for more information.)

The "Type" field has the following values if you do not type information in them and if the document was created using PROFS:

M   RFT-F document

U   RFT-D document, which can be changed by you or the reviewers

See "Appendix A: How to index documents in PROFS" for more information about using the "Action," "Identifier," and "Type" fields to index documents.

When you press **PF4** on screen F63, "Process the Document," PROFS shows you screen F66, "View or Change the Index Information." You will also reach this screen if you try to put your document in PROFS storage without any index information.

```
                    VIEW OR CHANGE THE INDEX INFORMATION                    F66

      Type the changes you want for document no.: 1
      Then press ENTER to change the index information.


      From:       _
                  ----------------
      To:
                  ----------------
      Subject:
                  -----------------------------------------------------------
                  -----------------------------------------------------------
      Comments:
                  --------------------------------------------
      Action:                             Due date:
                  ----------                        --------------------
      Identifier:                         Type:
                  ---                               -



   PF9 Help    PF12 Cancel
```

You can change the information on screen F66 by typing over it with new information. When you press ENTER, PROFS uses the new information to index the document.

If you press **PF12** before you press ENTER, PROFS does not use the changes you made to the information. If you requested to view or change the index information and you cancel the changes, or if you tried to file a document without index information and you cancel the changes, PROFS displays screen F63, "Process the Document."

Filing an RFT document

When you file a document in PROFS storage, as RFT-F or RFT-D, PROFS checks to make sure that your document has at least one indexed field. (See "Appendix A: How to index document in PROFS.") If it does not, PROFS shows you screen F66, "View or Change the Index Information." You must identify index information for your document before PROFS can file it.

The following information describes filing and sending an RFT-F document, filing and sending an RFT-D document, and filing your document in personal storage.

Making an RFT-F document and sending it

Press **PF5** on screen F63 when you have finished changing the document and want to send the RFT-F to other people on the PROFS system. PROFS shows you screen F68, "File the Document as a Final Document."

```
                    FILE THE DOCUMENT AS A FINAL DOCUMENT                      F68

        Type the information you want below, then press ENTER to file the
        document.


        Y              Mail the document. (Y - yes, N - no)
        -
        N              Print the document. (Y - yes, N - no)
        -
        N              Restrict those who can see the document to you and
        -              the people on the mailing list. (Y - yes, N - no)






        PF9 Help     PF12 Cancel
```

When you make an RFT-F document, PROFS assigns the document a permanent document number and stores the RFT-F document in PROFS storage.

You can mail the document, print it, and/or restrict who can see it to you and the mailees. You can choose any combination of these selections. You can change your user profile to automatically display your choice for each option on F68. See "Appendix N: Tailoring your PROFS system."

If you change your mind about any choices, type the letter of your choice over the one in the blank. Press ENTER after you have made your choices.

PROFS now assigns the document a permanent number using the current date unless you have already assigned a document number by using screen F03, "Assign a New Document Number."

If you choose all three, PROFS handles the tasks for you in this order:

- Printing

- Distributing

- Restricting.

Printing. Screen J00, "Choose a Printer," appears first. For more information on using this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

Distributing. Screen H00, "Assign the Document Distribution Information," appears next.

```
                ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION              H00

  Document No.:  87002NYC 0001              Location: VMSYS1
                 -------- ----                       --------
  Type in the information below and press PF1 or PF2 to send the document.
     USER NAME at  LOCATION                      USER NAME at  LOCATION
     -
     --------      --------                      --------      --------

     --------      --------          .           --------      --------

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

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

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

  PF1  Send the document and attach a routing slip
  PF2  Send the document without a routing slip

  PF10  Add more names to the list


  PF9 Help    PF12 Return
```

On this screen you can type the user names and locations of the people who will receive the document. If you are sending the document to someone on your local system, you do not have to include the LOCATION information. If you are sending the document to another system, you can use the 3-character location identifier of the location you are sending the document to, rather than the system name. If you are sending the document to someone whose name is in your nickname file (see "Appendix B: Working with nickname files"), you can type a nickname instead of a user name and location.

Also, you can type the name of a distribution list (see "Appendix C: Working with distribution lists") in the USER NAME column. Your distribution list can include other distribution list names, nicknames, user names, or system name (user name) combinations. If you run out of space and want to add more names, press **PF10**.

When you have finished typing the names, press **PF1** or **PF2**. If you press **PF2**, PROFS mails your document. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." The people you name will receive a notice in their incoming mail about the document.

Type the date when you want a response.

You can select one of the messages by pressing the PF key.

In addition, you can also include your own note.

```
                        ATTACH A ROUTING SLIP                        H02

     From:    Shane, Marilyn           Document No.:  87002NYC 0001
     To:      Wills, Robert
     Subject: Second Quarter Profits
     Due date:
                       ------------------

     Press the PF key(s) for the text you want and type a note if you want to add
     more text.

     PF1  For your information
     PF2  For your comments
     PF3  For your approval
     PF4  Please handle
     PF5  Please circulate
     PF6  Prepare reply for my signature

     Type Note===> _


     When you are finished, press ENTER.

     PF9 Help   PF12 Cancel distribution
```

Press the PF key on screen H02 for the information that you want to include in the routing slip. In addition to pressing the PF key, you can type your own note if you want to add more information. Press ENTER when you are finished. PROFS mails your document with a routing slip. See "Chapter 4: Opening the Mail" for more information about screen H02.

What happens when you send a notice of a document
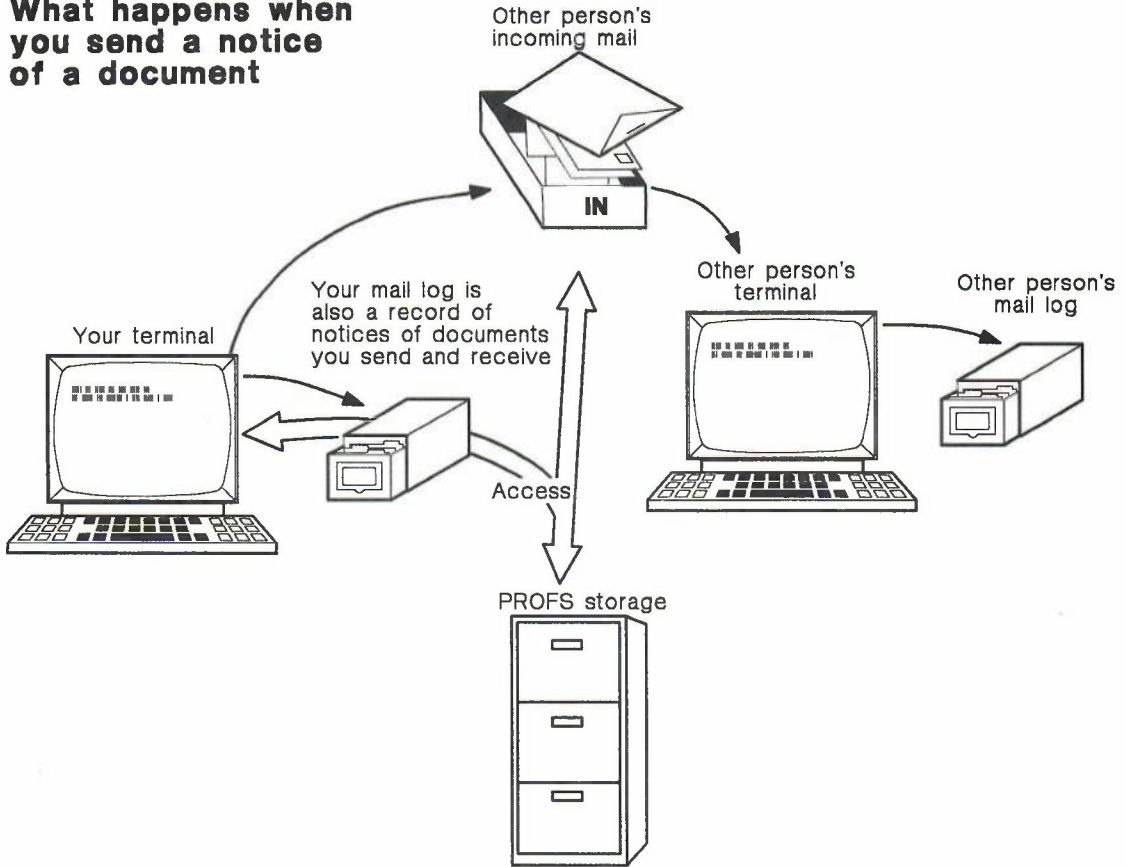
Other person's incoming mail

IN

Your terminal

Your mail log is also a record of notices of documents you send and receive

Other person's terminal

Other person's mail log

Access

PROFS storage

When you send a notice of a document, PROFS puts information about it in your mail log and the other person's incoming mail. The document itself is filed in PROFS storage.

Restricting. You will not see a screen if you choose to restrict the document. The document will be restricted to you and the people you mail it to. They can see the document but cannot forward it. Only you, the author, can forward it.

If you want to add or remove a restriction after you have pressed ENTER, go back to the main menu and type the command RESTRICT. PROFS shows you screen F20, "Restrict Distribution of a Document." Type the document number (in either the 7-, 8-, or 12-character format). Press **PF1** to restrict the document, or press **PF2** to remove a restriction.

```
              RESTRICT DISTRIBUTION OF A DOCUMENT                    F20


     Type the number of the document you want to work with here===> _
                                                            -------- ----
     Now, press one of the following PF keys.

     PF1  Restrict the distribution of the document to only those
          people on the distribution list
     PF2  Remove the restriction placed on the document
















     PF9 Help     PF12 Return
```
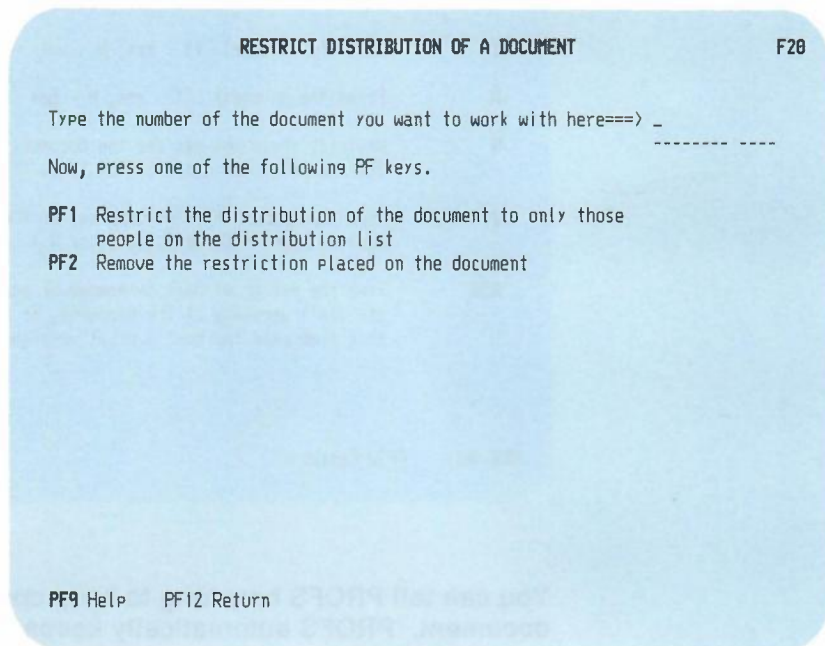
Filing an RFT-D document for further changes by you and the reviewers

Press **PF7** on screen F63 to file an RFT-D in PROFS storage so that either you or other people can change it. PROFS shows you screen F70, "File the Document as a Draft Document."

```
                    FILE THE DOCUMENT AS A DRAFT DOCUMENT                    F70

  Type the information you want below, then press ENTER to file the
  document.


  Y              Mail the document. (Y - yes, N - no)
  -
  N              Print the document. (Y - yes, N - no)
  -
  N              Restrict those who can see the document to you and
  -              the people on the distribution list. (Y - yes, N - no)

  2              Type the number of draft versions of the document you
  -              want to keep. (Choose 1, 2, 3, or 4.)

  R30            Type the number of days (preceded by an R) you want to keep
  --------       all draft versions of the document, or type the date. After
                 this time only the most current version will be kept.




  PF9 Help    PF12 Cancel
```

You can tell PROFS how long to keep copies of the RFT-D document. PROFS automatically keeps the RFT-D for 30 days. If you want to change the number of days, type a new number over the 30 (next to "R") on the screen, or type the date when all copies can be erased. See "Appendix I: Typing names, dates, and times" for information about typing dates in PROFS.

You can also tell PROFS to keep up to 4 versions of the RFT-D document. PROFS is set to keep 2 versions. To change this number, type the number **1**, **3**, or **4** over the "2."

Printing, distributing, and restricting an RFT-D document is the same as printing, distributing, and restricting an RFT-F document. The difference is that you and the reviewers can change the RFT-D version of the document you placed in PROFS storage. You can change your user profile to automatically display your choice for each of the options on screen F70. See "Appendix N: Tailoring your PROFS system."

You can send draft documents for review to another PROFS installation. Screen H00, "Assign the Document Distribution Information," allows you to specify locations (system names) as well as user names. A new document number will be assigned to the document at the receiving location.

Note: You can send an RFT-D document to other locations that have DISOSS Version 3, Release 3 or PROFS Version 2, Release 2. If the receiving location cannot accept an RFT-D document, PROFS will send you a message telling you to finalize the document and send it again.

Filing the document in your personal storage

Press **PF6** on screen F63, "Process the Document," if you want to keep the RFT-D in your personal storage. Use your personal storage rather than PROFS storage if you are not finished typing the document and you plan to return to it soon. No one else can see a document that is in your personal storage.

When you file a document in your personal storage, PROFS uses the temporary number (1 to 99) assigned to the document when it was created and shows you the number on the screen. You use the number of your RFT-D document on screen F00, "Prepare Documents," when you want to continue to work with it. If you move the document to PROFS storage, PROFS assigns the document a new number. (For more information, see "Sending and storing information" in "Chapter 1: Communicating with PROFS.")

Printing the document

You can print a document by pressing **PF8** on screen F63 or by typing a **Y** in the "Print the document" selection on screen F68, "File the Document as a Final Document," or screen F70, "File the Document as a Draft Document."

When you press **PF8** on screen F63, "Process the Document," or when you type a **Y** on the "Print the Document" selection of F68 or F70 and press ENTER, screen J00, "Choose a Printer," appears. For more information on how to use this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

Erasing the document

To erase a document from your personal storage, but not from PROFS storage, type **delete** on the command line of screen F63, "Process the Document," and press ENTER.

Note: If the document has not been filed in PROFS storage, using the DELETE command for a document in your personal storage will erase the only copy of the document. You will have to recreate the document if you need it later.

7 Preparing RFT Documents

Fast Track

For more information see Appendix J

```
T20
Process an
Author
Profile
```

For more information see Appendix J

```
T20
Process an
Author
Profile
```

```
A00
PROFS
Main Menu
```

```
F00
Prepare
Documents
```

```
F81
Enter
Author
Profile
```

```
DisplayWrite/370
"Edit"
```

To create, change, or view an author profile

PF1

PF12

PF1 (Standard Style)

ENTER

PF12

PF5

On all screens:
PF9 Help
PF12 Return
(except PF12 END on A00 and
the DisplayWrite/370 "Edit" screen;
PF12 CANCEL on F81; PF12 on F63
is unassigned)

```
F04
List of
Available
Document Styles
```

PF2

PF key next to style you want

Name of style, that requires an author profile, then PF2

Name of style that does not require an author profile, then PF2

Document Number or Filename and Filetype, then PF3

```
F63
Process the
Document
DRAFT
```

PF1 → DisplayWrite/370 "View"

Y Restrict → Restrict the Document

For more information, see RESTRICT in Appendix G

PF2 → DisplayWrite/370 "Edit"

Y Mail →

H00
Assign the Document Distribution Information
— PF1 →
H02
Attach a Routing Slip

F03
PF3 → Assign a New Document Number

Y Print →
J00
Choose a Printer
← PF8 →
J01
Choose Printer Options

F66
PF4 → View or Change the Index Information

F68
PF5 → File the Document as a Final Document

Y Restrict → Restrict the Document

For more information, see RESTRICT in Appendix G

PF6 → File in your Personal Storage

Y Mail →
H00
Assign the Document Distribution Information
— PF1 →
H02
Attach a Routing Slip

F70
PF7 → File the Document as a Draft Document

Y Print →
J00
Choose a Printer
← PF8 →
J01
Choose Printer Options

J00
PF8 → Choose a Printer
← PF8 →
J01
Choose Printer Options

A00
Main Menu
===> Restrict

F20
Restrict Distribution of a Document
— Document Number —

PF1 → Restricts the document

PF2 → Cancels restriction

8 Preparing DCF documents

Contents

8 Preparing DCF documents

1 Choosing from the main menu

The memos, letters, and reports you write are more formal communications than notes. In PROFS, they are called **documents**. To use PROFS to prepare documents, press **PF5** on the main menu. PROFS shows you screen F00, "Prepare Documents."

```
                        PREPARE DOCUMENTS                              F00

    Press one of the following PF keys.

    PF1  Prepare a document using the standard document style.
    PF2  Prepare a document using another document style.  To view the list
         of available document styles, press the PF2 key.  Or type the
         name of the style you want below and press the PF2 key.

              -
              --------
    PF3  Change a draft document.  Type the document number below first.
         Then press the PF3 key.


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




    PF9 Help     PF12 Return
```
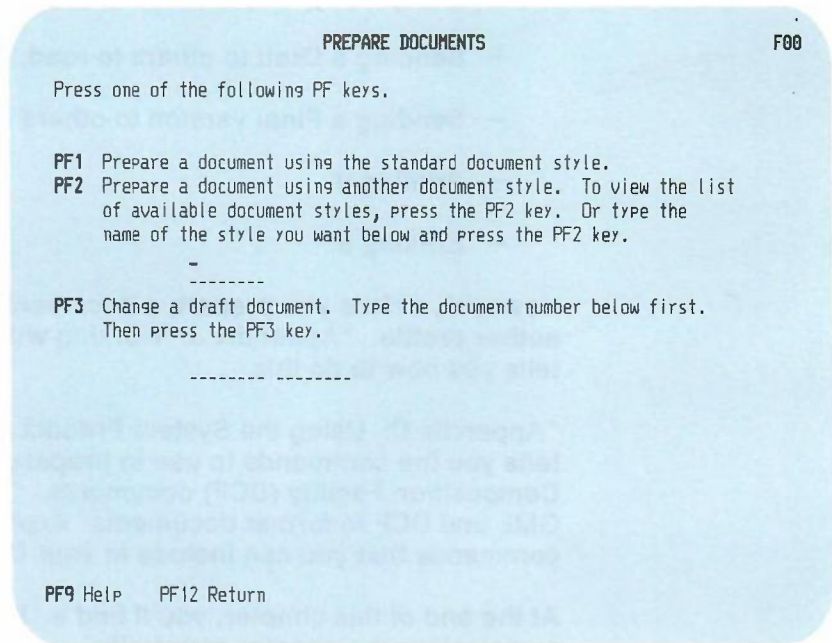
Now you can:

- Write a new document in any of several styles (see "Writing a new document" later in this chapter).

- Change or edit an existing Draft of the document (see "Changing or editing an existing Draft" later in this chapter).

- Process the document further (see "Processing documents" later in this chapter) including:

  - Viewing it

  - Proofreading it

  - Filing it in your personal storage

  - Sending a Draft to others to read, review, or change

  - Sending a Final version to others

  - Printing it

  - Erasing it.

However, before you prepare a document, you must create an **author profile**. "Appendix J: Working with author profiles" tells you how to do this.

"Appendix D: Using the System Product (SP) Editor (XEDIT)" tells you the commands to use to prepare Document Composition Facility (DCF) documents. "Appendix E: Using GML and DCF to format documents" explains the format commands that you can include in your DCF documents.

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

Choosing a document style

PROFS comes with several styles or formats for memos or letters. Your PROFS administrator can add additional styles. When you write a new document, you can use the document style named STANDDCF, which is the format for an interoffice memo, or one of the other DCF styles.

Press **PF2** on screen F00, "Prepare Documents," if you want to use the STANDDCF document style. PROFS shows you screen F04, "List of Available Document Styles." Then press **PF4** on screen F04.

If you do not want the STANDDCF document style and you know which style you want, type the name of the style on the line under **PF2** and press **PF2.**

If you want to see a list of the available document styles, press **PF2** without filling in the line. PROFS shows you screen F04, "List of Available Document Styles."

```
                    LIST OF AVAILABLE DOCUMENT STYLES                      F04

   Press the PF key for the document style you want.

   PF1  STANDARD This is an RFT interoffice memo.

   PF2  DISTLIST This is an RFT memo beginning with "To:  Distribution".

   PF3  BUSINESS This is an RFT formal letter to send outside your company.

   PF4  STANDDCF This is a DCF interoffice memo using the memo prompter.

   PF5  DISTDCF  This is a DCF memo beginning with "To:  Distribution".

   PF6  BUSDCF   This is a DCF formal letter to send outside your company.

   PF7  BLANK    This is an empty RFT format file.

   PF8  MEETING  This is a DCF interoffice meeting notice.


                                                          Screen  1 of  1
   PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
   ===) _
```

The list you see may be different from this one, because your PROFS administrator may have included document styles that are appropriate to your company. Press the PF key for the style you want to use.

Typing the document heading (STANDDCF document style)

If you choose the STANDDCF document style, you use one screen for the document heading and another screen for the document text. Press **PF2** on screen F00, "Prepare Documents." PROFS shows you screen F04, "List of Available Document Styles." Press **PF4** on screen F04. PROFS shows you screen F51, "Document Heading."

You must type the name of an author profile here.

```
Document No.: 3              DOCUMENT HEADING                        F51

Type the information below and then press PF7.
  ---- Beginning of document ----- Document Style: STANDDCF ----
Author profile name:

Typist's initials:

To:

Subject:

Reference:

Attachment? Y/yes, n/no, or your own text:

Copy list:

          ------Part 1 of 2------

|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View    PF2 Add   PF3 Erase  PF4 Tab   PF5 Split/Join PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
====)
```

The PF keys are explained on the following pages.

On this screen, you must type at least the name of the author profile. If you leave out the other information, those lines will not appear on the document.

Note: Do not use a colon (:) or semicolon (;) on screen F51. PROFS recognizes these characters as having special meanings.

Author profile name: Type the name of the author profile. You must have an author profile to type the document heading. If you do not have an author profile, you can create one easily. (See "Appendix J: Working with author profiles" for more information.)

Typist's initials: Type the typist's initials only if you want them to appear in the document. They will appear in lowercase at the end, following the author's initials in uppercase (for example, DJK:flr).

To: Type the names of the persons to whom the document is being written. Type one name per line. (If you need to add extra lines to the screen, see the description of **PF2** in "The PF keys on screen F51" later in this chapter.)

If you already have a list of names in a file and you want to use that list in the document, use the GET command. Just follow these steps:

1. Press **PF6** (alternate PFs).

2. Move the cursor to the line where you plan to add the names.

3. Press **PF4** to make that line the current line.

4. Press ENTER to move the cursor to the command line.

5. Type the following command:

   get filename filetype

   For example, if your file with a list of managers' names is called MANAGERS NAMELIST, you type:

   get managers namelist

   PROFS puts the list of names in the section you identified.

Now you can use the list as is, or you can add, erase, or sort names. For information on how to sort lists of names alphabetically, see "Appendix I: Typing names, dates, and times."

Subject: Type the subject of the document.

Reference: Type any references. Start each reference on a new line. This information will appear in the "Comments" portion of the mail log.

Attachment:

- If you type **No** or **N,** the word "Attachment" will not appear on the document.

- If you type **Yes** or **Y,** the word "Attachment" will appear at the end of the document.

- If you want your own text to appear, type it instead of Y or Yes.

Copy list: Type the names of people you want on the copy list of the document. Type one name per line. (If you need to add extra lines to the screen, see the description of **PF2** later in this chapter, "The PF keys on screen F51." If you want to use lists of names that you have already filed away, you can do it in the same way described for "To" above.)

When you have finished typing in the information on screen F51, "Document Heading," press **PF7** to move on to the document text. However, first review the functions of the PF keys later in this chapter, "The PF keys on screen F51."

Typing the document heading (MEETING document style)

You can create a document that contains a meeting notice that can be added to a calendar. If you choose the MEETING document style, you use one screen for the document heading and another screen for the document text. After you type **Meeting** beside **PF2** on screen F00, "Prepare Documents," press **PF2**. PROFS shows you screen F51, "Document Heading."

You must type the name of an author profile here.

Type information about the meeting here.

The PF keys are explained on the following pages.

```
Document No.:  3              DOCUMENT HEADING                        F51

Type the information below and then press PF7.
   ---- Beginning of document ----- Document Style: MEETING ----
Author profile name:

-
Typist's initials:

To:

Date(s) of the meeting, one per line (must be mm/dd/yy).
Press PF2 to add more dates:

Starting time (hh:mm AM or hh:mm PM):

Ending time (hh:mm AM or hh:mm PM):

Location of the meeting:

Subject of the meeting:
|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View    PF2 Add   PF3 Erase   PF4 Tab   PF5 Split/Join  PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
====)
```

If you cannot see all of screen F51, use **PF10** and **PF11** to move back and forth on screen F51 before pressing **PF7** to move on to the text of the meeting notice.

This is the F51 screen after you press PF10 to move forward.

Type information about the meeting here.

```
Document No.:  3              DOCUMENT HEADING                        F51

Type in the information below and then press PF7.
Starting time (hh:mm AM or hh:mm PM):
  _
  Ending time (hh:mm AM or hh:mm PM):

  Location of the meeting:

  Subject of the meeting:

  Purpose of the meeting:

  Copy list:

      ------ Part 1 of 2 ------




  |...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
  PF1 View     PF2 Add   PF3 Erase   PF4 Tab   PF5 Split/Join  PF6 Alternate PFs
  PF7 Next Part  PF8 Prev. Part  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
  ====)
```

On this screen, you must type at least the name of the author profile, the time and date of the meeting, and a purpose and a location for the meeting, in the specified format.

When you have finished typing in the information on screen F51, "Document Heading," press **PF7** to move on to the meeting notice.

The PF keys on screen F51

PF1 View: Use this key to view the formatted version of the document on screen I00, "View the Document." The document number you see on screen I00 will always have the word "Draft" in front of it until you store the document in PROFS storage.

PF1 Author: (Displayed with alternate PF keys only; see description of **PF6**.) Use this key to reach screen T20, "Process an Author Profile." See "Appendix J: Working with author profiles" for details on how to use this screen.

PF2 Add: Use this key to add a blank line:

1. Place the cursor at the beginning of the line you want the blank line to follow.

2. Press **PF2.**

   PROFS adds a blank line below the cursor. Press **PF2** repeatedly if you want more than one blank line.

PF3 Erase: Use this key to erase a line:

1. Place the cursor under the line you want to erase.

2. Press **PF3.**

   PROFS erases the line.

PF4 Tab: PROFS presets the tabs to stop the cursor every five spaces. **PF4** acts as a tab key.

If you want to reset the tabs, type the SET TABS command on the command line along with the settings. For example, to stop the cursor at columns 42 and 60, type:

   set tabs 42 60

If you want to find out what the current tab settings are, type:

   query tabs

PF4 Current Line: (Displayed with alternate PF keys only; see description of **PF6**.) When you use editing commands some of them require that you indicate the current line that the command should start with. See "Appendix D: Using the System Product (SP) Editor (XEDIT)," for more information. To indicate the current line:

1. Move the cursor to the line that you want to be the current line.

2. Press **PF4**.

   The screen will then be positioned properly for carrying out your command.

PF5 Split/Join: Use this key to split a line or to join two lines. To split a line:

1. Move the cursor to the place where you want to split the line.

2. Press **PF5**.

   PROFS moves the text to the right of the cursor to a new line. This gives you room to insert extra words.

To join two lines:

1. Move the cursor to the place where you want the following line of data to be joined.

2. Press **PF5**.

   PROFS moves the following line of data to the place where you positioned the cursor.

PF6 Alternate PFs: Use this key to get an alternate set of PF keys. When you press **PF6**, **PF1** becomes "Author," **PF2** becomes "Add Line," **PF4** becomes "Current Line," and **PF6** becomes "Base PFs." No other key names change. When you press **PF6** again, the original PF key names return.

PF7 Next part: Use this key to see the next part of your document if it covers more than one part or section. This depends on your document style. For example, when you have finished typing the document heading (first part) of a STANDDCF style document, press **PF7** to move on to the next part, the document text. The third part of a document may contain attachments or other back matter. Each part of the document may contain several screens. Use **PF10** and **PF11** to move back and forth among screens within a single part. If you are on the last part when you press **PF7**, nothing happens.

PF8 Prev. Part: Use this key to see the previous part of your document (see **PF7** above). If you are on the first part when you press **PF8**, nothing happens.

PF9 Help: Use this key to view the HELP screen.

PF10 Forward: Use this key to move one-half screen forward (towards the end of the document).

PF11 Backward: Use this key to move one-half screen backward (towards the beginning of the document).

PF12 File: Use this key when you are finished typing in the document. PROFS shows you screen F01, "Process the Document." (See "Processing documents" later in this chapter.)

Typing the document text

When you press **PF7** on screen F51, "Document Heading,"
PROFS shows you screen F52, "Document Text." Use this
screen to type the text of your document.

```
Document No.: 1                    DOCUMENT TEXT                         F52
INPUT MODE:
  Type the document text below and press PF12 to file the document.

  -




!...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View  PF4 Tab PF7 Next Part PF8 Prev. Part PF9 Help  PF10 Power PF12 File
To make changes, press ENTER twice.
```
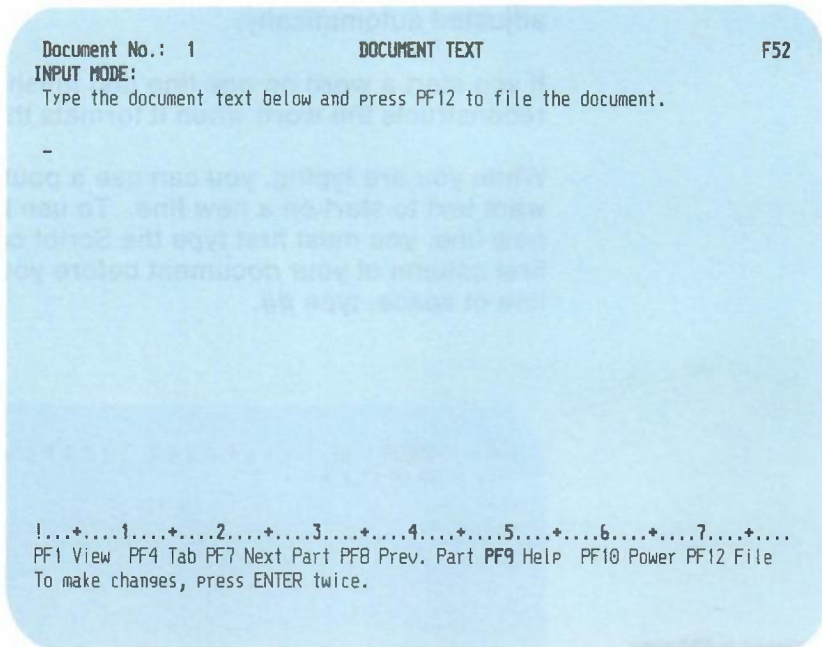
PROFS formats the document after you file it. You can also
use DCF commands and Generalized Markup Language (GML)
tags (format controls) for additional text placement. These
tags are explained in "Appendix E: Using DCF and GML to
format documents."

PF1, PF4, PF7, and **PF8** on this screen are used the same way
they are on screen F51, "Document Heading," and are
explained earlier in this chapter. (See "The PF keys on screen
F51" earlier in this chapter.)

Press **PF10** to use power typing. PROFS shows you screen
F54, "Power Typing," (neither the screen id nor any PF keys
appear on this screen). You can type a long paragraph on this
screen without worrying about line length. When you reach
the end of a line, the text is automatically continued on the
next line. Therefore, you should not divide words with
hyphens at the ends of lines, because the lines will be
adjusted automatically.

If you start a word on one line and finish it on the next, PROFS
reconstructs the word when it formats the text.

While you are typing, you can use a pound sign (#) when you
want text to start on a new line. To use the # to put text on a
new line, you must first type the Script command **.fo off** in the
first column of your document before you press **PF10**. To add a
line of space, type ##.

```
1      SCRIPT  A1   * * * P O W E R  T Y P I N G * * *    ALT=1
* * * TOP OF FILE * * *
-
```

*This screen is F54 even
though the screen id is
not shown.*

If you fill up the screen and want to continue typing using power typing, press ENTER. The last line you typed will be shown at the top of a new power typing screen and you can continue typing.

Press ENTER twice when you are finished power typing. PROFS takes you back to screen F52, "Document Text."

You can do minor editing on screen F52, "Document Text" and screen F54, "Power Typing" by typing over text and using the INS (insert) and DEL (delete) keys on the keyboard. If you want to do more extensive editing, press ENTER twice (or once if you have typed in nothing since you last pressed ENTER). PROFS shows you screen F53, "Change Document Text." See the following section for more information on using this screen.

Press **PF12** on screen F52, "Document Text," when you have finished typing. PROFS shows screen F01, "Process the Document." (See "Processing documents" later in this chapter.)

**3
Changing
or editing an
existing Draft**

Screen F53, "Change Document Text," allows you to edit a Draft document by using the XEDIT commands. You reach this screen from one of three possible paths:

- If you are editing **a document you have just written**, press ENTER twice on screen F52.

- If you are editing **a document you have just filed**, press **PF2** on screen F01, "Process the Document." PROFS shows you screen F51. Press **PF7** on screen F51.

- If you are editing **a document you have filed** in PROFS storage or your personal storage, type the 7-, 8-, or 12-character document number or the filename filetype of the document, and press **PF3** on screen F00. (The filetype of a DCF document must be SCRIPT.)

  PROFS shows you screen F01. Press **PF2** on screen F01. PROFS shows you screen F51. Press **PF7** on screen F51.

If you take any of these paths, PROFS shows you screen F53, "Change Document Text."

```
DOCUMENT No.:  1              CHANGE DOCUMENT TEXT                        F53

Press PF12 when you have finished changing the document text.

* * * TOP OF RANGE (LINE=nn) * * *

* * * END OF RANGE (LINE=nn) * * *




|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View    PF2 Add   PF3 Erase   PF4 Tab   PF5 Split/Join  PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
====) _
```

The PF keys on this screen are used the same way as those on screen F51, "Document Heading." (See "Writing a new document" earlier in this chapter.)

The XEDIT commands that you can use to edit your text and GML tags that you can use to format your text are described in "Appendix D: Using the System Product (SP) Editor (XEDIT)" and in "Appendix E: Using GML and DCF to format documents."

You can include Info Center/1 documents in PROFS documents. (See "Appendix M: Working with Info Center/1 files" for information about Info Center/1 documents.) Type **getr filename** on the command line of screen F53 to include an Info Center/1 document in your PROFS document.

Note: If you get a message telling you that you have run out of storage, you can do only one of two things. You can type **command file** on the command line, which will save everything that you've done to the document. Or, you can type **command quit** on the command line, which will erase only your changes but will keep the original file.

Note: If you are creating a new document and you get a message telling you that you have run out of storage, the whole document will be erased. None of the PF keys will work.

4 Processing documents

If you press **PF12** on screen F51, "Document Heading," screen F52, "Document Text," or screen F53, "Change Document Text," you reach screen F01, "Process the Document."

```
                         PROCESS THE DOCUMENT                          F01

        Document No.:  1
        Type:      Draft
        ----------------------------------------------------------------------

        Press one of the following PF keys.

        PF1  View the document
        PF2  Change the document
        PF3  Assign a new document number
        PF4  Proofread the document
        PF5  File the document as a Final document (and mail if desired)
        PF6  File the document in your personal storage for further changes
        PF7  File the document as a Draft document (and mail to reviewers if desired)
        PF8  Print the document

        PF10  Process the document using an intelligent workstation

        To erase the document from your personal storage, type DELETE below and
        press ENTER.

        PF9 Help
        ====> _
```

On screen F01, you can:

- View, change, or proofread a document.

- Give it a new number.

- File it in three different ways:

    - As a Final document in PROFS storage
    - As a Draft document in PROFS storage
    - As a Draft document in your personal storage.

- Print it.

- Erase it entirely.

- Process it using an intelligent workstation.

You do these tasks primarily with PF keys, although a few require that you type commands on screen F01. In addition to the commands discussed in this section, the following commands (except for the HELP for the commands) can be used on screen F01: Assign, Draft, Mail, Edit, SPellchk, Postpone, Stow, and Update. For a detailed description of these commands see *Using Line-Mode Support with the Professional Office System*.

Viewing the document

Press **PF1** on screen F01, "Process the Document," if you want to view the document but not change it. PROFS will show you screen I00, "View the Document," with the document formatted in the document style you chose.

```
                         VIEW THE DOCUMENT                        I00
Memo to:  PROFS dept.

Requester:      John Smith
Date to be scheduled   01/02/87
Starting time:         3:00pm
Ending time:           4:00pm
Location:   10J17

Subject:   PROFS Users Meeting

Purpose:   Discuss new uses for this office product

        * * * * * * * * *    Additional comments   * * * * * * * * *

We will be having an open forum at the end of this meeting
to discuss any ideas you might have regarding other ways
of using PROFS.  Joining us will be Mr. J. Q. Public,
of International Office Products.  His company has been
using PROFS quite effectively for several years.  He
will present some data on productivity gains with PROFS.
PF1 Top   PF2 Bottom    PF4 Up    PF5 Down    PF6 Note    Screen    1 of    1
PF7 Add to Calendar    PF9 Help    PF10 Next    PF11 Previous    PF12 Return
===> _
```

If PROFS shows you the entire document on one screen, you don't need to use the PF keys. However, if the document is larger than one screen, use the PF keys to see all of it. The following explains what you tell PROFS when you press each key:

PF1 Top. Show the document with the beginning at the top of the screen.

PF2 Bottom. Show the document with the end at the top of the screen.

PF4 Up. Move the document one line toward the end.

PF5 Down. Move the document one line toward the beginning.

PF6 Note. Send a note in response to this document.

PF7 Add to Calendar. Add a meeting notice to your calendar. (PROFS shows you this PF key only if you're viewing a meeting notice.)

PF9 Help. Show the HELP screen.

PF10 Next Screen. Move the document one full screen toward the end.

PF11 Previous Screen. Move the document one full screen toward the beginning.

If you are viewing one document on screen I00, "View the Document," in which another document is referred to and you want to view the second one, put the cursor anywhere under the document number and press ENTER. The document you are now viewing will be replaced by the new document for viewing. Press **PF12** to return to the previous document you were viewing.

You can **print the document** this way, too. While still viewing it on screen I00, "View the Document," type **print** on the command line, put the cursor under the document number and press ENTER. PROFS shows you screen J00, "Choose a Printer." See "Printing copies of notes and documents" in "Chapter 4: Opening the mail," to learn how to use this screen.
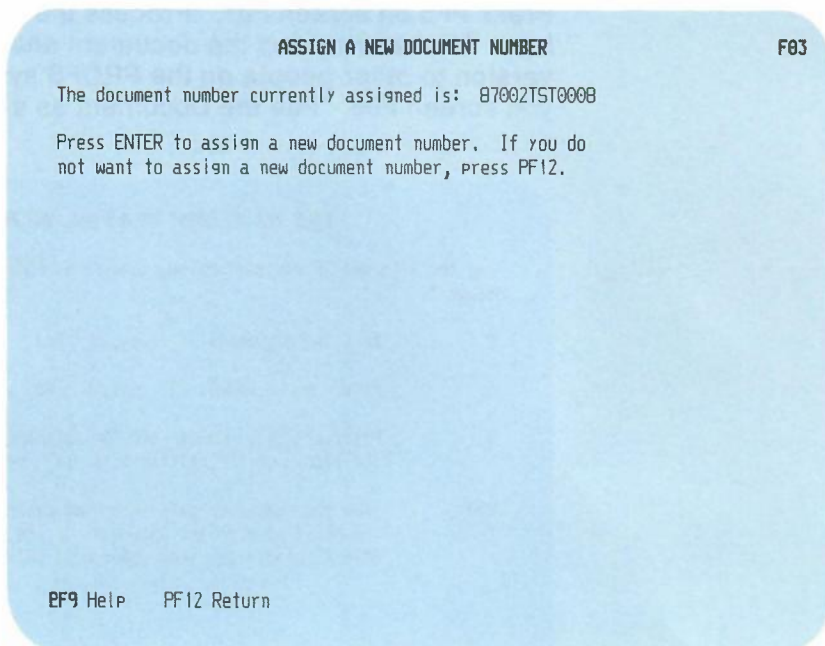
When you have finished viewing the document, press **PF12** to return to screen F01.

Changing the document

Press **PF2** on screen F01, "Process the Document," if you want to edit or change the document. PROFS shows you screen F51, "Document Heading." Press **PF7** on screen F51. PROFS shows you screen F53, "Change Document Text." You can then edit the document by using PF keys and the XEDIT commands. (See "Changing or editing an existing Draft" earlier in this chapter.)

Assigning a new document number

Normally, PROFS assigns a document number when you place
the document in PROFS storage. (See "Storing information" in
"Chapter 1: Communicating with PROFS.") If you want to
assign a document number while the document is still in Draft
form, press **PF3** on screen F01, "Process the Document."
PROFS shows you screen F03, "Assign a New Document
Number."

```
                    ASSIGN A NEW DOCUMENT NUMBER                    F03

    The document number currently assigned is:  87002TST000B

    Press ENTER to assign a new document number.  If you do
    not want to assign a new document number, press PF12.

















    PF9 Help    PF12 Return
```

On this screen, press ENTER to assign a new document
number that has the current date. You can assign a new
number as long as the document is a Draft. This number will
not change if you later make the document Final and put it in
PROFS storage.

Proofreading the document

Press **PF4** on screen F01, "Process the Document," if you want to check the document for spelling or word usage. PROFS shows you screen F05, "Proofread the Document." See "Chapter 13: Proofreading notes and documents" for a detailed explanation of how PROFS proofreading works.

Making a Final version and sending it

Press **PF5** on screen F01, "Process the Document," when you have finished revising the document and want to send the Final version to other people on the PROFS system. PROFS shows you screen F06, "File the Document as a Final Document."

```
           FILE THE DOCUMENT AS A FINAL DOCUMENT                    F06

  Type the information you want below, then press ENTER to file the
  document.

  Y            Mail the document. (Y - yes, N - no)
  -
  N            Print the document. (Y - yes, N - no)
  -
  N            Restrict those who can see the document to you and
  -            the people on the mailing list. (Y - yes, N - no)

  R30          Type the number of days (preceded by an R) you want to keep
  --------     the draft copy of the document, or the date.  After
               this time only the final copy will be kept.




  PF9 Help    PF12 Cancel
```

When you make a document Final, PROFS also keeps the most recent Draft version. PROFS is set up to keep the Draft for 30 days. If you want to change the number of days, type a new number over the 30 (next to the "R") on the screen , or type the date when this Draft copy can be erased.

Also, you can restrict who can work with the document to you and those to whom you mail it (type **Y** for restrict), you can mail the document (type **Y** to mail), and you can print the document (type **Y** to print). You can type any combination of these selections: one, two, all three, or none. Press ENTER after you have made your selections. PROFS now assigns the document a permanent number unless you previously assigned a document number by pressing **PF3** on F01, "Process the Document."

If you typed **Y** for all three selections, PROFS handles the tasks for you in this order:

- Printing

- Distributing

- Restricting.

Printing. Screen J00, "Choose a Printer," appears first. For more information on using this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

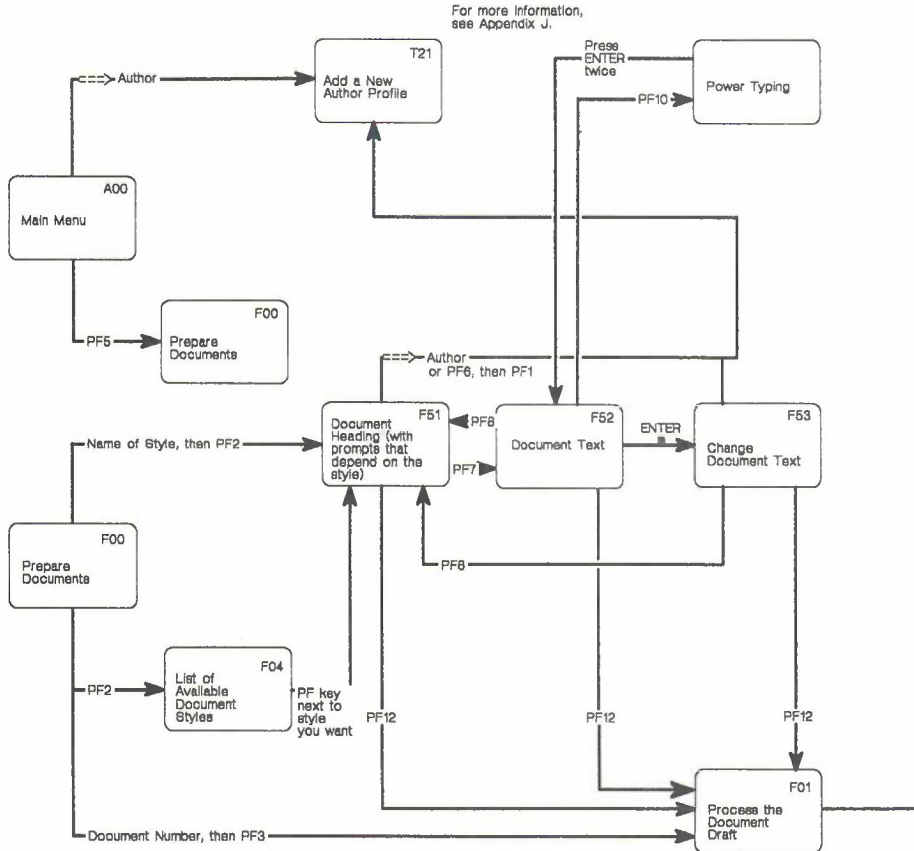**Distributing.** Screen H00, "Assign the Document Distribution Information," appears next.

```
                ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION              H00

  Document No.:  87002TST 0001              Location: VMSYS1
                 -------- ----                        --------
  Type in the information below and press PF1 or PF2 to send the document.
     USER NAME at  LOCATION                      USER NAME at  LOCATION
     -
     --------      --------                       --------      --------

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

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

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

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


  PF1  Send the document and attach a routing slip
  PF2  Send the document without a routing slip

  PF10  Add more names to the list


  PF9 Help    PF12 Return
```

On this screen you can type the user names and locations of the people who will receive the document. If you are sending the document to someone on your local system, you do not have to include the LOCATION information. If you are sending the document to another system, you can use the 3-character location identifier of the location you are sending the document to, rather than the system name. If you are sending a notice of the document to someone whose name is in your nickname file (see "Appendix B: Working with nickname files"), you can type a nickname instead of a user name and location. Also, you can type the name of a distribution list (see "Appendix C: Working with distribution lists") in the USER NAME column.

Your distribution list may include other distribution list names, nicknames, user names, or system name (user name) combinations. If you run out of space and want to add more names, press **PF10.** When you have finished typing the names, press **PF1** or **PF2**. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." See "Forwarding the document" in "Chapter 4: Opening the mail" for information about attaching a routing slip. The people you mailed the document to will receive a notice in their incoming mail about the document.

If you type **mailroom** (or **mr** for short) instead of a user name, you will see a message that asks you for the name and mailing address of the person you're sending it to. A copy will be printed with a header sheet containing that information on it.

What happens when you send a notice of a document

Other person's incoming mail

IN

Your mail log is also a record of notices of documents you send and receive

Your terminal

Other person's terminal

Other person's mail log

Access

PROFS storage

When you send a notice of a document, PROFS puts information about it in your mail log and the other person's incoming mail. The document itself is filed in PROFS storage.

Restricting a document. You will not see a screen if you choose to restrict the document. The document will be restricted to you and the people you mail it to. They can see the document but cannot forward it. Only you, the author, can forward it.

If you want to add or remove a restriction after you have pressed ENTER, go back to the main menu and type the command RESTRICT. PROFS shows you screen F20, "Restrict Distribution of a Document." Type the document number (in either the 7-, 8-, or 12-character format). Press **PF1** to restrict the document, or press **PF2** to remove the restriction.

```
              RESTRICT DISTRIBUTION OF A DOCUMENT                    F20


   Type the number of the document you want to work with here===> _
                                                            -------- ----
   Now, press one of the following PF keys.

   PF1  Restrict the distribution of the document to only those
        people on the distribution list
   PF2  Remove the restriction placed on the document
















   PF9 Help    PF12 Return
```

Filing the document in your personal storage

Press **PF6** on screen F01, "Process the Document," if you want to keep the Draft in your personal storage. Use your personal storage rather than PROFS storage if you are not finished typing the document and you plan to return to it soon. No one else can see a document that is in your personal storage. When you file a document in your personal storage, PROFS uses the temporary number (1 to 99) assigned to the document when it was created and shows you the number on the screen. You will type the number as the filename and a filetype of SCRIPT under **PF3** on screen F00, "Prepare Documents," to continue to work with the Draft.

If you move the document to PROFS storage, PROFS assigns the document a number. (For more information, see "Sending and receiving information" in "Chapter 1: Communicating with PROFS.")

Filing a Draft for further changes by you and the reviewers

Press **PF7** on screen F01, "Process the Document," to file a Draft in PROFS storage so that either you or other people can change it. PROFS shows you screen F08, "File the Document as a Draft Document."

```
              FILE THE DOCUMENT AS A DRAFT DOCUMENT                F08

    Type the information you want below, then press ENTER to file the
    document.

       Y           Mail the document. (Y - yes, N - no)
       -
       N           Print the document. (Y - yes, N - no)
       -
       N           Restrict those who can see the document to you and
       -.          the people on the distribution list. (Y - yes, N - no)

       2           Type the number of draft versions of the document you
       -           want to keep. (Choose 1, 2, 3, or 4.)

       R30         Type the number of days (preceded by an R) you want to keep
       --------    all draft versions of the document, or type the date. After
                   this time only the most current version will be kept.




    PF9 Help    PF12 Cancel
```

You can tell PROFS how long to keep copies of the Draft. PROFS is set up to keep the Draft for 30 days. If you want to change the number of days, type a new number over the 30 (next to the "R") on the screen, or type the date when all copies can be erased.

You can also tell PROFS to keep up to 4 versions of the Draft. PROFS is set up to keep 2 versions. To change this number, type the number **1**, **3**, or **4** over the "2."

Also, you can send notices that the Draft is ready for review and change (type **Y** to mail the document), you can restrict who can work with the document to you and those to whom you send the notices (type **Y** to restrict the document), and you can print the Draft (type **Y**). You can type **Y** or **N** for one, two, or all three selections. Press ENTER after you have made your selections. PROFS now assigns the document a number.

If you type **Y** for all three, PROFS handles the tasks for you in this order:

- Printing

- Distributing

- Restricting.

Printing. Screen J00, "Choose a Printer," appears first. For more information on how to use this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

Distributing. Screen H00, "Assign the Document Distribution Information," appears next.

```
              ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION              H00

  Document No.:  87002TST 0001           Location: VMSYS1
                 -------- ----                     --------
  Type in the information below and press PF1 or PF2 to send the document.
     USER NAME at  LOCATION                    USER NAME at  LOCATION
     -
     --------      --------                    --------      --------

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

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

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

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

  PF1  Send the document and attach a routing slip
  PF2  Send the document without a routing slip

  PF10  Add more names to the list


  PF9 Help    PF12 Return
```

On this screen you can type the user names and locations of the people who will receive the document. You can use the 3-character location identifier of the location you are sending the document to, rather than the system name. If you are sending the document to someone whose name is in your nickname file (see "Appendix B: Working with nickname files"), you can type a nickname instead of a user name and location. Also, you can type the name of a distribution list (see "Appendix C: Working with distribution lists") in the USER NAME column.

Your distribution list can include other distribution list names, nicknames, user names, or system name (user name) combinations. If you run out of space and want to add more names, press **PF10.** When you have finished typing in the names, press **PF1** or **PF2.** If you press **PF1,** PROFS shows you screen H02, "Attach a Routing Slip." The people you named will receive a notice in their incoming mail about the document.

Restricting a document. You will not see a screen if you choose to restrict the document. The document will be restricted to you and the people to whom you send it.

If you want to remove a restriction after you have pressed ENTER, go back to the main menu and type the command RESTRICT. PROFS will show you screen F20, "Restrict Distribution of a Document." Type the document number and press **PF2** to remove the restriction.
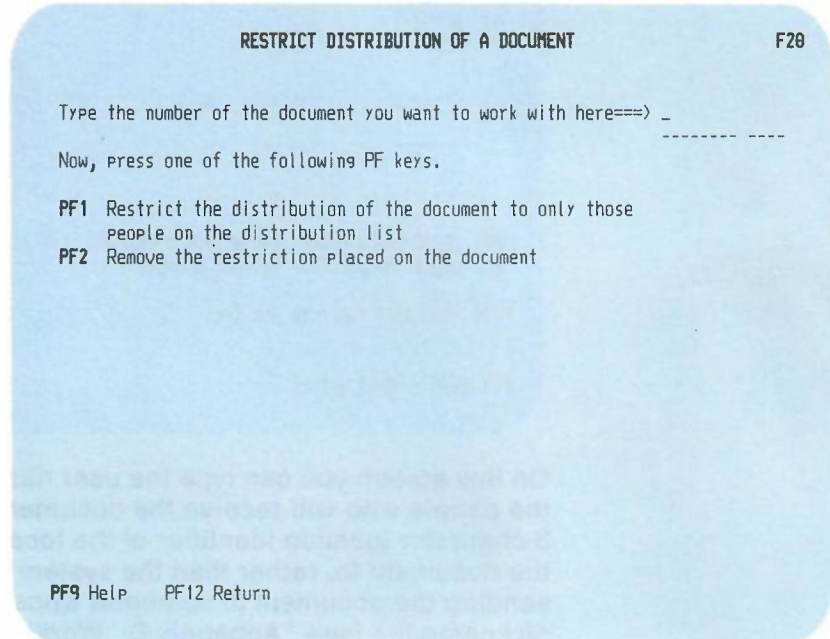
```
                  RESTRICT DISTRIBUTION OF A DOCUMENT                    F20


     Type the number of the document you want to work with here===) _
                                                                    -------- ----
     Now, press one of the following PF keys.

     PF1  Restrict the distribution of the document to only those
          people on the distribution list
     PF2  Remove the restriction placed on the document












     PF9 Help    PF12 Return
```

You can send Draft documents for review to another PROFS installation. Screen H00, "Assign the Document Distribution Information," allows you to specify locations (system names) as well as user names. A new document number will be assigned after the document is sent to another location.

Printing the document

You can print a document by pressing **PF8** on screen F01, "Process the Document." You can also print a document by typing **Y** on screen F06, "File the Document as a Final Document" or by typing **Y** on screen F08, "File the Document as a Draft Document." Screen J00, "Choose a Printer," appears. If you want to make additional choices about the printer, press **PF8** on screen J00. PROFS shows you screen J01, "Choose Printer Options." For more information on how to use this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

Erasing the document

To erase a document from your personal storage, but not from PROFS storage, type **delete** on the command line of screen F01, "Process the Document," and then press ENTER.

Note: If the document has not been filed in PROFS storage, using the DELETE command for a document in your personal storage will erase the only copy of the document. You will have to recreate the document if you need it later.

8 Preparing DCF Documents

Fast Track

For more information,
see Appendix J.

```
[===> Author] ──────────────────> T21 Add a New Author Profile
                                   Press ENTER twice ─────── Power Typing
                                   PF10 ─────> Power Typing

A00 Main Menu

PF5 ──> F00 Prepare Documents

                          [===> Author or PF6, then PF1]

Name of Style, then PF2 ──> F51 Document Heading (with prompts that depend on the style)
                            PF8 <── F52 Document Text ── ENTER ──> F53 Change Document Text
                            PF7

F00 Prepare Documents

                            PF8

PF2 ──> F04 List of Available Document Styles
        PF key next to style you want

        PF12            PF12            PF12            PF12

                                                       F01 Process the Document Draft

Document Number, then PF3 ──────────────────>
```

On all screens

PF9 Help

PF12 Return
(except PF12 "End"
on A00 and PF12
"File" on F51, F52,
F53; PF12 on F01
is unassigned.)

*If you have typed something since you last
pressed ENTER, you will just be entering that
typing. Press ENTER again to change screens.

You can also get
to screen F01 from
C07, PF3
D08, PF3
D27, PF3

PF1 → **I00** View the Document

PF2 → **F51** Document Heading (filled in for your document) → PF7 → **F53** Change Document Text ===⟹ INPUT → **F52** Document Text → PF10 → Power Typing
F53 ← ENTER ✳ **F52** ← ENTER ✳

F51 ← PF8 — **F53**

===⟹ Power → Power Typing

PF3 → **F03** Assign a new Document Number

PF4 → **F05** Proofread the Document

For more information see Chapter 13

Y in Restrict

Y in Mail → **H00** Assign the Document Distribution Information → PF1 → **H02** Attach a Routing Slip

PF5 → **F06** File the Document as a Final Document — ENTER — Y in Print → **J00** Choose a Printer ← PF8 — **J01** Choose Printer Options

Y in Restrict

Y in Mail → **H00** Assign the Document Distribution Information → PF1 → **H02** Attach a Routing Slip

PF6 → File in your Personal Storage

PF7 → **F08** File the Document as a Draft Document — ENTER — Y in Print → **J00** Choose a Printer ← PF8 → **J01** Choose Printer Options

PF8 → **J00** Choose a Printer ← PF8 → **J01** Choose Printer Options

A00 Main Menu ===⟹ Restrict → **F20** Restrict Distribution of a Document — Document Number — PF1 → Restricts the document
PF2 → Cancels restriction

9 Processing documents from other sources

Contents

9 Processing documents from other sources

1
Choosing from the main menu

Besides the notes and documents that other people send you through PROFS, you may receive Paper documents and electronic documents from sources outside of PROFS.

Paper documents (sometimes called hardcopy documents) are written or printed on paper but not by PROFS and are not in the computer system. You can't work directly with them on PROFS, but you can add information about them to your mail log, and you can even send this information to other PROFS users.

Graphic documents in PROFS are documents that were produced by the Graphical Data Display Manager (GDDM). You can store these documents in PROFS using the "Process Documents from Other Sources" function. There are four types of information that PROFS recognizes as Graphic documents. They are:

- Picture form

- Print form

- Order form

- Chart form.

Some of these Graphic documents can be viewed **or** printed but not necessarily viewed **and** printed. Screen I01, "View the Graphics Document," is used to view the documents that can be viewed on the terminal. If you use the standard character sets, you do not have to be connected to GDDM to view the document. If you use additional characters, you must be connected to GDDM to view the document. You can print those documents that can be printed by pressing **PF8** on any of the following screens:

- C01, "Process the Incoming Mail"

- D08, "Process the Document Found"

- D22, "Process the Mail Log Information"

- I01, "View the Graphics Document"

- X01, "Process a Document."

For more information see "Appendix L: Working with graphics documents (GDDM)."

Other documents (sometimes called softcopy) are electronic documents that were not written using PROFS. These documents could be documents that are sent to you but not listed in your incoming mail, or they could be documents that you created outside of PROFS with another editing program. You can change them into PROFS documents, add information about them to your mail log, and store them in PROFS storage. When these documents are stored in PROFS, they are referred to as "softcopy." If you want to make changes to a softcopy document, you must use the RETRIEVE command. (See "Retrieving electronic documents (softcopies)" later in this chapter.)

To work with these documents, press **PF6** on the main menu.

PROFS shows you screen A05, "Process Documents from Other Sources."

```
           PROCESS DOCUMENTS FROM OTHER SOURCES                    A05


   Press one of the following PF keys.

   PF1  Add mail log information for a paper document
   PF2  Add and change a document file and its mail log information




   PF9 Help    PF12 Return
   ------------------------------------------------------------------------




                                                        Mail Waiting
```
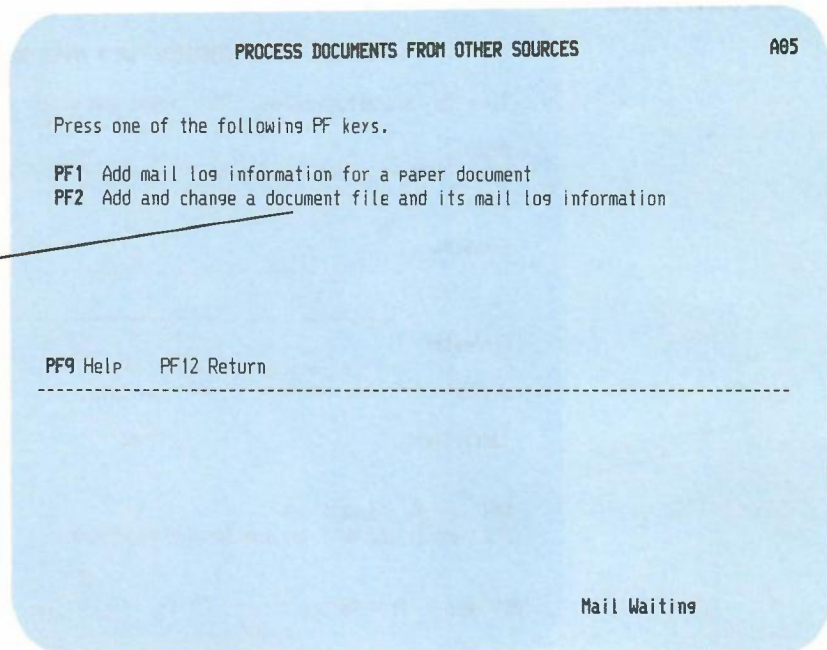
A document file is a
softcopy document.

The tasks you can do now depend on whether a document is Paper (see "Processing Paper documents" which follows) or another electronic document (see "Processing other electronic documents" later in this chapter).

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

**2
Processing
Paper
documents**

If you have a Paper (hardcopy) document to work with, press
PF1 on screen A05 to add information to your mail log. PROFS
shows you screen D15.

```
        ADD MAIL LOG INFORMATION FOR A PAPER DOCUMENT              D15

   Type the information below.  Then, press one of the following PF keys.

   From:        _
                ----------------
   To:
                ----------------
   Subject:
                ----------------------------------------------------------

                --------------------------------------------------------
   Comments:
                -------------------------------------------
   Action:                          Due date:
                --------                           ------------------
   Identifier:                      Type:
                ---                               -

   PF1  Add to the mail log
   PF2  Add to the mail log and forward to others


   PF9 Help    PF12 Return
```

On this screen, type information about the Paper document
that you want to store in your mail log. Use the following
formats:

From: Type the name of the person who wrote the
document. PROFS stores the name in the form of **Last**,
First M. (where M. is the middle initial). You could type it
that way, or type **First M. Last** – PROFS will change it for
you. (See "Appendix I: Typing in names, dates, and
times" for information on typing names.) Names are
limited to 16 characters (including commas and spaces),
but PROFS tells you if it cuts a name short. Only one name
is allowed.

To: Type the name of the person to whom the document was sent. The same rules apply to the name here that applied to the "From" name.

Subject: Type the subject of the document. Remember that words in the subject can be used later when you want to find information in your mail log.

Comments: Type any comments you have about the document. These words can also be used for mail log searches later. This is the same information that you would usually find in Reference for a document.

Due Date: If you want to use it, type the date when you (or someone else) must respond to the document. See "Appendix I: Typing in names, dates, and times" to learn about typing dates.

Action, Identifier, and Type: You don't have to type information on these lines. If you want to use them, see the instructions in "Appendix A: How to index documents in PROFS."

After you have typed all the information you want to keep in the mail log about this document, you have two choices:

- Press **PF1** if you want to add this information to your mail log.

- Press **PF2** if you want to add this information to your mail log and also forward it to other PROFS users on your local PROFS system.

PROFS adds the information and shows you a message
that your entry has been added to your mail log. If you
pressed **PF2** on screen D15, "Add Mail Log Information
for a Paper Document," PROFS shows you screen H05,
"Assign the Reviewer Distribution Information."

```
              ASSIGN THE REVIEWER DISTRIBUTION INFORMATION              H05

     Type the distribution for document: 87002TST 0001 below.  Then press PF1 or
     PF2 to send the document locally.        -------- ----

         USER NAME         USER NAME         USER NAME         USER NAME
         -                 --------          --------          --------
         --------          --------          --------          --------
         --------          --------          --------          --------
         --------          --------          --------          --------
         --------          --------          --------          --------

     PF1  Send the document and attach a routing slip
     PF2  Send the document without a routing slip

     PF10  Add more names to the list


     PF9 Help    PF12 Return
```

*Users on your own
system.*

On this screen, type the user **names, nicknames,** and **distribution list names** of the people to whom you want to forward the mail log information. Then press **PF1** or **PF2**. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." The people you named will receive a notice in their incoming mail about the document. Remember that they will not receive a copy of the Paper document itself — just the information you have typed in your own mail log. Because Paper documents are handled this way, you might want to use "Comments," "Action," or "Identifier" to tell people where the document is physically located (for example, "See Carol," or the volume, number, and page of a magazine).

If you type **nicknames** for people on another PROFS system or **distribution list names** that include users on another PROFS system, PROFS does not forward information from screen H05 to these people. Instead, PROFS shows you a message for each person on another system, saying that it cannot forward the mail log information to them. It will still forward the information to the other users you named who are on your PROFS system.

3
Processing other electronic documents

From the main menu, press **PF6** if you want to store your electronic document in PROFS storage. PROFS shows you screen A05, "Process Documents from Other Sources."

Press **PF2** on screen A05 to add information to the mail log about the electronic document. PROFS shows you screen F13, "Add and Change a Document File and Its Mail Log Information."

```
         ADD AND CHANGE A DOCUMENT FILE AND ITS MAIL LOG INFORMATION        F13

    Type the file name here: _              (filename, filetype, filemode)
                             -------------------- (the default filemode is A1)
    Type the mail log information below, if you want it included.

    From:
             ----------------
    To:
             ----------------
    Subject:
             --------------------------------------------------------------

             --------------------------------------------------------------
    Comments:
             --------------------------------------------
    Action:                          Due date:
             ----------                      ---------------------
    Identifier:                      Type:
             ---                              -
    Now, press ENTER.


    PF9 Help    PF12 Return
```

On this screen, you first type some information to identify the document in its electronic form (the cursor is already in the correct position):

- Type the **filename** and press the space bar one time.

- Type the **filetype** and press the space bar one time.

- Type the **filemode** if it is different from A1. PROFS assumes A1 if nothing is typed.

- Type **information about the document** that you want in the mail log, in the same way that you would for a Paper document (see the previous section).

- Press ENTER.

PROFS shows you screen F14.

```
        ADD AND CHANGE A DOCUMENT FILE AND ITS MAIL LOG INFORMATION        F14

   Press one of the following PF keys.

   PF1  Add a new document file to which you will be making changes.
        Type the number of draft copies of the document that you want
        to save here===)-1  (4 is the maximum number)
   PF2  Add a document file to which no changes will be made
   PF3  Change a document file you previously added

   Press the PF key(s) for additional document file information.

   PF4  Restrict those who can see the document to you and
        the people on the document distribution list
   PF5  Assign the document distribution information



   Press ENTER to add or change the document file and its mail log information.



   PF9 Help    PF12 Return
```

You can save more than one version.

On this screen, you first choose how you want the electronic document stored:

- Press **PF1** if you are storing the document for the first time, and plan to change it later. PROFS will automatically store only one copy (version) of the document. If you want it to save more, type over the number "1" after the arrow ===)> with the number you want. The limit is four copies or versions.

- Press **PF2** if you are storing it for the first time and will not be changing it.

- Press **PF3** if you are storing a changed copy of a document that is already in PROFS storage.

You can only press one of the keys, **PF1** through **PF3**. After you have made your choice, you can also restrict the document so only you and those to whom you send it can view it.

- Press **PF4** to restrict the document if you first pressed **PF1**. (You can only restrict the document from screen F14, "Add and Change a Document File and Its Mail Log Information," if you are storing the document for the first time. If you pressed **PF3** on screen F14, you would have to type the **RESTRICT** command on screen A00.)

- Press **PF5** if you want to forward the document to other PROFS users.

- After you have made all your choices with PF keys, press ENTER.

PROFS puts the document in its storage and adds information about the document to the mail log. If you pressed **PF5**, you will also reach screen H00, "Assign the Document Distribution Information" (see "Processing documents" in "Chapter 8: Preparing DCF documents" for instructions on this screen).

After you have finished, you'll see the assigned document number and the message:

Do you want to erase the document from your personal storage?

Type **YES** if you want the document erased from your personal storage; type **NO** if you want the document kept in your personal storage. PROFS returns you to screen A05, "Process Documents from Other Sources."

4
Retrieving electronic documents (softcopies)

You can get electronic (softcopy) documents from PROFS storage when you search your mail log (**PF3** on the main menu). However, if you get a softcopy document out of storage in this way, you cannot change it — it is processed as a Final document. If you want to make changes to a softcopy document, you must type **RETRIEVE** on the command line of the main menu (screen A00) or the interrupt menu (screen S00). (You may also use this command to retrieve any document for which you already know the number.)

PROFS shows you screen X01, "Process a Document."

```
                        PROCESS A DOCUMENT                              X01

        Type the number of the document you want to work with below.
         Document No.===) _
              --------  ----
        If you want to work with a version other than the most current (version 1),
        type the number you want to work with here: 1
                                                     -
        Now, press one of the following PF keys.

        PF1  View the document in the document style chosen for it
        PF2  View the document the way it was typed
        PF3  Copy the document into your personal storage to make changes
        PF4  Copy the document into your personal storage
        PF8  Print the document




        PF9 Help    PF12 Return
```

After typing the document number on this screen, you can choose to view the document, copy it into your personal storage, or print it. (If you don't know the number, you can find it by pressing **PF1** on screen D00 or **PF3** on screen A00.) Type over the number 1 if you want to work with another version.

- Press **PF1** to view the formatted document.

- Press **PF2** to view the document (with format controls, if any, shown in the text).

- If you plan to make changes to the document, press **PF3** to copy it into your personal storage.

- If you do not plan to make changes to it, press **PF4** to copy it into your personal storage.

- Press **PF8** to print the document. PROFS shows you screen J00, "Choose a Printer." (For instructions on how to use this screen, see "Printing copies of notes and documents" in Chapter 4.)

9 Processing Documents from Other Sources

Fast Track

To put a document from outside PROFS into your
PROFS mail log (and into PROFS storage if it is
an electronic document):

```
                                                            D15              PF1        Mail Log
                                                    Add Mail Log
                                          PF1       Information for
                                          other     a Printed
                                          paper      Document                          H05              H02
                                          document                          PF2   Assign the    PF1   Attach a
                                                                                  Reviewer             Routing
A00                      A05                                                       Distribution         Slip
Main Menu           Process                                                        Information
                    Documents from
                    Other Sources
                                                                                                 PF1   Store document for later changes

                                                                                                 PF2   Store as a final document

                                                            F13                     F14          PF3   Store a changed document
                                          PF2       Add and Change          Add and Change
                                          other     a Document File   ENTER a Document File      PF4   Restrict (only if also pressed PF1 or PF2)
                                          electronic and its Mail Log        and its Mail Log
                                          document  Information              Information         PF5   Forward to other users (with PF1
                                                                                                       or 2 or 3, and/or PF4)
                                                                        Press PF keys
                                                                        and press ENTER
                                                                                                       H00
                                                                                                 Assign the
                                                                                                 Document
                                                                                                 Distribution
                                                                                                 Information
                                                                                                   PF1
```

To retrieve an "other" electronic document from
PROFS storage:

```
                                                            D01        If you retrieve in this way, document
                                          PF3       Find               will appear as a FINAL document; you will
                                                    Document           not be able to change it.

A00                                                                          PF1   View formatted document
Main Menu
                                                                             PF2   View document with format
                                                                                   controls shown
                                                            X01
                                          <==>RETRIEVE  Process a             PF3   Copy into personal storage
                                                       Document                     to make changes

                                                     (You must know           PF4   Copy into personal storage (if you
                                                     the document                   have no plans to change it)
On all screens:                                      number to use
                                                     X01)                           J00              J01
PF9 Help                                                                     PF8   Choose a    PF8   Choose
                                                                                   Printer            Printer
PF12 Return                                                                                          Options
(except PF12 "End"
on A00)
```

10 Processing the mail log

Contents

10 Processing the mail log

1
Choosing
from the
main menu

Your mail log lists information about documents you have filed from your PROFS incoming mail, and information about documents that are stored in PROFS. Your mail log serves as your individual index to PROFS storage (sometimes called the "central file" or "data base") where the documents are stored. Your mail log also contains any information you add to it about Paper documents (sometimes called hardcopy documents) or files that are not stored in PROFS.

Note: If a document in PROFS storage is **not** listed in your mail log or incoming mail, you cannot work with it (even if you are authorized) unless you know the document number.

Press **PF7** on the main menu to work with your mail log.
PROFS shows you screen D00, "Process the Mail Log."

```
                     PROCESS THE MAIL LOG                       D00

    Press one of the following PF keys.

    PF1  Find documents
    PF2  Add mail log information for a paper document received
         from another source
    PF3  Forward mail log information for a paper document
    PF4  View or change the mail log information for a document
    PF5  Erase mail log information
    PF6  View the mail log information
    PF8  Print the mail log information




    PF9 Help    PF12 Return
```
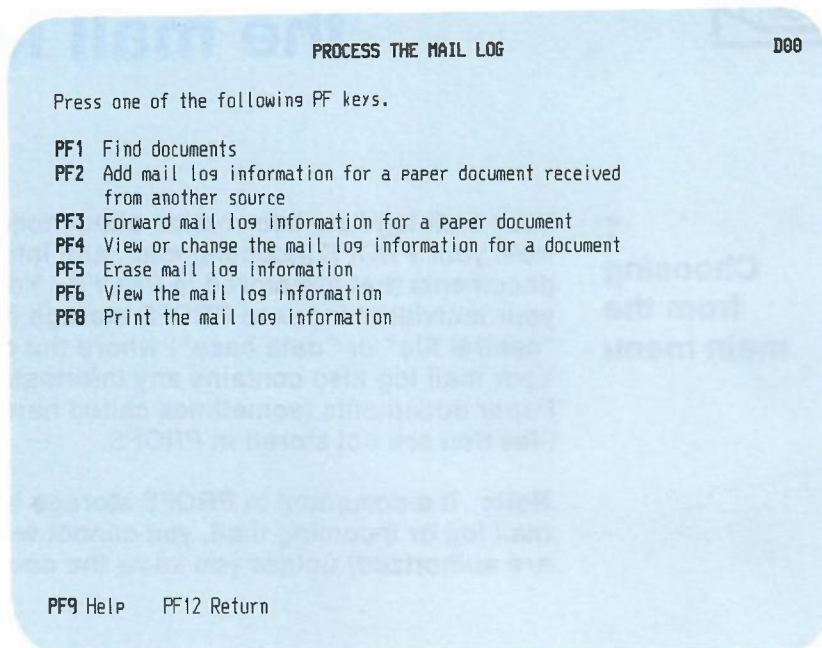
You can do several tasks with your mail log. The sections that
follow explain these tasks in the order they are listed:

- Find information about documents you (or someone else)
  filed.

- Add information to your mail log about a Paper document
  that you received from a source outside PROFS.

- Forward information about a Paper document from your
  mail log to another person.

- View or change information about a document already in
  your mail log.

- Erase the information for a document from your mail log.

- View your mail log on the screen. While you are viewing it, you can do other tasks as well.

- Print a copy of your mail log.

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

PROFS storage

Your mail log is an index to your documents in PROFS storage

Your terminal

Mail log

PROFS storage

Access

Other users have access to their documents through individual mail logs
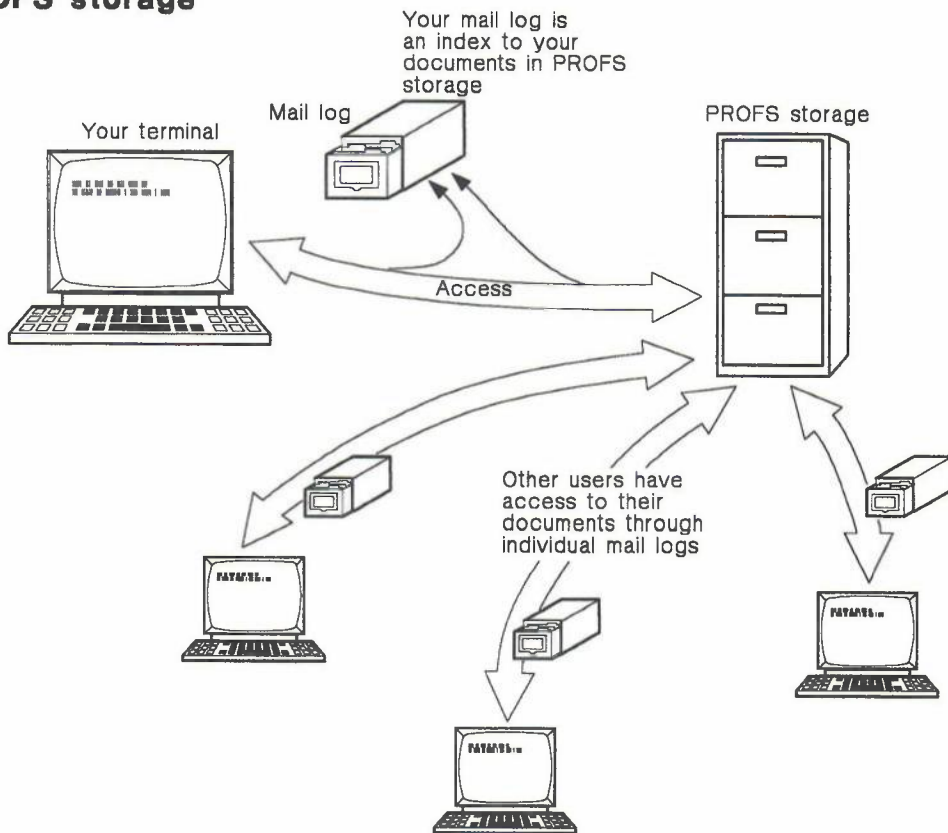
2
Finding information about documents

You may want to find information about a document, or a set of documents, that you have filed in your mail log. For example, you may only want to see who sent you the document and when, or you may want to view the document on your screen.

To find documents in your mail log, press **PF1** on screen D00, "Process the Mail Log." PROFS shows you screen D01, "Find Documents."

If you are authorized, you can type another user name, nickname, or distribution list here.

The cursor is here.

These are prompts.

```
                         FIND DOCUMENTS                         D01

To search another mail log, type:        (user name or distribution list)
Type the information below.  To change the search, press the PF key(s).
  Time period:   _                    /
               --------------------   --------------------
   From:                        /                /
   AND      ------------------ -------------------- ------------------
   Key word:                       /                       /
   AND      -------------------- -------------------- --------------------
   To:                          /                /
   AND      ------------------ -------------------- ------------------
   Identifier:    /    /
   AND        ---   ---   ---
   Type:        /  /
   AND        -  -   -
   Action:
          _____ / _____ / _____
PF1  Find documents due:
                       --------------------
PF2  Find the documents that have all the key words
PF3  Replace AND with OR in the search above
Now, press ENTER to start the search.
PF9 Help    PF12 Return
```

This screen gives you several choices for searching. How you search will depend on the information you remember about the documents. For instructions on how to fill in information on this screen and how to do your search, see "Searching through a mail log" in Chapter 5.

3
Adding information about Paper documents

You may want to add information to your mail log about **Paper** documents which are written or printed on paper but not by PROFS and are not in the computer system. Examples might be magazine articles, letters from outside the company, or bulletins. You can't work with Paper documents directly on PROFS, but you can add information about them to your mail log, and you can even send this information to other PROFS users.

Press **PF2** on screen D00, "Process the Mail Log." PROFS shows you screen D15, "Add Mail Log Information for a Paper Document."

```
          ADD MAIL LOG INFORMATION FOR A PAPER DOCUMENT          D15

   Type the information below.  Then, press one of the following PF keys.

   From:      _
              ----------------
   To:
              ----------------
   Subject:
              --------------------------------------------------------------

              -------------------------------------------------------------
   Comments:
              -----------------------------------------------
   Action:                          Due date:
              --------                         ------------------
   Identifier:                       Type:
              ---                               _

   PF1  Add to the mail log
   PF2  Add to the mail log and forward to others


   PF9 Help    PF12 Return
```

For instructions on how to work further with this screen, see "Processing Paper documents" in Chapter 9.

4
Forwarding the mail log information for Paper documents

You can also send other people the information about a Paper document later, after you have filed the information in your own mail log. First, be sure you know the document number. If you don't know the document number, find it by pressing **PF1** on screen D00, "Process the Mail Log," and then follow the procedure for forwarding the document after PROFS finds it. (See "Working with one of the documents that PROFS found" in Chapter 5.)

If you know the document number, follow these steps:

1. Press **PF3** on screen D00, "Process the Mail Log." PROFS shows you screen H05, "Assign the Reviewer Distribution Information."

```
             ASSIGN THE REVIEWER DISTRIBUTION INFORMATION          H05

    Type the distribution for document:           below.  Then press PF1 or
    PF2 to send the document locally.    -------- ----

         USER NAME       USER NAME       USER NAME       USER NAME
         -
         --------        --------        --------        --------

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

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

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

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

    PF1  Send the document and attach a routing slip
    PF2  Send the document without a routing slip

    PF10 Add more names to the list

    PF9 Help    PF12 Return
```

Local users only. ——

2. Type the **12-character document number** in the space shown at the top of the screen.

3. On the blank lines type the **user names, nicknames,** or **distribution list names** of the people on the local system to whom you want to send the mail log information.

4. Press ENTER.

PROFS forwards the mail log information to the people you have named. The information appears in their incoming mail.

5
Changing
the mail log
information

You may want to change or add to the information under which you've filed a document in your mail log. First, be sure you have the document number. If you don't know the number, find it by pressing **PF1** on screen D00, "Process the Mail Log," and then follow the procedures for changing the filing information after PROFS finds it. (See "Working with one of the documents that PROFS found" in Chapter 5.)

If you know the document number, follow the next 5 steps:

1. Press **PF4** on screen D00, "Process the Mail Log." PROFS shows you screen D17, "View or Change the Mail Log Information."

```
                   VIEW OR CHANGE THE MAIL LOG INFORMATION                    D17


      Type the document number and press ENTER===> _
                                                   -------- ----

















      PF9 Help     PF12 Return
```

2. Type the **document number** in the space at the top of the screen. For an RFT-D, RFT-F, Final and softcopy, or Draft document from the PROFS system you are using, use the 7-, 8-, or 12-character document number. For a Paper document, or any document sent from another PROFS system, use the 12-character document number. (If you don't know the number, you can search for it by pressing **PF1** on D00 or **PF3** on A00.)

3. Press ENTER.

   PROFS shows you screen D18, "View or Change the Mail Log Information," for the document you have specified.

```
              VIEW OR CHANGE THE MAIL LOG INFORMATION              D18

Type the changes you want for document no.:-87002TST 0001
Then press ENTER to change the mail log information.

From:        Johnson, G. J.
             ----------------
To:          Roe, J. J.
             ----------------
Subject:     January sales report
             -------------------------------------------------------------

             -------------------------------------------------------
Comments:
             ------------------------------------------------
Action:                              Due date:
             ----------                        --------------------
Identifier:                          Type: M
             ---                              -



PF9 Help    PF12 Return
```

PROFS has filled these in for you.

4. Type the **changes** or **new information** you want to add. You can find out more about "Action," "Identifier," and "Type" in Appendix A.

5. Press ENTER.

PROFS records the new information you have typed in your mail log. Note that the information in PROFS storage does not change. If the document is an RFT-D or Draft document and you retrieve the document to update it, the information in PROFS storage will replace the information that is in your mail log.

6
Erasing
the mail log
information

You may decide to erase the information listed for documents in your mail log. Erasing the listings in your mail log will not erase the documents themselves, and the documents may still be listed in the mail logs of other PROFS users and in PROFS storage. If you want to get the document after you have erased the mail log information, you will have to know the document number.

First, be sure you have the document numbers of the document mail log items you want to erase. If you don't have the document numbers, find them by pressing **PF1** on screen D00 and then follow the procedures for erasing document mail log information after PROFS finds them. (See "Working with one of the documents that PROFS found" in Chapter 5.)

If you already have the document numbers, follow these steps:

1. Press **PF5** on screen D00, "Process the Mail Log." PROFS shows you screen D19, "Erase Mail Log Information."

```
                    ERASE MAIL LOG INFORMATION                      D19

  Type in the document number(s) to be erased from the mail log.

              DOCUMENT NO.                    DOCUMENT NO.
              -
              -------- ----                   -------- ----

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

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

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

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

      Now, press ENTER.




  PF9 Help    PF12 Return
```

2. Type the **document numbers** of the mail log items you want to erase. For an RFT-D, RFT-F, Final and softcopy, or Draft document from a user on your PROFS system, you may use the 7-, 8-, or 12-character number. For Paper documents or any documents you've received from users on other PROFS systems, use the 12-character number.

3. Press ENTER.

PROFS erases the information in your mail log for each document you have listed.

Note: Remember, if you then want to retrieve the document, you **must** know the document number.

7

**Viewing
the mail log
information**

You can view your entire mail log, or parts of it, on your
screen. You can then do various tasks with one or more of the
documents you see listed there.

Press **PF6** on screen D00, "Process the Mail Log." PROFS
shows you screen D20, "View the Mail Log Information," with
the information for the documents in your mail log. Each
document is listed beside a PF key.

*PROFS shows you
information about each
entry in your mail log.*

```
                    VIEW THE MAIL LOG INFORMATION                D20

Press the PF key for the document you want. Or, if you want to view all of
these documents, type ALL here and press ENTER===) _
      ----FROM----    -----TO-----      ACTION    IDENT TYPE   DOCUMENT NO.
PF1 Riley, L. M.    Johnson, G. J.                      RFT-F  87002TST0012
      Subject: Report information in last memo


      Comments: Need to check dates
PF2 Smith, G.       Johnson, G. J.                      RFT-D  87002TST0008
      Subject: Monthly report


      Comments: Figures are far below last month's
PF3 Doe, L. M.      Johnson, G. J.                      Paper  87002HDC0003
      Subject: Monthly sales and credits


      Comments:
PF4 Riley, L. M.    Johnson, G. J.                      Final  87002TST0001
      Subject: January sales report


      Comments: Sales are up in Texas


                                                 Screen   1 of   6
PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

*If you have more entries
than will fit on one
screen, press PF10.*

The documents are shown in order of document number.

Several categories ("Action," "Identifier," "Subject," "Comment," and "To") may be blank. This means nothing was typed on those lines when the information was filed.

If there are more documents in your mail log than PROFS can list on one screen, PROFS will tell you how many screens there are for your mail log at the bottom right of the screen. Press **PF10** to see the next screen. Press **PF11** to return to the previous screen.

If you want to work with the documents you see listed in your mail log, there are two ways you can do that:

- Working with **all** the documents listed on that screen

- Working with the documents **one at a time**.

Both of these are explained in the sections that follow.

Working with all the documents

To work with **all** the documents listed in your mail log on that screen, type **ALL** on the command line on screen D20 and press ENTER. PROFS shows you screen D21, "Process the Mail Log Information."

```
                    PROCESS THE MAIL LOG INFORMATION                    D21

    Press one of the following PF keys.

    PF1  View all the documents
    PF3  Keep all the documents in the mail log
    PF4  Erase all the documents from the mail log


    PF9 Help    PF12 Return
```
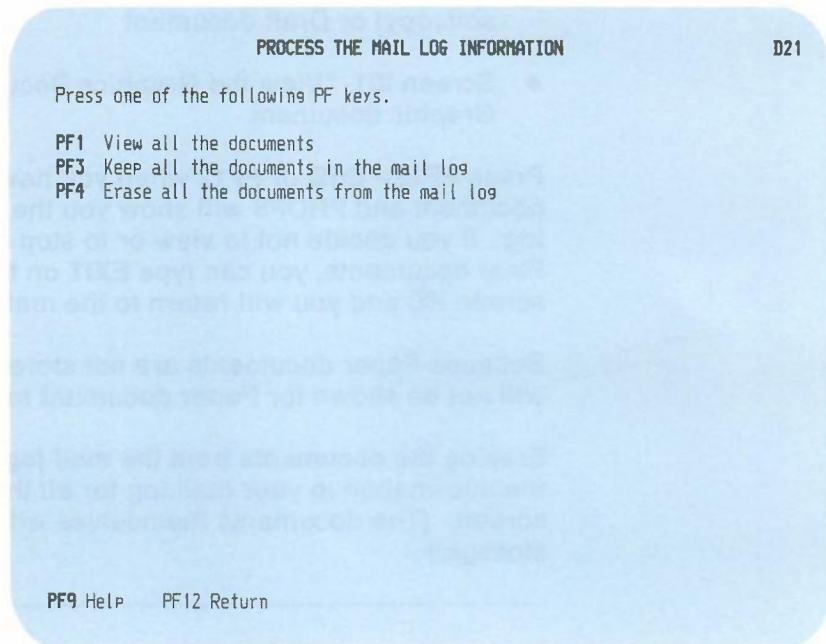
Note that you have three choices on this menu. You can:

- View all your documents (**PF1**).

- Erase all your documents from your mail log (**PF4**).

- Reverse the decision to erase all of your documents and keep them instead (**PF3**).

Viewing the documents. Press **PF1** to view all the documents in your mail log shown on that screen. PROFS shows you the documents one at a time on:

- The DisplayWrite/370 "View" screen, if it is an RFT-D or RFT-F document

- Screen I00, "View the Document," if it is a Final (or softcopy) or Draft document

- Screen I01, "View the Graphics Document," if it is a Graphic document.

Press **PF12 = END** or **PF12** when you have finished reading one document and PROFS will show you the next one in your mail log. If you decide not to view or to stop viewing the Draft and Final documents, you can type **EXIT** on the command line of screen I00 and you will return to the main menu, screen A00.

Because Paper documents are not stored in PROFS, a screen will not be shown for Paper document mail log items in the list.

Erasing the documents from the mail log. Press **PF4** to erase the information in your mail log for all the documents on that screen. (The documents themselves will remain in PROFS storage.)

IF YOU CHANGE YOUR MIND

PROFS will not actually erase the document information from your mail log until you leave the "View the Mail Log Information" screen (that is, when you go back to screen D00 from screen D20, "View the Mail Log Information). If you change your mind about erasing the information in your mail log, press **PF3** *on screen D21. But be sure to do it before you press* **PF12** *to leave screen D20.*

Working with one document at a time

When you press the PF key for the document you want to work with, PROFS shows you different screens, depending on the type of document you are working with: D31 and D33 for RFT-D documents; D30 and D32 for RFT-F documents; D22 and D26 for Final and softcopy documents; D24 and D27 for Draft documents; or D23 for Paper documents.

Both screens are for RFT-D documents.

```
                        PROCESS THE MAIL LOG INFORMATION                    D33

     From:    Smith, G.                      Document No.:  87002TST0008
     Subject: Monthly Report                 Type:  RFT-D
     ------------------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document
     PF4  Create a new document from a copy of this document
```

```
                        PROCESS THE MAIL LOG INFORMATION                    D31

     From:    Smith, G.                      Document No.:  87002TST0008
     Subject: Monthly report                 Type:  RFT-D
     ------------------------------------------------------------------------

     Press one of the following PF keys, or press PF10 to view more choices.

     PF1  View the document
     PF3  Keep in the mail log
     PF4  Erase from the mail log
     PF5  Forward the document
     PF6  View the distribution list
     PF7  View or change the mail log information
     PF8  Print the document

     PF10  View more choices




     PF9 Help   PF12 Return
```

This PF key will cause screen D33 to appear.

```
                    PROCESS THE MAIL LOG INFORMATION                    D32

      From:    Riley, L.M.                    Document No.:  87002TST0012
      Subject: Report information in last memo  Type:  RFT-F
      --------------------------------------------------------------------

      Press one of the following PF keys, or press PF11 to view the previous
      choices.

      PF1  View the document
      PF2  Copy the document into your personal storage
      PF4  Create a new document from a copy of this document
```

*Both screens
are for RFT-F
documents.*

```
                    PROCESS THE MAIL LOG INFORMATION                    D30

      From:    Riley, L.M.                    Document No.:  87002TST0012
      Subject: Report information in last memo  Type:  RFT-F
      --------------------------------------------------------------------

      Press one of the following PF keys, or press PF10 to view more choices.

      PF1  View the document
      PF3  Keep in the mail log
      PF4  Erase from the mail log
      PF5  Forward the document
      PF6  View the distribution list
      PF7  View or change the mail log information
      PF8  Print the document

      PF10 View more choices
```

*This PF key
will cause
screen D32
to appear.*

```
      PF9 Help    PF12 Return
```

**Both screens are for
Final and softcopy
documents.**

```
                        PROCESS THE MAIL LOG INFORMATION                   D26

        From:    Riley, L. M.                    Document No.:  87002TST0001
        Subject: January sales report           Type:  Final
        -------------------------------------------------------------------------

        If you do not want to work with the final copy of the document, key in the
        number 2 to work with the draft copy.  1

        Press one of the following PF keys, or press PF11 to view the previous
        choices.

        PF1  View the document
        PF2  Copy the document into your personal storage
                        PROCESS THE MAIL LOG INFORMATION                   D22

        From:    Riley, L. M.                    Document No.:  87002TST0001
        Subject: January sales report           Type:  Final
        -------------------------------------------------------------------------

        Press one of the following PF keys, or press PF10 to view more choices.

        PF1  View the document
        PF3  Keep in the mail log
        PF4  Erase from the mail log
        PF5  Forward the document
        PF6  View the distribution list
        PF7  View or change the mail log information
        PF8  Print the document

        PF10 View more choices




        PF9 Help   PF12 Return
```

**This PF key
will cause
screen D26
to appear.**

From: Smith, G.   Document No.: 87002TST0002
Subject: Monthly report   Type: Draft

**Both screens are for
Draft documents.**

If you want to work with a version other than the most current (version 1),
type the number you want to work with here: **1**

Press one of the following PF keys, or press PF11 to view the previous
choices.

PF1 View the document
PF2 Copy the document into your personal storage
PF3 Work with the document

PROCESS THE MAIL LOG INFORMATION   D24

From: Smith, G.   Document No.: 87002TST0002
Subject: Monthly report   Type: Draft

Press one of the following PF keys, or press PF10 to view more choices.

PF1 View the document
PF3 Keep in the mail log
PF4 Erase from the mail log
PF5 Forward the document
PF6 View the distribution list
PF7 View or change the mail log information
PF8 Print the document

PF10 View more choices

**This PF key
will cause
screen D27
to appear.**

PF9 Help   PF12 Return

```
               PROCESS THE MAIL LOG INFORMATION                    D23

   From:   Doe, L. M.                    Document No.:  87002HDC0003
   Subject: Monthly sales and credits    Type:  Paper
   --------------------------------------------------------------------


   Press one of the following PF keys.

   PF3  Keep in the mail log
   PF4  Erase from the mail log
   PF5  Forward the mail log information
   PF7  View or change the mail log information






   PF9 Help    PF12 Return
```

The tasks on the screens are very similar for each of the five
kinds of documents. With an RFT-F document (screens D30
and D32) or Final and softcopy documents (screens D22 and
D26) you can:

- View it (or view an earlier version of the document).

- Forward it to another PROFS user.

- View the distribution list, which shows to whom the
  document has been mailed.

- View or change the mail log information.

- Print the document.

- Copy the document into your personal storage (for
  example, to use parts of it in another document you are
  preparing).

- Erase the document information from your mail log.

You can do these same tasks with an RFT-D document (screens D31 and D33), or with a Draft document (screens D24 and D27), as well as make changes to it.

With Paper documents (screen D23), you can:

- Forward the mail log information to another local PROFS user.

- View or change the mail log information.

- Erase the document information from your mail log.

You can't view a Paper document using PROFS, because PROFS has only the mail log information for it.

The following sections explain how to do these tasks.

Viewing the document. To view an RFT-D, RFT-F, Draft, Final, or Graphic document, press **PF1** on one of the "Process the Mail Log Information" screens.

PROFS shows you the document in final form, as it was mailed to you. If the document is an electronic document that was produced on another system, you will see it the way it was sent to you. For RFT-D and RFT-F documents, PROFS will show you the DisplayWrite/370 "View" screen. For Final and softcopy, and Draft documents, PROFS will show you screen I00, "View the Document." For Graphic documents, PROFS shows you screen I01, "View the Graphics Document." (See "Appendix L: Working with graphics documents (GDDM).")

If the document is too long for one screen, use the PF keys at the bottom of the screen to see more of the document. With these keys you can go directly to the text on the next screen (RFT-D and RFT-F documents), or you can move the text up or down one line at a time (Draft, Final, and softcopy documents).

When you have finished viewing the document, press **PF12 = END** for RFT-D and RFT-F documents or **PF12** for Draft, Final, softcopy, and Graphic documents to go back to the "Process the Mail Log Information" screen for that document.

You might also want to view an earlier version of an RFT-D or a Draft document. You might also want to view a different version of a Final or softcopy document, as it was **originally typed**, with format controls shown in the text. (PROFS keeps only one version of an RFT-F document. See *Using DisplayWrite/370* for information on seeing controls in RFT documents.) To view a different version:

1. Press **PF10** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D24 for Draft documents, or D22 for Final and softcopy documents). PROFS shows you one of the following "Process the Mail Log Information" screens (D33 for RFT-D documents, D27 for Draft documents, or D26 for Final and softcopy documents).

2. If you want to view a version of the document other than version 1, type the **number** over the number where the cursor is showing. Version 1 is the current version. For an RFT-D or Draft document, version 2 is the document before the last changes were made. For a Final document, version 2 is the current version with the format controls in the text. If PROFS has been told to keep more than two versions, there may also be a version 3 or even 4 of an RFT-D or Draft document. Versions other than 1 will be available only if the time limit for keeping them has not passed.

3. Press **PF1** to view the document.

   PROFS shows you the DisplayWrite/370 "View" screen for RFT-D and RFT-F documents, or screen I00, "View the Document," for Draft, Final and softcopy documents.

After viewing the document, press **PF12 = END** or **PF12** to return to one of the "Process the Mail Log Information" screens (D31, D30, D24, or D22).

Forwarding the document. If you want to forward the document (or just the mail log information in the case of Paper documents) to another person who uses PROFS, press **PF5** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, D22 for Final and softcopy documents, or D23 for Paper documents). PROFS then shows you screen H00, "Assign the Document Distribution Information," for all the document types except Paper. PROFS show you screen H05, "Assign the Reviewer Distribution Information," for Paper documents.

```
                   ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION              H00

  Document No.:  87002TST 0001                   Location: VMSYS1
                 -------- ----                   --------
  Type in the information below and press PF1 or PF2 to send the document.
    USER NAME at  LOCATION                        USER NAME at  LOCATION
    -
    --------      --------                        --------      --------

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

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

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

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

  PF1  Send the document and attach a routing slip
  PF2  Send the document without a routing slip

  PF10  Add more names to the list


  PF9 Help    PF12 Return
```

On screen H00 or H05 you can type the **user names** or **nicknames** of the people who will receive the document. You can also type the **names of distribution lists** (see Appendix C). If you run out of space and want to add more names, press **PF10**. When you have finished typing the names, press **PF1** or **PF2**. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." The people you named will receive a notice in their incoming mail about the document.

Viewing the distribution list. If you want to see who has received the document, press **PF6** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, or D22 for Final and softcopy documents). PROFS shows you screen K21, "View the Distribution List," which lists the user names of the people on the local system the document has been sent to. You may want to view this list of names before you forward the document, so you won't duplicate names. If you are looking for a person who was mailed a document but who is no longer on the PROFS system, you will see asterisks (********) instead of a user name.

Information about the document.

Users that document has already been sent to.

```
                            VIEW THE DISTRIBUTION LIST                    K21

  Document No.:  87002TST0012                    Type: RFT-F
  Draft copies:  1                               Owner: RILEYL
  From:          Riley, L. M.
  To:            Johnson, G. J.
  Subject:       Report information in last memo
 --------------------------------------------------------------------------

   This document has been mailed to the following.  Their user names are listed.
  JOHNSONG ******** ROEJ
  END OF LIST








  PF1 Top    PF2 Bottom    PF4 Up    PF5 Down            Screen    1 of  1
  PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
  ===) _
```

Press **PF12** to return to one of the "Process the Mail Log Information" screens. If you are finished viewing the distribution lists and you want to return to the main menu quickly, you can type **EXIT** on the command line of screen K21, "View the Distribution List," and press ENTER.

Viewing or changing the mail log information. You may view, change, or add to the information that is filed in your mail log. This would help you later to search more quickly for documents you have filed. Remember, however, that this does not change the information in PROFS storage.

Press **PF7** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, D22 for Final and softcopy documents, or D23 for Paper documents). PROFS shows you screen D18, "View or Change the Mail Log Information," with the information that you already have about the document in your mail log.

```
                VIEW OR CHANGE THE MAIL LOG INFORMATION              D18

        Type the changes you want for document no : 87002TST 0001
        Then press ENTER to change the mail log information.

        From:       Riley, L. M.
                    ----------------
        To:         Johnson, G. J.
                    ----------------
        Subject:    January sales report
                    -----------------------------------------------------------

                    -----------------------------------------------------------
        Comments:
                    ---------------------------------------------
        Action:                        Due date:
                    ----------                    --------------------
        Identifier:                    Type: M
                    ---                           -



        PF9 Help    PF12 Cancel
```

PROFS has filled these in for you.

1. Type the **changes** or **new information** you want to add. You can find out more about "Action," "Identifier," and "Type" in Appendix A.

2. Press ENTER.

PROFS records the new information and takes you back to one of the "Process the Mail Log Information" screens so you can continue to work with the document. Note that the information in PROFS storage does not change. If the document is an RFT-D or Draft document and you retrieve the document to update it, the information in PROFS storage will replace the information that is in your mail log.

Printing the document. If you want a paper copy of a document listed in your mail log, press **PF8** on one of the "Process the Mail Log" screens. PROFS shows you screen J00, "Choose a Printer."

```
                         CHOOSE A PRINTER                                J00

     Press the PF key to select the printer you want, or send a print file
     to a user or printer not listed. Press PF8 to see additional printer
     options. Press ENTER when you have made your choices.


     Send a print file to: _        (name) at         (location)
                           --------            --------

     Number of copies:  1            Special print class:
                        --                                -

     PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A                    SELECTED
     PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
     PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
     PF4  6670 East Tower, 9th Floor
     PF5  6670 East Tower, 17th Floor
     PF6  6670 West Tower, 2nd Floor
     PF7  Print at your workstation
                                                     Screen   1 of   1

     PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
     ===)
```

For instructions on how to use this screen, see "Printing copies of notes and documents" in Chapter 4.

Copying the document into your personal storage. You might want to use parts of a document you have received in another document you are preparing. For example, you may have a document that you use to send out a monthly sales report. The wording in the document may stay the same, but the figures and dates would probably change. To use a part of last month's report, you must copy the document from PROFS storage into your personal storage so you can work with it. Just follow these steps:

1. Press **PF10** on one of the "Process the Mail Log Information" screens for the document you want to copy (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, or D22 for Final and softcopy documents).

   PROFS shows you a second screen with a different menu (D33 for RFT-D documents, D32 for RFT-F documents, D27 for Draft documents, or D26 for Final and softcopy documents).

This is the second screen for RFT-D documents.

```
                    PROCESS THE MAIL LOG INFORMATION                    D33

     From:    Smith, G.                        Document No.:  87001TST0008
     Subject: Monthly report                   Type:  RFT-D
     ------------------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document
     PF4  Create a new document from a copy of this document


     PF11  View previous choices




     PF9 Help    PF12 Return
```

This is the
second screen
for RFT-F
documents.

```
                    PROCESS THE MAIL LOG INFORMATION                    D32

     From:    Riley, L. M.                      Document No.:  87002TST0012
     Subject: Report information in last memo   Type: RFT-F
     --------------------------------------------------------------------------

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF4  Create a new document from a copy of this document


     PF11  View previous choices






     PF9 Help    PF12 Return
```

This is the
second screen
for Draft
documents.

```
                    PROCESS THE MAIL LOG INFORMATION                    D27

     From:    Smith, G.                         Document No.:  87002TST0002
     Subject: Monthly report                    Type: Draft
     --------------------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document



     PF11  View previous choices



     PF9 Help    PF12 Return
```

```
            PROCESS THE MAIL LOG INFORMATION                    D26

    From:    Riley, L. M.              Document No.:  87002TST0001
    Subject: January sales report      Type:  Final
    --------------------------------------------------------------------

    If you do not want to work with the final copy of the document, key in the
    number 2 to work with the draft copy. 1

    Press one of the following PF keys, or press PF11 to view the previous
    choices.

    PF1  View the document
    PF2  Copy the document into your personal storage


    PF11  View previous choices




    PF9 Help    PF12 Return
```

2. If you want to copy a version of the document other than version 1, type the **number** over the number where the cursor is showing. Version 1 is the current version. For an RFT-D or Draft document, version 2 is the document before the last changes were made. For a Final document, version 2 is the current version with the format controls in the text. If PROFS has been told to keep more than two versions, there may also be a version 3 or even 4 of an RFT-D or Draft document. Versions other than 1 will be available only if the time limit for keeping them has not passed.

3. Press **PF2**.

   PROFS copies the document into your personal storage and assigns a filename and filetype. It then tells you what name has been assigned.

   If the document is **already** in your personal storage when you press **PF2**, PROFS shows you screen X10, "Copy the Document."

COPY THE DOCUMENT

The filename, filetype, and filemode of your document will be here.

A copy of: D0028801 SCRIPT   A1 is already in your personal storage.

Press one of the following PF keys. If you want to keep the file in your personal storage without changing the name, press PF12.

Rename your file here.

PF1 Give the file in your personal storage another name.
Type the new filename and the filetype below first before pressing
the PF key. Filename and filetype===> _

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

PF2 Erase the file in your personal storage and continue
with a new copy

PF9 Help   **PF12** Return

At the top of the screen you see a message telling you that a copy of the document you requested — identified by the filename, the filetype, and the filemode — is already in your personal storage.

You have several choices. You can:

• **Leave the copy** of the document as it is in your personal storage, and not get another copy from PROFS storage. Press **PF12** and PROFS takes you back to one of the "Process the Mail Log Information" screens.

• **Rename** the document file that is already in your personal storage and save the new file. To do this, type the new **filename** and **filetype** in the spaces after the arrow, then press **PF1**. PROFS copies the new document to your personal storage.

• **Erase** the document file in your personal storage. Press **PF2**. PROFS copies the new document to your personal storage.

Changing an RFT-D or Draft document: To make changes to an RFT-D or Draft document:

1. Press **PF10** on screen D31 or screen D24, "Process the Mail Log Information."

    PROFS shows you screen D33 or D27.

2. If you want to use a draft version of the document other than the most recent (version 1), type the number over the number where the cursor is showing.

3. Press **PF3**.

4. If you are authorized to make changes PROFS shows you screen F63, "Process the Document," for RFT-D documents or screen F01, "Process the Document," for Draft documents.

To get help in using this screen to revise, edit, and file draft documents, see "Processing documents" in "Chapter 7: Preparing RFT documents" or in "Chapter 8: Preparing DCF documents."

Creating a new document from an RFT-D or RFT-F document: You can create a new document from an RFT-D or RFT-F document. Press **PF4** on screen D32 or screen D33, "Process the Mail Log Information." PROFS shows you screen F63, "Process the Document."

Erasing the mail log information: To erase the information listed in the mail log for the document, press **PF4** on one of the "Process the Mail Log Information" screens (D31, D30, D24, D23, or D22).

Erasing the item from your mail log will not erase the document itself. The document will remain in PROFS storage, and it may still be listed in the mail logs of other PROFS users. But the only way you'll be able to work with the document is by knowing the document number.

8
Printing
the mail log
information

You can have part or all of your mail log printed for you. You can use a shortcut method to print all the mail log items for **the last 90 days**. If you want to print mail log items for **other than the last 90 days**, you will first have to do a searching task. You will find how to do that later in this chapter.

Printing the mail log for the last 90 days

To print your mail log for the last 90 days only, follow these steps:

1. Press **PF8** on screen D00, "Process the Mail Log."

PROFS shows you screen F30, "Print the Mail Log Information," which offers you several ways to have your mail log printed.

```
                  PRINT THE MAIL LOG INFORMATION                      F30

   Press the PF key(s) to choose the way you want the information printed.

   PF1  Print without the mail log comments

        CHOOSE ONLY ONE OF THE FOLLOWING.

   PF2  Print in sequence by document number
   PF3  Print in alphabetic sequence by the last
        name of the person who wrote the document ("FROM")
   PF4  Print in alphabetic sequence by the last
        name of the person(s) to whom the document
        was sent ("TO")

   Then, press ENTER.



   PF9 Help    PF12 Return
```

2. Press **PF1** if you want your mail log printed **without mail log comments**. If you do not press **PF1**, PROFS will print it **with the comments included**.

3. Decide in which order you want the mail log information to be listed:

   ● Press **PF2** for a chronological list from the **oldest to the most recent** documents.

   ● Press **PF3** for an alphabetical list according to the **person who wrote the document** ("FROM").

   ● Press **PF4** for an alphabetical list according to the **person to whom the document was written** ("TO").

You can choose only one of the keys PF2 through PF4.
PROFS puts the word SELECTED next to your choice. You
can change your choice by pressing another PF key.

4.   Press ENTER.

PROFS is now ready to print your mail log for the last 90 days.
PROFS will show you screen J00, "Choose a Printer," for you
to make printing choices. If you want to make additional
choices about the printer, press **PF8** on screen J00. PROFS
shows you screen J01, "Choose Printer Options." For more
information on using these screens, see "Printing copies of
notes and documents" in Chapter 4.

Printing the mail log for other time periods

To print your mail log for more or less than the standard 90
days of listings, you must first do a search:

1.   Press **PF1** on screen D00, "Process the Mail Log."

     PROFS shows you screen D01, "Find Documents."

2.   Type a **time period** for the documents you want listed, or
     type **ALL** if you want a listing of all documents. Then press
     ENTER.

     PROFS shows you the results of the search on screen D03,
     "Process the Documents Found."

3.   Press **PF8**.

     PROFS shows you screen F30, "Print the Mail Log
     Information." You then choose whether to have the
     comments printed and in what order you want the mail log
     printed. (See "Working with a list of the documents that
     PROFS found" in Chapter 5.)

10 Processing the Mail Log

Fast Track

A00
Main Menu

D00
Process the Mail Log

On all screens

PF9 Help

PF12 Return
(except PF12 "End"
on A00)

PF1 →
D01
Find Documents

PF2 →
D15
Add Mail Log Information for a Paper Document

PF3* →
H05
Assign the Reviewer Distribution Information

PF1 →
H02
Attach a Routing Slip

PF4* →
D17
Change the Mail Log Information

ENTER →
D18
View or Change the Mail Log Information

PF5* →
D19
Erase the Mail Log Information

PF6 →
D20
View the Mail Log Information

PF8 →
F30
Print the Mail Log Information

ENTER →
J00
Choose a Printer

PF8 →
J01
Choose Printer Options

F30 gives you the mail log for the last 90 days; for other times use the search routine (PF1) on D00; fill in only the time on D01; PF8 on D03.

* For PF3, PF4, PF5 on D00, you must know the document number. If you don't, use the search routine (PF1 on D00) to get the document number.

D21
Process the Mail Log Information

PF1 → View all (listed on that screen)

PF3 → Keep (cancels PF4 erase)

PF4 → Erase all (listed on that screen)

PF key next to document in list

D30 / D32
Process the Mail Log Information RFT-F

D31 / D33
Process the Mail Log Information RFT-D

D22 / D26
Process the Mail Log Information Final

D24 / D27
Process the Mail Log Information Draft

D23
Process the Mail Log Information Paper

```
                                    ┌─────────────────D33      ┌──────────────────
  PF10──────────────────────────────│ Process the      │      │ DisplayWrite/370
  on                                 │ Mail Log         │──PF1→│ "View"
  D31                                │ Information      │      │
                                     │ RFT-D            │      └──────────────────
                                     │ (second screen)  │
                                     └──────────────────┘                Copy into
                                                                         Personal
  ┌──────────────────I00            ┌──────────────────D32               Storage
  │ View the         │              │ Process the      │
  PF1──│ Document     │   PF10───────│ Mail Log         │──PF2→
  D22                                │ Information      │           If file exists────→
  D24                                │ RFT-F            │
                                     │ (second screen)  │                      ┌──────────────X10
                                     └──────────────────┘                      │ Copy the
                                                                               │ Document
  ┌──────────────────────            ┌──────────────────D26    ┌──────────I00  │ (into your
  │ DisplayWrite/370  │              │ Process the      │      │ View the │    │ personal storage)
  PF1──│ "View"        │  PF10────────│ Mail Log         │──PF1→│ Document │    └──────────────
  D30                                │ Final            │      │          │
  or                                 │ (second screen)  │      │ (earlier version)│  ┌──────────F63
  D31                                └──────────────────┘      └──────────┘    PF3 │ Process the
                                                                               PF4 │ Document
  PF3──→ Keep (use to               ┌──────────────────D27    ┌──────────────
         cancel PF4)                 │ Process the      │      │ If not in your
                                     │ Mail Log         │      │ storage yet,
  PF4──→ Erase from the              │ Draft            │      │ PROFS copies it.    ┌──────────D31
         mail log                    │ (second screen)  │      │                    │ Process the
                                     └──────────────────┘      │ or if already  PF11│ Mail Log
  ┌──────────────────H00                              PF2      │ in your storage    │ Information
  │ Assign the       │                                         │ PROFS shows you.   │ RFT-D
  PF5──│ Document      │             ┌──────────────────H02    │
  not  │ Distribution  │──PF1───────→│ Attach a         │      │
  on   │ Information   │             │ Routing          │      ┌──────────────X10
  D23  └──────────────────           │ Slip             │      │ Copy the
                                     └──────────────────┘      │ Document
  ┌──────────────────H05                                       │ (into your
  │ Assign the       │                                         │ personal storage)
  PF5──│ Reviewer      │             ┌──────────────────H02    └──────────────
  D23  │ Distribution  │──PF1───────→│ Attach a         │  ┌──────────────F01  ┌──────────────────
       │ Information   │             │ Routing          │  │ Process the  │    │ DisplayWrite/370
       └──────────────────           │ Slip             │──│ Document     │──PF1→│ "View"
                                     └──────────────────┘PF3 └──────────────    └──────────────────
  ┌──────────────────K21                                                              Copy into
  │ View the         │                                                               Personal
  PF6──│ Distribution  │                                                             Storage
  not  │ List          │                                        ┌──────────────D24
  on   └──────────────────                                      │ Process the  │──PF2→
  D23                                                           │ Mail Log     │
                                                          PF11──│ Information  │       If file exists───→
  ┌──────────────────D18                                        │ Draft        │
  │ View or          │                                          └──────────────        ┌──────────X10
  PF7──│ Change the    │                                                               │ Copy the
       │ Mail Log      │                                                               │ Document
       │ Information   │                                                               │ (into your
       └──────────────────                                                             │ personal storage)
                                                                               ┌──────F63
  ┌──────────────────J00             ┌──────────────────J01                   │ Process the
  │ Choose a         │               │ Choose           │                 PF4 │ Document
  PF8──│ Printer       │←──PF8────────│ Printer          │
  not  │               │             │ Options          │
  on   └──────────────────           └──────────────────┘                     ┌──────────D30
  D23                                                                          │ Process the
                                                                          PF11─│ Mail Log
                                                                              │ Information
                                                                              │ RFT-F
```

11 Checking the outgoing mail

11 Checking the outgoing mail

1
How to check the outgoing mail

Press **PF8** on the main menu to find out whether a document that you sent has been received. PROFS shows you screen G03, "Check the Outgoing Mail."

```
                        CHECK THE OUTGOING MAIL                           G03

   OFSMRQ010I The outgoing mail was checked and the following was found:
     ALL MAIL SENT BY: ROEMARY2 HAS BEEN DELIVERED AND ACKNOWLEDGED.
   * * * END OF MESSAGES * * *


















   PF1 Top    PF2 Bottom   PF4 Up   PF5 Down              Screen   1 of  1
   PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
   ===) _
```

If all the documents you sent have been received, PROFS will show you the following message:

ALL MAIL SENT BY: (your user name)
HAS BEEN DELIVERED AND ACKNOWLEDGED.

This means that all the people you have sent documents to have viewed their respective "Open the Mail" screens since you sent the documents.

If some of the mail has not been received, PROFS shows you a message that names only those items that have not been received.

For example, if you sent a document to L. M. Riley and he has not received it, PROFS shows you the following message:

OFSMRQ011I FILE ID 86233XXX 0003
SENT TO LRILEY XXX ON 09/17 REC'D (NO)

This message means that L. Riley has not viewed his "Open the Mail" screen since you sent the mail. The XXX is the 3-character location code.

If there are more messages than one screen can show, press **PF10** to see the next screen; press **PF11** to see the previous screen.

11 Checking the Outgoing Mail

Fast Track

```
┌─────────────────────┐                    ┌─────────────────────┐
│               A00   │                    │               G03   │
│                     │                    │                     │
│  Main Menu          │──PF8──────▶        │  Check the          │
│                     │                    │  Outgoing Mail      │
│                     │                    │                     │
└─────────────────────┘                    └─────────────────────┘
```
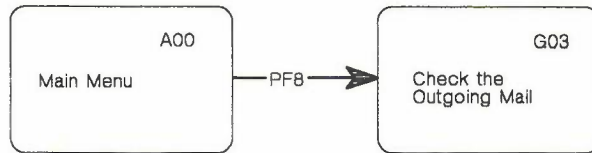
12 Adding automatic reminders

Contents

12 Adding automatic reminders

1
Choosing from the main menu

You can have PROFS remind you of a number of things: meetings, appointments, important dates or events, and so forth. You can add several reminders, and each one will appear on your main menu at the time and date you specify.

If you are not viewing your main menu when it's time for the reminder, PROFS will hold the message until the next time you view your main menu or subset menu. If you are not signed on to PROFS when it is time for your reminder to appear, PROFS will hold the message until you sign on again. If your terminal has an automatic audible alarm, the alarm will sound when you return to your main menu to see the message.

You can:

- Add a reminder (see "Adding a reminder" later in this chapter).

- View the reminder, change it, or erase it by typing certain commands on the main menu (see "Working with your reminders" later in this chapter).

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2
Adding a reminder

To add a reminder, press **PF10** on the main menu. PROFS shows you screen X03, "Add an Automatic Reminder."

PROFS fills in today's date automatically.

You type the time you want to be reminded and what you want to be reminded of.

This is the number of times you want to be reminded and the number of minutes between each reminder.

```
                      ADD AN AUTOMATIC REMINDER                          X03

    To have PROFS remind you of an                   Time:   4:17 PM
    event, type in the date and time
    you want to be reminded. Also,         1987      JANUARY      1987
    type in the note you want PROFS        S   M   T   W   T   F   S
    to show you at that time.                                  1   2   3

    Date: 01/23/87                         4   5   6   7   8   9   10
          -----------------------          11  12  13  14  15  16  17
                                           18  19  20  21  22  23  24
    Time: 5:00pm                           25  26  27  28  29  30  31
          -------                                       Day of Year: 023

    Note:
    Check the road conditions due to ice storms in area.
    -----------------------------------------------------------------------
    To have PROFS remind you several times, type below the number of times you
    want the reminder repeated and the number of minutes between each reminder.

    Times: 3   Minutes: 5
    -          --
    Then, press ENTER to send the information to PROFS.

    PF9 Help    PF10 Next Month    PF11 Previous Month    PF12 Return
```

To add a reminder, follow these steps:

1. Type the **date** and **time** you want to be reminded. PROFS automatically fills in today's date, so you must type over the date if the reminder is for another date. (See Appendix I for information on how to type dates and times.)

2. Type what you want to be reminded about under the word "Note."

If you would like the reminder repeated, follow these additional two steps:

3. Type the **number of times** you want the message repeated after the word "Times." PROFS will repeat a reminder up to nine times.

4. Type the **number of minutes** between each reminder after the word "Minutes." PROFS will accept from 1 to 99 minutes.

5. Press ENTER to add the automatic reminder.

PROFS will show you the reminder note on the main menu or subset menu at the times you specify. If you are not on the main menu when it's time for the reminder, you will not see the message until the next time you are on the main menu.

3
**Working
with your
reminders**

After you have added a reminder, you can view, change, or erase it by typing commands on the main menu's command line.

```
                         PROFS MAIN MENU                           A00

         Press one of the following PF keys.
         PF1  Process calendars                      Time:  11:17 AM
         PF2  Open the mail
         PF3  Find documents                       1987   JANUARY    1987
         PF4  Process notes and messages            S   M   T   W   T   F   S
         PF5  Prepare documents                                     1   2   3
         PF6  Process documents from other sources  4   5   6   7   8   9   10
         PF7  Process the mail log                  11  12  13  14  15  16  17
         PF8  Check the outgoing mail               18  19  20  21  22  23  24
                                                    25  26  27  28  29  30  31
         PF10 Add an automatic reminder                  Day of Year: 002
         PF11 View main menu number 2
                                                    PF9 Help    PF12 End
         ------------------------------------------------------------------------



         ===> _
                                                    Mail Waiting
```

Your reminder appears here.

Type commands here.

Viewing your reminders

If you want to view all the reminders you've added but which have not yet expired, type

REMINDER View

on the command line on the main menu. PROFS shows you all of your reminders, along with the date and time of each.

Note: Sometimes you must type the whole command, and sometimes you can use an abbreviated command such as **REMINDER DELete.** You have to type only the part of the command shown in uppercase.

If you want to view only the reminder that is scheduled to appear next, type

REMINDER Next

on the command line on the main menu. PROFS shows you the next reminder, along with the date and time it will appear.

If you want to view your reminders for specific days, type **REMINDER View,** followed by the **beginning date** and the **ending date**, on the command line on the main menu. For example, to view your reminders from November 8 to November 10, inclusive, type

REMINDER View 11/8 11/10

PROFS shows you the reminders for that period. If you only type one date, PROFS shows you the reminders for that date alone.

Changing your reminders

If you want to change the time or date of a reminder, type **REMINDER CHange,** followed by the **old date and time** and then the **new date and time**, on the command line on the main menu. For example, to change the reminder time from October 6 at 2:30 to October 7 at 3:30, you would type

REMINDER CHange 10/6 230 10/7 330

PROFS makes the change and shows you the reminder before and after the change. (See Appendix I for information on how to type dates and times.)

Note: The reminder note, number of times, and minutes between each time cannot be changed. If you want to change any of these, you should erase that reminder and add a new reminder with the corrected information.

Erasing your reminders

If you want to erase a future reminder, type **REMINDER DELete,** followed by the **date and time** of that reminder, on the command line on the main menu. For example, to erase a reminder for October 7 at 3:30, you would type

REMINDER DELete 10/7 330

PROFS erases the reminder and shows you a message that it has been erased.

If you want to erase an **active** reminder (one that has started to remind you, repeatedly), type **REMINDER CAncel** on the command line on the main menu. For example:

REMINDER CAncel

PROFS cancels the reminder but does not show you a message that the reminder has been cancelled.

12 Adding Automatic Reminders

Fast Track

To add a reminder;

```
                    A00                          X03        ┌─PF10──────▶  Next Month
                                                            │
  Main Menu  ──PF10──▶  Add an                              │
                        Automatic                           │
                        Reminder                            └─PF11──────▶  Previous Month
```

```
                                    ═══▶ REMINDER VIew ─────────────────────────────▶  View all reminders

                                    ═══▶ REMINDER Next ─────────────────────────────▶  View the next reminder

            A00                     ═══▶ REMINDER View  date  date ──────────────────▶  View reminders for specific days
  Main Menu ────────────────────┤
                                    ═══▶ REMINDER CHange  olddate  oldtime  newdate  newtime ──▶  Change date or time of a reminder

  On all screens:                  ═══▶ REMINDER DElete  date  time ────────────────▶  Erase a future reminder
  PF 9 Help
  PF12 Return                      ═══▶ REMINDER CAncel ────────────────────────────▶  Erase other appearances of a reminder
  (except PF12 "End"                                                                    that has been shown
  on A00)
```

You cannot change the text of a
reminder. To change the text, delete or
cancel and add a new reminder.

13 Proofreading notes and documents

Contents

13 Proofreading notes and documents

1
How PROFS proofreads for you

PROFS checks your documents and notes for spelling errors and for other problems in the words and phrases you use. PROFS also offers you solutions: correct spellings, synonyms, and alternatives for words and phrases.

Proofreading tasks are done somewhat differently depending on whether you are working with Revisable-Form Text (RFT) documents or Document Composition Facility (DCF) documents and notes.

Proofreading RFT documents

Note: Before you can proofread an RFT document, you must be able to use DisplayWrite/370. See *Getting Started with DisplayWrite/370* **and** *Using DisplayWrite/370* **for step-by-step instructions for using DisplayWrite/370 and proofreading an RFT document.**

With RFT documents, you can proofread while you are working with the document. You can use the VERIFY SPELL or the TSPELL command to check the document for misspelled words. See "How to start proofreading an RFT document" later in this chapter.

Proofreading DCF documents and notes

The following paragraphs describe the separate proofreading tasks for notes and documents prepared using DCF.

PROFS **checks the spelling** of every word in your note or document against the words in its standard dictionaries. PROFS allows you to build addenda dictionaries for your own specialized words (for example, proper names or acronyms). PROFS gives you the correct spelling of words when you aren't sure. See "Checking your spelling in DCF documents and notes" later in this chapter.

PROFS **checks spelling in context** by looking for words that may be spelled right, but may not be used correctly in the sentence. PROFS uses a list of commonly confused words such as "effect/affect," "then/than," and other words that sound alike but have different meanings. When PROFS spots a possible problem, it shows you alternative words with definitions for each one, to help you make the right choice. See "Checking for spelling in context in DCF documents and notes" later in this chapter for information about commonly confused words.

PROFS **checks for awkward, redundant, and wordy phrases**. PROFS also shows you possible alternative phrases or tells you when it would be better to eliminate the phrase without replacing it. See "Checking for awkward words and phrases in DCF documents and notes" later in this chapter for information about correcting awkward phrases and cliches.

PROFS also helps you **write your notes and documents for specific reading levels.** PROFS lets you choose a reading comprehension grade level (from 4-16) for your notes and documents, and tells you which words are above that grade level. PROFS helps you replace difficult words with synonyms that are within the grade level you choose. See "Checking the reading comprehension grade levels of words" later in this chapter for information about checking the grade level of your words.

While PROFS is proofreading for you, you can **ask for a synonym** for any word in your text. If PROFS has suggestions for that word, you will see a list of choices. (PROFS' source for synonyms is *Roget's II: The New Thesaurus*, copyright 1982 by Houghton Mifflin Company.) See "Choosing synonyms in DCF documents and notes" later in this chapter for help with synonyms.

If you want to **keep your corrected text**, you must tell PROFS before you leave the proofreading function. See "Saving your corrections and finishing proofreading" later in this chapter when you're ready to stop proofreading.

See "Proofreading shortcuts for DCF documents and notes" later in this chapter for information about proofreading shortcuts in PROFS.

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

2
How to start proofreading an RFT document

DisplayWrite/370 provides proofreading support for your RFT documents. In addition to the following commands, DisplayWrite/370 can perform other proofreading tasks (for example, grade level analysis). See *Getting Started with DisplayWrite/370* and *Using DisplayWrite/370* for a complete explanation of proofreading RFT documents.

You can use several PF keys on the DisplayWrite/370 "Edit" screen to do proofreading tasks:

- Press **PF5 = Tspell** to highlight the misspelled word.

- Press **PF6 = Aid** to see a spelling aid window.

- Press **PF7 = Next**, or press **PF23 = Previous** to move from one highlighted word to another.

- Press **PF16 = Addenda** to add a new term to your addenda dictionary.

- Press **PF18 = Synonym** to see a window containing a list of synonyms.

If you do not have 24 PF keys, you can use the Addenda, Previous, and Synonym commands by following these steps:

1. Place your cursor under the word you want to add to your addenda.

2. Press **PF3 = Cmdline**.

3. When the floating command line appears, type **addenda** and press ENTER.

   The word is added to the addenda dictionary.

   To use the previous or synonym command, follow the same steps. When the floating command line appears, type **previous** or **synonym** (depending on which command you want), and press ENTER.

How to start proofreading a DCF document

There are two ways to start proofreading DCF documents or notes. Use the first way if you want to proofread a document or note you are currently preparing. Use the second way for DCF documents or notes that you have already filed.

Proofreading a DCF document you are preparing

If you are **currently preparing a document**, follow these steps:

1. Begin at screen F01, "Process the Document."

2. Press **PF4**. PROFS shows you screen F05, "Proofread the Document."

PROFS shows you the document number and type.

```
                              PROOFREAD THE DOCUMENT                         F05

        Document No.:  1
        Type:  Draft
        ---------------------------------------------------------------------------

        Press one of the following PF keys.

        PF1  Check the spelling
        PF2  Check the spelling in context
        PF3  Check the phrasing within a sentence
        PF4  Check the reading comprehension level
             Type the grade level to use===)  _8 (Choose from grades 4-16)
```
```
        PF9 Help    PF12 Return
```
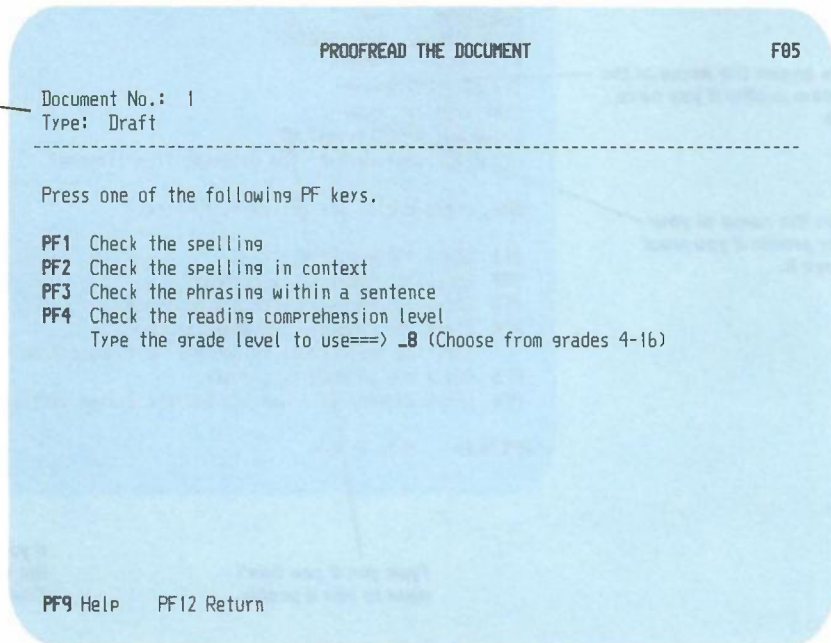
The top of this screen shows you the document number and the type of document you are working on. The four major proofreading tasks are listed next to the PF keys.

Proofreading an existing DCF document

If you want to proofread a **document in your personal storage**, type **PROOFREAD** on the command line of the main menu. PROFS shows you screen F07, "Proofread a Document."

Type the filename here.

If you don't want a SCRIPT filetype, type another filetype here.

Type the letter of the disk here if you know it.

This shows the name of the system profile if you have one.

Type the name of your user profile if you want to use it.

```
                        PROOFREAD A DOCUMENT                           F07

        Type in the following information.  Type over the highlighted word if it
        does not agree with what you want.

        File name    ===) _
        File type    ===) SCRIPT
        File mode    ===) *
        System profile===)
        User profile ===)
        Leave out profiles===) NO
        Proofread only part of the document from line===)        to line===)
                                                        -------        -------
        Now, press one of the following PF keys.

        PF1  Check the spelling
        PF2  Check the spelling in context
        PF3  Check the phrasing within a sentence
        PF4  Check the reading comprehension level
             Type the grade level to use===)  8 (Choose from grades 4-16)
        PF5  Add a new addenda dictionary
        PF6  Check addenda dictionaries against system dictionaries

        PF9 Help    PF12 Return
```

Type yes if you don't want to use a profile.

If you don't want to proof the whole text, type the first and last lines you want.

On the top half of the screen you must type information to identify the document you want PROFS to proofread:

• Type the **filename** of your document. This is the name that was assigned when the document was created.

- If you want to see a SCRIPT file, go on to the next step. If the filetype of the document you want to proofread is not SCRIPT, type the **filetype**.

- PROFS will search all file disks for the document if an asterisk (*) appears next to **filemode**. If you know the name of the disk where the document is filed, type its **name** (A, B, C, D, and so forth) over the asterisk.

- **System profile**. This is the name of the file that contains your PROFS proofreading choices. If your installation uses a system profile, you should change it only if your PROFS administrator tells you to do so.

- **User profile**. If you want to specify an alternate set of proofreading choices, type the name of the profile here. (You will find more information on setting up your own user profile for proofreading in "Proofreading shortcuts for DCF documents and notes" later in this chapter.)

- If you don't want PROFS to proofread the entire document, tell PROFS which lines to read. After the first arrow, type the line number where you want PROFS to begin. After the second arrow, type the line number where you want PROFS to stop proofreading. If you want PROFS to proofread to the end of the text, leave the second space blank or type an asterisk (*).

The bottom half of the screen lists all the major ways you can proofread using the PF keys. Notice that **PF1** through **PF4** on screen F07, "Proofread a Document," are identical to **PF1** through **PF4** on screen F05, "Proofread the Document." You can use only one of the four PF keys on either screen F05 or F07 at a time.

Note: When you proofread from the F07 screen, PROFS will show you the text and also the SCRIPT commands in the text. Be aware that any changes you make to the control information may affect the appearance of the document.

Proofreading a note you are preparing

To begin proofreading a note you are preparing, follow these steps:

1. Begin at screen E05, "Process Notes and Messages."
   Press **PF1** on screen E05. PROFS shows you screen E04, "Send a Note."

2. Type your note. Press **PF8** on screen E04. PROFS shows you screen E14, "Proofread the Note."

```
                        PROOFREAD THE NOTE                          E14

         Press one of the following PF keys.

         PF1  Check the spelling
         PF2  Check the spelling in context
         PF3  Check the phrasing within a sentence
         PF4  Check the reading comprehension level
              Type the grade level to use===)  _8 (Choose from grades 4-16)

         PF9 Help     PF12 Return
```
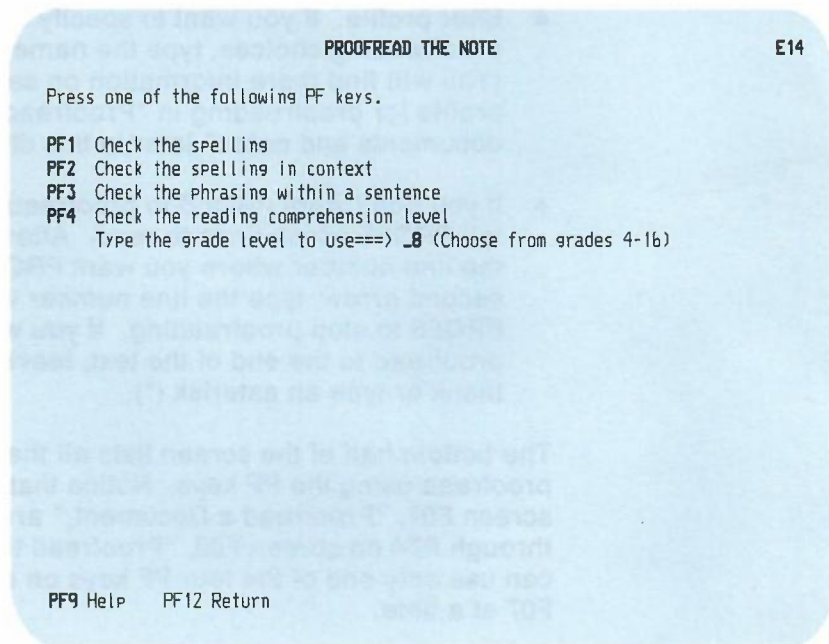
- Press **PF1** on screen E14. PROFS shows you the "Check the Spelling" version of screen F10.

- Press **PF2** on screen E14. PROFS shows you the "Check the Spelling in Context" version of screen F10.

- Press **PF3** on screen E14. PROFS shows you the "Check the Phrasing Within a Sentence" version of screen F10.

- Press **PF4** on screen E14. PROFS shows you the "Check the Reading Comprehension Level" version of screen F10.

You can also press **PF8** on one of the following screens:

- E02, "Reply to the Note"

- E03, "Add Personal Comments to Your Note Log"

- E06, "Send a Note"

- E11, "Forward the Note"

- E13, "Send the Note Again."

PROFS shows you screen E14, "Proofread the Note."

Note that the greeting and closing lines in the note are not proofread.

4
Checking
your
spelling
in DCF
documents
and notes

Beginning the spelling check

Press **PF1** on screen F05 or F07 to have PROFS check your
spelling in a document, or on screen E14 to have PROFS check
your spelling in a note.

PROFS compares each word in your text against the words in
the dictionary or dictionaries it is using. PROFS shows you
your text, screen by screen.

*Number of changes
you've made since you
last saved this file*

Filetype

Filename

Filemode

*The top line on this
screen and total number
of lines in your text*

*Proofreading task PROFS
is doing*

Text

Scale line

Command line

```
Proofread (spell): SAMPLE SCRIPT A1    Alt=3  Line 4 of  31              F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.  As you can see, if a word in the text is not found in the system
dictionary, it is highlighted on the display screen.  This provides assistence
to the principal or secretary who is creating or proofreading a document.
:P.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:P.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda   PF2 Split   PF3 Aid   PF4 Unlock   PF5 Newtop   PF6 Synonym
PF7 Next  PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====>
```

PROFS highlights all the words that are not in the dictionaries
it is checking.

If you don't see any highlighted words in the first screen that PROFS shows you, you can move to the first highlighted word in the document or note by pressing **PF7**. You can also move forward one screen at a time by pressing **PF10**. To move back one screen, press **PF11**.

The PROFS dictionaries

PROFS comes with two general English dictionaries and two technical dictionaries.

- **US** is the United States English dictionary of about 130,000 general English words.

- **UK** is the United Kingdom English dictionary of about 130,000 general English words. The U.K. dictionary contains essentially the same word list as the U.S. dictionary; but it uses British spellings. For example, the word "color" appears as "colour" in the U.K. dictionary. In addition, some words will be found in one dictionary and not the other. For example, the term "lorry" appears in the U.K. dictionary.

Neither of the two English dictionaries contains many technical terms. However, PROFS has two technical dictionaries that list terms with both U.S. and U.K. spellings:

- **MEDICAL** has about 105,000 medical terms.

- **LEGAL** has about 20,000 legal terms.

If you don't specify which dictionaries you want, PROFS checks against the dictionaries that your PROFS administrator has named in the system profile. If you want to use a different dictionary or use more than one dictionary, follow these steps:

1. Move the cursor to the command line. You can move the cursor by using the arrow keys, the tab key, or by one of these methods:

   - If the cursor is in the text area, and you have just typed something, press ENTER twice.

   - If the cursor is in the text area, and you have **not** just typed something, press ENTER once.

2. Type **dictionary** followed by the names of the dictionaries you want to use. You may list the dictionaries in any order. PROFS considers the word spelled correctly if it finds it in any dictionary.

3. Press ENTER.

If you don't know which dictionaries are active, you can ask PROFS to show you a list:

1. Move the cursor to the command line.

2. Type **query dictionary**.

   PROFS will show you a list of dictionaries. The list will appear on the command line. You may change this list and then press ENTER.

Dealing with highlighted words: An overview

There are three ways to deal with a highlighted word:

- If you know that a word is spelled incorrectly and you know how to correct it, you can fix it yourself.

- If you are not sure of the correct word, you can ask PROFS for aid.

- If you know that the word is correct, you can put it in an addenda dictionary, so that the word will no longer be highlighted when it appears.

Of course, you can always ignore the highlighting and leave the word in the text. You would do this if you know the word is correct, but you don't want to add it to a dictionary (for example, people's names, product names).

Fixing a word yourself

You can correct a word in the same way that you do when you create or change a document. Type the new word over the old one and use the INSERT and DELETE keys to adjust the spacing of the words in the line. If you want to insert an additional letter into a highlighted word, you have to first press **PF4**. This temporarily highlights the entire line of text. Press ENTER when you have finished correcting the line. The highlighting will disappear unless the word is still misspelled.

Getting assistance from PROFS

If you're not sure what's wrong with a highlighted word or don't know the correct spelling, PROFS will assist you. Follow these steps:

1. Put the cursor **under the highlighted word**. Make sure the cursor is under a letter in the word or to the immediate right of the word. The easiest way to move the cursor is to press **PF7** to move it to the next highlighted word or to press **PF8** to move it to the previous highlighted word.

2. Press **PF3**. PROFS shows you a "spelling aid window."

```
Proofread (spell): SAMPLE SCRIPT A1    Alt=3  Line 4 of  31                    F10
:p.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been procesed by the PROFS proofreading
function.  The dictionaries that come.------------. gram include 250,000 words,
they cover general English as well as| processed | ness, legal, and medical
terminology.  As you can see, if a wo| proceed   | is not found in the system
dictionary, it is highlighted on the | processes | This provides assistence
to the principal or secretary who is .------------. roofreading a document.
:p.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:p.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:p.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
PF7 Next   PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====)
```

Highlighted word

The window shows the correct spelling for the word that PROFS thinks you are trying to spell. If there is more than one possible correction, PROFS shows you a small list in the window. The list will show you what PROFS considers to be the most likely word first, followed by the next most likely, and so forth.

If you are using more than one dictionary, PROFS will check all of them. PROFS lists the possible correct words from each dictionary.

To choose a correctly spelled word from the window, follow these steps:

1. Move the cursor in the window list until it is **under the word** that you want to use. (The cursor will be placed under the first word when the window is first shown.)

2. Press ENTER.

   PROFS substitutes the correctly spelled word for the highlighted word in the text. The new word is not highlighted and the window disappears. You can now move to the next highlighted word.

You can cancel the spelling aid window without choosing a replacement by pressing **PF3** again.

Checking spelling while doing other proofreading

Any time you are proofreading a document or note, you can ask PROFS to check a word even if it is not highlighted. Put the cursor under the word and press **PF3**.

PROFS will first check the word for the proofreading task it is doing. If PROFS finds information for that task (spelling in context or awkward phrasing) you will see a window with that information. If PROFS finds nothing relating to that task, it checks the spelling of the word and shows you a spelling aid window if the word is misspelled.

Fixing words next to punctuation or in a series

To highlight a word, PROFS inserts a special blank character before it. Another special blank is inserted after the word to change the text back to normal lighting.

Occasionally, a misspelled word will be located immediately next to punctuation or to other words without any blank spaces. For example:

procesed.

rock/scissors/pafer

PROFS highlights the period after "procesed." PROFS highlights all three words "rock/scissors/pafer," because the three words are written together with no blanks separating them.

You can ignore highlighted punctuation marks or correctly spelled words that are joined to the incorrect word. But you must move the cursor under the word you want to correct. If you press **PF3** while the cursor is under "rock" or "scissors," PROFS tells you that the word is spelled correctly. Use **PF7**, **PF8**, or the cursor movement keys to place the cursor under the word that is misspelled.

Adding to the dictionaries: Addenda dictionaries

PROFS sometimes highlights a word that is spelled correctly. This means that the word is not included in any of the dictionaries you are using. Examples might be proper names, technical terms that don't appear in the medical or legal dictionaries, and acronyms. Occasionally, you may find an English word that is not in the PROFS dictionaries.

If you don't want PROFS to highlight the word every time it appears in this document and future documents or in notes, you must add it to a dictionary. You can't change PROFS' standard dictionaries, but you can build your own customized dictionaries for these words called **addenda dictionaries.** You can put all these extra words in one addenda dictionary or you can make several addenda dictionaries so that you can keep different kinds of words in different categories. For example, you might want one dictionary for acronyms, another for names, and another for words that you use on one project, in one document style, or with one client.

Adding words to an addenda dictionary: To add a word to an addenda dictionary, follow these steps:

1. Place the cursor under the word on your screen.

2. Press **PF1.**

   PROFS will show you an **addenda update window.** The window contains the word you want to add and a list of addenda dictionaries. PROFS gives you two choices to start with: a general addenda dictionary called PROOF and one with the filename of the document or note that PROFS is proofreading. Your PROFS administrator may have changed these or added more choices. You may also create your own addenda dictionaries. (See "Creating new addenda dictionaries" later in this chapter.)

Highlighted word ──────

*Addenda dictionaries
window* ──────

*Just press ENTER to put
the word in the dictionary
marked with the *. Move
the cursor to SAMPLE
and press ENTER to put
the new word in the
dictionary named SAMPLE.*

*You can name new
addenda dictionaries by
using commands.*

```
Proofread (spell): SAMPLE SCRIPT A1    Alt=3  Line 4 of  31                    F10
:p.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this progra .----------. 000 words,
they cover general English as well as special business, | PROFS  | edical
terminology. As you can see, if a word in the text is   | * PROOF | the system
dictionary, it is highlighted on the display screen.    | SAMPLE | assistence.
to the principal or secretary who is creating or proof  '----------' cument.
:p.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:p.
If you frequently use technical or special terms (such as "cerenesator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:p.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda   PF2 Split   PF3 Aid   PF4 Unlock   PF5 Newtop    PF6 Synonym
PF7 Next  PF8 Previous  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
====> check case, add hyphens (ex-am-ple), select addenda.
```

3. Check the word you are adding for capital letters and word division. (See the special notes in the next two sections.)

4. One of the dictionaries in the window is marked with an asterisk (*). If you want the word to be added to this addenda dictionary, you do not have to move the cursor. If you want the word to be added to one of the other addenda dictionaries, move the cursor until it is directly under the name of the addenda dictionary you want.

5. Press ENTER to add the new word.

Special notes on capital letters

PROFS puts a word into the addenda dictionary exactly as it appears in the addenda update window, with the same uppercase and lowercase letters. Make sure that this is the way you want it to be stored. If a word begins with a capital letter in your text only because it is at the beginning of a sentence, you probably don't want to add it to the addenda dictionary with a capital letter at the beginning. Correct the letters inside the window by typing over the character, replacing it with the one you want.

If you store the word with **all lowercase letters**, PROFS will consider the word to be spelled correctly in a document or note if it has:

- All lowercase letters, or

- An initial uppercase letter, or

- All uppercase letters.

For example, the word you store in the addenda dictionary as **cerenegator** will be considered spelled correctly if it is **cerenegator, Cerenegator,** or **CERENEGATOR** in the text.

If you store the word with an **initial uppercase letter**, PROFS will consider the word to be spelled correctly in a document if it has:

- An initial uppercase letter, **or**

- All uppercase letters.

For example, if you add the word **Gaithersburg** to an addenda dictionary, PROFS will not highlight **Gaithersburg** or **GAITHERSBURG,** but it will highlight **gaithersburg.**

If you store the word with **any other combination** of uppercase and lowercase letters, the word in the text must match the dictionary entry exactly. For example, **McGonigal, l'Enfant,** and **NYC** must look like this in the text. PROFS will highlight other spellings such as **Mcgonigal, l'enfant, nyc,** or **Nyc.**

Special notes on word division

Before you enter a word into an addenda dictionary, you can
also tell PROFS how the word should be hyphenated at the end
of a line of text. You can tell PROFS where to divide a word by
putting **single hyphens** (-) into the word in the addenda update
window.

Creating new addenda dictionaries

If you want to have more addenda dictionaries, for example,
one for names and one for acronyms, follow these steps:

1. Move the cursor to the command line.

2. Type **adictionary.** Type the names of the addenda
    dictionaries you want. For example,

    ===⟩ **adict names acronyms**

3. Press ENTER.

When naming an addenda dictionary, choose a name that is
eight characters or less and that includes only letters or
numbers (no special characters). The addenda dictionaries
that you name following ADICTionary will be the choices you
now see in the addenda window. If you also want to use other
addenda dictionaries that you had been using before, you must
list them along with your new ones. For example,

   ===⟩ ADICT names acronyms proof =

You can also use the command ADICTionary to tell PROFS
when you start proofreading which addenda dictionaries to use
with this text. You can type the names of as many as seven
addenda dictionaries. If you want PROFS to use the addenda
dictionary that has the same name as the file you are working
on, just type an equal sign (=) for the dictionary name.

Note: The ADICTionary command not only creates new dictionaries, it also identifies the dictionaries to be used for the proofreading session. You can type new addenda dictionary names and existing dictionary names after the ADICT command.

If you are not sure which addenda dictionaries you are using,

1. Move the cursor to the command line.

2. Type **query adictionary.**

3. Press ENTER.

   PROFS shows you a list of active addenda dictionaries. You may change this list and press ENTER.

5
Checking for spelling in context in DCF documents and notes

PROFS checks for spelling in context by finding words that are spelled correctly but might not be used appropriately in a sentence. PROFS uses its list of commonly confused words (such as "principal/principle" or "their/there/they're") to find inappropriate words.

If PROFS is already proofreading your document or note, move the cursor to the command line, type **verify context**, and press ENTER.

If you are on either screen F05, "Proofread the Document," or screen F07, "Proofread a Document," or screen E14, "Proofread the Note," press **PF2**.

PROFS shows you your text with problem words highlighted. To fix a highlighted word, follow these steps:

1. Move the cursor under the highlighted word.

2. Press **PF3**.

   PROFS shows you a window with a list of words that might be more appropriate in your sentence. PROFS also gives you a short definition of each word to help you choose the most appropriate one.

```
Proofread (context): SAMPLE SCRIPT A1   Alt=3  Line 4 of  31              F18
:P
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.As you can see, if a word in the text is not found in the system
dictionary, it is highlighted on the display screen.This provides assistance.
to the principal or secretary who is creating or proofreading a document.
:P.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.The proofreading function can even
replace the misspelled word for you at the touch of a single key.Just
think how this will affect your daily business operations!
:P.       .-------------------------------------------------.
If you frequently | affect - cause emotion or have influence      |egator" or
"PROFS"), you can | effect - result of action or  to bring about  |essing a
single key.       |-------------------------------------------------|
:P.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
   PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop   PF6 Synonym
   PF7 Next   PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward  PF12 File
====)
```

To replace an inappropriate word, follow these steps:

1. Move the cursor under the word in the window that you want to put in the text.

2. Press ENTER.

   PROFS puts the new word into the text. The window disappears. You can now move the cursor to the next highlighted word.

Sometimes PROFS highlights a replacement word, because it cannot tell whether the new word is used correctly. This would happen if more than one word in the window is appropriate in a particular sentence. For example, look at the sentence:

Easter Island is an awesome cite.

"Cite" is clearly the wrong word for this sentence. But both of the possible replacements, "sight" meaning "viewing" and "site" meaning "location," are appropriate. PROFS highlights either replacement word in this case. If you're sure it's the word you want, ignore the highlighting and go on to the next highlighted word. Press **PF3** again.

6 Checking for awkward phrases in DCF documents and notes

PROFS checks your document or note for cliches and for phrases that are redundant, awkward, or wordy. PROFS also suggests ways to rewrite phrases to eliminate the problem.

If PROFS is already proofreading your document or note, move the cursor to the command line, type **VERify PHRases**, and press ENTER. If you are on either screen F05 or screen F07 for documents or screen E14 for notes, press **PF3**. PROFS shows you your text with awkward phrases highlighted.

You may be able to improve the phrase yourself by rewriting it. You can use **PF2** to split lines if you need more space to rewrite your sentence. Press **PF4** to "Unlock" a line before you make any changes to it. If the sentence you are looking at is near the bottom of the screen, you may want to see more of the text before you rewrite. **PF5** moves the line with the cursor to the top of the screen, and PROFS shows you the next part of your text on the rest of the screen. If you want help in changing the phrase, follow these steps:

1. Move the cursor under the highlighted phrase.

2. Press **PF3**.

   PROFS either shows you a window with a rewritten version of the phrase, or it will tell you that it can't suggest a replacement for the phrase.

If you want to use the phrase that PROFS suggests:

1. Move the cursor under the phrase in the window.

2. Press ENTER.

   The new phrase will appear in the text in place of the old one, and the window will disappear.

   When the new phrase appears as part of a sentence, you might have to rewrite other parts of the sentence to make sure the phrase fits grammatically. If you don't want to make any changes, press **PF3** again.

7 Checking the reading comprehension grade levels of words in DCF documents and notes

PROFS can check words in your document or note to make sure that they do not go beyond the reading comprehension grade level that you specify. PROFS checks the reading comprehension grade levels (from 4 to 16) of about 40,000 words in PROFS' U.S. English dictionary. These grade levels are based on studies done with *The Living Word Vocabulary*, published in 1981 by World Book, Inc., in which words and their meanings were checked for understanding at many levels. PROFS cannot check for grade levels for words in specific contexts, and does not assign grade levels for medical or legal terms. If PROFS finds a word in the U.S. English dictionary without grade level information, it highlights the word.

If PROFS is already proofreading your document or note, move the cursor to the command line, type **VERify GRADEs**, a space, and a number from 4 to 16. Then press ENTER.

If you are on the F05, F07, or E14 screen, type a number from 4 to 16 after the arrow at the end of the **PF4** key line. Press **PF4**. If you do not type a number, PROFS will automatically choose grade level 8.

PROFS shows you your text on screen F10. Any words that are above the grade level you chose (shown at the top of the screen) are now highlighted.

These words are above the 8th grade reading comprehension level.

Press PF3 to find the grade level of a highlighted word.

Change the grade level for which PROFS checks by typing the VERify GRADEs command here.

```
Proofread (grade 8): SAMPLE SCRIPT A1    Alt=3  Line 4 of  31                F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.  As you can see, if a word in the text is not found in the system
dictionary, it is highlighted on the display screen.  This provides assistence
to the principal or secretary who is creating or proofreading a document.
:P.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:P.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
<....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
 PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
 PF7 Next    PF8 Previous    PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====>
```

If you want to know what grade level has been assigned to a highlighted word:

1. Put the cursor under the word.

2. Press **PF3**.

   PROFS shows you a message on the command line at the bottom of the screen. For example:

   The vocabulary grade level of "fashioned" is 12.

If you want to change the grade level PROFS checks for, type the VERify GRADEs command and a different number on the command line. For example:

> ===) **VER GRADE 10**

Then press ENTER.

Replacing a word

1. Move the cursor under the highlighted word.

2. Press **PF6**.

   PROFS shows you a window containing a list of synonyms arranged in columns, with each column heading indicating a different part of speech. The words in each column may be further divided into sections representing differences in meaning. A dash divides each section. Words **above** the grade level you chose will be highlighted just as they are in the text.

```
Proofread (grade 8): SAMPLE SCRIPT A1   Alt=3 Line 4 of  31            F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.  As you can see, if a word in the text is not found in the system
---------------. highlighted on the display screen.  This provides assistence
n.             | r secretary who is creating or proofreading a document.
  language     |
  dialect      | ling aid, a standard feature, is able to prompt you with the
  idiom        | or a misspelled word.  The proofreading function can even
  jargon       | lled word for you at the touch of a single key.  Just
  lexicon      | l affect your daily business operations!
  vernacular   |
  vocabulary   | use technical or special terms (such as "cerenegator" or
---------------' add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
<...+....!....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda   PF2 Split   PF3 Aid   PF4 Unlock   PF5 Newtop   PF6 Synonym
PF7 Next   PF8 Previous  PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====)
```

To replace the highlighted word with a synonym:

1. Move the cursor under the **first letter** of a synonym.

2. Press ENTER.

   PROFS replaces the word and the window disappears.

If you decide that you don't want any synonym from the window, press **PF6** again. The window will disappear, and your original word will reappear in the text, even if you were trying out a synonym. (To find out how to try out synonyms before making a final choice, see "Choosing synonyms in DCF documents and notes" later in this chapter.)

Remember to change a word to plural or possessive agreement in the window **before** you put it in the text. Some words may not have synonyms in PROFS or, if your word is misspelled, PROFS may show you a window of synonyms that is different from what you expected. Check the spelling first. When spelling is corrected, the grade levels may change.

**8
Choosing
synonyms
in DCF
documents
and notes**

While PROFS is proofreading your document or note in any of the three ways, you can also ask for appropriate synonyms for almost any word in your text. PROFS uses *Roget's II: The New Thesaurus*, copyright 1982 by Houghton Mifflin Company, as the source for its synonyms. PROFS does not give synonyms for technical words.

Finding synonyms

To find synonyms for a word, follow these steps:

1. Move the cursor under the word.

2. Press **PF6**.

   PROFS shows you a window containing a list of synonyms. In the window, PROFS shows you synonyms arranged in columns, with each column heading indicating a different part of speech. The words in each column may be further divided into sections representing differences in meaning. A dash divides each section.

```
   Proofread (spell): SAMPLE SCRIPT A1   Alt=3  Line 4 of  31              F10
   :P.
   Are you still proofreading the old fashioned way, with a pencil and dictionary?
   The .------------------------------------------------------------. ding
   fun | adv.          adj.          vb.           n.                | 00 words,
   the | additionally  silent        silence       silence           | edical
   ter | also          hush          hush          hush              | e system
   dic | further       noiseless     shut up       quietness         | sistance.
   to  | furthermore   quiet         -             stillness         | ment.
   :P. | item          -             calm                            |
   The | more          motionless    allay                           | u with the
   cor | -             stationary    compose                         | even
   rep | even          -             lull                            | t
   thi | yet           calm          quiet                           |
   :P. |               halcyon       settle                          |
   If  |               placid        soothe                          | or
   "PR |               quiet                                         | sing a
   sin.'------------------------------------------------------------'
   :P.
   I think you will find that this feature is easy to use and requires very little
   <...+....!....+....2....+....3....+....4....+....5....+....6....+....7....+....
   PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock   PF5 Newtop    PF6 Synonym
   PF7 Next    PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward   PF12 File
   ====)
```

If your word is plural or has an ending added to it, PROFS might not find synonyms for your exact word. PROFS will then search by looking for synonyms for the **root word**. For example, if your word is "dictionaries," PROFS will show you a list of synonyms for the root word "dictionary." If you want to put a synonym for the root word into your text, you may need to change it slightly or add an ending. Change the word in the window **before** you put it in your text.

To replace a word in the text with a synonym from the list, follow these steps:

1. Move the cursor under the **first letter** of the synonym you have chosen.

2. Press ENTER.

    PROFS replaces the word and the window disappears.

Trying out synonyms

If you are not sure which synonym will work best in your text,
you can try out as many as you want while you keep the
synonym window on the screen. Follow these steps:

1. Put the cursor under the word you want to try, but make
   sure that the cursor is **not under the first letter** of the word,
   (If the cursor is under the first letter, the window will close.)

2. Press ENTER.

   The synonym you chose will appear in your text, replacing
   the original word. The window will remain on your screen
   so that you can continue to view all of the choices. The
   synonym you chose will also still be in the window. The
   cursor will now be under the **first** letter of this synonym.

3. If you decide that you want to use this synonym, press
   ENTER.

   The synonym will stay in your text and the window will
   disappear. If you want to try other synonyms instead, you
   can repeat steps 1 and 2 as often as you like before you do
   step 3.

If you decide that you don't want any synonym from the
window, press **PF6** again. The window will disappear, and
your original word will reappear in the text, even if you were
trying out a synonym.

9
Saving your corrections and finishing proofreading

PROFS proofreads documents or notes in its own storage. The corrected document or note does not replace the old one until you tell PROFS to do so.

If you want to stop proofreading and save your correction, press **PF12**. PROFS files the corrected version of your document or note and returns you to the screen where you started proofreading.

If you want to save the corrections you have made so far but continue proofreading, type **SAVE** on the command line. Press ENTER. PROFS files the corrected version and continues to show you the proofreading screen. (You can also make the SAVE command automatic. See "Proofreading shortcuts for DCF documents and notes" later in this chapter.)

If you want to stop proofreading and not keep any of your corrections, type **QUIT** on the command line and press ENTER. PROFS keeps the old version of the document or note and returns you to the screen where you started proofreading.

10
Proofreading shortcuts for DCF documents and notes

Using the AUTOAID, AUTONEXT, and AUTOsave commands

When PROFS is proofreading for you, you can save time and steps by setting up some steps automatically with commands. Remember to press ENTER to have PROFS accept your commands.

If you want PROFS to show you an aid window automatically for every highlighted word or phrase when you use **PF7** or **PF8**, type **AUTOAID** on the command line on any text screen. You can cancel AUTOAID by typing **AUTOAID OFF** on the command line.

If you want PROFS to move automatically from one highlighted word or phrase to the next one, type **AUTONEXT** on the command line on any text screen. When you request AID from PROFS (either by using AUTOAID or by pressing **PF3**) and then choose a word from the aid window, PROFS automatically finds the next highlighted word for you. You can cancel AUTONEXT by typing **AUTONEXT OFF** on the command line.

If you want PROFS to save your changes automatically at regular intervals as you are proofreading your text, type **AUTOsave** on the command line and then type a space followed by a number from 1 to 99999. The number tells PROFS how many corrections to accept before saving your corrected text. To cancel the AUTOsave command, type **AUTOsave OFF** or **AUTOsave 0** on the command line.

Specifying the default addenda dictionary

If you know you'll be adding many words in your document or note to one of your addenda dictionaries, you may want to specify it as the default addenda dictionary. The default addenda is marked with an asterisk (*) in the window. You add words to it by pressing ENTER; you don't have to move the cursor.

To change the default addenda dictionary, type **ADEFault** on the command line followed by a space and then the name of the addenda dictionary you want as the default. Press ENTER.

Building an addenda dictionary before you proofread your text

You can set up an addenda dictionary for all of the highlighted words in a specific document. You can then review this list without dealing with each instance of the word as it occurs in the text. To set up an addenda dictionary for a specific text, press **PF5** on screen F07, "Proofread a Document."

The name of this dictionary is the same as the filename of your document. The filetype is ADDENDA. You can now use XEDIT to review this file and eliminate any misspelled words that you do **not** want to be added to this addenda dictionary. You can do this by erasing the entire line entry in the addenda file that contains the misspelled word. (See "Appendix D: Using the System Product (SP) Editor (XEDIT)" for more information about XEDIT commands.)

Checking your addenda dictionaries against the system dictionaries

To keep your addenda dictionaries as short as possible, you can check to be sure you are not keeping words in your addenda dictionaries that are already in the system dictionaries.

Press **PF6** on screen F07, "Proofread a Document." PROFS checks all addenda dictionaries in the profile that is specified on screen F07. If there is no profile specified, PROFS checks the addenda dictionary called PROOF and the one that has the same name as the filename of the document (if it is given on screen F07). After you press **PF6**, PROFS sends you a series of messages. The first one is that the addenda dictionaries are being verified. Then, one message is shown for each addenda dictionary checked. PROFS shows the total number of duplicate words that were erased from each of the addenda dictionaries.

PROFS erases words from the addenda dictionaries that are already listed in the system dictionaries. PROFS also sorts the words again in the addenda dictionaries to make its own search task easier.

Setting up your own user profile

PROFS has an initial setting (**system value**) for every proofreading option. Your PROFS administrator may change the commands and options that PROFS will use when proofreading for everyone on your system. The list of options and commands that your PROFS administrator sets up is the **system profile**.

If you want to specify commands or options that differ from the system profile (SYSPROF PROOF), you can create your own **user profile** called "PROFILE PROOF." For example, you can tell PROFS which systems dictionaries and which addenda dictionaries you always use. You can also specify that you want to use the AUTONEXT and AUTOAID commands whenever you proofread. (Remember that you can cancel either of these commands if you find it easier not to have them while you're proofreading a particular document or note.)

When PROFS reads the profiles, it first reads the **system value**, then the **system profile**, and then the **user profile**. It accepts the last value for each command or option it finds. For example, look at the following table of commands and options:

System Value	System Profile	User Profile	Final Value
DICT US ADICT PROOF = ADEF PROOF AUTONEXT OFF AUTOSAVE OFF	ADEF =	DICT US LEGAL ADICT NAMES = AUTONEXT ON	DICT US LEGAL ADICT NAMES = ADEF = AUTONEXT ON AUTOSAVE OFF

To set up a user profile, you must go outside of PROFS to create a Conversational Monitor System (CMS) file. Your PROFS administrator can help you.

13 Proofreading Notes and Documents

Fast Track

When working on a DCF document

F01		F05
Process the Document	—PF4→	Proofread the Document

- PF1 → Check spelling
- PF2 → Check spelling in context
- PF3 → Check phrasing in sentence
- PF4 → Check reading comprehension level
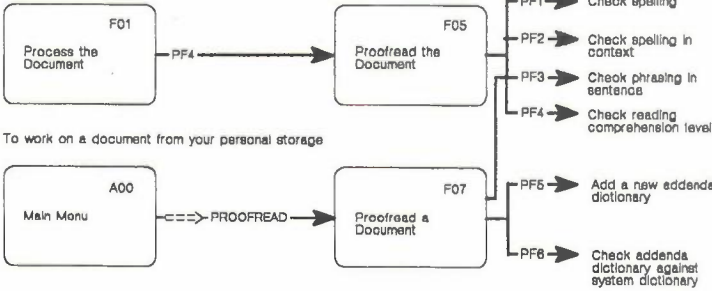
To work on a document from your personal storage
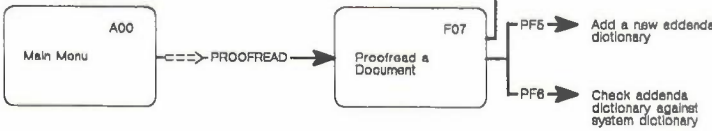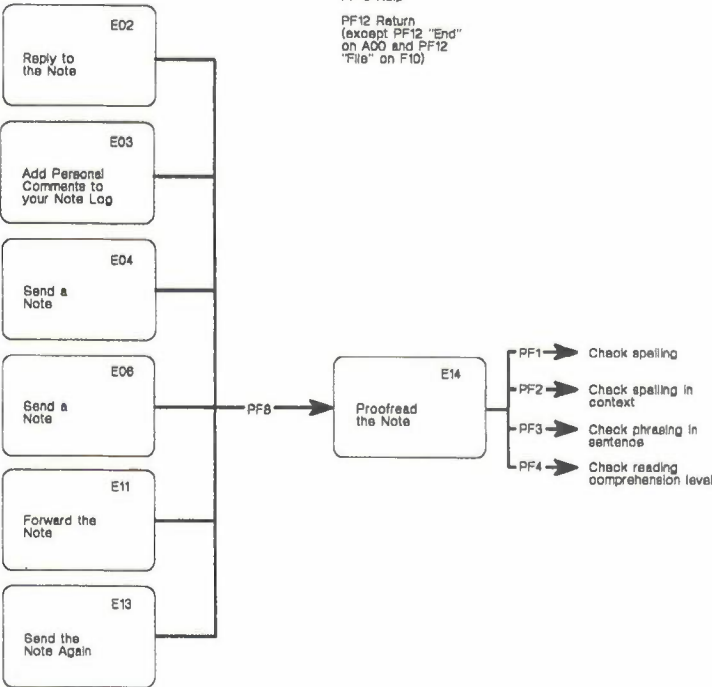
A00		F07
Main Menu	===> PROOFREAD →	Proofread a Document

- PF5 → Add a new addenda dictionary
- PF6 → Check addenda dictionary against system dictionary

On all screens:

PF 9 Help

PF12 Return (except PF12 "End" on A00 and PF12 "File" on F10)

When working on a note:

E02
Reply to the Note

E03
Add Personal Comments to your Note Log

E04
Send a Note

E06
Send a Note

E11
Forward the Note

E13
Send the Note Again

—PF8→

E14
Proofread the Note

- PF1 → Check spelling
- PF2 → Check spelling in context
- PF3 → Check phrasing in sentence
- PF4 → Check reading comprehension level

F10
Proofreading (Your text)
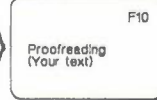
- PF1 → Addenda (to put words in an addenda dictionary).
- PF2 → Split (to split lines if you need more space to rewrite your sentence).
- PF3 → Aid (to have PROFS help with correct spellings, spellings in context, alternate phrases). You can make aid automatic.
- PF4 → Unlock (press before making changes to a line).
- PF5 → Newtop (moves the line with the cursor to the top of the screen). PROFS shows you the next part of your text on the rest of the screen.
- PF6 → Synonym (to have PROFS show synonyms).
- PF7 → Next (to move to next highlighted words). You can set this feature on automatic.
- PF8 → Previous (to move to previous highlighted words).
- PF9 → Help (to show the Help screen).
- PF10 → Forward (to move forward one screen).
- PF11 → Backward (to move backward one screen).
- PF12 → File (to stop proofreading and save corrections).

When working with an RFT document

```
                    F63
                                PF2          DisplayWrite/370        PF5        Tspell (shows you
    Process the                                  "Edit"                         the highlighted word)
    Document
                                                                    PF8        Aid (to help with
                                                                                correct spellings)

                                                                    PF7        Next (to move to the
                                                                                next highlighted word)

                                                                    PF16       Addenda (to put words in
                                                                                the user addenda dictionary)

                                                                    PF18       Synonym (to show you
                                                                                a synonym)

                                                                    PF23       Previous (to move to the
                                                                                previous highlighted word)
```
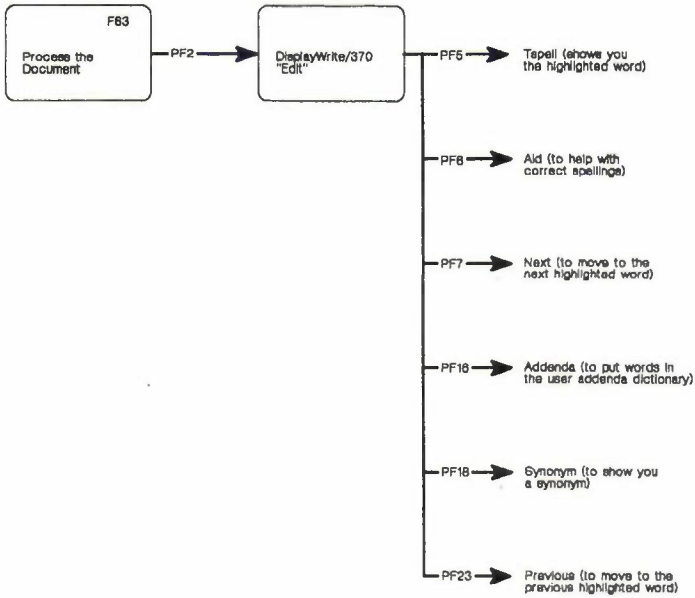
Appendix A:
How to index
documents in PROFS

1
Introduction
to indexing
documents

Note: Before you can use this appendix to index Revisable-Form Text (RFT) documents, you must be able to use DisplayWrite/370. This appendix explains the index tags and controls you can use to mark index information in your document. See *Getting Started with DisplayWrite/370* **and** *Using DisplayWrite/370* **for step-by-step instructions for using DisplayWrite/370.**

Index information about your document is very important when filing your document in the data base or when searching the mail log for documents. PROFS adds the index information about your documents to the mail log.

When you are searching for documents that you have filed in PROFS storage, PROFS uses the index information about your document to find your document. To search for documents, you type index information about the documents on screen D01, "Find Documents." PROFS uses the information you type on screen D01 to find your documents in PROFS storage.

For example, if you wanted to find all documents that you had written to M. J. Westley, you include that information in the addressee field (**To**) on screen D01. But if one of your letters to M. J. Westley was filed in PROFS storage without the addressee information, PROFS would not be able to find the letter. See "Chapter 5: Finding documents" for more information about finding documents filed in PROFS storage.

Before PROFS puts your document in PROFS storage, your document must have index information associated with it. If the document style that you are using does not require an author profile, you must type the index information on screen F66, "View or Change the Index Information," or you must mark index information in your document by using index controls. See "Chapter 7: Preparing RFT documents" for information about using screen F66.

"How to index an RFT document" in this appendix shows you how to add index controls to an RFT document. Index controls identify index information for an RFT document that you are writing or editing.

"How to use the "Action," "Identifier," and "Type" fields in this appendix explains how to add additional index information about your documents.

You can use the fields for "Action," "Identifier," and "Type" for both RFT and Document Composition Facility (DCF) documents when you are filing information in your mail log about documents. You do not have to use these fields; you can leave them blank. But you may find them very helpful in keeping track of your documents. If you regularly put codes in these fields, you can have PROFS use them when searching for documents for you.

The following topics in this appendix will be helpful when you are indexing a document:

- How to index an RFT document

- The index tags in a STANDARD RFT document

- Index tags and controls

- Getting HELP for indexing RFT documents

- Index controls in a document style

- How to use the "Action," "Identifier," and "Type" fields.

2
How to index an RFT document

Each of the index tags identifies a specific kind of information: author, addressee, company name, company address, subject, or reference. In this appendix, the words "tag" and "control" have special meanings. The tag is the word that you see on the selection menu. The control is the instruction that DisplayWrite/370 inserts into your document for that tag.

Each of the index tags that you see on the Index Tag Selection menu has a control associated with it. DisplayWrite/370 puts the control in your document when you choose the tag. The tag that you see and the control that DisplayWrite/370 inserts in your document do not look exactly alike. Controls tell DisplayWrite/370 how you want your document to look and what special tasks you want DisplayWrite/370 to perform.

When you have marked index information in your document, DisplayWrite/370 transfers that indexing information to PROFS to use when you file a document in PROFS storage.

Indexing an existing RFT document

You can use the index tags to index information in a document that you are writing or editing. This example will show you how to index the author of a letter you typed using the BLANK document style without index controls.

If you want to index the author name, you must choose the index tag "Aname" and place it in front of the author's name and the index tag "End" and place it at the end of the author's name. DisplayWrite/370 inserts the controls for the tags in your document.

> < VAR: @BN@ > Marilyn Shane < VAR: @END@ >

Follow these steps to insert the index controls in your document:

1. Place your cursor under the first letter of the author's name (Marilyn Shane) and press **PF3 = Cmdline**.

2. When DisplayWrite/370 shows you the floating command line, type **index** and press ENTER.

*This is the name
of your document.*

*Although DisplayWrite/370 does
not show a title or a screen id,
this is the DisplayWrite/370
"Edit" screen.*

```
1       RFTD    A                                                    Page 1
===>
<---+---1_---+---2_---+---3_---+_V--4_---+_---5_---+_---6_---+_---7_-)-+----
-----------------------------------------------------------------Page 1----
  December 9, 1986                                        DRAFT 1
  Marilyn Shane, Ext. 3985
  Marketing Manager
 ----------------------------------------------------------------------------
 | Enter a command:                                                         |
 | ===> index_____       |
 ----------------------------------------------------------------------------
Memo to:  Robert Wills

Subject:  Third Quarter Profits

I have reviewed the figures that you sent to me last week.  Your
report indicates that the Third  Quarter Profits for fiscal 1986
have exceeded the projected figure developed during our strategy
meeting in July 1985.

Paul suggested that the three of us meet on December 12 at 9:00.
PF 1=Block    2=Insert    3=Cmdline   4=Instr.    5=Tspell    6=Aid
PF 7=Next     8=Command   9=HELP      10=Forward  11=Backward 12=END
```

DisplayWrite/370 shows you the Index Tag Selection menu.

3. When you see the Index Tag Selection menu, move the
    cursor under the "Aname" tag.   Press ENTER.

    The Index Tag Selection menu is replaced by the text of
    your document. The system inserts the index control into
    your document at the cursor position.

```
1       RFTD    A                          VARIABLE                    Page 1

===)_
<---+_---|_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+---7_-)-+----
----------------------------------------------------------------------Page 1----
 December 9, 1986                                    DRAFT 1
 Marilyn Sha.-------------------------------------------------------------.
 Marketing M|            Index Tag Selection
 New Product|
 Washington,| TAG       MEANING                      CONTROL

            | Addree    Addressee name (person)       <VAR: @BA@>
 Memo to:  Ro| Caddree  Addressee name (company)      <VAR: @CADDREE@>
           -Aname       Author name (person)          <VAR: @BN@>
 Subject:  Th| Cname    Author name (company)         <VAR: @CNAME@>
           | Ref        Reference                     <VAR: @BR@>
 I have revie| Subject  Subject of document           <VAR: @BS@>
 report indic| End      End of indexed information    <VAR: @END@>
 have exceede --------------------------------------------------------
 meeting in July 1985.

 Paul suggested that the three of us meet on December 12 at 9:00.
 PF 1=Block      2=Insert     3=Cmdline    4=Instr.    5=Tspell    6=Aid
 PF 7=Next       8=Command    9=HELP      10=Forward  11=Backward 12=END
```

4. Now move the cursor to the end of the author's name and press **PF3 = Cmdline**. The last command you typed on the floating command line (INDEX) is still there. Press ENTER.

5. When DisplayWrite/370 shows you the Index Tag Selection menu, move the cursor to the "End" tag. Press ENTER.

   The Index Tag Selection menu is replaced by the text of your document. The author information for your document is now marked for indexing.

If you type **verify variable** on the command line and press ENTER, your document will look like this:

These are the index controls that you put in your document.

VERIFY VARIABLE is in effect.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Edit" screen.

```
1       RFTD    A                          VARIABLE                 Page 1

===>_
<---+---1---+---2---+---3---+_V--4---+---5---+---6---+---7_-)-+----
--------------------------------------------------------------Page 1----
 December 9, 1986                              DRAFT 1
 <VAR: @BN@> Marilyn Shane <VAR:@END@> , Ext.     3985
 Marketing Manager
 New Product Development
 Washington, DC  20002


 Memo to:  Robert Wills

 Subject:  Third Quarter Profits

 I have reviewed the figures that you sent to me last week.  Your
 report indicates that the Third  Quarter Profits for fiscal 1986
 have exceeded the projected figure developed during our strategy
 meeting in July 1985.


 Paul suggested that the three of us meet on December 12 at 9:00.
 PF 1=Block     2=Insert     3=Cmdline    4=Instr.    5=Tspell    6=Aid
 PF 7=Next      8=Command    9=HELP       10=Forward  11=Backward 12=END
```

To index other information in your document, repeat the steps for indexing the author name:

1. Move your cursor under the first letter of the information you want to index. Press **PF3 = Cmdline**.

2. When DisplayWrite/370 shows you the floating command line, type **index** and press ENTER.

3. When you see the Index Tag Selection menu, move your cursor to the tag you want and press ENTER.

   The Index Tag Selection menu is replaced by the text of your document. The system inserts the index control into your document at the cursor position.

4. Move to the end of the information you want to index, press **PF3 = Cmdline**, type **index** on the floating command line, and press ENTER.

5. When DisplayWrite/370 shows you the Index Tag Selection menu, move your cursor to the **End** tag and press ENTER.

   The Index Tag Selection menu is replaced by the text of your document. The system inserts the index control into your document at the cursor position.

Copying, deleting, or moving index controls

You can use the DisplayWrite/370 BLOCK commands to copy, delete, or move controls in an RFT document. You can also use **PF6 = Aid** and the ERASE EOF key to delete controls. See *Getting Started with DisplayWrite/370* for information about using the BLOCK and AID commands.

The following example shows you the index controls that are included in the STANDARD RFT document style. If you are creating a new document using the STANDARD RFT document style supplied with PROFS, the author of your document will be marked for indexing. You supply the other information (Addressee, Subject, Reference) for indexing when you type or change your document.

You can display the index controls in your document by typing **verify variable** on the command line and pressing ENTER. See *Using DisplayWrite/370* for information about the VERIFY command.

Notice that the index control (<VAR: @BN@>) is placed **in front of** the author variable control (<VAR: AUTHOR>). To index variable information, the index control must come in front of the variable control. See "Appendix P: Creating RFT document styles" for information about DisplayWrite/370 variable controls.

```
1       RFTD    A                      VARIABLE                    Page 1
===)_
<---+---1_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+---7_-)-+----
--------------------------------------------------------------Page 1----
<VAR: DATE1) December 9, 1986                            <VAR: DOCNUM) DR
<VAR: @BN@) <VAR: AUTHOR) Marilyn Shane <VAR: @END@) , <VAR: TELE) 202-974-3985
<VAR: COMP) TechnoComp Unlimited
<VAR: DEPT) Marketing
<VAR: CITY) Washington, DC 20007
<VAR: ZIP) West 221

Memo to: <VAR: @BA@)
<VAR: @END@)
Subject: <VAR: @BS)
<VAR: @END@)
Reference: <VAR: @BR@)
<VAR: @END@)

Type text here.


PF 1=Block      2=Insert     3=Cmdline    4=Instr.     5=Tspell    6=Aid
PF 7=Next       8=Command    9=HELP      10=Forward   11=Backward 12=END
```

Put the index control in front of the variable control if you want to index the information.

This index control marks the author name for indexing.

This control marks the end of the index information.

PROFS uses the information between the beginning and end controls for each of the index tags as index information for your document.

To turn off the display of the controls, type **verify off** on the command line and press ENTER. The system shows you your document without the controls in the style that you selected.

Your document is displayed in the style you selected.

```
   1      RFTD    A                                               Page 1
===)_
<---+---1---+---2---+---3---+_V--4---+---5---+---6---+---7_-)-+----
--------------------------------------------------------------Page 1----
   December 9, 1986                                   DRAFT 1
   Marilyn Shane, 202-974-3985
   Marketing Manager
   TechnoComp Unlimited
   Marketing
   Washington, DC  20007

 Memo to:

 Subject:

 Reference:


 Type text here.


 PF 1=Block     2=Insert    3=Cmdline    4=Instr.     5=Tspell   6=Aid
 PF 7=Next      8=Command   9=HELP      10=Forward   11=Backward 12=END
```

4
Index tags
and controls

You choose index tags to identify the index information in your document. There are seven index tags: six tags mark the beginning of the index information, and one tag marks the end. The "End" tag is used to mark the end of the index information for all of the beginning index tags. You should only use each beginning tag (Addree, Aname, Caddree, Cname, Ref, Subject) one time in your document. You can use the "End" tag as many times as necessary to end each beginning tag.

Note: DisplayWrite/370 stops marking information for an index tag when it finds an "End" tag or another index tag. When DisplayWrite/370 finds another index tag, it stops marking index information for the first tag as if you had used the "End" tag.

When DisplayWrite/370 displays the controls, you temporarily lose the formatted appearance of your document. When you type **verify off** on the command line and press ENTER, the formatted version of your document returns. The controls in your document will not be printed.

DisplayWrite/370 protects the controls in your documents. When you try to type over the protected area or press a key such as the DELETE key when the cursor is on a protected area, the keyboard locks. To unlock the keyboard, press the RESET key and move the cursor past the control. See *Using DisplayWrite/370* for information about working with and working around attribute bytes.

The following table lists the index tags for the information that can be indexed, how the controls look in your document, and the information that each tag indexes. The table is included to show you how the index controls appear in your document when you use the VERIFY VARIABLE command to display the controls.

Index Tag	Index Control	Information Indexed
Addree	< VAR: @BA@ >	Addressee name (person)
Caddree	< VAR: @CADDREE@ >	Addressee name (company)
Aname	< VAR: @BN@ >	Author name (person)
Cname	< VAR: @CNAME@ >	Author name (company)
Ref	< VAR: @BR@ >	Reference
Subject	< VAR: @BS@ >	Subject of document
End	< VAR: @END@ >	End of indexed information

Note: If you use both Aname and Cname index controls, PROFS uses the information identified by the Aname control for indexing. The same is true if you use both Addree and Caddree. PROFS uses the information following the Addree control for indexing.

DisplayWrite/370 passes 132 characters to PROFS for each of the six index tags. However, PROFS does not use that maximum number of characters when filing or finding your documents. For more information about the number of characters PROFS uses when indexing your documents, see "Appendix O: Using DisplayWrite/370 and CLISTs."

See "Getting HELP for indexing RFT documents" in this appendix for more information about the index tags and controls.

5
Getting HELP for indexing RFT documents

You can get help for the INDEX command from the system:

1. Type **index** on the command line or on the floating command line of the DisplayWrite/370 "Edit" screen.

2. Press **PF9 = HELP**.

   The system shows you the HELP information for the INDEX command.

Follow these steps if you need help with an INDEX tag:

1. Type **index** on the command line or on the floating command line on the DisplayWrite/370 "Edit" screen.

2. Press **PF9 = HELP**.

   The system shows you the HELP screen for the INDEX command and a list of the index tags.

3. Move your cursor under the index tag that you want help for.

4. Press ENTER.

   The system shows you the HELP information for the tag you selected.

You can also get help for the index tags by typing the tag on the command line or floating command line and pressing **PF9 = HELP**.

6
Index controls in a document style

After you read and understand the preceding topics about the INDEX command, you can include index controls in a document style.

If you want to include index controls in your document style, see "Appendix P: Creating RFT document styles" for information about using the DisplayWrite/370 "Document Format Creation" screen to create document styles.

7
How to use the "Action," "Identifier," and "Type" fields

When you file information in your mail log, you can put in your own codes for "Action," "Identifier," and "Type" of document for both RFT and DCF documents. You do not have to use these fields; you may leave them blank. But you may find them very helpful in keeping track of your documents. If you develop a standard way of using these fields and use them regularly, PROFS can use them when finding documents for you.

- **Action** gives you up to 10 spaces to use (a 10-character field).

- **Identifier** gives you 3 spaces to use (a 3-character field).

- **Type** gives you 1 space to use (a 1-character field).

You can include information for the "Action," "Identifier," and "Type" fields on 4 screens in PROFS:

- Screen D15, "Add Mail Log Information for a Paper Document." You reach this screen by pressing **PF1** on screen A05, "Process Documents from Other Sources." See "Chapter 9: Processing documents from other sources."

- Screen D18, "View or Change the Mail Log Information." You reach this screen by pressing **PF4** on screen D00, "Process the Mail Log." See "Chapter 10: Processing the Mail Log."

- Screen F13, "Add and Change a Document File and Its Mail Log Information." You reach this screen by pressing **PF2** on screen A05, "Process Documents from Other Sources." See "Chapter 9: Processing documents from other sources."

- Screen F66, "View or Change the Index Information." You reach this screen by pressing **PF4** on screen F63, "Process the Document." See "Chapter 7: Preparing RFT Documents."

Action

You can set up any code or combination of codes that you want to use. You can divide the 10-character field and then ask PROFS to search only part of the field. Here is one possible way to use the 10 available spaces:

Action: a r - g i j - o c t
        _ _ _ _ _ _ _ _ _ _

Here the PROFS user has divided the 10 spaces into three codes. The values shown in the 10 spaces, in this example, are:

1 and 2	ar	for "some **action** is **required**"
3	-	to separate the codes
4-6	gij	the initials of the person who must act
7	-	to separate the codes
8-10	oct	the month when the action is due.

If you used this code consistently, you could, for example, ask PROFS to find all of the documents on which action is required regardless of who is handling them or when they are due. You would specify:

Action: a r
        _ _ _ _ _ _ _ _ _ _

on screen D01, "Find Documents."

You could ask for all the documents that the person "gij" is handling. You would specify:

Action: g i j
         _ _ _ _ _ _ _ _ _ _

on screen D01.

You could ask for all the documents due in October. You would specify

Action: o c t
         _ _ _ _ _ _ _ _ _ _

You could ask for combinations of your codes. You would ask for all of the documents that gij is handling in October by specifying

Action: g i j - o c t
         _ _ _ _ _ _ _ _ _ _

Note that, in the "Action" line, PROFS matches characters by position. For example, if you use positions 4, 5, and 6 for the person's initials when filing the information in your mail log, you must ask for the initials in positions 4, 5, and 6 of the "Action" line on the search screen.

Identifier

You can set up any codes that you want for "Identifier." One possible use of "Identifier" is to show where you have filed a paper document. For example, you could use:

ADM for Administrative files

BUD for Budget files

CON for Contract files

PER for Personnel files.

Type

PROFS specifies the type of document for you if the document was created using PROFS. PROFS attaches special significance to the letters U, M, and D.

U - means an **RFT-D** or **Draft** document (that can be changed by you and reviewers)

M - means an **RFT-F** or **Final** document

D - means a **deleted** document (this shows in the mail log).

Additionally, **you** can specify a "Type" for documents that come from outside PROFS. This can help you remember what the document was whenever you view the mail log entry for that document. You could, for example, use the codes:

N - for newspaper articles

J - for journal articles

P - for proposals.

Appendix B: Working with nickname files

How to use nicknames

You can assign nicknames to people so you can use the nicknames instead of user names to communicate with them. The nickname can have from one to eight characters and should be something easy to remember.

If you communicate often with people on another system, you may want to use nicknames for them instead of combinations of system names and user names. For example, Mary Jones's user name might be MJONES and her system name might be VMSYS1. You could add the nickname MARY to your nickname file. Then all you would have to do to send something to her is type **MARY**. PROFS would view your nickname files to find the user name and system name that are represented by the nickname MARY. All you have to remember is her nickname.

You can also use actual names on notes you send to others. You type your name after the "From:" (not longer than 18 characters) as the first greeting line in your nickname file. You type other people's names (not longer than 18 characters) in the "Name/Comments" field in your nickname file next to their nickname.

What a nickname file is

Nickname files include tailored greeting and closing lines for notes. They also include instructions on:

- Whether to file your notes

- Where to file them

- Whether the note should be sent as a file that can be printed

- Whether the note is to include the list of names the note is being sent to and carbon copy names.

Nickname files contain lists of nicknames. Your PROFS administrator has set up a main nickname file that you can use. When you create your personal main nickname file, PROFS copies the main nickname file that your PROFS administrator has set up for you to your personal storage. You can then add nicknames of people you communicate with regularly.

In addition to your main nickname file, **you can create alternate nickname files** that contain specialized lists of names. You connect to these alternate files through the alternate nickname statement on your main nickname file. You can also connect your main nickname file to an alternate nickname file. Either your main nickname file or your alternate nickname file must connect to at least one nickname file that the PROFS administrator has already set up. The files that your PROFS administrator has set up contain system statements that allow your personal nickname files to work.

To begin working with your nickname files, type **CONTROL** on the command line of the main menu (A00). If your PROFS administrator has set up a PF key for this function, press the PF key. PROFS shows you screen T00, "Process Your PROFS Control Files."

```
                      PROCESS YOUR PROFS CONTROL FILES                  T00


        Press the PF key for the type of file you want.

        PF1  Process your main nickname file
        PF2  Process your alternate nickname file
             _____  OFSMCNTL  A__
        PF3  Process an author profile
        PF4  Process a distribution list file








        PF9 Help    PF12 Return
        ===)
```
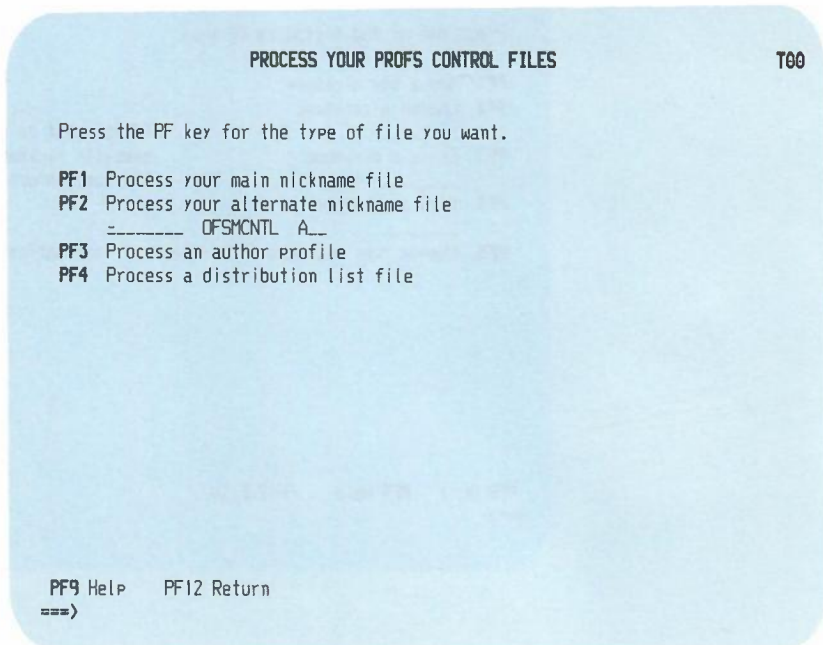
To work with your main nickname file, press **PF1** on screen T00.

PROFS shows you screen T10, "Process Your Main Nickname File."

```
                    PROCESS YOUR MAIN    NICKNAME FILE                    T10


     Press one of the following PF keys.

     PF1  Add a new nickname
     PF2  Change a nickname
          _____               If you want to work with a
     PF3  Erase a nickname       specific nickname, type in
          _____               the name before you press
     PF4  View a nickname        the PF key.
          _____
     PF5  Change your nickname file's control information








     PF8 Quit   PF9 Help   PF12 File
     ===>
```

To work with an alternate nickname file, type the filename next to **PF2** on screen T00. Then, press **PF2**. PROFS shows you screen T10, "Process Your Alternate Nickname File." (The name of this screen depends on what you typed on screen T00.)

Before you create a nickname file, you should understand the nickname statements and the control information. Press **PF1** on screen T10 to add nickname information, or press **PF5** on screen T10 to see the control information.
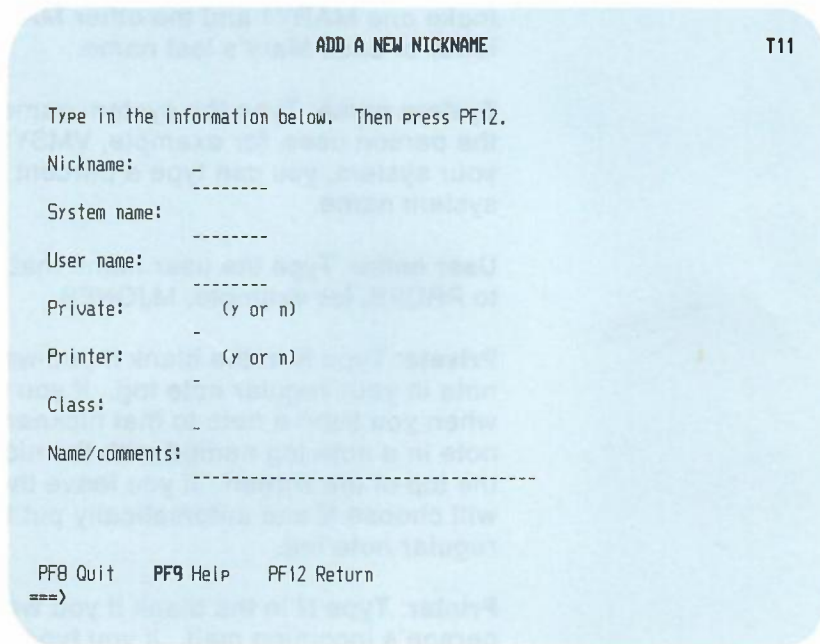
The following sections describe how to create and work with nickname files, and how to change the control information.

At the end of this appendix, you'll find a "fast-track" diagram that summarizes the appendix pictorially.

Adding a nickname

To add a new nickname to your nickname file, follow these steps:

1. Press **PF1** on screen T10. PROFS shows you screen T11, "Add a New Nickname."

```
                           ADD A NEW NICKNAME                      T11


       Type in the information below.  Then press PF12.

       Nickname:     _
                     --------
       System name:
                     --------
       User name:
                     --------
       Private:       (y or n)
                     _
       Printer:       (y or n)
                     _
       Class:
                     _
       Name/comments:
                     ----------------------------------


       PF8 Quit    PF9 Help    PF12 Return
       ===)
```

2. Fill in the blank lines on screen T11:

   Nickname: Type a nickname that is no more than eight characters long. Be sure to make the nickname one that is easy to remember, for example, MARY.

If you use the same nickname in separate nickname files
(but you use them for different people), PROFS will always
use the first nickname it finds. For example, you might use
MARY in your main nickname file and MARY in an
alternate file. PROFS views your main nickname file first
and will use MARY in that file.

Nicknames should be slightly different from one another for
this reason. If you want to use MARY twice, you could
make one MARY1 and the other MARY2, or use the first
letter of each Mary's last name.

System name: Type the system name to identify the system
the person uses, for example, VMSYS1. If the person is on
your system, you can type a percent sign (%) instead of the
system name.

User name: Type the user name that identifies the person
to PROFS, for example, MJONES.

Private: Type **N** in the blank if you want PROFS to put the
note in your regular note log. If you type Y in the blank
when you send a note to that nickname, PROFS will put the
note in a note log named with the nickname you typed at
the top of the screen. If you leave the line blank, PROFS
will choose N and automatically put the note in your
regular note log.

Printer: Type **N** in the blank if you want the note sent to the
person's incoming mail. If you type Y in the blank, PROFS
will send the note as a file that can be printed. If you leave
the line blank, PROFS will automatically choose N and
send the note as part of the person's incoming mail.

Class: Class indicates how you want a note to be sent. If
you don't specify a class, the note or document will be sent
as part of the regular mail. (See the PROFS administrator
for more information on how this is used at your site.)

Name/Comments: Type any additional comments. For example, you might type the person's full name or title. You can see **names** instead of **user names** and **system names** on notes you send to others. The first 18 characters of your name appear in the "FROM" column and the first 18 characters of the person who is receiving the note appear in the "TO" column. If you don't use "FROM," the user names and system names will appear. If you don't use the nickname of the person who receives the note the user name and system name of the person who receives the note appears; however, your name appears on the note. PROFS will show you only the first 18 characters you type in the PROFS note, no matter where you begin typing them. If you want to add comments, but don't want them included in the PROFS note you send, begin typing after the 18th character. If you type Y on the "Print to whom the note is being sent" line (see screen T18, "Change Main Nickname File's Control Information"), PROFS will place the receiver's name in the note heading.

3. Press **PF12**. PROFS files the new nickname and returns you to screen T10.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to add the nickname to your nickname file, press* **PF8**. *PROFS will show you screen T10. Press* **PF8** *again on screen T10. The information you typed on screen T11 will not be added.*

Changing a nickname

There are two ways to change nicknames in your nickname files, depending on whether or not you have one specific nickname in mind.

If you only want to **change one nickname**, type it in the blank space under **PF2** on screen T10, and press **PF2**. PROFS takes you directly to screen T13, "Change the Nickname."

```
                        CHANGE THE NICKNAME                        T13


    Type in your change(s) over the information below.  Then press PF12.

    Nickname:     MARY
                  --------
    System name:  VMSYS1AA
                  --------
    User name:    MJONES
                  --------
    Private:      N  (y or n)
                  -
    Printer:      N  (y or n)
                  -
    Class:        Q
                  -
    Name/comments: Mary Jones      Mgr. Administration
                   -------------------------------------



    PF8 Quit   PF9 Help   PF12 Return
    ===)
```

If you want to **change more than one nickname**, or if you **don't remember the nickname** you want to change:

1. Press **PF2** on screen T10 without typing anything under **PF2**. PROFS shows you screen T12, "Change a Nickname."

```
                        CHANGE A NICKNAME                              T12


    To change a nickname, type X next to your choice(s) below.   When
    you have made your choice(s) on this screen, press ENTER.



  PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
  ===) _                                                              PAGE
  --------------------------------------------------------------------------
    Choice   Nickname   System    User       Name/Comments
       _     SMITTY     VMSYS2AA  GSMITH     Ginger Smith    Mgr. Personnel
       _     GEORGE     MSNVM3BB  JOHNSONG   George Johnson  Mgr. Marketing
       _     RICH       MSNVM2AA  DRICHARD   David Richards  Office Manager
       _     MARY       VMSYS1AA  MJONES     Mary Jones      Mgr. Administration
```

2. Type **X** next to the name(s) you want to change.

    You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the choices you have made before showing you another screen of nicknames on screen T12.

3. Press ENTER. PROFS shows you screen T13, "Change the Nickname," with information on the first nickname that you chose on screen T12.

4. Make your changes on screen T13 by typing over the information already in the blanks.

5. Press **PF12**.

   PROFS saves your changes and shows you screen T13 again with information about the next nickname you chose. You can now repeat steps 4 and 5.

   When you have finished making changes, press **PF12** on screen T12 to return to screen T10.

Erasing a nickname

There are two ways to erase nicknames in your nickname file, depending on whether or not you have one specific nickname in mind. If you only want to **erase one nickname**, type it in the blank space next to **PF3** on screen T10, and press **PF3**. PROFS shows you screen T15, "Erase the Nickname."

```
                        ERASE THE NICKNAME                       T15


      Verify that this is the nickname you want to erase.  Then press PF12.

   Nickname:      MARY

   System name:   VMSYS1AA

   User name:     MJONES

   Private:       N

   Printer:       N

   Class:         Q

   Name/comments: Mary Jones      Mgr. Administration



   PF8 Quit     PF9 Help     PF12 Erase
   ===)_
```

View the information you see on screen T15 to make sure that this is the nickname you want to erase. If it is, press **PF12**. PROFS erases it and returns you to screen T10.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** that you don't want to erase the nickname, press **PF8**. PROFS returns you to screen T10. Press **PF8** again on screen T10. Nothing will be erased.*

If you want to **erase more than one nickname**, or if you **can't remember the nicknames** you want to erase:

1. Press **PF3** on screen T10 without typing anything under **PF3**. PROFS shows you screen T14, "Erase a Nickname."

```
                        ERASE A NICKNAME                        T14

      To erase a nickname, type X next to your choice(s) below.  When
      you have made your choice(s) on this screen, press ENTER.




      PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
      ===) _                                                         PAGE
      -----------------------------------------------------------------------
      Choice   Nickname  System   User      Name/Comments
         _     SMITTY    VMSYS2AA GSMITH    Ginger Smith    Mgr. Personnel
         _     GEORGE    MSNVM3BB JOHNSONG  George Johnson  Mgr. Marketing
         _     RICH      MSNVM2AA DRICHARD  David Richards  Office Manager
         _     MARY      VMSYS1AA MJONES    Mary Jones      Mgr. Administration
```

2. Type **X** next to the name(s) you want to erase.

3. Press ENTER.

   You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press **PF10** or **PF11,** PROFS erases the nicknames you chose on that screen and shows you the screen you requested.

4. Press **PF12**. PROFS erases the nicknames you chose and returns you to screen T10.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to erase any nicknames, press* **PF8**. *PROFS returns you to screen T10. Press* **PF8** *again on screen T10. Nothing will be erased.*

Viewing a nickname

There are two ways you can view nicknames in your nickname file, depending on whether or not you have one specific nickname in mind.

If you know the nickname you want to view, type it in the blank under **PF4** on screen T10 and press **PF4**. PROFS will take you directly to screen T17, "View the Nickname."

```
                        VIEW THE NICKNAME                        T17


     The following information is in your nickname file.

     Nickname:     MARY

     System name:  VMSYS1AA

     User name:    MJONES

     Private:      N

     Printer:      N

     Class:        Q

     Name/comments: Mary Jones, Mgr. Administration



    PF9 Help    PF12 Return
    ===>_
```

If you don't know the nickname, or if you want to view more than one nickname:

1. Press **PF4** on screen T10 without typing anything under **PF4**.

   PROFS shows you screen T16, "View a Nickname," which has a list of all the nicknames in that file.

```
                        VIEW A NICKNAME                          T16

Enter X beside the nicknames you wish to view.  When you have made
your choice(s) on this screen, press ENTER.



PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
===) _                                                           PAGE
-------------------------------------------------------------------------------
Choice  Nickname  System    User      Name/Comments
  _     SMITTY    VMSYS2AA  GSMITH    Ginger Smith    Mgr. Personnel
  _     GEORGE    MSNVM3BB  JOHNSONG  George Johnson  Mgr. Marketing
  _     RICH      MSNVM2AA  DRICHARD  David Richards  Office Manager
  _     MARY      VMSYS1AA  MJONES    Mary Jones      Mgr. Administration
```

2. Type **X** next to the name(s) you want to view.

   You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press **PF10** or **PF11,** PROFS shows you the nicknames you chose on that screen. Screen T16 will appear again after you have viewed all of the nicknames you chose on that screen. Another list of nicknames will be shown that comes before or after those you were viewing, depending on whether you chose **PF10** or **PF11.**

3. Press ENTER.

    PROFS shows you screen T17, "View the Nickname," with
    the detailed information about the nickname you chose.

4. Press **PF12**.

    If you chose only one nickname on screen T10, PROFS
    returns you to screen T10. If you chose several nicknames
    on screen T16, PROFS shows you screen T17 again for
    each name that you chose, until you have seen them all.
    PROFS then returns you to screen T16.

Working with control file information

On screens T18, "Change Main Nickname File's Control
Information," and T19, "Change Alternate Nickname File's
Control Information," you can create a greeting and closing for
your notes, name the file in which your notes will be logged
(screen T18 only), and name an alternate nickname file you
want to work with.

On screen T18 you can indicate you want to include the names
of addressees (listed at the top of a note) or names of people
who will receive copies (listed at the bottom of a note). You
can also send the greeting or closing with the note, and send a
"banner page" or cover sheet (with your own text) with a note
or document that you are sending to print.

Changing control information

You can add or change parts of your nickname files' control
information. Press **PF5** on screen T10.

```
                      PROCESS YOUR MAIN     NICKNAME FILE                    T18


           Press one of the following PF keys.

           PF1  Add a new nickname
           PF2  Change a nickname
                _____              If you want to work with a
           PF3  Erase a nickname      specific nickname, type in
                _____              the name before you press
           PF4  View a nickname       the PF key.
                _____
           PF5  Change your nickname file's control information





            PF8 Quit   PF9 Help    PF12 File
           ===>
```
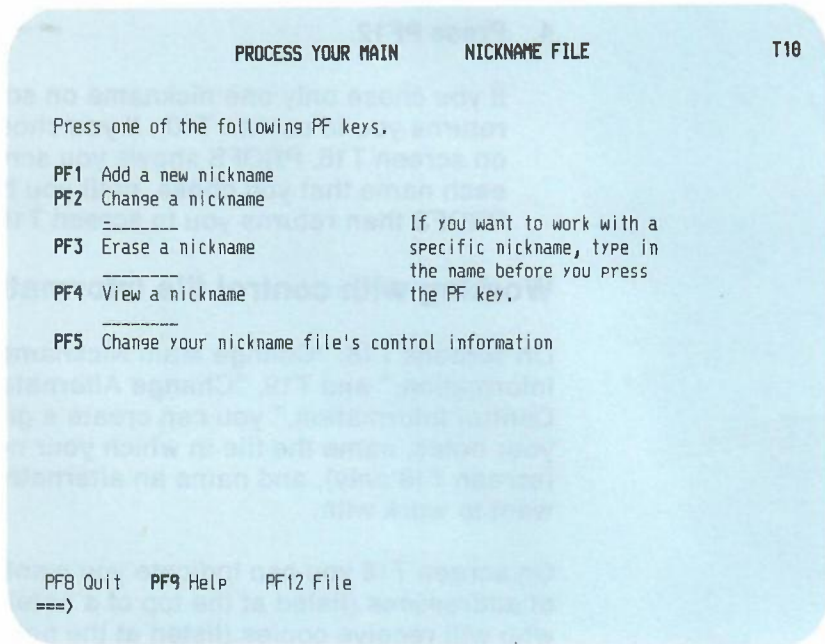
PROFS shows you screen T18 if you're working with your main
nickname file and screen T19 if you're working with an
alternate nickname file.

```
         CHANGE MAIN NICKNAME FILE'S CONTROL INFORMATION            T18


   Type in the change(s) you want to make over the appropriate information
   below.  Then press PF12.

   Greeting:  Erom:_____
             _____
             _____
             Subject:_____
   Closing:  _____
             _____
             _____
             _____


   Name of note log:  NOTE____
   Name of alternate nickname file: SYSTEM  NAMES      B

   Print to whom note is being sent:  Y        Send greeting with notes:  Y
   Print carbon copy list on notes:   Y        Send closing with notes:   Y
   Banner for printing: _____

   PF8 Quit  PF9 Help  PF12 Return
   ===>
```

```
         CHANGE XXXXXXXXX NICKNAME FILE'S CONTROL INFORMATION            T19


   Type in the change(s) you want to make over the appropriate information
   below.  Then press PF12.

   Greeting:  Erom:_____
             _____
             _____
             Subject:_____
   Closing:  _____
             _____
             _____
             _____


   Name of alternate nickname file: _____ _____ __


   PF8 Quit   PF9 Help   PF12 Return
   ===>
```

On either screen, type your information in the following places:

Greeting: The greeting goes at the top of your note, before the text.
PROFS allows you to have four greeting lines, with up to 63 characters in each line. Either the greeting or the closing should tell who sent the note. The first 18 characters of your name typed after the "From:" in your nickname file appear in the "FROM" column. (See screen C00, "Open the Mail," or screen E08, "View the Note Log.")

Your PROFS administrator may have already put information on these lines. However, you can change this by typing what you want over the present information, or by using your space bar to move the cursor along the line, leaving blank spaces. The word "Subject" may appear on the fourth line. Don't type over this. If you do, the subject of your notes will appear as NO SUBJECT in the receiver's incoming mail (screen C00, "Open the Mail").

You can create an empty greeting line by typing **))))** in the first four spaces of the greeting on screen T18, "Change Main Nickname File's Control Information," or on screen T19, "Change XXXXXXXX Nickname File's Control Information." An empty line will be created in your nickname file although no blank line will appear in your note. This helps you if you want to override a greeting in another nickname file you can use. Any blank greeting will appear as "))))" on screen T18 or screen T19.

Closing: The closing comes at the end of your note, after the text. PROFS allows you to have four closing lines, with up to 63 characters in each line. Either the greeting or the closing should tell who sent the note.

Your PROFS administrator may have already put information on these lines. However, you can override this by typing what you want over the present information, or by using your space bar to move the cursor along the line. For example, if you want the name of the person sending the note to appear on the right side of the page, space over to the right to where you want the name to begin.

You can create an empty closing line by typing **))))** in the first four spaces of the closing on screen T18, "Change Main Nickname File's Control Information," or on screen T19, "Change XXXXXXX Nickname File's Control Information." An empty line will be created in your nickname file. This helps you if you want to override a closing in another nickname file you can use. Any blank closing will appear as "))))" on screen T18 or screen T19 although no blank line will appear in your note.

Name of the note log: PROFS puts a copy of each note you send in the log you name. If you don't want your notes logged, type **NOLOG**. If you leave this line blank, PROFS will assume you don't want your notes logged (the special command **.lf** will not work).

Name of alternate nickname file: This statement allows you to connect to another nickname file. Each alternate nickname file that is connected can contain a connection to another alternate nickname file. PROFS will connect up to 150 files.

Your last alternate nickname file must connect to a nickname file on SYSADMIN to pick up the system information that allows your nickname file to work. Therefore, only your last alternate nickname file should be one of the nickname files on SYSADMIN.

If you need to change the name of an alternate nickname file, or if there is more than one alternate nickname file, your PROFS administrator will tell you. See your PROFS administrator for the names and descriptions of SYSADMIN's nickname files.

Print to whom the note is being sent: The information you typed in the first 18 spaces on the "Name/Comments" lines on screen T11 appears in your note if you specify Y. If you don't want the "To" line of the note to appear, type **N.** If you don't specify either, PROFS chooses Y.

Print carbon copy list on notes: Type **Y** if you want the list for carbon copies to be printed at the bottom of your note. The list is not printed if you type N. If you don't specify either, PROFS chooses Y.

Send greeting with notes: You can decide whether or not to include a greeting. Type **Y** to send a greeting. Type **N** if you don't want PROFS to send a greeting. If you don't specify either, PROFS chooses Y.

Send closing with notes: Type **Y** to send a closing with your note. Type **N** if you don't want PROFS to send a closing. If you don't specify either, PROFS chooses Y.

Banner for printing: Type any statement that you want to appear on a cover sheet when you print.

Appendix B: Working with nickname files

Fast Track

```
                                                              ┌─────────────────┐
                                                              │              T11│
                                                    ┌─PF1──▶  │ Add a New       │
                                                    │         │ Nickname        │
                                                    │         └─────────────────┘
                                                    │
                                                    │         ┌─────────────────┐         ┌─────────────────┐
                                                    │         │              T12│         │              T13│
                                                    ├─PF2──▶  │ Change a        │─ENTER──▶│ Change the      │
                                                    │         │ Nickname        │         │ Nickname        │
                                                    │         └─────────────────┘         └─────────────────┘
                                                    │                                             ▲
                                                    ├─PF2 with specific nickname─────────────────┘
                                                    │
┌──────────┐        ┌────────────┐       ┌────────────┐        ┌─────────────────┐         ┌─────────────────┐
│       A00│        │         T00│       │         T10│        │              T14│         │              T15│
│ Main Menu│══▶CONTROL│ Process Your│─PF1─▶│ Process Your│─PF3──▶│ Erase a        │         │ Erase the       │
│          │        │ PROFS Control│      │ Main Nickname│       │ Nickname        │         │ Nickname        │
└──────────┘        │ Files       │      │ File        │        └─────────────────┘         └─────────────────┘
                    └────────────┘       └────────────┘                                             ▲
                         │                  ├─PF3 with specific nickname──────────────────────────┘
                         │                  │
                         │                  │         ┌─────────────────┐         ┌─────────────────┐
                         │                  │         │              T16│         │              T17│
                         │                  ├─PF4──▶  │ View a          │─ENTER──▶│ View the        │
                         │                  │         │ Nickname        │         │ Nickname        │
                         │                  │         └─────────────────┘         └─────────────────┘
                         │                  │                                             ▲
                         │                  ├─PF4 with specific nickname──────────────────┘
                         │                  │
                         │                  │         ┌─────────────────┐
                         │                  │         │              T18│
                         │                  └─PF5──▶  │ Change Main     │
                         │                            │ Nickname Files  │
                         │                            │ Control         │
                         │                            │ Information     │
                         │                            └─────────────────┘
                         └──── PF2 with specific nickname file ───────────────────────────────────────────
```

```
                                              ┌──────────────────┐
                                              │ T11              │
                              ─PF1──────────▶ │ Add a New        │
                                              │ Nickname         │
                                              └──────────────────┘

                                              ┌──────────────────┐          ┌──────────────────┐
                                              │ T12              │          │ T13              │
                              ─PF2──────────▶ │ Change a         │─ENTER──▶ │ Change the       │
                                              │ Nickname         │          │ Nickname         │
                                              └──────────────────┘          └──────────────────┘
                              ─PF2 with specific nickname ──────────────────────────▲

        ┌──────────────────┐
        │ T10              │                  ┌──────────────────┐          ┌──────────────────┐
─PF2──▶ │ Process Your     │  ─PF3──────────▶ │ T14              │          │ T15              │
        │ Alternate Nickname│                 │ Erase a          │          │ Erase the        │
        │ File             │                  │ Nickname         │          │ Nickname         │
        └──────────────────┘                  └──────────────────┘          └──────────────────┘
                              ─PF3 with specific nickname ──────────────────────────▲

                                              ┌──────────────────┐          ┌──────────────────┐
                                              │ T16              │          │ T17              │
                              ─PF4──────────▶ │ View a           │─ENTER──▶ │ View the         │
                                              │ Nickname         │          │ Nickname         │
                                              └──────────────────┘          └──────────────────┘
                              ─PF4 with specific nickname ──────────────────────────▲

                                              ┌──────────────────┐
                                              │ T19              │
                              ─PF5──────────▶ │ Change           │
                                              │ Alternate        │
                                              │ Nickname Files   │
                                              │ Control          │
                                              │ Information      │
                                              └──────────────────┘
```

Working with nickname files   B-23

Appendix C: Working with distribution lists

How to use distribution lists

If you often send notes, messages, or documents to, or schedule meetings with, the same groups of people, you may want to use distribution lists instead of typing names again and again. You can set up distribution lists according to departments, job functions, or membership on project teams. You can give each list a meaningful name (from one to eight characters long) like SALES or MANAGERS. (The filetype for a distribution list is always OFSMLIST.)

You can create distribution lists by copying nicknames from a nickname file, or by typing nicknames, user names, or system name (user name) combinations. Do **not** use your user name as the name of your distribution list. You can also include other distribution list names in a distribution list.

To use a distribution list when you are sending notes, messages, or documents, type the name (filename) of the list where you typically type a nickname or user name. You can also type the user names or nicknames of other people who are not on a list. If your nickname or user name is in the distribution list, PROFS will not send you the note, message, or document.

When you want to search several mail logs at the same time, you can type a distribution list name on screen D01, "Find Documents." PROFS will give you a message that tells you the name of the mail log you are about to search. PROFS will also ask you for the password for that person's A-disk, if necessary. When all the mail logs have been searched, PROFS shows you screen D03, "Process the Documents Found."

You can use a distribution list to view the schedules for a group of people all at one time. You can also type the distribution list names of people you want to attend a meeting.

At the end of this appendix, you'll find a "fast-track" diagram that summarizes the appendix pictorially.

Processing distribution lists

When you process distribution lists, you can create new distribution lists, add names to existing lists, change individual names or nicknames on a list, erase single names or whole distribution lists, or view distribution lists. You can also copy nicknames from your existing nickname files into your distribution lists.

To begin processing your distribution lists, type **CONTROL** on the command line of the PROFS main menu. If your PROFS administrator has set up a PF key for this function, just press the PF key. PROFS shows you screen T00, "Process Your PROFS Control Files."

```
                    PROCESS YOUR PROFS CONTROL FILES                    T00



         Press the PF key for the type of file you want.

         PF1  Process your main nickname file
         PF2  Process your alternate nickname file
              _____  OFSMCNTL  A__
         PF3  Process an author profile
         PF4  Process a distribution list file














         PF9 Help    PF12 Return
         ===)
```

Press **PF4** on screen T00.

PROFS shows you screen T30, "Process a Distribution List."

```
                    PROCESS A DISTRIBUTION LIST                    T30


    Press one of the following PF keys.

    PF1  Add a new distribution list
         --------                       If you want to work with a
    PF2  Change a distribution list      specific distribution list,
                                         type in the name before you
         --------                       press the PF key.
    PF3  Erase a distribution list
         --------
    PF4  View a distribution list
         --------









    PF9 Help    PF12 Return
    ===>
```
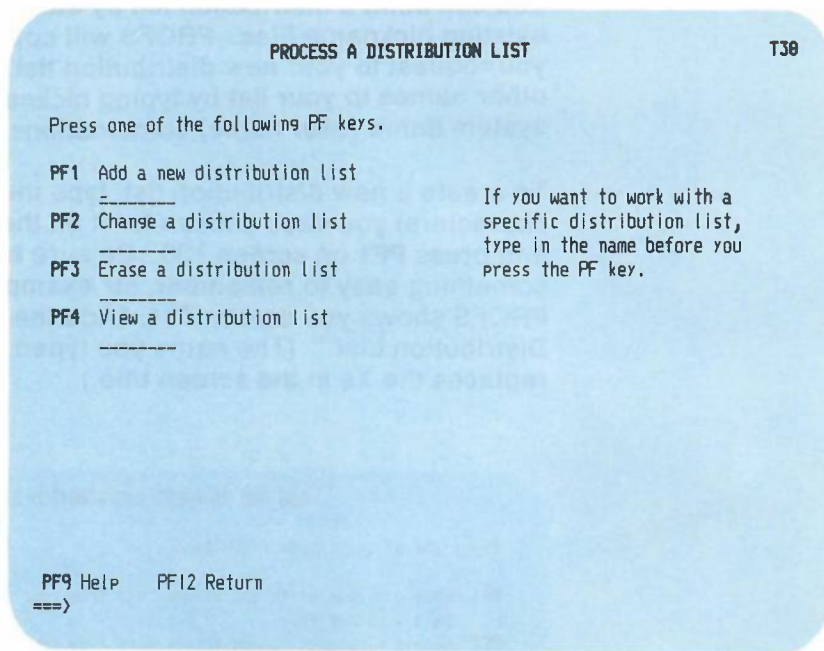
From this screen you can begin to add (create), change, erase,
or view distribution lists. While you are changing a list, you
can add, change, erase, or view individual names.

Creating a distribution list

You can build a distribution list by adding nicknames from your existing nickname files. PROFS will copy them from the file you request to your new distribution list. You can also add other names to your list by typing nicknames, user names, or system name (user name) combinations.

To create a new distribution list, type the name (one to eight characters) you have chosen for it on the blank line next to **PF1** and press **PF1** on screen T30. Be sure to make the name something easy to remember, for example, "Managers." PROFS shows you screen T31, "Add the XXXXXXXX Distribution List." (The name you typed on screen T30 replaces the Xs in the screen title.)

```
                    ADD THE MANAGERS DISTRIBUTION LIST                T31

  Press one of the following PF keys.

  PF1  Choose nicknames to add to the list from your
       main nickname file
  PF2  Choose nicknames to add to the list from your
       alternate nickname file.  Type the name below
       _____ OFSMCNTL A1
  PF3  Add a name to the list

  PF8 Quit    PF9 Help    PF12 File
  ===)
```
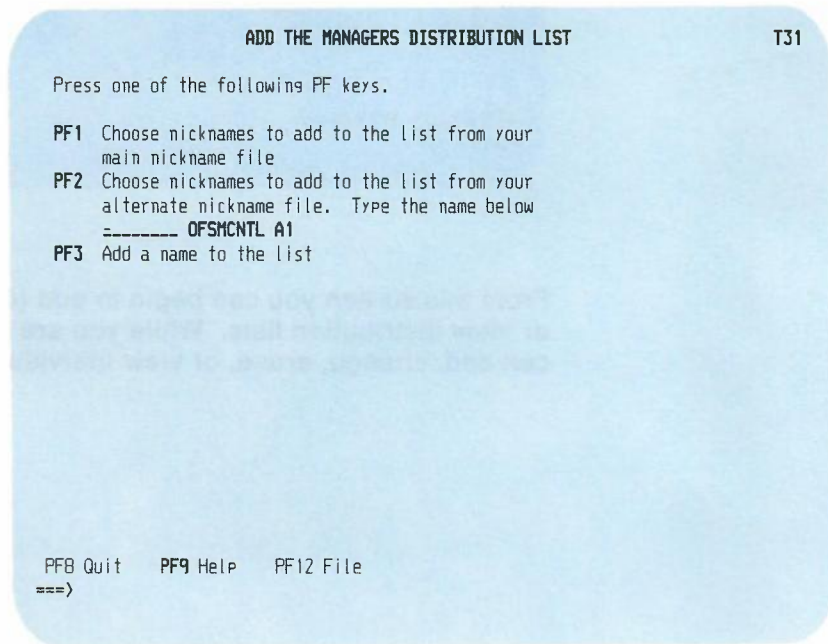
Adding nicknames

If you want to **copy names from your main nickname file** into your distribution list, press **PF1** on screen T31. If you want to work with your alternate nickname file, type the name of the alternate nickname file next to the cursor and press **PF2**.

PROFS shows you screen T32, "Choose Nicknames to Add to the XXXXXXXX List." (PROFS replaces the Xs in the screen title with the name of the distribution list you chose on screen T30.)

```
         CHOOSE NICKNAMES TO ADD TO THE MANAGERS LIST             T32

    To add a nickname to the distribution list, type X next to your choice(s)
    below.  When you have made your choice(s) on this screen, press ENTER.



    PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
    ===) _                                                            PAGE
    ----------------------------------------------------------------------------
    Choice   Nickname   Comments/Name
       _     MATTISON   Robin B. Mattison   Mgr. Market Res.
       _     WANGED     Deb Wange           Mgr. PR
       _     VANJOREN   Dot VanJoren        Office Manager
       _     RADDISHJ   Janine Raddish      TEAM Manager
       _     JSMITH     John Smith          Mgr. Accounting
       _     MCBARRY    Barry McCormick     Mgr. Sales
       _     ATREE      Art Tenenbaum       Mgr. R and D
       _     REISMANA   Alan Reisman        Mgr. Distribution
```

To add nicknames to the distribution list, type **X** next to your choices. Then, press ENTER.

You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first adds the nicknames you chose before showing you another list of nicknames on screen T32. Press **PF12** to return to T31.

*If you decide before you press **PF12** on screen T31 that you don't want to add nicknames to a distribution list, press **PF8**. PROFS will show you screen T30. The names you were going to add will not be added.*

Adding other names

If you want to **add names that are not in your nickname files**, press **PF3** on screen T31. PROFS shows you screen T33, "Add a Name to the XXXXXXXX List."

```
                    ADD A NAME TO THE MANAGERS LIST                    T33


    Type in the system name(s) and user name(s) you want to add to the
    distribution list below.  When you have finished, press PF12.



    Name                          Name/Comments
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------
    ----------------              --------------------------------------

    PF1 Add More    PF8 Quit    PF9 Help    PF12 Return
    ===>
```

On this screen you can type the names you want to add to your distribution list:

- If you are adding the name of a person who uses the same PROFS system that you do, type the person's **user name**.

- If you are adding the name of a person who is not on your PROFS system (a remote user), type **that person's system name followed immediately by the person's user name in parentheses**, for example: ATL50(JPJONES).

- For both **remote and local users**, you can type a **nickname** instead of a user name if the nickname is in your own nickname file, your alternate nickname file, or your PROFS system nickname file. (See "Appendix B: Working with nickname files.")

- Type your comments on the lines under "Name/Comments." These are for your own use and never appear in notes or messages.

When you have finished, press **PF12**. PROFS adds the names to your distribution list and returns you to screen T31, "Add the XXXXXXXX Distribution List." Press **PF12** to file the changes and return to T30.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** on screen T31 that you don't want to add other names to a distribution list, or if you decide not to add the whole list, press **PF8**. PROFS will show you screen T30. The names or list you were going to add will not be added.*

Changing a distribution list

There are two ways to change distribution lists, depending on whether or not you have a specific list in mind.

If you only want to make changes in one distribution list, type the filename in the blank space next to **PF2** on screen T30 and press **PF2**. PROFS takes you directly to screen T40, "Change the XXXXXXXX Distribution List." (PROFS replaces the Xs with the filename you typed.)

```
                    CHANGE THE MANAGERS DISTRIBUTION LIST                T40

      Press one of the following PF keys.

      PF1  Choose nicknames to add to the list from your
           main nickname file
      PF2  Choose nicknames to add to the list from your
           alternate nickname file.  Type the name below
           _____ OFSMCNTL A1
      PF3  Add a name to the list
      PF4  Change a name in the list
      PF5  Erase a name from the list
      PF6  View the names in the distribution list




      PF8 Quit    PF9 Help    PF12 File
      ===)
```

If you want to **change more than one distribution list**, or if you **can't remember the name of the distribution list** you want to change:

1. Press **PF2** on screen T30 without typing anything under **PF2**. PROFS shows you screen T34, "Change a Distribution List."

```
                    CHANGE A DISTRIBUTION LIST                        T34

   To change a distribution list, type X next to your choice(s) below.
   When you have made your choice(s) on this screen, press ENTER.




   PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
   ===) _                                                             PAGE
   ----------------------------------------------------------------------
     Choice   Distribution List
       _        MANAGERS
       _        SALES
       _        SUPPORT
       _        BOARD
       _        PREFSTOK
       _        TECHNCL
```
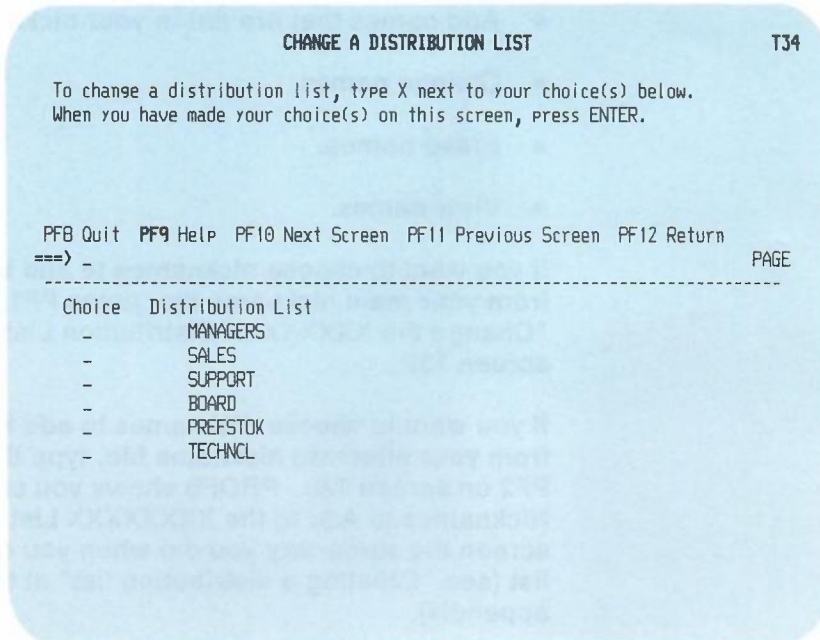
2. Type **X** next to the names of distribution list(s) you want to change.

   You may have more distribution list names than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the names you have chosen before it shows you another list of names on screen T34.

3. Press ENTER.

PROFS shows you screen T40, "Change the XXXXXXXX Distribution List." (PROFS replaces the Xs with the first filename you chose.) See screen T40 at the beginning of "Changing a distribution list" in this appendix.

From screen T40, you can:

- Copy names from your nickname files into distribution lists.

- Add names that are not in your nickname files.

- Change names.

- Erase names.

- View names.

If you want to **choose nicknames to add to your distribution list from your main nickname file,** press **PF1** on screen T40, "Change the XXXXXXXX Distribution List." PROFS shows you screen T32.

If you want to **choose nicknames to add to your distribution list from your alternate nickname file**, type the filename, and press **PF2** on screen T40. PROFS shows you screen T32, "Choose Nicknames to Add to the XXXXXXXX List." You can use this screen the same way you did when you created a distribution list (see "Creating a distribution list" at the beginning of this appendix).

If you want to **add names that are not in your nickname files**, press **PF3** on screen T40. PROFS shows you screen T33, "Add a Name to the XXXXXXXX List." You can use this screen the same way you did when you created a distribution list (see "Creating a distribution list" at the beginning of this appendix).

If you want to **change names in your distribution list,** press **PF4** on screen T40. PROFS shows you screen T41, "Change a Name in the XXXXXXXX List."

```
                    CHANGE A NAME IN THE MANAGERS LIST                    T41

  To change a name in the distribution list, type X next to your choice(s)
  below.  When you have made your choice(s) on this screen, press ENTER.




  PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
  ===) _                                                            PAGE
  --------------------------------------------------------------------------
    Choice    Name                 Name/Comments
      _       WSHVM3BC(RBMATTSN)    Robin B. Mattison, Mgr. Market Research
      _       WSHVM3BB(DEW44211)    Deb Wange, Mgr. PR
      _       WSHVM3BD(DOTVJ999)    Dot VanJoren, Office Manager
      _       PALALVM5(JANRAD33)    Janine Raddish, TEAM Manager
      _       MSNVM2AA(DALID100)    John Smith, Mgr. Accounting
      _       TXVMSYS1(BMCCDEV7)    Barry McCormick, Mgr. Sales
      _       CANTVM36(ATANPR88)    Art Tenenbaum, Mgr. R and D
      _       MDGATVMK(ALREIS12)    Al Reisman, Mgr. Distribution
```

Choose names by typing **X** next to each one you want to change. Press ENTER. PROFS shows you screen T42, "Change the Name in the XXXXXXXX List," with the names you chose to change. (PROFS replaces the Xs with the name of the list you are making changes in.)

Type in the change(s) over the information below. When you have finished,
press PF12.

Name   Comments/Name
WSHVM3BC(RBMATTSN)   Robin B. Mattison, Mgr. Market Research
WSHVM3BB(DEW44211)   Deb Wange, Mgr. PR
WSHVM3BD(DOTVJ999)   Dot VanJoren, Office Manager
PALALVM5(JANRAD33)   Janine Raddish, TEAM Manager
MSNVM2AA(DALID100)   John Smith, Mgr. Accounting
TXVMSYS1(BMCCDEV7)   Barry McCormick, Mgr. Sales
CANTVM36(ATANPR88)   Art Tenenbaum, Mgr. R and D
MDGATVMK(ALREIS12)   Al Reisman, Mgr. Distribution

PF8 Quit   **PF9** Help   PF12 Return
===)

Type your changes over the information on the screen. Press
PF12. PROFS returns you to screen T41. Press **PF12**. If you
chose several lists on screen T34, PROFS returns you to
screen T40 for each one. You can choose nicknames to add to
a list, make other additions, change, erase, or view names in
each distribution list. PROFS will return you to screen T40
until you finish making changes.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *on screen T40 that you
don't want to change one or more distribution lists, press* **PF8**.
*PROFS will show you screen T30. The distribution list(s) you
were going to change will not be changed.*

Erasing names on a distribution list or erasing the whole list

If you want to **erase a name from a distribution list**, press **PF5** on screen T40, "Change the XXXXXXXX Distribution List." PROFS shows you screen T43, "Erase a Name From the XXXXXXXX List."

```
            ERASE A NAME FROM THE MANAGERS LIST                    T43

   To erase a name from the distribution list, type X next to your choice(s)
   below.  When you have made your choice(s) on this screen, press ENTER.




   PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
   ===) _                                                           PAGE
   --------------------------------------------------------------------------
   Choice   Name                         Comments/Name
      _     WSHVM3BC(RBMATTSN)   Robin B. Mattison, Mgr. Market Research
      _     WSHVM3BB(DEW44211)   Deb Wange, Mgr. PR
      _     WSHVM3BD(DOTVJ999)   Dot VanJoren, Office Manager
      _     PALALVM5(JANRAD33)   Janine Raddish, TEAM Manager
      _     MSNVM2AA(DALID100)   John Smith, Mgr. Accounting
      _     TXVMSYS1(BMCCDEV7)   Barry McCormick, Mgr. Sales
      _     CANTVM36(ATANPR88)   Art Tenenbaum, Mgr. R and D
      _     MDGATVMK(ALREIS12)   Al Reisman, Mgr. Distribution
```

Choose the names you want to erase by typing **X** next to each name. Then press ENTER.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** on screen T40 that you don't want to erase names on a distribution list, press **PF8**. PROFS will show you screen T30. Nothing will be erased.*

There are two ways to **erase whole distribution lists**, depending on whether or not you have one specific list in mind.

If you only want to erase one distribution list, type the name of the distribution list in the blank space next to **PF3** on screen T30, "Process a Distribution List," and press **PF3**. PROFS shows you screen T36, "Erase the XXXXXXXX Distribution List."

```
                  ERASE THE MANAGERS DISTRIBUTION LIST              T36


   Press PF12 to erase the following distribution list.


   PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Erase
   ===) _                                                          PAGE
   ------------------------------------------------------------------------
     Name                         Comments/Name
     WSHVM3BC(RBMATTSN)           Robin B. Mattison, Mgr. Market Research
     WSHVM3BB(DEW44211)           Deb Wange, Mgr. PR
     WSHVM3BB(DOTVJ999)           Dot VanJoren, Office Manager
     PALALVM5(JANRAD33)           Janine Raddish, TEAM Manager
     MSNVM2AA(DALID100)           John Smith, Mgr. Accounting
     TXVMSYS1(BMCCDEV7)           Barry McCormick, Mgr. Sales
     CANTVM36(ATANPR88)           Art Tenenbaum, Mgr. R and D
     MDGATVMK(ALREIS12)           Al Reisman, Mgr. Distribution
```

Look over the information you see on screen T36 to make sure that this is the distribution list you want to erase. If it is, press **PF12**. PROFS erases the list and returns you to screen T30.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *on screen T36 that you don't want to erase the distribution list, press* **PF8**. *PROFS returns you to screen T30. Nothing will be erased.*

If you want to **erase more than one distribution list**, or if you **can't remember the name of the distribution list** you want to erase:

1. Press **PF3** on screen T30. PROFS shows you screen T35, "Erase a Distribution List."

```
                    ERASE A DISTRIBUTION LIST                      T35

   To erase a distribution list, type X next to your choice(s) below.
   When you have made your choice(s) on this screen, press ENTER.




   PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
   ===)_                                                             PAGE
   --------------------------------------------------------------------------
   Choice    Distribution List
     X          MANAGERS
     _          SALES
     _          SUPPORT
     _          BOARD
     _          PREFSTOK
     _          TECHNCL
```

2. Type **X** next to the names of the distribution lists you want to erase.

3. Press **PF12**.

PROFS shows you screen T36 for each of the lists you chose to erase. After you view the list to make sure you want to erase it, press **PF12**. PROFS shows you screen T36 for each list you chose.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *on screen T36 that you don't want to erase one of the lists, press* **PF8**. *Press* **PF8** *again on screen T35. Nothing will be erased.*

After you have finished working with the last list, press **PF12** to get back to screen T30.

Viewing a distribution list

There are three ways you can view a distribution list, depending on which screen you are working with at the time, and whether or not you have a specific list in mind.

If you want to **view names in a distribution list** from screen T40, "Change the XXXXXXXX Distribution List," press **PF6**. PROFS shows you screen T44, "View the Names in the XXXXXXXX List."

If you know the **name of the distribution list** you want to view, type it in the blank next to **PF4** on screen T30 and press **PF4**. PROFS shows you screen T44, "View the Names in the XXXXXXXX List."

If you don't know the **name of the distribution list**, or want to **view more than one**:

1. Press **PF4** on screen T30. PROFS shows you screen T37, "View a Distribution List."

```
                    VIEW A DISTRIBUTION LIST                          T37

    To view a distribution list, type X next to your choice(s) below.
    When you have made your choice(s) on this screen, press ENTER.




    PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
    ===)_                                                             PAGE
    -------------------------------------------------------------------------
    Choice    Distribution List
       _         MANAGERS
       _         SALES
       _         SUPPORT
       _         BOARD
       _         PREFSTOK
       _         TECHNCL
```

2. Type **X** next to the names of the lists you want to view.

3. Press ENTER.

   PROFS shows you screen T44, "View the Names in the XXXXXXXX List."

```
              VIEW THE NAMES IN THE MANAGERS LIST                  T44


    The following information is in the distribution list.


    PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
    ===) _                                                        PAGE
    ---------------------------------------------------------------------
    Name                        Comments/Name
    WSHVM3BC(RBMATTSN)     Robin B. Mattison, Mgr. Market Research
    WSHVM3BB(DEW44211)     Deb Wange, Mgr. PR
    WSHVM3BB(DOTVJ999)     Dot VanJoren, Office Manager
    PALALVM5(JANRAD33)     Janine Raddish, TEAM Manager
    MSNVM2AA(DALID100)     John Smith, Mgr. Accounting
    TXVMSYS1(BMCCDEV7)     Barry McCormick, Mgr. Sales
    CANTVM36(ATANPR88)     Art Tenenbaum, Mgr. R and D
    MDGATVMK(ALREIS12)     Al Reisman, Mgr. Distribution
```

4. Press **PF12**.

   If you chose to view only one distribution list on screen T37, PROFS returns you to screen T30. If you chose several distribution lists on screen T37, PROFS shows you screen T44 for each list you chose, until you have seen them all. PROFS then returns you to screen T37.

Appendix C:
Working with distribution lists

Fast Track

```
                                                                    ┌──────────────┐
                                                                    │          T31 │
                                          ┌─PF1 with specific filename──────────────────▶│ Add the      │
                                          │                         │ XXXXXXXXX    │
                                          │                         │ Distribution List│
                                          │                         └──────────────┘
                                          │
                                          │        ┌──────────────┐           ┌──────────────┐
                                          │        │          T34 │           │          T40 │
                                          ├─PF2──▶│ Change a     │─ENTER──▶│ Change the   │
                                          │        │ Distribution │           │ XXXXXXXXX    │
                                          │        │ List         │           │ Distribution List│
                                          │        └──────────────┘           └──────────────┘
                                          ├─PF2 with specific filename────────────────────▲
                                          │
┌──────────┐      ┌──────────┐      ┌──────────┐   │        ┌──────────────┐           ┌──────────────┐
│      A00 │      │      T00 │      │      T30 │   │        │          T35 │           │          T36 │
│ Main Menu│═CONTROL│ Process Your│─PF4─▶│ Process a│──┼─PF3──▶│ Erase a      │────────▶│ Erase the    │
│          │      │ PROFS Control│   │ Distribution│           │ Distribution │           │ XXXXXXXXX    │
│          │      │ Files    │      │ List     │   │        │ List         │           │ Distribution List│
└──────────┘      └──────────┘      └──────────┘   │        └──────────────┘           └──────────────┘
                                          ├─PF3 with specific filename────────────────────▲
                                          │
                                          │        ┌──────────────┐           ┌──────────────┐
                                          │        │          T37 │           │          T44 │
                                          ├─PF4──▶│ View a       │─ENTER──▶│ View the     │
                                          │        │ Distribution │           │ XXXXXXXXX    │
                                          │        │ List         │           │ Distribution List│
                                          │        └──────────────┘           └──────────────┘
                                          └─PF4 with specific filename────────────────────▲
```

```
                    ┌─────────────────────┐              ┌─────────────────────┐
        ┌─PF1──────▶│              T32     │    ┌─PF1───▶│              T32     │
        │ ┌─PF2────▶│  Choose Names        │    │ ┌─PF2─▶│  Choose Names        │
        │ │         │  to Add to the       │    │ │      │  to Add to the       │
        │ │         │  XXXXXXXX            │    │ │      │  XXXXXXXX            │
        │ │         │  Distribution List   │    │ │      │  Distribution List   │
        │ │         └─────────────────────┘     │ │      └─────────────────────┘
────────┤ │                                      │ │
        │ │         ┌─────────────────────┐      │ │      ┌─────────────────────┐
        │ └─PF3────▶│              T33     │      │ ├─PF3─▶│              T33     │
        │           │  Add a Name to       │      │ │      │  Add a Name to       │
        │           │  the XXXXXXXX        │      │ │      │  the XXXXXXXX        │
        │           │  List                │      │ │      │  List                │
        │           └─────────────────────┘       │ │      └─────────────────────┘
────────┴──────────────────────────────────────┤ │
                                                  │ │      ┌─────────────────────┐            ┌─────────────────────┐
                                                  │ ├─PF4─▶│              T41     │  ─ENTER─▶ │              T42     │
                                                  │ │      │  Change a Name       │            │  Change the          │
                                                  │ │      │  in the              │            │  Name in the         │
                                                  │ │      │  XXXXXXXX            │            │  XXXXXXXX            │
                                                  │ │      │  List                │            │  List                │
                                                  │ │      └─────────────────────┘            └─────────────────────┘
                                                  │ │
                                                  │ │      ┌─────────────────────┐
                                                  │ ├─PF5─▶│              T43     │
                                                  │ │      │  Erase a Name        │
                                                  │ │      │  from the            │
                                                  │ │      │  XXXXXXXX            │
                                                  │ │      │  List                │
                                                  │ │      └─────────────────────┘
                                                  │ │
                                                  │ │      ┌─────────────────────┐
                                                  │ └─PF8─▶│              T44     │
                                                  │        │  View the            │
                                                  │        │  Names in the        │
                                                  │        │  XXXXXXXX            │
                                                  │        │  List                │
                                                  │        └─────────────────────┘
```

Working with distribution lists   C-21

Appendix D: Using the System Product (SP) Editor (XEDIT)

You can use only some of the System Product (SP) Editor (XEDIT) commands to create or change Document Composition Facility (DCF) documents with PROFS. Using any other XEDIT commands that are not listed here, either directly or within XEDIT macros, may produce unpredictable results.

For complete information about using the SP Editor, see these IBM publications:

- *IBM VM/SP System Product Editor User's Guide*. This book is intended for new users. If you're not familiar with using an editor, you should read it first.

- *IBM VM/SP System Product Editor Command and Macro Reference.* This reference book gives complete information about using the System Product Editor (XEDIT).

- *IBM VM/System Product: SP Editor Command Language Reference Summary*. This card summarizes the XEDIT commands and what they do.

Here is a list of XEDIT commands you can use with PROFS.
You will also find some of the special features to note when
using these commands with PROFS. If you use any options
with the commands, be sure to follow the commands with a
space before you type the options. For information about the
basic use of these XEDIT commands, see the notes at the end
of this appendix.

Command	See Note	Command	See Note
BOTTOM		NAMESORT	2, 3, 4
TOP		PUT (D)	2, 5
NEXT		ADD	3
FILE		GET	3, 5
QUIT		INPUT	3
QQUIT		JOIN	3
QUERY		RECOVER	3
SET	1, 6	REPLACE	3
CHANGE	2	SPLIT	3
DELETE	2	SAVE	7
LOCATE	2	UP	
LEFT	9	DOWN	
RIGHT	9	GETR	8

Notes:

1. You can only use the following with SET when preparing DCF documents with PROFS:

ARBCHAR	SPAN
AUTOSAVE	STAY
ESCAPE	SYNONYM
MSGMODE	TABLINE
NULLS	TABS
PREFIX (only in text sections)	TEXT
	TOFEOF
SCALE	VARBLANK
	ZONE

2. All these commands work only between prompts on PROFS screens used for preparing documents. Examples of prompts are: "Subject," "To," and "Copy List." If you want to use the NAMESORT command to sort names, you have to use it once for the names under "To" and again for the names under "Copy List."

3. These commands cannot be used on prompt lines. That means, for instance, that you cannot split the "Subject" line. In addition, INPUT and REPLACE will present an entire screen to type information, thereby changing the current line. (The current line is used in XEDIT to indicate the place where you want the command action to take place. In PROFS, you can make a line the current line by pressing **PF6** (Alternate PFs), moving the cursor to that line, and then pressing **PF4**.)

4. NAMESORT can be issued with an XEDIT target; for instance, **NAMESORT 4** will sort only on four names, removing any " = " or "&." NAMESORT/string/ will sort names on all lines down to, but not including, the first line that contains the character string "string." (See "Appendix I: Typing names, dates, and times" to learn how to use NAMESORT.)

5. Use PUT and GET to move or copy blocks of information from one part of a document to another.

6. You can also use SET PREFIX ON followed by SET NUM ON to move or copy blocks of information from one part of a document to another, to do deletes, and so forth.

7. If you are creating many similar documents, you can use the SAVE command to create a temporary format file. Before filing the document, type the command **SAVE TEMP @DOCFMAT**. This creates a new format file called TEMP. When you specify this format for a new document, you will be given the document you saved. Make whatever small changes you need, and file to get your similar document.

8. Use GETR to include Info Center/1 files in PROFS documents you are preparing. GETR filename SCRIPT includes the first file PROFS finds named filename SCRIPT in your PROFS document. (See "Appendix M: Working with Info Center/1 files.")

9. Use LEFT and RIGHT to move the document left and right only in text sections of DCF documents.

Appendix E: Using Generalized Markup Language (GML) and Document Composition Facility (DCF) to format documents

You do not have to use any formatting tags when creating documents with PROFS. To create paragraphs in your text, just leave a blank line between blocks of text.

If you want to do more involved formatting, use Generalized Markup Language (GML) tags to format your text. You can use GML tags to format Revisable-Form Text (RFT) documents, if you use the STRIP or SCRIPT options on the XFORM command. PROFS will SCRIPT the document and will include all the GML tags. Following are some GML tags you can use for Document Composition Facility (DCF) documents:

:p.   Begins a paragraph. Skips a line and starts the first line of text. No tag is needed to mark the end of a paragraph.

:xmp.   Begins an example. Examples are printed as typed.

:exmp.   Ends an example

:q.	Begins a quotation
:eq.	Ends a quotation
:hp1.	Begins text to be underlined
:ehp1.	Ends text to be underlined
:hp2.	Begins text to be in boldface
:ehp2.	Ends text to be in boldface
:hp3.	Begins text to be both italicized and in boldface
:ehp3.	Ends text to be both italicized and in boldface

What is printed when you specify underlining and boldface depends on the printer you use. Printers handle these tags in different ways. Test the tags with your printer to find out which gives you the results you want.

:ol.	Begins an ordered list where each entry will be numbered
:eol.	Ends a list begun with :ol.
:ul.	Begins an unordered list where each entry will have a bullet (●)
:eul.	Ends a list begun with :ul.
:sl.	Begins a simple list where each entry will be only text (no numbers or bullets)
:esl.	Ends a list begun with :sl.
:li.	Begins each entry in a list

Lists are indented with a blank line between each entry. For a list you must use three different tags: a starting tag (for example, :ol.), a list item tag at the beginning of each entry in the list (:li.), and an ending tag (:eol.).

There are many other GML tags you can use. The *Document Composition Facility: Generalized Markup Language Quick Reference* summarizes GML tags and what they do.

Other references include:

- *Document Composition Facility: Generalized Markup Language Starter Set User's Guide.*

- *Document Composition Facility: Generalized Markup Language Starter Set Reference.*

- *Document Composition Facility: Generalized Markup Language Concepts and Design Guide.*

In addition to GML tags, you can also use SCRIPT control words. For example:

Page End

.pa   Put following text on next page

.pa nostart   Same, allows margin text before text

Format Control

.fo off   Leave text lines as they are typed

.fo left   Adjust to the left (fill each line)

.ju on   Justify text (straight right margin)

.fo on   Adjust and justify (the default)

Tabs

.tb a b c ...   Set tabs at column positions a b c ...

Break

.br   Put following text on a new line

Spacing Control

.sp n	Leave the next n lines blank
.sk n	Same, unless at top of page

Indent

.in n	Start a new line; indent n spaces
.in n nobreak	Indent n spaces; continue the present line

Top and Bottom Margin Text

.rh on	Start definition of header (top margin text)
.rh even	Same, but for even numbered pages only
.rh odd	Same, but for odd numbered pages only
.rh off	End definition of header (top margin text)
.rh cancel	Cancel header for following pages
.rf on	
.rf even	
.rf odd	Same as above, but for bottom margin text
.rf off	
.rf cancel	

Spacing Control

.ss	Single space the following text
.ds	Double space the following text

Underscore

.us on   Underscore the following text lines

.us off   End underscoring of lines

Center

.ce The Title   Center the following text: "The Title"

Hyphenate

.hw go-ing   Indicate where "going" may be hyphenated

Printing Drafts

.cm process   Format the Draft document for printing using an
                installation-created process.

                This is handy for making use of the advanced
                printing capabilities of printers such as the 6670
                Information Distributor or 3800 Printing
                Subsystem. Your PROFS administrator can tell
                you whether there are any specific processes
                set up for your installation.

Appendix F: How to interrupt PROFS tasks

While you are doing a task in one PROFS function, you may want to interrupt the task and go to a different function. For example, while typing a note, you may want to view your schedule to get some information to include in the note.

You don't have to go back to the main menu to do this. PROFS allows you to interrupt a task and to do another task in a different function while PROFS holds your place in the first function.

You can interrupt the PROFS task from any screen **except** the
following:

- A00 — The main menu

- A05 — Process Documents from Other Sources

- C09 — Process Files that are not from PROFS

- C10 — View or Change the File

- E53 — Change the Note Log

- F10 — Proofreading

- F51 — Document Heading

- F52 — Document Text

- F53 — Change Document Text

- F54 — Power Typing (The screen does not show a
  number.)

- F62 — DisplayWrite/370 "Edit" screen (The screen does not
  show a number.)

- F67 — DisplayWrite/370 "Document Format Creation"
  screen (The screen does not show a number.)

- F73 — DisplayWrite/370 "View" screen (The screen does
  not show a number.)

- I01 — View the Graphics Document

- S00 — Interrupt and Process Other Jobs (That is, you can't
  interrupt a task if you're already interrupting another task.)

- Txx — All of the nickname file, author profile, and
  distribution list file screens.

To interrupt the PROFS task, press the **PA2** key. PROFS shows you screen S00, "Interrupt and Process Other Jobs."

```
                    INTERRUPT AND PROCESS OTHER JOBS                 S00
         Press one of the following PF keys.
         PF1  Process calendars                   Time:   1:17 PM
         PF2  Process the mail log
         PF3  Add an automatic reminder              1987    JANUARY    1987
         PF4  Process notes and messages             S   M   T   W   T   F   S
         PF5  View your next reminder                                1   2   3
                                                     4   5   6   7   8   9  10
                                                    11  12  13  14  15  16  17
                                                    18  19  20  21  22  23  24
                                                    25  26  27  28  29  30  31
                                                            Day of Year: 002

         PF11  View menu number 2
                                                    PF9 Help    PF12 Return
         --------------------------------------------------------------------




         ===) _

                                                    Mail Waiting
```

Screen S00 lists five major tasks with PF keys. When you press **PF1** through **PF4** PROFS shows you the first screen for that task, as if you were on the main menu.   When you press **PF5**, PROFS shows you your next reminder on the bottom half of the screen.

You can use some of the main menu commands on screen S00 to go to other functions and screens. However, the functions you can go to depend on the function you interrupt. For example, if you interrupt the "Process the mail log" function, you cannot go to that same function on the S00 screen. In fact, the "Process calendars" function is the only function you can interrupt and go to the same function on the S00 screen.

Like the main menu, the interrupt screen has two alternate menus. To go to the next interrupt menu, press **PF11**. Your PROFS administrator may set up choices for the PF keys on these menus or can help you to set some up.

When you have finished the task that you wanted to do, press **PF12**. PROFS returns you to screen S00. Press **PF12** again. PROFS returns you to the screen you were on before you interrupted your task.

Appendix G: Using commands with PROFS

Introduction   You use commands on screen A00, "PROFS Main Menu" or
screen S00, "Interrupt and Process Other Jobs" (see
"Appendix F: How to interrupt PROFS tasks") for a variety of
purposes. To use a command, type it next to the arrow ===) at
the bottom of the screen and press ENTER.

Some commands correspond to the nine major functions on
the PROFS main menu. When you use one of these
commands, PROFS shows you the first screen of the function
you have chosen. In this appendix, these commands are listed
with the corresponding PF key on screen A00.

Some commands allow you to skip the first screen in a function
and go directly to the screen for the task you want to do. This
appendix shows you the screen that the command takes you to
and the type of task you can do on that screen.

Notational conventions used for PROFS command formats

The following notational conventions are used when describing
the formats of the PROFS commands you type:

- Information in **boldface** type must be typed as shown.

- Information not in boldface type must be supplied by you.
  For example, you should type the number of **your** document
  when **document number** is shown in the command format.

- Although presented in this book in uppercase and
  lowercase letters, PROFS commands can be typed as
  either all uppercase or lowercase letters. The uppercase
  letters are the short version of a command. The uppercase
  letters are the minimum letters that must be typed for a
  given command to function.

For example, if you are instructed to type the following:

    MAILLOG Search

you may either type the command as **maillog search** or as
maillog s. **MAILLOG S** is the short form of the MAILLOG
SEARCH command.

- Information within brackets ([ ]) represents an option that
  may be included or omitted, unless noted otherwise. If
  multiple options are listed on a horizontal line, you may
  use any or all the options on that line. For example:

MAIL [NOTICE [doc number [**TO** user name(s) [**AT** system name]]]]

means when you use the MAIL command you may include
the user name(s) and the system name.

- Vertical lists that are enclosed in brackets represent lists of
  options, only one line of which may be used. For example:

    XFORM [filename [filetype [filemode]] [**(STrip|(SCRipt]**]

        [document number [**(STrip|(SCRipt]**]

        [**?**]

means that when you use the XFORM command you may
include the options on the line containing the filename, the
line containing the document number, or the ? but not more
than one of those lines.

- Suboptions separated by a bar (|) mean that you may type
  only one of the separated suboptions. For example, the
  XFORM option:

    [document number [**(STrip | (SCRipt**]]

means you may type STrip *or* SCRipt, but not both.

Getting help from a PROFS HELP screen

For most of the PROFS commands, PROFS provides you with HELP describing what must be typed and how to type it. To get PROFS HELP, type a question mark (**?**) after the PROFS command. For example, to get help information about the MEMO command, type:

memo ?

ADDWORDS command

Use the ADDWORDS command to copy your PROOF addenda files to your DisplayWrite/370 addenda.

Type the ADDWORDS command using the following format:

ADDWORDS [filename]

[**ALL**]

Remarks:

- **ADDWORDS**—typed with nothing else copies the PROOF addenda file.

- filename—is the name of your addenda file. For example, if you had an addenda file named VOCAB, to copy it to your DisplayWrite/370 addenda, you would type:

    ADDWORDS VOCAB

- **ALL**—copies all addenda files. For example, to copy both the addenda file named PROOF and the addenda file named VOCAB to your DisplayWrite/370 addenda, type:

    ADDWORDS ALL

APPOINTM command (PF1)

Use the APPOINTM command to schedule appointments and meetings, erase them, change them, and add notes. Use this command also to view such information. These schedules may be for yourself, someone else, or a conference room.

Type the APPOINTM command using the following format:

APPOINTM

PROFS shows you screen W00, "Process Calendars."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 3: Processing calendars."

AUTHOR command

Use the AUTHOR command to create an author profile. An author profile contains all the information about a person that you need to write a document. Your PROFS administrator may have defined your author profile already; however, you can create your own using the AUTHOR command. Once the author profile has been created, you can use it over and over again without retyping the information in the profile, unless there is a change in the profile information (address, department, phone number, and so forth). You must have an author profile for each person you create documents for.

An author profile is normally created using the AUTHOR command. However, if you are using the CREATE or MEMO commands, you are able to create an author profile while using those commands without having to use the AUTHOR command.

Type the AUTHOR command using the following format:

AUTHOR

PROFS shows you screen T20, "Process an Author Profile."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

BUILD command

Use the BUILD command to create or change an RFT document style file to produce a new document style.

Type the BUILD command using the following format:

BUILD [filename1 [filename2]]

[**?**]

Remarks:

- **BUILD**—typed with nothing else shows you a HELP screen for this command.

- filename1—is the name of the new RFT document style file.

- filename2—is the name of the base RFT document style file. You can copy either all or parts of it into the new document style you are building.

- **?**—shows you a HELP screen for this command.

See "Appendix P: Creating RFT document styles" for further information about how to create an RFT document style.

CONTROL command

Use the CONTROL command to process your PROFS control files.

Type the CONTROL command using the following format:

CONTROL

PROFS shows you screen T00, "Process Your PROFS Control Files."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

CREATE command (PF5)

See "MEMO command."

CRON command

Use the CRON command to get the following information about a specific document:

- Who wrote the document

- Whom the document was written to

- The subject of the document

- The restriction status

- The distribution list showing whom the document has been sent to.

Type the CRON command using the following format:

CRON [document number]

[**?**]

Remarks:

- **CRON**—typed with nothing else shows you screen K20, "View the Distribution List." Complete the necessary information in it.

- document number—is the number of the document that you want to get information about. You may type a 7-, 8-, or 12-character document number.

  If you type a document number and press ENTER on screen K20, PROFS shows you screen K21, "View the Distribution List," with a list of the people who have received the document. Only people, who are on the same system as you are, appear in this list.

- ?—shows you a HELP screen for this command.

CURCAL command

Use the CURCAL command to view and work with certain calendar screens and to store calendar entries in your personal storage.

To view and work with calendar screens, type the CURCAL command using the following format:

CURCAL [function [n] [user] [start [end]]]

[**?**]

Remarks:

- **CURCAL**—typed with nothing else shows you today's scheduled events.

  PROFS shows you screen W01, "Work with the Schedule."

- function—is one of the following:

  - **TODAY**—typed with nothing else shows you today's scheduled events.

    PROFS shows you screen W01, "Work with the Schedule." For example, to view JDOE's calendar for today, type:

    CURCAL TODAY JDOE

  - mm/dd/yy—shows you that date's scheduled events.

    PROFS shows you screen W01, "Work with the Schedule."

  - **DAYS**—typed with nothing else shows you multiple days' scheduled events. If no number (see "n" below) is typed after it, PROFS shows you seven days.

PROFS shows you screen W02, "View 7 Days of the Calendar." For example, to view JDOE's calendar for eight days, type:

CURCAL DAYS 8 JDOE

— **MONTH**—typed with nothing else shows you scheduled events for the month.

PROFS shows you screen W05, "View the Month of xxxxxxx." For example, to view your calendar for a month, type:

CURCAL MONTH

To view JDOE's calendar for a month, type:

CURCAL MONTH JDOE

— **CONFerence**—shows you a conference room's scheduled events.

PROFS shows you screen W04, "View the Schedules for Conference Rooms." For example, to view all conference room calendars (you can view only today's calendars), type:

CURCAL CONF

Note: You cannot use a user name with CONF.

● n—is the number of days (1 to 99) you want to view. It can be used only with the function **DAYS**. The number of days is ignored with any of the other functions.

● user—is one of the following:

— user name—is the name that identifies a person and their calendar to the system. For example:

DALTX3

If no user is specified, PROFS uses your user name.

- nickname—is the nickname within PROFS for a person (this name must be present in your nickname file to use this command).

- filename—is the name of a PROFS distribution list. It can be used only with the functions **TODAY** and mm/dd/yy. A distribution list can consist of user names, or nicknames and enables you to access multiple calendars at the same time. For example, to view all the calendars for today for a distribution list named MANAGERS, type:

CURCAL TODAY MANAGERS

- start—is the start of a period of time (in the format hh:mm) during which the CURCAL command is to be processed. You put this command in your PROFILE EXEC. You must type the time using the 24-hour clock format (for example, 1:00 p.m. must be typed as **13:00**). You must also use two digits for the hour, as well as for the minutes (for example, 9:00 a.m. must be typed as **09:00**). If you do not specify a start time, PROFS will process the command no matter what time it is.

- end—is the end of a period of time (in the format hh:mm) during which the CURCAL command is to be processed. You put this command in your PROFILE EXEC. You must type the time using the 24-hour clock format, and you must use two digits for both the hours and minutes (see "start" above). If you do not specify an end time, PROFS assumes midnight.

  For example, to view JDOE's calendar for today each time you log on to PROFS between 7:00 a.m. (start) and 1:00 p.m.(end), type the following in your PROFILE EXEC:

  ### EXEC CURCAL TODAY JDOE 07:00 13:00

  Even though this is in your PROFILE EXEC, you can still view the calendar any time using the regular method.

- ?—shows you a HELP screen for this command.

Using the CURCAL command DISK option

To store calendar entries in your personal storage, type the CURCAL command using the following format:

CURCAL [function [n] [user]] **DISK**

[**?**]

Remarks:

- function—is one of the following:

  - **TODAY**—typed with nothing else stores one day's scheduled events beginning with today. The number of days can be changed by specifying "n" after **TODAY**.

  - **DAYS**—typed with nothing else stores seven days scheduled events beginning with today. The number of days can be changed by specifying "n" after **DAYS**.

  - mm/dd/yy—stores one day's scheduled events beginning with this date. The number of days can be changed by specifying "n" after the date. (See "Appendix I: Typing names, dates, and times" for information on how to type dates for calendars.)

- n—is the number of days (1 to 99) you want to store.

- user—is one of the following:

  - user name—is the name that identifies a person and their calendar to the system. For example:

    DALTX3

    For example, to view JDOE's calendar for today, type:

    CURCAL TODAY JDOE

  - nickname—is the nickname within PROFS for a person (this name must be present in your nickname file to use this command).

Note: A distribution list filename cannot be used with the DISK option.

If no user is specified, PROFS stores calendar entries for your user name.

- **DISK**—stores the calendar entries in your personal storage in a file with a filename of $$CAL$$ and a filetype of the "user name" you specify. If such a file already exits, you receive a prompt as to whether you want to replace it or not.

  For example, to file ten days of your calendar entries in your personal storage, type:

  CURCAL DAYS 10 DISK

- **?**—shows you a HELP screen for this command.

DBGET command

Use the DBGET command to get a document from PROFS storage and put it into your personal storage.

Type the DBGET command using the following format:

DBGET [filename [filetype [filemode]]]

[**?**]

Remarks:

- **DBGET**—typed with nothing else prompts you to type a filename.

- filename—is the name of the file you want to obtain.

- filetype—is the type of the file you want to obtain. The default is SCRIPT.

- filemode—is the mode of the file you want to obtain. The default is A.

- **?**—shows you a HELP screen for this command.

DBPUT command

Use the DBPUT command to store a document from your personal storage into PROFS storage.

Type the DBPUT command using the following format:

DBPUT [filename [filetype [filemode]]]

[**?**]

Remarks:

- **DBPUT**—typed with nothing else prompts you to type a filename.

- filename—is the name of the file you want to store.

- filetype—is the type of the file you want to store. The default is SCRIPT.

- filemode—is the mode of the file you want to store. The default is A.

- ?—shows you a HELP screen for this command.

DELETE command

Use the DELETE command to erase a draft document or specific versions of a draft document from PROFS storage. Only the owner of the document can use this command.

Type the DELETE command using the following format:

DELETE [document number [**(n)**]]

[**?**]

Remarks:

- document number—is the number of the document that you want to erase. You may type a 7-, 8-, or 12-character document number.

- **(n)**—is the number that matches the version of the document at which you want to start erasing. For example, if you had four versions of a document and typed **DELETE 87002TST 0016 (3)**, PROFS erases versions 3 and 4, but keeps versions 1 and 2 of the document. If you don't type a number, PROFS erases all versions.

- **?**—shows you a HELP screen for this command.

PROFS shows you screen X02, "Erase a Draft Document," if a document number is not specified.

HARDCOPY command

Use the HARDCOPY command to print a document or file.

Type the HARDCOPY command using the following format:

HARDCOPY filename [filetype [filemode]] [**(** options]

Remarks:

- filename—is the name of the file you want printed.

- filetype—is the type of the file you want printed. The default is SCRIPT.

- filemode—is the mode of the file you want printed. The default is A.

- **(**options—are the printer options you want.

  For example, you might type the following:

  (1403 CLASS a COPY 2 ROUTE dallas FOR print01

  PROFS shows you screen J00, "Choose a Printer," if no options are specified.

HOLD command

Use the HOLD command to show you only those items that were in your incoming mail the last time you viewed it. The HOLD command does not pull any new mail into your incoming mail. See the OPENMAIL command for information about how to view all your new and old incoming mail.

Type the HOLD command using the following format:

HOLD

PROFS shows you screen C00, "Open the Mail."

LEVELID command

You may need to know the current level of your system for maintenance or should you need to call for assistance. Use the LEVELID command when you want to find out the version level of your PROFS system.

Type the LEVELID command using the following format:

LEVELID

The following is an example of what PROFS would show you:

OFSIDE001I PROFS Version 2 (5664-309) Level: 2.0.0 — Release 2, Modification 0, PTF 0

LODS command

All the HELP screens, which give you specific information when you press **PF9** on a screen, can also be obtained through the Large Online Document System (LODS).

Use the LODS command followed by a screen identifier to see the HELP screen for that screen. Each screen has its own HELP section number, which is the same as the screen identifier.

Type the LODS command using the following format:

LODS [screen identifier]

[**LIST**]

Remarks:

- **LODS**—typed with nothing else shows you a list of the current screen identifiers.

- screen identifier—is the number of the screen you want help with. For example, to get help with screen W00, type:

   LODS W00

   PROFS shows you the HELP screen section that explains screen W00.

   If you type an incorrect screen identifier, PROFS shows you a screen with the following messages:

   OFSLOD110E Invalid HELP section specified - XXXX

   OFSLOD170I To get a list of the correct HELP section numbers, type in **LIST**.

   On the command line of this message screen, you can retype the screen identifier or, to see a list of the current screen identifiers, type **LIST**.

- **LIST**—shows you a list of the current screen identifiers.

LOGVIEW command   Use the LOGVIEW command to work with your general note log and any special note logs you may have. PROFS shows you screen E08, "View the Note Log."

Type the LOGVIEW command using the following format:

> **LOGVIEW** [name]
>
> [**?**]

Remarks:

- name—is the name of the note log you want to work with. The default is NOTE, your general note log, which was supplied with PROFS.

- ?—shows you a HELP screen for this command.

PROFS shows you screen E08, "View the Note Log."

MAIL command   After you have placed a draft document in PROFS storage or created a mail log item for a Paper document, you can send it to other users who are not necessarily on the distribution list. To send the document, however, you'll need to know the document number.

If you don't know the document number, you can use the MAILLOG SEARCH command to both find the document and send it.

Type the MAIL command using the following format:

MAIL [**NOTICE** [doc number [**TO** user name(s) [**AT** system name]]]]

> [**HARDCOPY** [doc number [**TO** user name(s)]]]
>
> [**?**]

Remarks:

- **NOTICE**—typed with nothing else or typed with only a document number shows you screen H00, "Assign the Document Distribution Information."

- document number—is the number of the document you are sending. You may type a 7-, 8-, or 12-character document number.

- user name(s)—are up to ten user names, distribution list filenames, or nicknames of the person(s) you are sending the document to.

- system name—is the name that identifies the system used by the person(s) you are sending the document to. Only one system name may be typed. If you want to send the document to users on another system, you must retype this command.

  PROFS shows you screen H00, "Assign the Document Distribution Information."

- **HARDCOPY**—sends mail log information about a Paper document to another user on your system. The location identifier for Paper documents is always HDC.

  MAIL HARDCOPY typed with nothing else or typed with only a document number shows you screen H05, "Assign the Reviewer Distribution Information."

- ?—shows you a HELP screen for this command.

MAILLOG command

Your mail log contains key information about all documents you have either sent to others or have received from others using PROFS. PROFS automatically creates and makes changes to your mail log which is located in your personal storage.

Use the MAILLOG command to:

- Add information to your mail log about a Paper document that you received from a source outside PROFS.

- Print a copy of your mail log.

- Search for information about documents you (or someone else) filed.

- Send information about a document already in your mail log.

- Change information about a document already in your mail log.

- Erase the information for a document from your mail log.

- View your mail log on the screen. While you are viewing it, you can do other tasks as well.

Type the MAILLOG command using the following format:

MAILLOG [**Add**]

[**List**]

[**Search**]

[**SENd** [document number]]

[**Update**]

[**Delete**]

[**View**]

Remarks:

- **Add**—adds a mail log item for a Paper document that was not created using PROFS. You can then send a copy of the information in your mail log to another PROFS user.

  PROFS shows you screen D15, "Add Mail Log Information for a Paper Document."

- **List**—prints the contents of your mail log.

  PROFS shows you screen F30, "Print the Mail Log Information."

- **Search**—searches your mail log by the key information you provide to find documents in your mail log. This option can be used if you are trying to find specific documents that you have either sent or received. This option is the same as the SEARCH command.

  PROFS shows you screen D01, "Find Documents."

- **SENd**—sends the information for the document to the users you indicate. The document must be a Paper document.

  - document number—is the number of the document you are sending information about. You may type a 7-, 8-, or 12-character document number.

    PROFS shows you screen H05, "Assign the Reviewer Distribution Information."

- **Update**—changes the mail log item for the document number you provide.

  PROFS shows you screen D17, "View or Change the Mail Log Information."

- **Delete**—erases the mail log item for the document number you provide.

  PROFS shows you screen D19, "Erase Mail Log Information."

- **View**—displays the mail log information for the document number you provide.

  PROFS shows you screen D20, "View the Mail Log Information."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

MAILMAN command (PF8)

Use the MAILMAN command to see a list of all documents that you have sent, but which have not yet been received. When PROFS says that all mail is "delivered and acknowledged," it means that all the people you mailed a document to have opened their mail using the OPENMAIL command since you sent the document to them.

Note: This command applies only to documents, not to notes.

Type the MAILMAN command using the following format:

MAILMAN [STATUS [document number]]

[?]

Remarks:

- **MAILMAN**—typed with nothing else shows you the status of all your outgoing mail.

- **STATUS**—shows you the status of all your outgoing mail.

  - document number—shows you the status of this specific document. You may type a 7- or 12-character document number.

- **?**—shows you a HELP screen for this command.

PROFS shows you screen G03, "Check the Outgoing Mail."

MEMO command (PF5)

Use the MEMO command to create a new document or make changes to a draft document. The way you type the command depends on what you are trying to do. You can create an author profile from within this command by using screen F61, "Enter Author Profile." This command is the same as the CREATE command. To use this information with the CREATE command, substitute the word CREATE for the word MEMO.

Type the MEMO command using the following format:

MEMO [**New** [format name]]

[document number]

[filename [filetype]]

[**FASTpath** [format name] [(author profile]]

[**?**]

Remarks:

- **MEMO**—creates a new document.

  PROFS shows you screen F00, "Prepare Documents."

- **New**—typed with nothing else creates a document using the document style named STANDARD, which you received with PROFS. (This cannot be changed from the user profile.)

  PROFS shows you screen F61, "Enter Author Profile."

- format name—is the name of the document style you want to use in place of your default document style. Each document style has a format name and your PROFS administrator can tell you the format names of all the document styles that are available to you. You may type this document style format name after **New** or **FASTpath**. When you type it after **New**, PROFS overrides the STANDARD document style. When you type it after **FASTpath**, PROFS overrides the default document style you specify in your user profile (EPRUPROF FILE). See "Appendix N: Tailoring your PROFS system" for more information about setting a document style in your user profile.

- document number—is the number of the draft document you want to work with. If the document has never been put into PROFS storage and is still in your personal storage, type the name that PROFS assigned to it (for example, **MEMO 1**). If the document is in PROFS storage, type the number that PROFS assigned to it (for example, **MEMO 1840003**). You may type a 7-, 8-, or 12-character document number.

  PROFS shows you screen F01 or F63, "Process the Document."

- filename—is the name of the file you want to work with.

- filetype—is the type of the file you want to work with. The default is SCRIPT.

- **FASTpath**—shows you the DisplayWrite/370 "Edit" screen using the default document style and default author profile in your user profile (EPRUPROF FILE). If you do not want to use what is in your user profile, you can type a different document style format name or author profile after **FASTpath**.

- (author profile—to create a document using an author profile other than the default one. This profile name is set in your user profile (EPRUPROF FILE). See "Appendix N: Tailoring your PROFS system" for more information about setting an author profile name in your user profile.

- ?—shows you a HELP screen for this command.

MSG command

Use the MSG command to send an immediate message to another PROFS user. If the person you are sending the message to is not logged onto the system when you send the message, PROFS tells you. Because messages are not kept in any type of log (note or mail), you could then choose to send a note to that person, if you wished, and PROFS would put the note into that person's incoming mail.

Type the MSG command using the following format:

MSG [user name text of message]

[nickname text of message]

[system name(user name) text of message]

[filename text of message]

[(combination) text of message]

[?]

Remarks:

- **MSG**—typed with nothing else shows you screen E07, "Send a Message."

- user name—is the name that identifies a person to the system. For example:

  DALTX3

- nickname—is the nickname within PROFS for a person (this name must be present in your nickname file to use this option).

- system name(user name)—is the name that identifies the system used by a person together with their user name (in parentheses) for that system. Use this form of the command to send messages to users on remote computers. For example:

  SYS1(NYC3)

Note: There is no space between the system name and the user name in parentheses.

- filename—is the name of a file containing a distribution list. A distribution list can consist of user names, nicknames, or system name(user name) and enables you to send information to the persons on your distribution list without having to repeatedly type their names. For example:

  MANAGERS

  The filetype must be OFSMLIST.

- (combination)—is used to include more than one person. The names you combine (which can be user names, nicknames, system name(user name), and distribution list filenames) must be enclosed in parentheses and separated by a blank. For example:

  (DALTX3 HOUSTON SYS1(NYC3) MANAGERS)

- text of message—is the message you want to send.

- ?—shows you a HELP screen for this command.

NEWPROFS command

Use the NEWPROFS command to see PROFS NEWS about the additions and changes to PROFS.

Type the NEWPROFS command using the following format:

NEWPROFS

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

NOTE
command

Use the NOTE command to send a note to another PROFS user.

Type the NOTE command using the following format:

NOTE [user name]

[nickname]

[system name(user name)]

[filename]

[(combination)]

[?]

Remarks:

- user name—is the name that identifies a person to the system. For example:

  DALTX3

- nickname—is the nickname within PROFS for a person (this name must be present in your nickname file to use this option).

- system name(user name)—is the name that identifies the system used by a person together with their user name (in parentheses) for that system. Use this form of the command to send notes to users on remote computers. For example:

  SYS1(NYC3)

  Note: There is no space between the system name and the user name in parentheses.

- filename—is the name of a file containing a distribution list. A distribution list can consist of user names, nicknames, or system name(user name) and enables you to send information to the persons on your distribution list without having to repeatedly type their names. For example:

    MANAGERS

    The filetype must be OFSMLIST.

- (combination)—is used to include more than one person. The names you combine (which can be user names, nicknames, system name(user name), and distribution list filenames) must be enclosed in parentheses and separated by a blank. For example:

    (DALTX3 HOUSTON SYS1(NYC3) MANAGERS)

- ?—shows you a HELP screen for this command.

PROFS shows you screen E04 or E06, "Send a Note."

OFSNOTE command (PF4)

Use the OFSNOTE command to process notes and messages.

Type the OFSNOTE command using the following format:

OFSNOTE

PROFS shows you screen E05, "Process Notes and Messages."

OPENMAIL command (PF2)

When notes and documents are sent to you by someone using PROFS, PROFS puts these into your incoming mail. You use the OPENMAIL command to begin processing your incoming mail.

Type the OPENMAIL command using the following format:

OPENMAIL [PROFS]

[NONPROFS]

Remarks:

- **OPENMAIL**—typed with nothing else adds any new mail to your incoming mail and shows you screen C00, "Open the Mail."

- **PROFS**—opens that mail created with PROFS only.

  PROFS shows you screen C00, "Open the Mail."

- **NONPROFS**—opens that mail not created with PROFS.

  PROFS shows you screen C09, "Process Files That Are Not From PROFS."

PROOFREAD command

Use the PROOFREAD command to:

- Check the spelling of words in a document.

- Get the correct spelling for any words that are misspelled.

- Get synonyms for many words.

- Have PROFS highlight words that:

  - Have possibly been used out of context within a sentence
  - Have been used in an awkward or unnecessary phrase
  - Are above a specified reading comprehension level.

- Create a dictionary which contains uncommon or non-standard words (such as medical and legal words) that can be used by PROFS to check spelling.

Type the PROOFREAD command using the following format:

PROOFREAD

PROFS shows you screen F07, "Proofread a Document."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 13: Proofreading notes and documents."

REMINDER command (PF10)

Use the REMINDER command to use reminders for yourself that work something like setting an alarm clock. When the reminder date and time expires, your terminal "beeps" and the reminder note you typed appears on the main menu screen.

Type the REMINDER command using the following format:

REMINDER [**View**] [date] [date]

       [**Next**]

       [**CHange** old date old time new date new time]

       [**DElete** date time]

       [**CAncel**]

       [**?**]

Remarks:

- **REMINDER**—typed with nothing else shows you screen X03, "Add an Automatic Reminder."

- **View**—shows you all reminders which have not yet expired, along with the date and time of each. You specify a range of dates by typing **View** followed by the date at which you want to begin viewing and the date you want to end viewing.

- **Next**—shows you the reminder that is scheduled to appear next.

- **CHange**—changes the date or time of a reminder.

- **DElete**—erases a future reminder.

- **CAncel**—erases subsequent appearances of a reminder that is being shown.

- date—(See "Appendix I: Typing names, dates and times" for information about how to type dates.)

- time—(See "Appendix I: Typing names, dates and times" for information about how to type times.)

- **?**—shows you a HELP screen for this command.

For further information, see "Chapter 12: Adding automatic reminders."

RESTRICT command

Use the RESTRICT command to make a document restricted or not restricted. When a document is restricted, only you (the document owner) and those to whom the document was sent are able to view it.

Type the RESTRICT command using the following format:

RESTRICT [R | U document number **]**

Remarks:

- **RESTRICT**—typed with nothing else shows you screen F20, "Restrict Distribution of a Document."

- **R | U**—indicates to PROFS whether you want to make a document restricted or not restricted.

- document number—is the number of the document that you want to get information about. You can only type a 7- or 12-character document number.

For further information, see "Chapter 7: Preparing RFT documents."

RETRIEVE command

Use the RETRIEVE command to get either the most recent version (version 1) of a document or a previous version (versions 2, 3, or 4) of a draft document in PROFS storage to work with.

You can get either the document in the document style chosen for it at the time it was created (version 1), or the document with the DCF control words in it (versions 2, 3, or 4) for DCF Draft documents. Textually, however, both documents are the same.

Type the RETRIEVE command using the following format:

RETRieve [document number [**(n)** [**Disk**]]]

[**Type**]

[**Print**]

[**Update**]

[**Xform** [**RFT**]]

[**Xform** [**STrip** | **SCript**]]

[**New**]

[**?**]

Remarks:

- **RETRIeve**—typed with nothing else shows you screen X01, "Process a Document."

- document number—is the number of the document you are retrieving. You may type a 7-, 8-, or 12-character document number.

- **(n)** —is a number from 1 to 4. Type the version number that you want—1, 2, 3, or 4. If you type a number, you must also type the parentheses. PROFS keeps up to four versions of draft documents, if it has been told to do so, and one version of final documents. If you get a notice to review a document, and PROFS has been told to save four versions, you can get any one of the four to review. The default is version 1, the most recent version.

- **Disk**—copies the specified version of the document into your personal storage.

- **Type**—shows you the document with all the DCF control words if it is a Draft; otherwise, for a final document you are shown the document the way it would be printed.

- **Print**—shows you screen J00, "Choose a Printer." Type the options you want on screen J00 and press ENTER. If you want to add options, press **PF8**. PROFS shows you screen J01, "Choose Printer Options." Type the options you want on screen J01 and press ENTER. PROFS sends the document, in the document style chosen for it at the time it was created, to the designated printer.

- **Update**—copies the document, providing it is available to you for changing, into your personal storage.

- **Xform**—converts the document being retrieved as follows:

  - **RFT**—retrieves a DCF document and converts it to RFT format. Host-Displaywriter Document Interchange (HDDI) is required for this function. PROFS shows you screen F65, "Prepare a Converted Document."

- **STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.

- **SCript**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.

  If you do not specify RFT, STRIP, or SCRIPT, the default is SCRIPT for an RFT document and RFT for a DCF document.

- **New**—creates a new document using the retrieved RFT document as the base. A copy of the document is renamed and placed in your personal storage. DisplayWrite/370 is required for this function.

- **?**—shows you a HELP screen for this command.

SEARCH command (PF3)

Use the SEARCH command to find documents that are in your mail log or the mail logs you are authorized to search. This command can be used if you are trying to find specific documents that you have either sent or received. The SEARCH command is the same as the MAILLOG SEARCH command.

Type the SEARCH command using the following format:

SEARCH

PROFS searches your mail log by the key information you provide to find documents in your mail log.

PROFS shows you screen D01, "Find Documents."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 5: Finding documents."

SET FILEDOCU command (PF6)

Use the SET FILEDOCU command to process documents from other sources.

Type the SET FILEDOCU command using the following format:

SET FILEDOCU

PROFS shows you screen A05, "Process Documents from Other Sources."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

STORE command

Use the STORE command to add mail log information about a non-PROFS document.

Type the STORE command using the following format:

STORE

PROFS shows you screen F13, "Add and Change a Document File and Its Mail Log Information."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 8: Preparing DCF documents."

TERMNL command

Use the TERMNL command to tell PROFS the type of terminal you want to imitate.

Type the TERMNL command using the following format:

TERMNL [DW]

[PC]

[TTY]

Remarks:

- **DW**—stands for Displaywriter.

- **PC**—stands for Personal Computer.

- **TTY**—stands for line-mode type terminal.

Note: You need a properly configured WORKSTAT FILE to use the DW or PC options. Also, your system administrator may want you to use terminal designators other than DW, PC, and TTY. Verify this with your system administrator.

To return to normal PROFS terminal operations, type:

PROFS TERMNL

Then type:

PROFS

You see the PROFS main menu.

UPDELETE command

If you have put a draft document from PROFS storage into your personal storage to change it, no other users can change it. If you do not plan to change the document and want to release the document's "out-for-change" status so that others can review and change it, use the UPDELETE command. When you use the command, PROFS changes the status of the document and erases the copy in your personal storage.

Type the UPDELETE command using the following format:

UPDELete [document number]

Remarks:

• document number—is the number of the document you want to erase from your personal storage. You may type a 7-, 8-, or 12-character document number.

PROFS shows you screen X04, "Release "Out-for-Change" Document."

UPINQRY command

To find out which draft documents from PROFS storage you have "out-for-change," use the UPINQRY command. When you have documents "out-for-change," no one else can change them. If you want to release a document's "out-for-change" status so that others can review and change it, use the UPDELETE command.

Type the UPINQRY command using the following format:

UPINQry

PROFS shows you a list of the document numbers of draft documents "out-for-change." Otherwise, PROFS tells you that there are no documents out for update.

**XFER
command**

Use the XFER command to transfer an RFT document from PROFS to a Displaywriter.

Type the XFER command using the following format:

> **XFER** [filename [filetype [filemode]]]
>
> [**?**]

Remarks:

- filename—is the name of the file you want to obtain.

- filetype—is the type of the file you want to obtain. The default is RFTD.

- filemode—is the mode of the file you want to obtain. The default is A.

- ?—shows you a HELP screen for this command.

PROFS shows you screen TR02, "Transfer the Document."

**XFORM
command**

Use the XFORM command to convert an RFT document from your search space or from PROFS storage to DCF and to store the converted file in your personal storage. DisplayWrite/370 either strips out the RFT controls or converts them into DCF control words depending on the options you select. When the conversion process is completed, the converted file is placed in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.

You can store the converted document back into PROFS storage by using the DBPUT command.

Type the XFORM command using the following format:

XFORM [filename [filetype [filemode]]] [**(STrip** | **(SCRipt**]]

> [document number [**(STrip** | **(SCRipt**]]
>
> [**?**]

Remarks:

- filename—is the name of the file you are converting.

- filetype—is the type of the file you are converting. The default is RFTD.

- filemode—is the mode of the file you are converting. The default is A.

- document number—is the number of the document you are converting. You may type a 7-, 8-, or 12-character document number.

- **(STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before STRIP.

- **(SCRipt**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before SCRIPT.

  If you do not specify STRIP or SCRIPT, the default is SCRIPT.

- **?**—shows you a HELP screen for this command.

Appendix H:
List of PROFS Screens

ID	Title
A00	Main Menu (Alternate Main Menus -2 and -3 have the same screen ID.)
A05	Process Documents from Other Sources
C00	Open the Mail
C01	Process the Incoming Mail (for Final or softcopy documents, first screen)
C02	Process the Incoming Mail (for Draft documents, first screen)
C04	Process the Incoming Mail (for Final or softcopy documents, second screen)
C05	Process the Incoming Mail (for Paper documents)
C06	Process the Incoming Mail (for viewing all the items at once)
C07	Process the Incoming Mail (for Draft documents, second screen)
C08	Process the Incoming Mail (for Paper documents with a routing slip)
C09	Process Files that are not from PROFS
C10	View or Change the File

F04	List of Available Document Styles
F05	Proofread the Document
F06	File the Document as a Final Document
F07	Proofread a Document
F08	File the Document as a Draft Document
F10	Proofread
F13	Add and Change a Document File and Its Mail Log Information
F14	Add and Change a Document File and Its Mail Log Information
F18	Change the Document
F20	Restrict Distribution of a Document
F30	Print the Mail Log Information
F51	Document Heading
F52	Document Text
F53	Change Document Text
F54	Power Typing (The screen does not show a number.)
F61	Enter Author Profile
F62	DisplayWrite/370 Edit (The screen does not show a number.)
F63	Process the Document (for RFT-D documents)
F65	Prepare a Converted Document
F66	View or Change the Index Information

F67	DisplayWrite/370 Document Format Creation (The screen does not show a number.)
F68	File the Document as a Final Document
F69	List of Available RFT Document Styles
F70	File the Document as a Draft Document
F73	DisplayWrite/370 View (The screen does not show a number.)
G03	Check the Outgoing Mail
H00	Assign the Document Distribution Information
H02	Attach a Routing Slip
H05	Assign the Reviewer Distribution Information
I00	View the Document
I01	View the Graphics Document
J00	Choose a Printer
J01	Choose Printer Options
K20	View the Distribution List
K21	View the Distribution List
S00	Interrupt and Process Other Jobs (Alternate interrupt menus -2 and -3 have the same screen number.)
T00	Process Your PROFS Control Files
T10	Process Your XXXXXXXX Nickname File
T11	Add a New Nickname
T12	Change a Nickname

X01   Process a Document

X02   Erase a Draft Document

X03   Add an Automatic Reminder

X04   Release "Out-For-Change" Document

X10   Copy the Document

Appendix I: Typing names, dates, and times

1
Typing names

Sometime you will need to type names that are not user names or nicknames – for example, on the copy list of a letter. You must type these names using standard formats so PROFS can work with them (for example, when alphabetizing a list or searching the mail log for particular documents).

You can type the **first name followed by the last name**.

George Johnson

Mr. George Johnson

George Johnson, Jr.

Mr. George Johnson, Jr.

You can add **a middle initial between the first and last name**. Always type a space between the initial and last name.

George J. Johnson

Mr. George J. Johnson

George J. Johnson, Jr.

Mr. George J. Johnson, Jr.

You can type **initials followed by a last name**. Always type a space between the initials (type **G. J.**, not **G.J.**) and between the initials and the last name.

G. J. Johnson

Mr. G. J. Johnson

G. J. Johnson, Jr.

Mr. G. J. Johnson, Jr.

You can type **the last name first** in all of these formats. Always type a comma and a space between the last name and whatever follows it:

Johnson, George

Johnson, Mr. George

Johnson, George, Jr.

Johnson, Mr. George, Jr.

Johnson, George J.

Johnson, Mr. George J.

Johnson, George J., Jr.

Johnson, Mr. George J., Jr.

Johnson, G. J.

Johnson, Mr. G. J.

Johnson, G. J., Jr.

Johnson, Mr. G. J., Jr.

If you type a first name or initials followed by a last name, you can then add **a job title or other information**. Always type two spaces between the last name and the other information. (Do **not** type a comma between the last name and the other information.)

Do type:

George Johnson   Marketing Director   Our Company

George J. Johnson   Marketing Director   Our Company

G. J. Johnson   Marketing Director   Our Company

Don't type:

G.J. Johnson, Marketing Director, Our Company

You can type names in capital letters, small letters, or both — except for **names with a second capital**, such as McMillan or DeForest. In that case you cannot type the name in all capitals, and you must type the second capital as a capital.

Do type: McMillan

Don't type: MCMILLAN
                   mcmillan

You must type **names that have a space** — such as Von Hoffman or De Lorenzo — with an underscore character to indicate the space in a DCF document. You must use a required space (RSP) in an RFT document to show blank spaces within the name.

Do type: De < RSP > Lorenzo (RFT document)

Do type: De_Lorenzo (DCF document)

Don't type: De Lorenzo

Alphabetizing a list of names

(This can be used only for DCF documents.) You can use the NAMESORT command to alphabetize the names in either the list of people to whom you are writing a document or a copy list. PROFS sorts the list by the last name of the people. Follow these steps:

1. Type an = or **&** before commercial names (department or company names). PROFS will sort these names using the first word in the name rather than using the last names as it would do with an individual.

2. Press **PF6** (alternate PFs) and move the cursor to the first line of the list of names you want sorted.

3. Press **PF4** to make the first line the current line.

4. Press ENTER to move the cursor to the command line.

5. Type **NAMESORT**.

6. Press ENTER.

PROFS sorts the names into alphabetical order and removes any leading = or & characters.

2 Typing dates

You can type dates in a number of ways in PROFS — except on the main menu.

On the **main menu**, you must use numbers and slashes to type the date and you must type the number of the month first. For example:

- **1/25/86** (**Don't** type 25/1/86 or Jan 25 1986.)

- **1/25** for January 25 of the current year. (If you don't specify the year, PROFS assumes you mean the current year.) If you use this format with the REMINDER command or for a DUE DATE, however, PROFS assumes you mean the next year if the date has passed.

- **2** for February of the current year.

- **7/4/1776** for dates prior to the 20th century.

  Note, however, that you cannot use this format with the REMINDER command.

When you use the CURCAL command, you type the date in the MM/DD/YY format.

If you enter a date incorrectly, PROFS will think you are entering a command and may show you an error message.

Everywhere else in PROFS, you can choose from a variety of forms. You would use these dates when assigning due dates, handling reminders, processing calendars, or searching for documents in a particular time period.

For example, you could type January 25, 1986 as:

january 25, 1986

january 25 1986

jan 25 1986

(See the list of abbreviations for months
at the end of this section)

1/25/86

1 25 86

25 January 1986

25 jan 1986

25/1/86

25 1 86

25 (Julian date)

If you type the day before the month, you can't always use a number to indicate the month. You can type 25/1/86 for January 25, but you can't type 2/1/86 for January 2 because PROFS will assume you mean February 1.

If you don't type a year, PROFS assumes you mean a **future date**. However, if you are searching for documents with a date, PROFS assumes a **past date**.

If you are searching for documents, you can also use the following ways to specify parts of a year:

1Q86	1st quarter of 1986
3Q87	3rd quarter of 1987
2H86	2nd half of 1986

The table below shows the minimum number of letters you can use to abbreviate the name of each month. You can use longer abbreviations if you like.

January	ja
February	f
March	mar
April	ap
May	may
June	jun
July	jul
August	au
September	s
October	o
November	n
December	d

The dates you see on your screen will look different if your PROFS system was installed with either the **International** or **European** formats. Check with your PROFS administrator to find out which format is being used at your location.

The guidelines for the date format are:

U.S.:   MM/DD/YY

International: YY-MM-DD

European: DD/MM/YY or
                DD-MM-YY or
                DD.MM.YY

3
Typing
times

You can type times on screens in a variety of ways — with or without colons (:), with or without a.m. or p.m., or on a 12-hour or 24-hour system. PROFS interprets the time you type and puts it into a consistent style.

If HH stands for the hours you type (from 1-12 on a 12-hour system or 1-24 on a 24-hour system) and MM stands for the minutes you type (00-59), these are all the ways you can type times:

- HH   (for example, 4, 8, 10, 12, 21)

- HHMM   (for example, 230, 1045, 1730)

- HH:MM   (for example, 2:30, 10:45, 17:30)

In other words, you don't have to type the minutes and you don't have to type the colon.

You can also type AM or PM (am or pm) after the numbers, with or without a space between the numbers and letters (HHMMAM or HHMM AM). Therefore, all of these are acceptable ways of typing the time for 1 o'clock in the afternoon:

    1 100 1:00 1:00PM 13 1300 13:00 13:00PM

However, because PROFS is set to expect normal business hours, typing AM or PM is usually not necessary.

For normal business hours from 7:00 a.m. to 6:59 p.m.:

If you type	PROFS uses
9	9:00AM
12, 12pm, or noon	NOON
2:30	2:30PM
15	15:00 (on a 24-hour system)

For times outside normal business hours (7:00 p.m. to 6:59 a.m.), you must add some information:

If you type	PROFS uses
9pm	9:00PM
0,12am, 2400, or midnite	MIDNITE
2:30 am	2:30AM

Just a reminder that when you use the CURCAL command with times, you must use the format **HH:MM,** and **HH** must be two digit numbers. (For example, HH must be 09:00 and not 9:00.) Also the numbers must be in 24-hour format.

Appendix J: Working with author profiles

How to use author profiles

Before you can prepare a document, you must have an author profile. An author profile contains information about the author that PROFS automatically puts at the beginning and end of documents. After it is created, you can use the author profile over and over again in different kinds of documents.

You can create an author profile on screen T21, "Add a New Author Profile" by filling in the author's full name, title, initials, company and department, address and telephone number, and the system name and user name that identifies the author to PROFS.

At the end of this appendix, you'll find a "fast-track" diagram that summarizes the appendix pictorially.

To use an author profile in a DCF document, type the name of the profile next to "Author profile name" on screen F51, "Document Heading." (See "Chapter 8: Preparing DCF documents.") To use an author profile in an RFT document, type the name of the profile on screen F61, "Enter Author Profile." (See "Chapter 7: Preparing RFT documents.") The information from the profile will be included at the beginning or end of a document. Your PROFS administrator may have already set up an author profile for you.

Working with author profiles

Once you have created an author profile, you can add other author profiles, change parts of them, erase, or view them.

To begin working with an author profile, type **CONTROL** on the command line of the PROFS main menu, screen A00. If your PROFS administrator has set up a PF key for this function, just press the PF key. PROFS shows you screen T00, "Process Your PROFS Control Files."

```
                   PROCESS YOUR PROFS CONTROL FILES                    T00


     Press the PF key for the type of file you want.

     PF1  Process your main nickname file
     PF2  Process your alternate nickname file
          --------  OFSMCNTL  A_
     PF3  Process an author profile
     PF4  Process a distribution list file













     PF9 Help     PF12 Return
     ===>
```

Press **PF3** on screen T00.

PROFS shows you screen T20, "Process an Author Profile."

In addition to using **PF3** on T00, you can reach T20 by any of the following:

- You can type **AUTHOR** on the command line of the following screens:

  - Screen A00, "PROFS Main Menu"
  - Screen F51, "Document Heading"
  - Screen F53, "Change Document Text"

- You can press **PF1** on screen F61, "Enter Author Profile."

- You can press **PF1** on the alternate PF key selections on one of the following:

  - Screen F51, "Document Heading"
  - Screen F53, "Change Document Text"

```
                    PROCESS AN AUTHOR PROFILE                    T20


     Press one of the following PF keys.

     PF1  Add a new author profile
     PF2  Change an author profile
          --------                      If you want to work with a
     PF3  Erase an author profile       specific author profile,
          --------                      type in the name before
     PF4  View an author profile        you press the PF key.
          --------

     PF9 Help     PF12 Return
     ===)
```
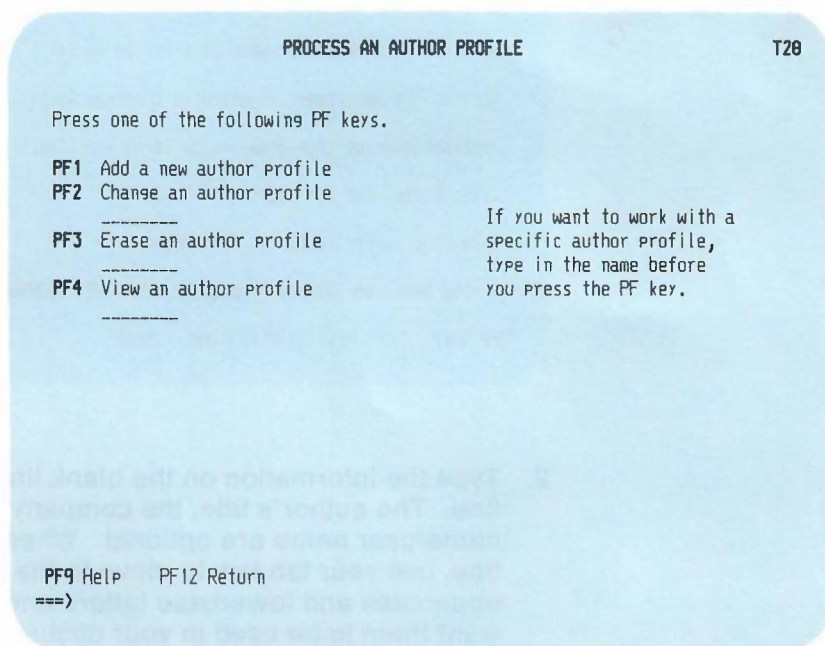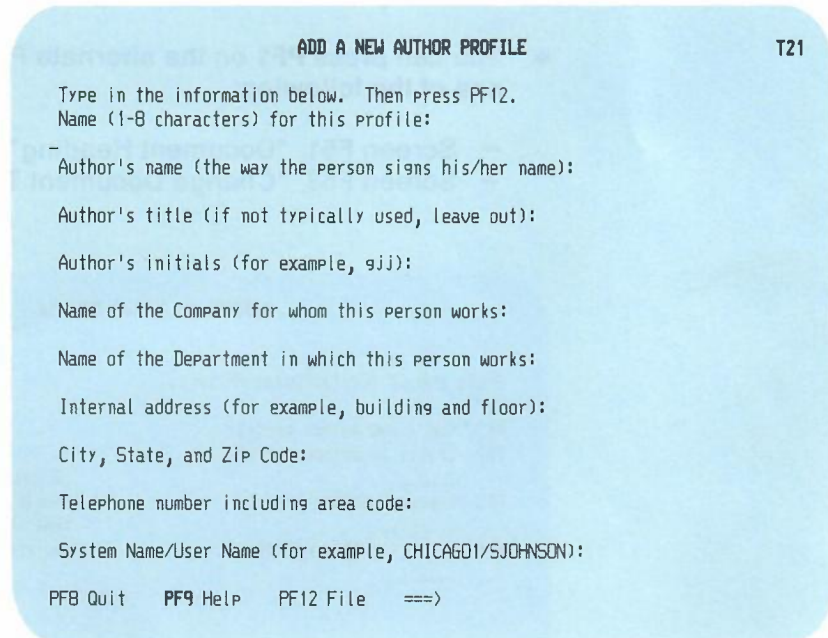
From this screen you can begin to add (create), change, erase, or view author profiles.

Creating an author profile

You can create an author profile by typing in information about a specific author. To create an author profile, follow these steps:

1. Press **PF1** on screen T20.

   PROFS shows you screen T21, "Add a New Author Profile."

```
              ADD A NEW AUTHOR PROFILE                        T21

 Type in the information below.  Then press PF12.
 Name (1-8 characters) for this profile:
 _
 Author's name (the way the person signs his/her name):

 Author's title (if not typically used, leave out):

 Author's initials (for example, gjj):

 Name of the Company for whom this person works:

 Name of the Department in which this person works:

 Internal address (for example, building and floor):

 City, State, and Zip Code:

 Telephone number including area code:

 System Name/User Name (for example, CHICAGO1/SJOHNSON):

 PF8 Quit    PF9 Help    PF12 File    ===)
```

2. Type the information on the blank lines below each prompt line. The author's title, the company name, and the system name/user name are optional. When you have filled in one line, use your tab key to move to the next blank line. Use uppercase and lowercase letters and punctuation as you want them to be used in your document. Use letters or numbers when filling in the author profile information.

Name (1-8 characters) for this profile: Type a name to identify the profile. This need not be the name of the author. It is a name to identify the information about a particular author. Each author profile must have a unique name.

Author's name: Type the author's name as it should appear on the signature line of a letter.

Author's title: Type a title (up to 44 characters) if the author uses one (optional).

Author's initials: Type the author's initials. Here you can use either uppercase or lowercase letters (PROFS will use uppercase in the document).

Name of the Company for whom this person works: Type the name of the company.

Name of the Department in which this person works: Type the name of the department.

Internal address: Type a room number, building, or street address.

City, State, and Zip Code: Type the city, state, and zip code.

Telephone number: Type the telephone number.

System Name/User Name: Type the system name and user name that identifies the person. For example, CHICAGO/SJOHNSON (optional).

3. When you have finished, press **PF12**.

    PROFS files your new author profile and returns you to screen T20, "Process an Author Profile."

Changing an author profile

There are two ways to change information in your author profiles, depending on whether or not you have one specific author profile in mind.

If you only want to make changes in one author profile, type the name of the author profile in the blank space under **PF2** on screen T20, and press **PF2**. PROFS takes you directly to screen T23, "Change the Author Profile." You can then change the information and press **PF12** to file it.

```
                    CHANGE THE AUTHOR PROFILE                         T23

   Type in your changes below.  Then press PF12.
    Profile name:
   JJDOE
    Author's name:
   Mr. J. J. Doe
    Author's title:
   Manager
    Author's initials:
   jjd
    Company name:
   M. Y. Company
    Department name:
   Personnel
    Internal address:
   U01/1234
    City, State, and Zip Code:
   Anytown, Anystate 11111
    Telephone number:
   222-234-4444
    System Name/User Name:
   MSNVM2AA/JJDOE
   PF8 Quit    PF9 Help    PF12 File    ===)
```

If you want to **change more than one author profile**, or if you **can't remember the name of the author profile** you want to work with:

1. Press **PF2** on screen T20 without typing anything under **PF2**.

   PROFS shows you screen T22, "Change an Author Profile."

```
                    CHANGE AN AUTHOR PROFILE                        T22

      To change an author profile, type X next to your choice(s) below.
      When you have made your choice(s) on this screen, press ENTER.



      PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
      ===) _                                                        PAGE
      --------------------------------------------------------------------
         Choice      Author Profile
           _           HARRY
           _           JSMITH
           _           KATHLEEN
           _           GEORGE
           _           GINNY
           _           BARRY
```
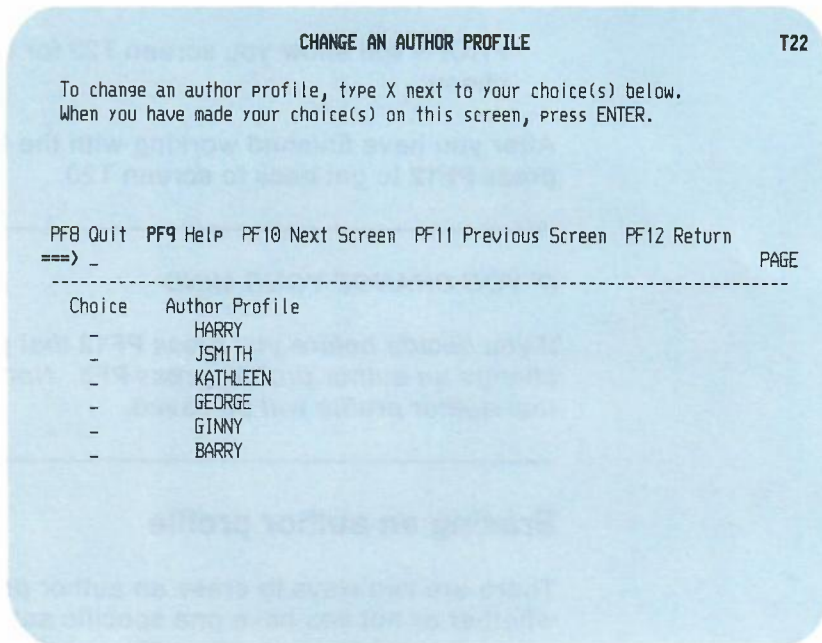
2. Type **X** next to the names of the author profiles you want to change.

   You may have more author profiles than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the choices you have made before showing you another list of author profiles on screen T22.

3. Press ENTER.

    PROFS shows you screen T23 for each author profile you
    chose to change. View the author profile to make sure you
    want to change it.

4. Make the changes by typing over the highlighted
    information.

5. Press **PF12**.

    PROFS will show you screen T23 for the next profile you
    chose.

After you have finished working with the last author profile,
press **PF12** to get back to screen T20.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to
change an author profile, press* **PF8**. *None of the changes for
that author profile will be saved.*

Erasing an author profile

There are two ways to erase an author profile, depending on
whether or not you have one specific author profile in mind. **If
you only want to erase one author profile**, type the name of the
author profile in the blank space under **PF3** on screen T20, and
then press **PF3**.

PROFS shows you screen T25, "Erase the Author Profile."

```
                    ERASE THE AUTHOR PROFILE                    T25

 Press PF12 to erase the following author profile.
 Profile name:
JJDOE
 Author's name:
Mr. J. J. Doe
 Author's title:
Manager
 Author's initials:
jjd
 Company name:
M. Y. Company
 Department name:
Personnel
 Internal address:
U01/1234
 City, State, and Zip Code:
Anytown, Anystate 11111
 Telephone number:
222-234-4444
 System Name/User Name:
MSNVM2AA/JJDOE
PF8 Quit    PF9 Help    PF12 Erase    ===) _
```

Look over the information you see on screen T25 to make sure
that this is the author profile you want to erase. If it is, press
PF12. PROFS erases the author profile and returns you to
screen T20.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** that you don't want to
erase the author profile, press **PF8**. PROFS returns you to
screen T20. Nothing will be erased.*

If you want to **erase more than one author profile**, or if you **can't remember the name of the author profile** you want to erase:

1. Press **PF3** on screen T20 without typing anything under **PF3**.

   PROFS shows you screen T24, "Erase an Author Profile."

```
                         ERASE AN AUTHOR PROFILE                          T24

   To erase an author profile, type X next to your choice(s) below.
   When you have made your choice(s) on this screen, press ENTER.




   PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
   ===) _                                                            PAGE
   --------------------------------------------------------------------------
   Choice    Author Profile
      _         HARRY
      _         JSMITH
      X         KATHLEEN
      _         GEORGE
      _         GINNY
      _         BARRY
```
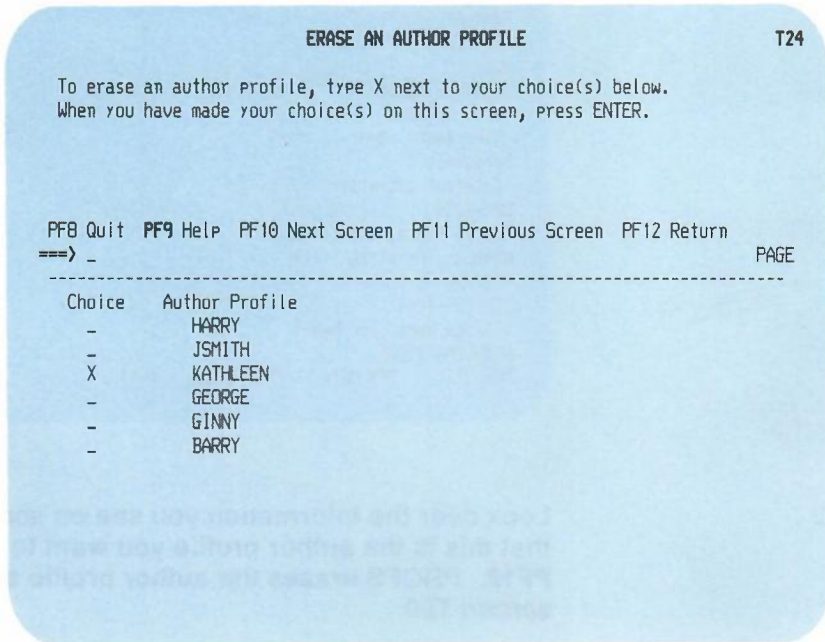
2. Type **X** next to the names of the author profiles you want to erase.

   You may have more author profiles than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the names you chose before showing you another list of author profiles on screen T24.

3. Press ENTER.

PROFS shows you screen T25 for each of the author profiles
you chose to erase. After you look at the author profile to
make sure you want to erase it, press **PF12**. PROFS will show
you screen T25 for the next profile you chose.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to
erase an author profile, press* **PF8**. *That author profile will not
be erased. PROFS will show you screen T25 for each author
profile you chose.*

After you have finished working with the last author profile,
press **PF12** to get back to screen T20.

Viewing an author profile

There are two ways you can view author profiles, depending on whether or not you have one specific author profile in mind.

If you know the name of the author profile you want to view, type it in the blank under **PF4** on screen T20, and press **PF4**. PROFS shows you screen T27, "View the Author Profile."

```
                        VIEW THE AUTHOR PROFILE                        T27

     The following information is in the author profile.
     Profile name:
     JJDOE
     Author's name:
     Mr. J. J. Doe
     Author's title:
     Manager
     Author's initials:
     jjd
     Company name:
     M. Y. Company
     Department name:
     Personnel
     Internal address:
     U01/1234
     City, State, and Zip Code:
     Anytown, Anystate 11111
     Telephone number:
     222-234-4444
     System Name/User Name:
     MSNVM2AA/JJDOE
     PF9 Help    PF12 Return  ===> _
```

If you don't know the name of the author profile, or if you want to view more than one:

1. Press **PF4** on screen T20 without typing anything under **PF4**.

    PROFS shows you screen T26, "View an Author Profile."

```
                         VIEW AN AUTHOR PROFILE                        T26

    To view an author profile, type X next to your choice(s) below.
    When you have made your choice(s) on this screen, press ENTER.




    PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
    ===) _                                                            PAGE
    ------------------------------------------------------------------------
    Choice    Author Profile
       _         HARRY
       _         JSMITH
       _         KATHLEEN
       _         GEORGE
       _         GINNY
       _         BARRY
```
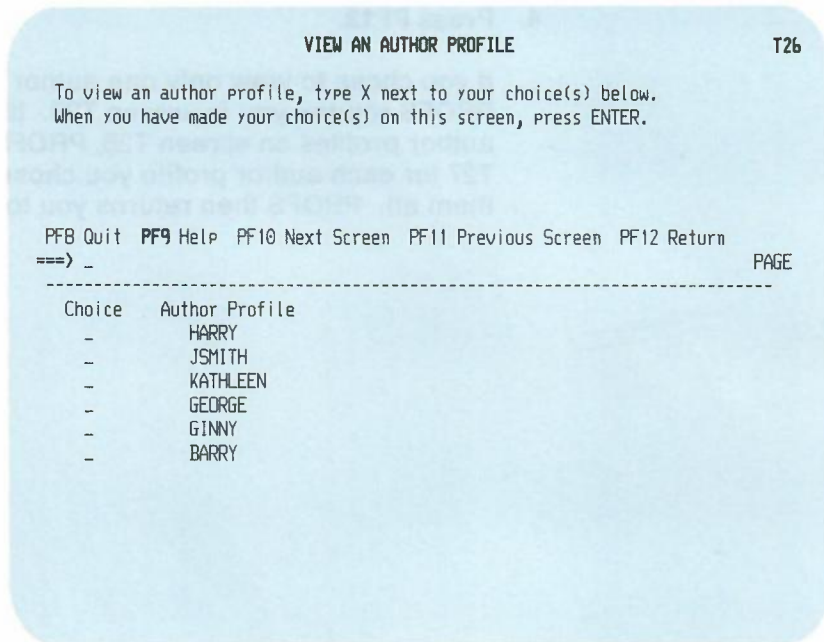
2. Type **X** next to the names of the author profiles you want to view.

    PROFS shows you screen T27, "View an Author Profile," with the detailed information on the author profile you chose.

You may have more author profiles than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the names you chose before showing you another list of author profiles on screen T26.

3. Press ENTER.

4. Press **PF12**.

   If you chose to view only one author profile on screen T26, PROFS returns you to screen T20. If you chose several author profiles on screen T26, PROFS shows you screen T27 for each author profile you chose, until you have seen them all. PROFS then returns you to screen T26.

Appendix J:
Working with
author profiles

Fast Track

```
                                                         ┌──────────────────┐
                                                         │              T21 │
                                              ┌─PF1──────▶│ Add a            │
                                              │          │ New Author       │
                                              │          │ Profile          │
                                              │          └──────────────────┘
                                              │
                                              │          ┌──────────────┐              ┌──────────────┐
                                              │          │          T22 │              │          T23 │
                                              │─PF2─────▶│ Change an    │──ENTER─────▶ │ Change the   │
                                              │          │ Author       │              │ Author       │
                                              │          │ Profile      │              │ Profile      │
                                              │          └──────────────┘              └──────────────┘
                                              │                                              ▲
                                              │─PF2 with specific author profile ────────────┘
┌──────────────┐         ┌──────────────┐    │          ┌──────────────┐              ┌──────────────┐
│          A00 │         │          T00 │    │          │          T24 │              │          T25 │
│ Main Menu    │══▷CONTROL│ Process Your │─PF3▶ Process an │          │─PF3─────▶│ Erase an     │──ENTER─────▶ │ Erase the    │
│              │         │ PROFS Control│    │ Author    │ Author       │              │ Author       │
│              │         │ Files        │    │ Profile   │ Profile      │              │ Profile      │
└──────────────┘         └──────────────┘    └──────────┘ └──────────────┘              └──────────────┘
       or                                              │                                      ▲
                                                       │─PF3 with specific author profile ────┘
   ══▷AUTHOR ────────────────────────────────────────▶
                                                       │          ┌──────────────┐              ┌──────────────┐
                                                       │          │          T26 │              │          T27 │
                                                       │─PF4─────▶│ View an      │──ENTER─────▶ │ View the     │
                                                       │          │ Author       │              │ Author       │
                                                       │          │ Profile      │              │ Profile      │
                                                       │          └──────────────┘              └──────────────┘
                                                       │                                              ▲
                                                       │─PF4 with specific author profile ────────────┘
```

You can also type these
commands on screens F51
"Document Heading" or F53
"Change Document Text"
to reach screen T20, or
use PF1 on F61, or
use PF1 of the alternate
PF keys on screens F51 and F53.

Appendix K:
Working with PROFS at
a Displaywriter

To work with PROFS at your Displaywriter, the
Host-Displaywriter Document Interchange (HDDI) application
program must be installed on your host computer. It enables
you to use the Displaywriter with your host computer. You can
transfer a document that you have created and edited on your
Displaywriter to PROFS for formatting, indexing, editing, and
storing. You can also transfer a document that was created on
PROFS to a Displaywriter for reviewing, editing, and printing,
as well as short-term storage. You tell PROFS the name of the
diskette you want to contain the document. The document is
named by PROFS. You can keep this name, or change it. You
can do all of this by just pressing a few PF keys.

This appendix discusses:

- Creating an RFT document on PROFS using the
  Displaywriter as a terminal

- Creating a DCF document on PROFS using the
  Displaywriter as a terminal

- Transferring an RFT document from PROFS to a
  Displaywriter using the XFER command

- Transferring an RFT document from a Displaywriter to
  PROFS using the XFER command

- Transferring a DCF document from PROFS to a
  Displaywriter

- Printing a document at the Displaywriter printer.

See "Notational conventions used for PROFS command formats" on page G-1 for information on the notation conventions used in this appendix.

Creating an RFT document on PROFS using the Displaywriter as a terminal

Note: DisplayWrite/370 is required for this function.

You can create an RFT document on PROFS using the Displaywriter as a terminal by following these steps:

1. Sign on to PROFS.

2. Press **PF5** on screen A00, "PROFS Main Menu."

   PROFS shows you screen F00, "Prepare Documents."

```
                         PREPARE DOCUMENTS                            F00

        Press one of the following PF keys.

        PF1  Prepare a document using the standard document style.
        PF2  Prepare a document using another document style.  To view the list
             of available document styles, press the PF2 key.  Or type the
             name of the style you want below and press the PF2 key.
                    -
                    --------
        PF3  Change a draft document.  Type the document number below first.
             Then press the PF3 key.

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




        PF9 Help    PF12 Return
```
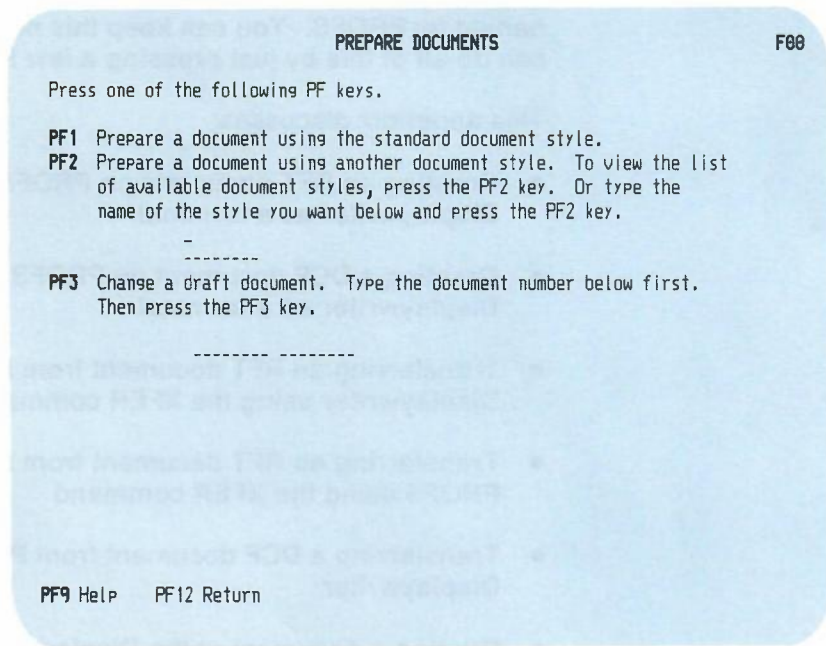
3. Press **PF1** to use the standard document style, or type the filename of the RFT document style you want to use in the blank line beneath the text of the **PF2** option, and press **PF2**.

   PROFS shows you screen F61, "Enter Author Profile."

```
                      ENTER AUTHOR PROFILE                          F61

An author profile contains information about the author that PROFS
automatically adds to the documents that you create. If you first
want to create, change, or view an author profile, press PF1.

Type the name of the author profile you wish and then press ENTER.
    MYAUTHOR
    --------










PF1 Author    PF9 Help    PF12 Cancel
```
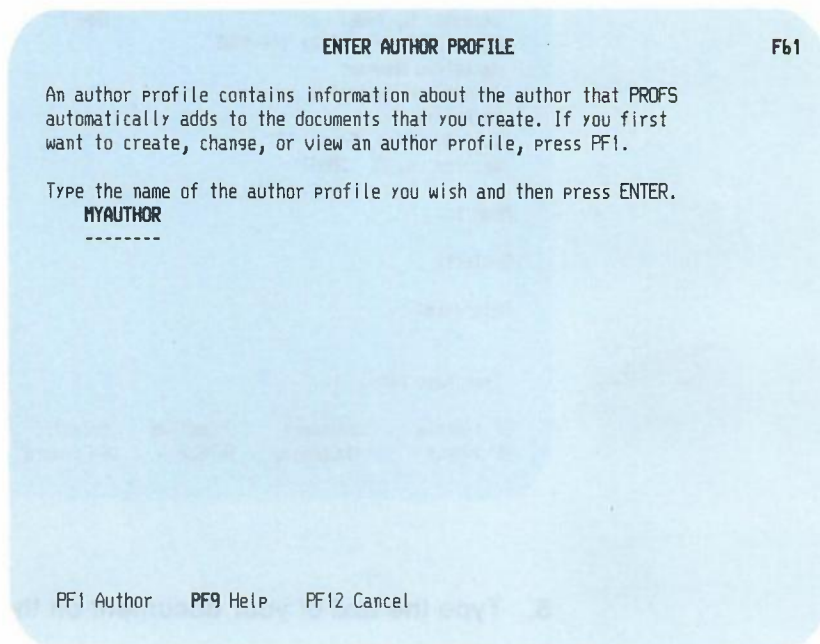
4. Type the name of the author profile you wish to use, and press ENTER.

PROFS shows you the DisplayWrite/370 "Edit" screen.

```
1       RFTD     A                        PROMPT                      Page 1
    ** Prompt: Type addressee:
===>
<---+---1---+---2---+---3---+_V--4_---+_--5_---+_--6_---+_--7_---+----
-------------------------------------------------------------------Page 1----
    December 9, 1986                      DRAFT 1
    Marilyn Shane , (202) 974-3985
    Marketing Manager
    TechnoComp Unlimited
    Marketing
    West Building, Room 2-5E
    Washington, DC  20007

    Memo to:    _

    Subject:

    Reference:


    Type text here.

PF 1=Block     2=Insert    3=Cmdline   4=Instr.    5=Tspell     6=Aid
PF 7=Next      8=Command   9=HELP      10=Forward  11=Backward  12=END
```

5. Type the text of your document on the screen.

6. Press **PF12 = END** to file the document.

PROFS shows you screen F63, "Process the Document."

```
                          PROCESS THE DOCUMENT                          F63

Document No.:  1
Type:  RFT-D
-------------------------------------------------------------------------------


Press one of the following PF keys.

PF1  View the document
PF2  Change the document
PF3  Assign a new document number
PF4  View or change index information
PF5  File the document as a Final document (and mail if desired)
PF6  File the document in your personal storage for further changes
PF7  File the document as a Draft document (and mail to reviewers if desired)
PF8  Print the document

PF10  Process the document using the Displaywriter

To erase the document from your personal storage, type DELETE below and
press ENTER.

PF9 Help
===) _
```

7. Press **PF10**.

PROFS shows you screen TR02, "Transfer the Document."

```
                        TRANSFER THE DOCUMENT                          TR02

Document No.:  1
Type:        RFT-D
--------------------------------------------------------------------------
Type the information below.  Then press the PF keys for the choices you
want, and press ENTER. To cancel a choice, press the PF key again.

Displaywriter Diskette Name:  _
Displaywriter Document Name:  1


PF1  Get the document from the Displaywriter
PF2  Send the document to the Displaywriter
PF5  Overwrite an existing Displaywriter document








PF9 Help    PF12 Return
```

The information you type and the PF keys you press
determine how your document is transferred.

8. Type the name of the diskette to the right of "Displaywriter
    Diskette Name." The Displaywriter document name already
    appears so you don't need to type it unless you want to
    change its name on the Displaywriter.

9. Press **PF2**. The word SELECTED appears on the right side
    of the screen, on the same line as **PF2**.

    Note: If you change your mind after SELECTED appears,
    press the same **PF** key again. The word SELECTED
    disappears.

10. Press ENTER.

PROFS transfers you to HDDI, which shows you screen
FT02, "Transfer in Progress."

```
                        TRANSFER IN PROGRESS                        FT02




      The document transfer from your host personal storage to

      Displaywriter is in progress. Please wait.
```
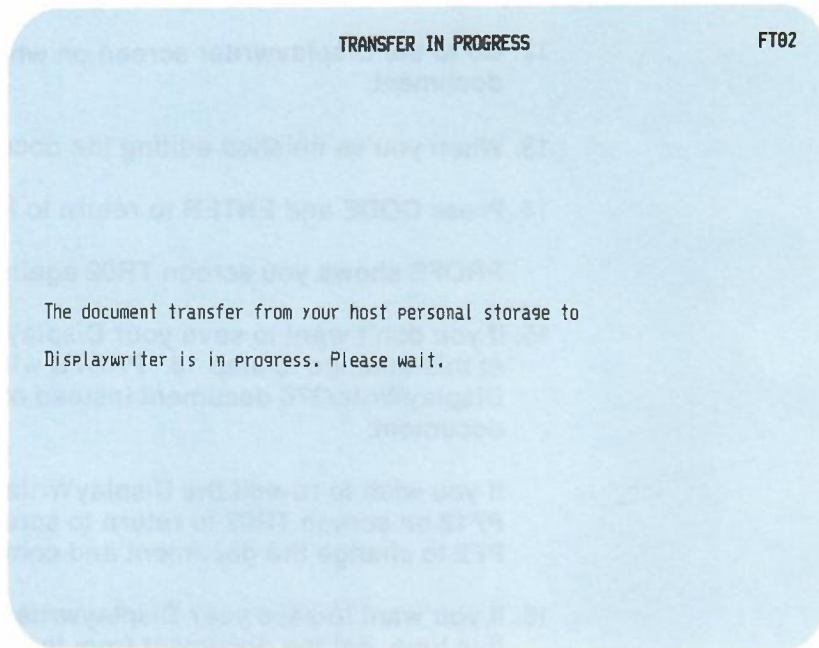
Then PROFS shows you screen TR02 with a message that
the transfer was successful.

If you don't wish to work with the document further using the
Displaywriter, go to step 18.

To work with the document further using the Displaywriter:

11. Press CODE and ENTER to begin processing as a Displaywriter.

12. Go to the Displaywriter screen on which you can edit the document.

13. When you've finished editing the document, press END.

14. Press CODE and ENTER to return to PROFS.

    PROFS shows you screen TR02 again.

15. If you don't want to save your Displaywriter work in PROFS at this time, go to step 18. PROFS will save the DisplayWrite/370 document instead of the Displaywriter document.

    If you wish to re-edit the DisplayWrite/370 document, press **PF12** on screen TR02 to return to screen F63. Then press **PF2** to change the document and continue at step 5.

16. If you want to save your Displaywriter work in PROFS at this time, get the document from the Displaywriter by pressing **PF1** on screen TR02.

17. Press ENTER.

While the document transfer is in progress and the
document from the Displaywriter replaces the original
document created with DisplayWrite/370, HDDI shows you
screen FT01, "Transfer in Progress."

```
                    TRANSFER IN PROGRESS                    FT01




The document transfer from your Displaywriter to host

personal storage is in progress. Please wait.
```
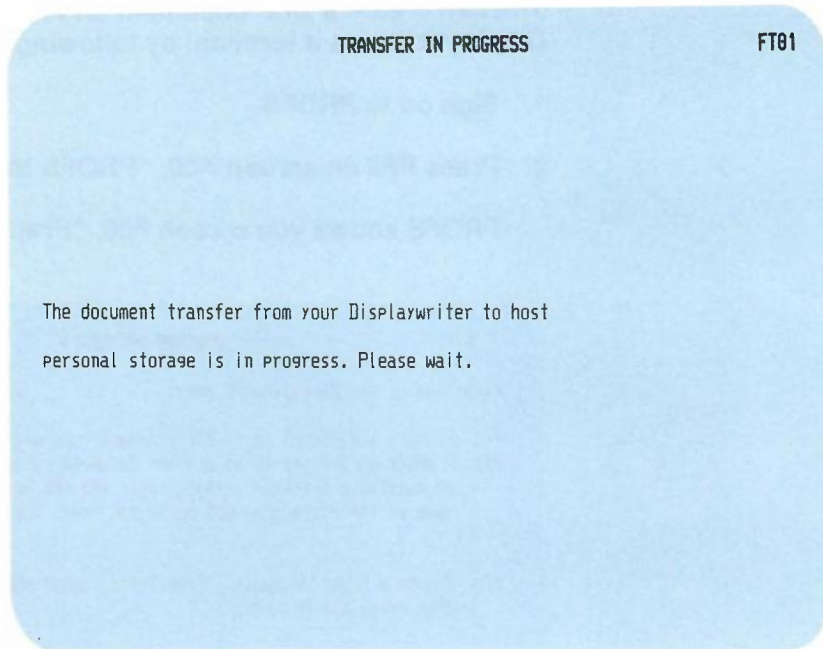
PROFS shows you screen TR02 again, when the transfer is
complete.

18. Press **PF12** on screen TR02 to return to screen F63,
    "Process the Document."

19. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the
    options you want, to file the document.

To print the document at the Displaywriter, see "Printing the
document at the Displaywriter printer" at the end of this
appendix.

Creating a DCF document on PROFS using the Displaywriter as a terminal

Note: DisplayWrite/370 is **not** required for this function.

You can create a DCF document on PROFS using the Displaywriter as a terminal by following these steps:

1. Sign on to PROFS.

2. Press **PF5** on screen A00, "PROFS Main Menu."

   PROFS shows you screen F00, "Prepare Documents."

```
                        PREPARE DOCUMENTS                           F00

    Press one of the following PF keys.

    PF1  Prepare a document using the standard document style.
    PF2  Prepare a document using another document style.  To view the list
         of available document styles, press the PF2 key.  Or type the
         name of the style you want below and press the PF2 key.
                  -
                  --------
    PF3  Change a draft document.  Type the document number below first.
         Then press the PF3 key.

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




    PF9 Help    PF12 Return
```
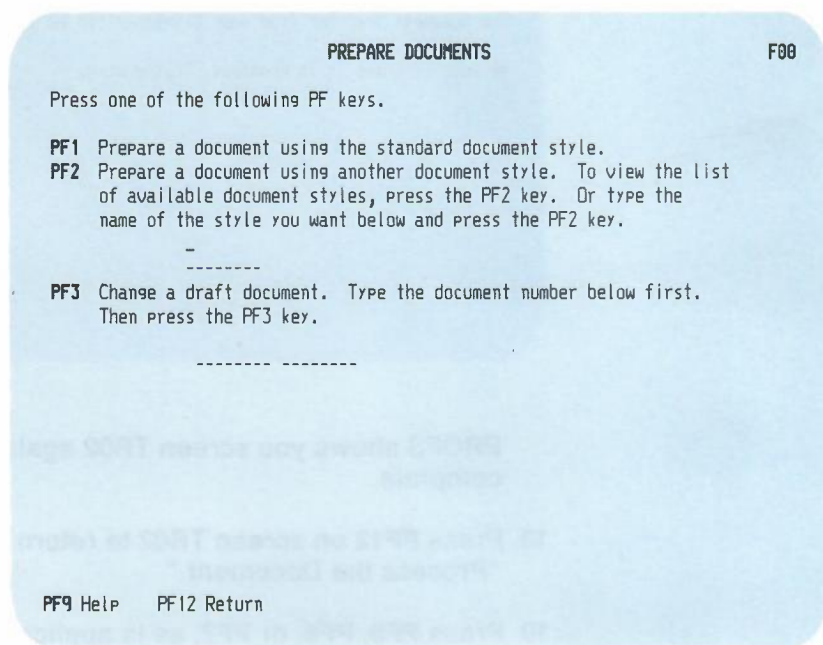
3. Type **STANDDCF** in the blank beneath the text of the **PF2** option and press **PF2**.

PROFS shows you screen F51, "Document Heading."

```
Document No.:  1                  DOCUMENT HEADING                       F51

Type in the information below and then press PF7.
  ---- Beginning of document ----- Document Style: STANDDCF ----
Author profile name:

-
Typist's initials:

To:

Subject:

Reference:

Attachment? Y/yes, n/no, or your own text:

Copy list:

     ------ Part 1 of 2 ------

|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View   PF2 Add   PF3 Erase   PF4 Tab   PF5 Split/Join   PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
===) _
```

PROFS uses the information from this screen to index your document so that you can find the document later.

4. Press **PF7** to type the text of your document.

PROFS shows you screen F52, "Document Text."

```
Document No.: 1                    DOCUMENT TEXT                         F52
INPUT MODE:
Type the document text below and press PF12 to file the document.

    -




















|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View PF4 Tab PF7 Next Part PF8 Prev. Part PF9 Help  PF10 Power  PF12 File
To make changes, press ENTER twice.
```
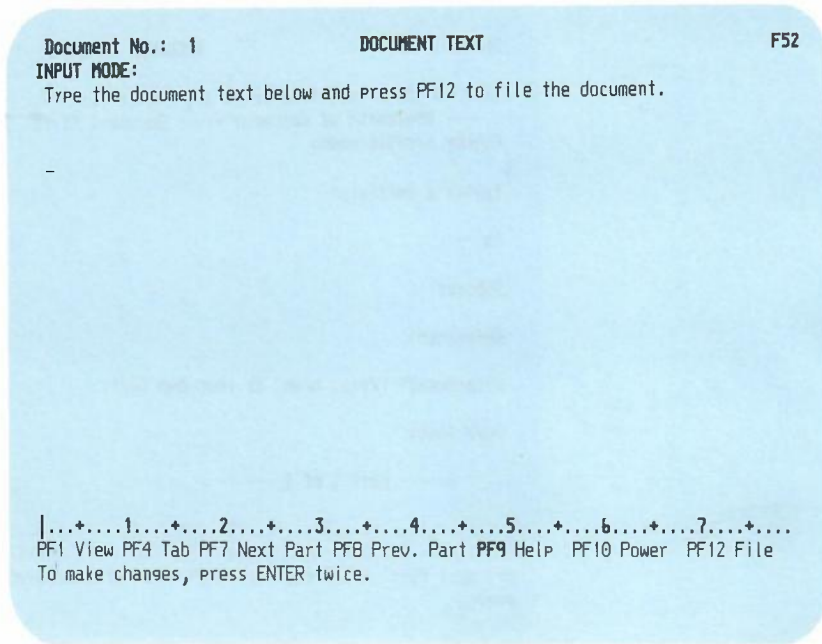
5. Type the text of your document.

   (Remember that only Draft documents can be transferred
   and that the Draft document must have text. HDDI does not
   transfer an empty document to a Displaywriter.)

6. Press **PF12** to file the document.

PROFS shows you screen F01, "Process the Document."

```
                        PROCESS THE DOCUMENT                            F01

Document No.:  1
Type:  Draft
------------------------------------------------------------------------------


Press one of the following PF keys.

PF1   View the document
PF2   Change the document
PF3   Assign a new document number
PF4   Proofread the document
PF5   File the document as a Final document (and mail if desired)
PF6   File the document in your personal storage for further changes
PF7   File the document as a Draft document (and mail to reviewers if desired)
PF8   Print the document

PF10  Process the document using the Displaywriter

To erase the document from your personal storage, type DELETE below and
press ENTER.

PF9 Help
===> _
```

7. Press **PF10**.

PROFS transfers you to HDDI which shows you screen TR01, "Transfer the Document," with the document number filled in. Since the document originated in PROFS, it already has a heading and the search information has been indexed.

```
                        TRANSFER THE DOCUMENT                        TR01

Document No.:  1
Type:          Draft
----------------------------------------------------------------------------

Type the information below.

Displaywriter Diskette Name:
Displaywriter Document Name: 1

Press the PF keys for the options you want, then press ENTER.

PF1  Get the document from the Displaywriter
PF2  Send the document to the Displaywriter
PF3  Convert supported SCRIPT/VS controls
PF4  Delete unsupported SCRIPT/VS controls
PF5  Overwrite an existing Displaywriter document




PF9 Help     PF12 Return
===) _
```

8. Type the name of the diskette to the right of "Displaywriter Diskette Name," and type the name of the document to the right of "Displaywriter Document Name." If the Displaywriter document name already appears, you don't need to type it unless you want to change its name on the Displaywriter.

9. Press **PF2**. SELECTED appears on the right side of the screen, on the same line as **PF2**.

The Displaywriter does not recognize SCRIPT commands the way PROFS does. If you plan to print a PROFS document on the Displaywriter printer, you must also press **PF3**. (If you don't press **PF3** and the document has unrecognized commands and control words in it, these commands and control words appear in the text of the paper document.) SELECTED appears on the right side of the screen, on the same line as **PF3**.

Note: If you change your mind after SELECTED appears, press the same **PF** key again. The word SELECTED disappears.

10. Press ENTER.

HDDI shows you screen FT02, "Transfer in Progress," with a message that says the transfer process has started.

```
                         TRANSFER IN PROGRESS                    FT02




    The document transfer from your host personal storage to

    Displaywriter is in progress. Please wait.




```
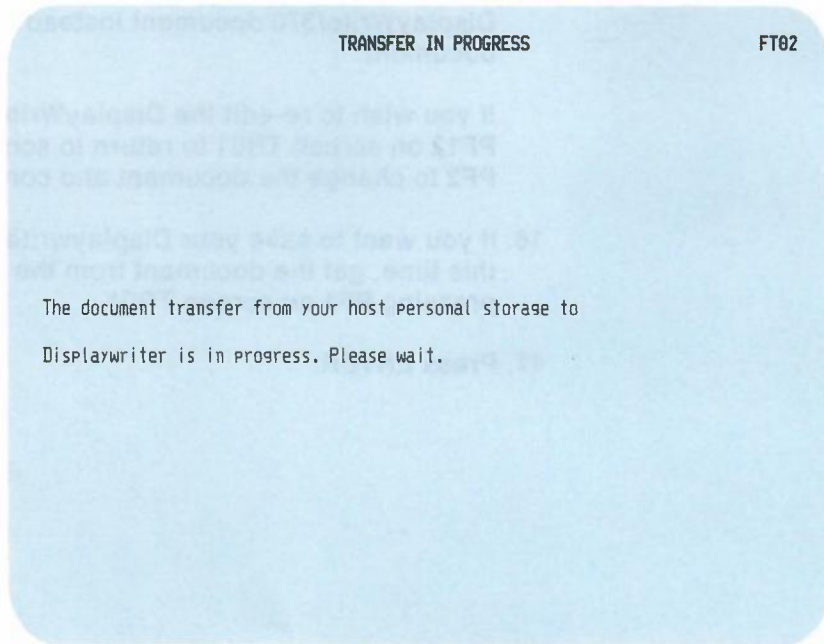
Then HDDI shows you screen TR01 with a message that the transfer was successful.

If you don't wish to work with the document further, go to step 18.

To work with the document further using the Displaywriter:

11. Press CODE and ENTER to begin processing as a Displaywriter.

12. Go to the Displaywriter screen on which you can edit the document.

13. When you've finished editing the document, press END.

14. Press CODE and ENTER to return to HDDI.

    HDDI shows you screen TR01 again.

15. If you don't want to save your Displaywriter work in PROFS at this time, go to step 18. PROFS will save the DisplayWrite/370 document instead of the Displaywriter document.

    If you wish to re-edit the DisplayWrite/370 document, press **PF12** on screen TR01 to return to screen F01. Then press **PF2** to change the document and continue at step 5.

16. If you want to save your Displaywriter work in PROFS at this time, get the document from the Displaywriter by pressing **PF1** on screen TR01.

17. Press ENTER.

While the document transfer is in progress and the document from the Displaywriter replaces the original document created with DisplayWrite/370, HDDI shows you screen FT01, "Transfer in Progress."

```
                        TRANSFER IN PROGRESS                        FT01




    The document transfer from your Displaywriter to host

    personal storage is in progress. Please wait.



```
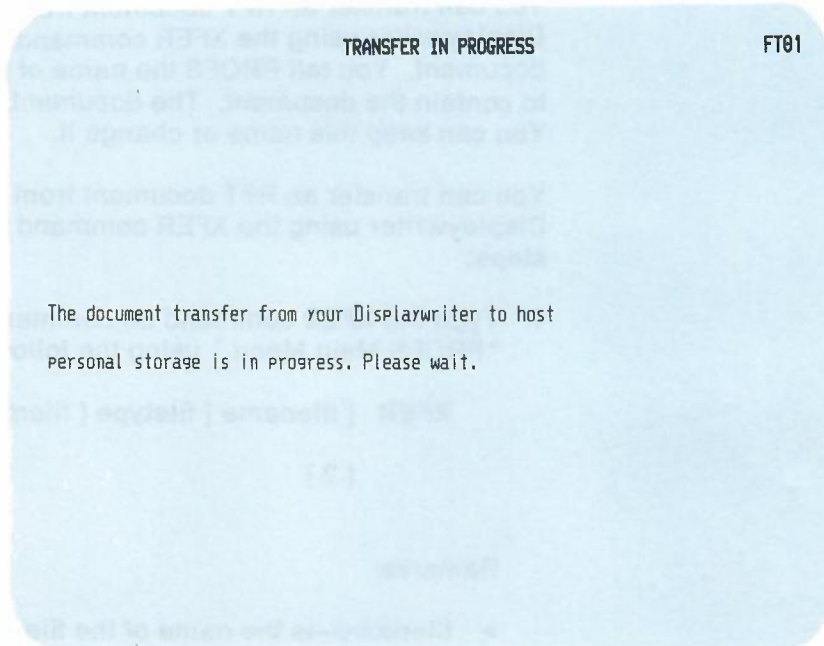
PROFS shows you screen TR01 again, when the transfer is complete.

18. Press **PF12** on screen TR01 to return to screen F01, "Process the Document."

19. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

To print the document at the Displaywriter, see "Printing the document at the Displaywriter printer" at the end of this appendix.

Transferring an RFT document from PROFS to a Displaywriter using the XFER command

Note: DisplayWrite/370 is **not** required for this function.

You can transfer an RFT document from PROFS to a Displaywriter using the XFER command. It remains an RFT document. You tell PROFS the name of the diskette you want to contain the document. The document is named by PROFS. You can keep this name or change it.

You can transfer an RFT document from PROFS to a Displaywriter using the XFER command by following these steps:

1. Type the **XFER** command on command line of screen A00, "PROFS Main Menu," using the following format:

   XFER [filename [filetype [filemode]]]

   [?]

   Remarks:

   - filename—is the name of the file you want to obtain.

   - filetype—is the type of the file you want to obtain. The default is RFTD.

   - filemode—is the mode of the file you want to obtain. The default is A.

   - ?—shows you a HELP screen for this command.

   PROFS shows you screen TR02, "Transfer the Document."

2. Type the name of the diskette on which you want to store this document to the right of "Displaywriter Diskette Name."

3. If you want to rename the document, type the new document name (up to 44 characters) over the name shown.

4. If you want to copy this document over an existing document on the diskette, press **PF5** to select that option.

5. Press **PF2** to send the document to the Displaywriter.

6. Press ENTER.

   PROFS shows you screen FT02 while the transfer is taking place.

   After the transfer is complete, PROFS shows you screen TR02, "Transfer the Document" with a message informing you whether the transfer was successful or not. If the transfer was successful, you may press CODE and ENTER to return to the Displaywriter mode and edit the document. If the transfer was not successful, the message on screen TR02 includes an error return code. Look up the error return code in the *HDDI Reference Manual* for advice.

   When you have finished editing the document, press CODE and ENTER to return to screen TR02, "Transfer the Document."

7. Press **PF12** to return to screen A00, "PROFS Main Menu."

Transferring an RFT document from a Displaywriter to PROFS using the XFER command

Note: DisplayWrite/370 is **not** required for this function.

You can transfer an RFT document from a Displaywriter to PROFS using the XFER command. It remains an RFT document. You tell PROFS the name of the diskette that contains the document.

You can transfer an RFT document from a Displaywriter to PROFS using the XFER command by following these steps:

1. Type the **XFER** command on the command line of screen A00, "PROFS Main Menu," using the following format:

   XFER   [filename]

   [**?**]

   Remarks:

   - filename—is the name of the file you want to obtain.

   - ?—shows you a HELP screen for this command.

   PROFS shows you screen TR02, "Transfer the Document."

2. Type the name of the diskette on which the document is stored next to "Displaywriter Diskette Name."

3. Type the name of the document next to "Displaywriter Document Name."

4. Press **PF1** to select getting the document from the Displaywriter.

5. Press ENTER.

   HDDI shows you screen FT01 while the transfer is taking place.

   Then PROFS shows you a message telling you the transfer was successful and returns you to screen TR02, "Transfer the Document."

6. Press **PF12** to return to screen A00, "PROFS Main Menu."

Note: Use the PROFS MEMO command or press **PF3** on screen F00, "Prepare Documents," to assign index information and store the document in PROFS.

Transferring a DCF document from PROFS to a Displaywriter

Note: DisplayWrite/370 is **not** required for this function.

You can transfer a DCF document from PROFS to a Displaywriter by following these steps:

1. Sign on to PROFS.

2. Type **MEMO** and the document number or the filename of the DCF document you want to transfer on the command line of screen A00, "PROFS Main Menu."

   PROFS shows you screen F01, "Process the Document."

3. Press **PF10** on screen F01.

   PROFS transfers you to HDDI which shows you screen TR01, "Transfer the Document," with the document number filled in. Since the document originated in PROFS, it already has a heading and the search information has been indexed.

4. Press **PF2** on screen TR01 to send the document to the Displaywriter. SELECTED appears on the right side of the screen, on the same line as **PF2**.

    The Displaywriter does not recognize SCRIPT commands the way PROFS does. If you plan to print a PROFS document on the Displaywriter printer, you must also press **PF3** to convert the SCRIPT commands. (If you don't press **PF3** and the document has unrecognized commands and control words in it, these commands and control words appear in the text of the printed document.) SELECTED appears on the right side of the screen, on the same line as **PF3**.

5. Press ENTER.

    HDDI shows you screen FT02, "Transfer in Progress," with a message that says the transfer process has started.

    Then HDDI shows you screen TR01 with a message that the transfer was successful.

6. Press **PF12** on screen TR01.

    HDDI returns you to PROFS, which shows you screen F01, "Process the Document."

7. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

Printing a document at the Displaywriter printer

After you have created a document on either the Displaywriter or PROFS, and edited and stored it, you can print a high-quality letter or manuscript on a Displaywriter printer.

To print your document on a Displaywriter printer, press **PF8** on screen F01 or F63, "Process the Document." PROFS shows you screen J00, "Choose a Printer."

```
                         CHOOSE A PRINTER                              J00

   Press the PF key to select the printer you want, or send a print file
   to a user or printer not listed.  Press PF8 to see additional printer
   options.  Press ENTER when you have made your choices.


   Send a print file to: _          (name) at        (location)
                         --------               --------

   Number of copies:  1          Special print class:
                      --                                -

   PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A                   SELECTED
   PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
   PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
   PF4  6670 East Tower, 9th Floor
   PF5  6670 East Tower, 17th Floor
   PF6  6670 West Tower, 2nd Floor
   PF7  Print at your Displaywriter
                                                    Screen   1 of   1

   PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
   ===)
```

Now, follow these steps:

1. Press **PF7** on screen J00 to print at your Displaywriter.

2. Press ENTER.

PROFS transfers you to HDDI, which shows you a screen PR01, "Send the Document to Displaywriter for Printing," similar to the following:

```
                SEND THE DOCUMENT TO DISPLAYWRITER FOR PRINTING          PR01

Document No.:  60390017
Type:          Final
------------------------------------------------------------------------------

Type the information below.

Using-
Displaywriter Document Format Filename: BUDGET   OFSHDDI  A-

Send to-
Displaywriter Diskette Name:
Displaywriter Document Name: 3rd Quarter

Press PF1 to change the option, then press ENTER.

PF1 Overwrite an existing Displaywriter document        SELECTED



PF9 Help    PF12 Return
===)
```

If this is the first time you have transferred this document, type the "Displaywriter Diskette Name." Otherwise, the "Displaywriter Document Format Filename," "Displaywriter Diskette Name," and "Displaywriter Document Name" are already filled in.

3. Press ENTER.

HDDI shows you screen FT02, "Transfer in Progress,"
indicating that the transfer process has started.

```
                    TRANSFER IN PROGRESS                    FT02




      The document transfer from your host personal storage to

      Displaywriter is in progress. Please wait.
```
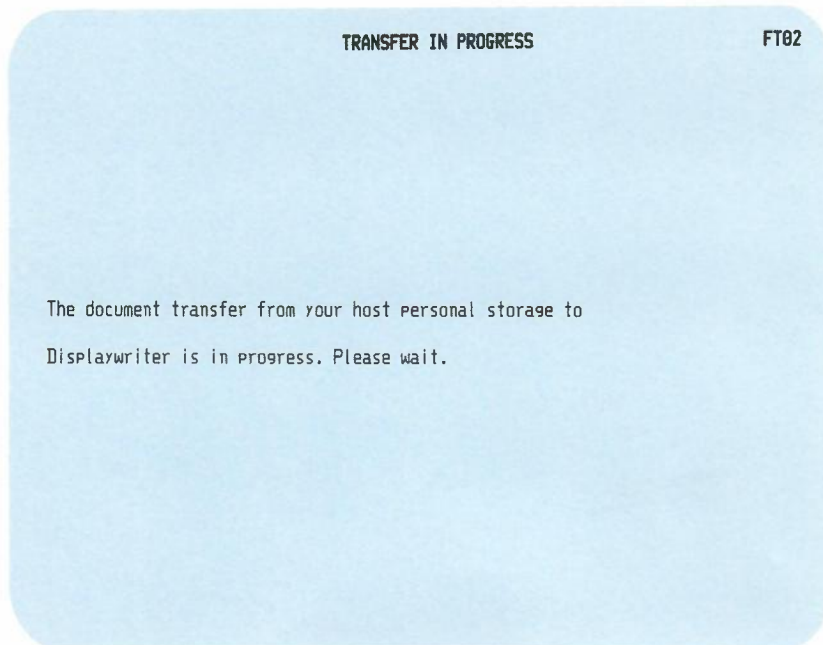
Then HDDI shows you screen PR01 with a message that your
request has been completed. Now you can either print the
document from the Displaywriter or return to PROFS by
pressing **PF12**.

Appendix L:
Working with graphics
documents (GDDM)

1
Storing
and printing
graphics
documents

You may want to store graphics documents in PROFS. These documents were not created using PROFS but were created by Graphical Data Display Manager (GDDM) (5748-XXH). You store these GDDM documents in PROFS using the "Process Documents from Other Sources" function.

There are four types of graphics files that can be viewed or printed (not necessarily viewed **and** printed) using PROFS. The PROFS document type for these documents is **Graphic.** The filetypes of these documents are:

- ADMSAVE (picture form)

- ADMPRINT (print form)

- GDFILE (order form)

- ADMGDF (chart form).

If you use the standard character sets, you do not have to be connected to GDDM to view the document. If you use additional characters, you must be connected to GDDM to view the document. If you are working with graphic files that were not created by GDDM, you may be using character sets that PROFS does not recognize. To view these files using PROFS, you may need to be connected to the disk where these character sets are stored.

If you have a graphics printer, you can also print a Graphic document which has a document number included within the text of a PROFS document (except for ADMSAVE). While you are viewing the PROFS document (screen I00), type **PRINT** on the command line, move the cursor under the document number, and press ENTER.

When you tell PROFS to print a Graphic document, PROFS sends the document to GDDM to print it for you. You cannot choose a printer as you can when you print other PROFS documents. You should refer to the manuals on GDDM or see your PROFS administrator.

ADMSAVE

You can create the ADMSAVE document and view it on the same type of graphics terminal. You cannot view it on a different type of graphics terminal than was used to create it and you cannot print the file.

After you have asked to see the document, PROFS shows you the document on a screen without a screen title or any PF keys shown. GDDM takes up the entire screen to show you the ADMSAVE document. You can still press **PF9** to get help and press **PF12** to return.

ADMPRINT

You can print an ADMPRINT document on a graphics printer, but you cannot view it at your terminal.

GDFILE

You can view, print, or send the GDFILE documents to others
on different types of graphics terminals.

After you have asked to see the document, PROFS shows you
screen I01, "View the Graphics Document."

If the document cannot be printed at a reduced size (if it
contains image data), you see the following screen:
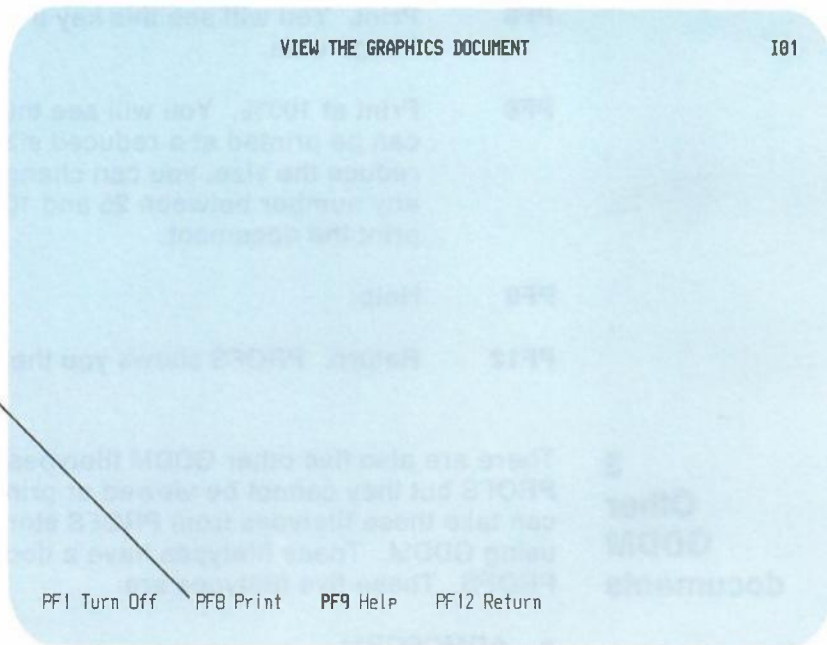
*If the document can
be printed at a
reduced size, PF8
will be "Print
at 100%."*

```
                    VIEW THE GRAPHICS DOCUMENT                        I01














    PF1 Turn Off    PF8 Print    PF9 Help    PF12 Return
```

ADMGDF

You can use the Graphical Data Display Manager (GDDM)
Interactive Chart Utility to save ADMGDF charts. To store them
in PROFS, type the name of the chart with a filetype of
ADMGDF. You can then view, print, or send them to other
PROFS users on any type of graphics terminal.

2
Viewing ADMGDF, GDFILE and ADMSAVE documents

PROFS uses screen I01, "View the Graphics Document," to show you ADMGDF, GDFILE, and ADMSAVE documents.

The PF keys are:

PF1 Turn Off. Makes the screen title and PF key definitions disappear. You can use this key to view parts of a graph that are overlaid by the title and PF key descriptions. To view the screen title and PF key definitions after you have turned them off, press any PF key, ENTER, CLEAR, or **PA2.** (You cannot press **PA2** to interrupt a PROFS function on screen I01.)

PF8 Print. You will see this key if your document has image data.

PF8 Print at 100%. You will see this key if your document can be printed at a reduced size. If you want to reduce the size, you can change this percentage to any number between 25 and 100. Then press **PF8** to print the document.

PF9 Help.

PF12 Return. PROFS shows you the previous screen.

3
Other GDDM documents

There are also five other GDDM filetypes that can be stored in PROFS but they cannot be viewed or printed in PROFS. You can take these filetypes from PROFS storage and process them using GDDM. These filetypes have a document type of **Other** in PROFS. These five filetypes are:

- ADMCFORM

- ADMCDATA

- ADMDECK

- ADMLIST

- ADMSYMBL.

Appendix M: Working with Info Center/1 files

You can include Info Center/1 (5668-897) files in PROFS documents you are preparing. To include these files, type:

GETR filename

on the command line of screen F53, "Change Document Text."

```
Document No.:  1            CHANGE DOCUMENT TEXT                        F53

Press PF12 when you have finished changing the document text.

* * * TOP OF RANGE (LINE=nn) * * *

* * * END OF RANGE (LINE=nn) * * *




|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View    PF2 Add   PF3 Erase   PF4 Tab   PF5 Split/Join   PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part PF9 Help  PF10 Forward  PF11 Backward  PF12 File
===> GETR filename
```

The filename is the filename of your Info Center/1 file. Your Info Center/1 files have a filetype of SCRIPT. PROFS gets the first file it finds named **filename SCRIPT** and places it in your PROFS document.

To format the document, PROFS inserts **.sa** and **.fo off** before the Info Center/1 file and **.re** after the Info Center/1 file.

If your Info Center/1 file has carriage controls, PROFS takes them out and puts in Document Composition Facility (DCF) page ejects where appropriate. See *Document Composition Facility: SCRIPT/VS Language Reference* for more information on these control words.

Appendix N: Tailoring your PROFS system

Tailoring the main menus

The first screen that you see when signing on to PROFS is a main menu. PROFS is shipped with three main menus. You can see the second menu by pressing **PF11** on the first main menu. You can see the third main menu by pressing **PF11** on the second main menu. These main menus are contained in the OFS $SYSPROF file which is maintained by your PROFS administrator. (If there is no OFS $SYSPROF file, search for OFSSAMP $SYSPROF on the PROFS administrator's disk.)

You can tailor these menus to meet your needs. You do so, however, not by editing OFS $SYSPROF, but by creating a file named OFS $PROFILE on your A-disk, and adding your changes or additions to that file. Such a file would look similar to the following:

```
SET TITLE                PROFS MAIN MENU
SET MENU 1
SET PF1 'APPOINTM' Process calendars
SET PF2 'OPENMAIL' Open the mail
SET PF3 'SEARCH' Find documents
SET PF4 'OFSNOTE' Process notes and messages
SET PF5 'MEMO' Prepare documents
SET PF6 'SET FILEDOCU' Process documents from other sources
SET PF7 'MAILLOG' Process the mail log
SET PF8 'MAILMAN STATUS' Check the outgoing mail
SET PF10'REMINDER' Add an automatic reminder
SET PF11'SET MENU 2' View main menu number 2
SET MENU 2
SET PF11 'SET MENU 3' View main menu number 3
SET MENU 3
SET PF11 'SET MENU 1' View main menu number 1
SET MENU 1
```

The commands in OFS $PROFILE override the commands in OFS $SYSPROF. For example, if you set the title in OFS $PROFILE to be "Susan's Office," that title overrides the title "PROFS MAIN MENU" in OFS $SYSPROF.

You should include in OFS $PROFILE only those commands from OFS $SYSPROF that you want to change. Your PROFS administrator should make changes to the first and second menus, while you should restrict your changes to the third main menu. If you do this, you may want to have your third menu appear first. If you do, you need to check your first and second menus periodically to determine if your PROFS administrator has made any changes, since you will not routinely see these menus, but the third menu instead.

By controlling the OFS $PROFILE on your A-disk and your PROFS administrator controlling OFS $SYSPROF, you are always able to view the commands that your PROFS administrator places in the OFS $SYSPROF file.

After you have edited OFS $PROFILE, you must sign off PROFS and sign back on to see the changes you made reflected in the main menus.

The commands that you add to the main menu can also be added to the subset menu, which appears when you interrupt a PROFS task. It is described in "Appendix F: How to interrupt PROFS tasks." The TERMNL command does not work on the subset menu. To modify the subset menu, you must copy the OFS $SUBSET (or OFSSAMP $SUBSET) file from the PROFS administrator's disk to your A-disk.

Six commands create changes on all three menus. You need to type these commands only one time. If you enter any of these commands more than once, the last command overrides earlier ones.

The six commands are:

- SET TITLE

- SET SEPAR

- SET CMDSAVE

- SET ECHO

- SET ALARM

- SET CLOCK.

Two other commands create changes on an individual menu. These commands are:

- SET MENU

- SET PF.

The commands are explained in the following sections.

SET TITLE

PROFS is shipped with the title set to "PROFS MAIN MENU." You can change this title and make it more personal for your company by changing the text that appears after the SET TITLE command.

The format for the command is:

SET TITLE text

Replace "text" with your title.

Example:

SET TITLE   ABC Shoe Company

SET SEPAR

Use the SET SEPAR command to place a line of text below the PF key descriptions. If you want the text to be highlighted, use the SET SEPAR Y command. The "Y" must be followed by at least one blank.

The formats for the command are:

SET SEPAR text

or,

SET SEPAR Y text

Replace "text" with your information.

Example:

SET SEPAR Y --------Main Menu Commands--------

If you use this command and you want to include a separator line that is displayed all the way across the screen, use the following command to edit OFS $SYSPROF:

XEDIT OFS $SYSPROF (WIDTH 90

This sets the line length to 90.

SET CMDSAVE

The SET CMDSAVE command works only on terminals that are locally attached to a computer.

With SET CMDSAVE, PROFS keeps the commands you type on the command line and enables you to reissue a command without retyping it. When you press either the TEST REQ key (on the 3277 terminal) or the SYS REQ key (on a 3278 or 3279 terminal), PROFS shows you the previous command you executed on the command line. When you press TEST REQ or SYS REQ again, PROFS shows you the next most recent command. When PROFS finally shows you the command you want to reissue, press ENTER to reissue the command.

The format for the command is:

SET CMDSAVE n

Replace "n" with the number of commands you want saved, from 1 to 9.

You can also type the SET CMDSAVE command on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET ECHO

When you type a command on the command line, PROFS shows you the command again on the bottom portion of screen A00 or screen S00. This function of PROFS is called the "command echo." When PROFS is shipped, the echo is set to be "on." Use the SET ECHO OFF command if you do not want PROFS to show you previous commands.

The format for the command is:

SET ECHO OFF

After you have turned the echo off, to turn it on again, type:

SET ECHO ON

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET ALARM

When PROFS shows you commands and messages in the main menu message area, an alarm sounds if your terminal has the alarm feature. To turn the alarm off, type:

SET ALARM OFF

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

After you have turned the alarm off, to turn it on again, type:

SET ALARM ON

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET CLOCK

The main menu shows you a digital clock which PROFS updates every minute. PROFS updates the clock even when you are not viewing the main menu.

If you use the SET CLOCK OFF command, PROFS updates the clock only when you press ENTER, CLEAR, PA2, TEST REQ, SYS REQ, or a PF key. This command has the advantage of saving you transmission time if you are using a remote terminal, because PROFS does not take the time to update the clock as often. However, if you turn the clock off, you do not see your reminder messages until the clock reaches or passes the time specified for the messages.

The time on the clock is always the time at the computer location. If your terminal is linked to a computer in a different time zone, you see the time for that zone. For example, if you are in Dallas, Texas, but are linked to a computer in Boston, Massachusetts, you see the time for Boston. To turn the clock off, type:

SET CLOCK OFF

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

After you have turned the clock off, to turn it on again, type:

SET CLOCK ON

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET MENU

To have PROFS show a different menu first, change the number in the last command in the OFS $SYSPROF file.

The format for the command is:

SET MENU n

Replace "n " with the number 1, 2, or 3.

SET PFn

The SET PFn commands appear after a SET MENU command and define the PF key settings on that menu.

The format for the command is:

SET PFn 'cmd' text

Replace 'n' with the number of the PF key you are defining. You cannot use **PF9** or **PF12**. You may use any other number from 1 to 11. If you have a keyboard with **PF13** through **PF24**, these keys are equivalent to **PF1** through **PF12**.

Replace "cmd" with a PROFS, CP, or CMS command or the name of an EXEC or a program. These must be in uppercase and enclosed in single quotes. The command cannot be more than 16 characters. The PROFS commands you can use are listed below.

Replace "text" with the PF key description that you want to appear on the main menu. The text cannot be more than 37 characters.

Example:

SET PF8 'AUTHOR' Create an author profile

You can also type the SET PFn command on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

You may use the PROFS commands listed below with the SET PFn command. See "Appendix G: Using commands with PROFS" for more information about how these commands function.

Command	Description
APPOINTM	Process calendars.
AUTHOR	Create an author profile.
CONTROL	Process your PROFS control files.
CRON	Review document information.
CURCAL	Get to certain calendar screens quickly.
DELETE	Delete a document.
HOLD	Open the mail but don't add mail that arrived after the last time the mail was opened.

LEVELID	See the level identifier of the system.
LODS	Use the HELP function.
LOGVIEW	Process the note log.
MAIL	Mail a document.
MAILLOG	Process the mail log.
MAILMAN	Check the outgoing mail.
MEMO	Prepare documents.
MSG	Send a message.
NEWPROFS	See the additions and changes to PROFS.
NOTE	Send a note.
OFSNOTE	Process notes and messages.
OPENMAIL	Open the mail.
REMINDER	Add an automatic reminder.
RESTRICT	Restrict a document or remove a restriction.
RETRIEVE	Review a document.
SEARCH	Find documents.
SET FILEDOCU	Process documents from other sources.
STORE	Store a file not created using PROFS in PROFS storage.
TERMNL	Identify the terminal.
UPDEL	Release an out-for-change document.

UPINQ	Display the document numbers of out-for-change documents.
XFER	Transfer RFT documents to and from a Displaywriter.
XFORM	Convert or remove formatting controls in documents.

Note: Options cannot be added to the RESTRICT command when it is used as a PF key setting. Options can be added to the other commands when they are used as PF key settings.

You may also use the main menu commands described earlier in this chapter.

To delete a PF key from the main menu, use the following command:

    SET PFn ' '

You must include the quotation marks with one blank space between them to delete the PF key.

**2
Tailoring the
CALENDAR
$PROFILE**

CALENDAR $SYSPROF on SYSADMIN's 399-disk contains system parameters for processing calendars. These parameters may be specified by your PROFS administrator when PROFS is installed. You can override some of the options in CALENDAR $SYSPROF by creating CALENDAR $PROFILE on your A-disk.

To set up this file, you must use XEDIT. Your PROFS administrator can help you.

CALENDAR $SYSPROF is the system profile used to tailor the PROFS calendar. This file is on SYSADMIN's 399-disk. You simply copy CALENDAR $SYSPROF to your A-disk, rename it to CALENDAR $PROFILE, then tailor it as you like. The format is fixed 80 columns. Columns 1 through 8 identify the name of the variable while columns 10 through 80 identify its value.

If one of the variables you want to use is not listed in CALENDAR $SYSPROF, just add it to your CALENDAR $PROFILE.

The variables, their possible values, and an explanation of their uses are described below:

STARTIME   This variable is the starting time of your working day. The value is any valid starting time, such as 9, 9AM, or 9:00AM. It is used as the earliest possible starting time for meetings and as the starting time for all-day events and holidays. The default is 8:00AM.

ENDTIME   This variable is the ending time of your working day. The value is any valid ending time, such as 5, 5PM, or 5:00PM. It is used as the latest possible ending time for meetings and as the ending time for all-day events and holidays. The default is 6:00PM.

MEETTIME   This variable is the starting time for meetings shown on screen W06, "Schedule a Meeting." The value is any valid starting time, such as 9, 9AM, or 9:00AM. It must be the same as or later than STARTIME. For example, if your company's normal starting time is 8:30AM, you may want to set STARTIME to 8:00AM and MEETTIME to 9:00AM so that meetings can be scheduled as early as 8:00AM. However, 9:00AM is the time routinely shown as the starting time for meetings. The default for MEETTIME is 8:00AM.

WEEKEND   This variable is used to determine what days cannot be included when you schedule a meeting, schedule a recurring meeting, or mark all-day events for a given number of days. The value is up to six weekday names separated by blanks, such as:

SATURDAY SUNDAY

If a weekday name is not listed after "WEEKEND," all days are included in those functions. The default is SATURDAY SUNDAY.

MONTHST   This variable is the starting hour on screen W05, "View the Month." The value is any valid hour before 5:00PM, such as 9, 9AM, or 9:00AM. Only the hour is used. For example, if 9:30AM is specified, 9:00AM is used. If 4:00PM is used, any time up to 4:59 is permitted, since a later time would cause the ending time (starting time plus eight hours) to be past midnight. The default is 9:00AM.

Note: You will also see the variable, "AUTHORIZ." It provides the default authorization for all calendars. It can be changed only by your PROFS administrator. PROFS ignores any changes made by you for this variable.

The following is an example of a tailored calendar:

```
|...+....1....+....2....+....3....+....4....+....5
STARTIME 7:30AM
ENDTIME  5:00PM
MEETTIME 8:30AM
MONTHST  8:00AM
WEEKEND   SATURDAY SUNDAY
```

Note: See "Appendix I: Typing names, dates, and times" for information on typing in valid times for PROFS.

3
Tailoring the system and user profiles

PROFS has two other files which your system administrator and you can use to tailor PROFS to meet your needs. These files are:

- EPRSPROF FILE - The system profile

- EPRUPROF FILE - The user profile.

The following information can be defined in these files:

- The default author profile

- The number of PF keys you want to use in DisplayWrite/370

- The default options that appear on screens F06 or F68, "File the Document as a Final Document"

- The default options that appear on screens F08 or F70, "File the Document as a Draft Document."

These two files are shipped with the product as EPRSPROF $SAMP and EPRUPROF $SAMP. To tailor the user profile, copy EPRUPROF $SAMP to your A-disk and name it EPRUPROF FILE.

These files are read by PROFS when you sign on to PROFS. The system profile is read first and then the user profile is read. The user profile overrides the system profile. If neither profile defines a variable, the default value for that variable is used.

Both of these files have the same 80-character fixed length format and may contain the same information. Each line in the file defines an individual variable setting. If a variable is specified twice in the same file, the last setting read by the system is used. If a line begins with something other than a valid variable, the line is ignored. Each line begins with a variable separated from its setting by a single blank.

Below is a list of each variable you can use followed by a description of what it is used for and what information is used for its value.

DFAUTHOR   This is the variable for the default author profile. The value is the author profile that you want displayed on screen F61, "Enter Author Profile." Only characters 10-17 of the line are used.

> **Note:** An author profile name can contain only letters and numbers. No validation of the default author profile name is done when the line is read.

DEFORMAT   This is the variable for the default document style. The value is the document style you want to use when the CREATE FASTPATH command or the MEMO FASTPATH command is invoked without a document style being specified. Only columns 10-17 of the line are used as the value of this variable.

DNUMDAYS   This variable is used to set the retention period on screens F08 or F70, "File the Document as a Draft." Characters 10-17 are used for the value of this variable unless they are blank. If they are blank, the system default (R30) is used.

FNUMDAYS   This variable is used to set the retention period on screen F06, "File the Document as a Final Document." Characters 10-17 are used for the value of this variable unless they are blank. If they are blank, the system default (R30) is used.

COPYNUMB   This variable is used to set the number of copies of the document that are to be retained by PROFS storage. This appears on screens F08 or F70, "File the Document as a Draft." The character in column 10 is used as the value. If the value is not a number between one and four, the system default (2) is used.

PFKEYNUM   This variable is used to set the number of PF keys that you want to work with on the DisplayWrite/370 document screens. Characters 10 and 11 are used for the values of this variable. If these characters contain "12," you want to use only 12 PF keys. If these characters contain "24," you want to use all 24 PF keys. The default is 12. Values other than 12 or 24 are ignored.

VIEWPFKY   This variable is used to override the CLIST that PROFS used to set the PF keys on the DisplayWrite/370 "View" screen. You may either specify an alternate CLIST to be executed, or you may specify that no PF keys be set by PROFS (for the VIEW mode) by entering blanks as the name of the view CLIST. If no CLIST name is specified, your user profile will be executed. The default is VIEWPFS. See Appendix O for more information on CLISTs.

EDITPFKY   This variable is used to override the CLIST that PROFS used to set the PF keys on the DisplayWrite/370 "Edit" screen. You may either specify an alternate CLIST to be executed, or you may specify that no PF keys are to be set by PROFS (for the EDIT mode) by entering blanks as the name of the edit CLIST. If no CLIST name is specified, your user profile will be executed. The default is EDITPFS. See Appendix O for more information on CLISTs.

FORMATPF   This variable is used to override the CLIST that PROFS uses to set the PF keys on the DisplayWrite/370 "Document Format Creation" screen. You may either specify an alternate CLIST to be executed, or you may specify that no PF keys are to be set by PROFS for the FORMAT mode by entering blanks as the name of the format CLIST. If no CLIST name is specified, your user profile will be executed. The default is FORMATPFS.

MAILDRFT This variable is used to set the MAIL option for screens F08 or F70, "File the Document as a Draft Document." The character in column 10 is used as the value. If this is a "Y," the MAIL option on these screens is initially selected when the screen appears. If this is an "N," the MAIL option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

RESTDRFT This variable is used to set the RESTRICT option for screens F08 or F70, "File the Document as a Draft Document." The character in column 10 is used as the value. If this is a "Y," the RESTRICT option on these screens is initially selected when the screen appears. If this is an "N," the RESTRICT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is N.

PRNTDRFT This variable is used to set the PRINT option for screens F08 or F70, "File the Document as a Draft Document." The character in column 10 is used as the value. If this is a "Y," the PRINT option on these screens is initially selected when the screen appears. If this is an "N," the PRINT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

MAILFINL This variable is used to set the MAIL option for screens F06 or F68, "File the Document as a Final Document." The character in column 10 is used as the value. If this is a "Y," the MAIL option on these screens is initially selected when the screen appears. If this is an "N," the MAIL option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

RESTFINL	This variable is used to set the RESTRICT option for screens F06 or F68, "File the Document as a Final Document." The character in column 10 is used as the value. If this is a "Y," the RESTRICT option on these screens is initially selected when the screen appears. If this is an "N," the RESTRICT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is N.

PRNTFINL	This variable is used to set the PRINT option for screens F06 or F68, "File the Document as a Final Document." The character in column 10 is used as the value. If this is a "Y," the PRINT option on these screens is initially selected when the screen appears. If this is an "N," the PRINT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

Activating the UNDO and REDO functions

The UNDO and REDO functions of DisplayWrite/370 cannot be used as PROFS is shipped. If you are going to use the UNDO and REDO functions, you must add the line given in the following example to your EPRUPROF FILE:

```
|...+....1....+....2....+....3....+....4....+....5
DW370LOG Y
```

The character in column 10 is used as the value. To deactivate the functions, change "Y" in column 10 to "N."

Appendix O:
Using DisplayWrite/370 and CLISTs

A Command List (CLIST) is a list of commands that controls DisplayWrite/370 processing and allows you to customize screens and commands. This appendix describes the following special CLISTs you can use to provide additional function which is not available with DisplayWrite/370. (For more detailed information, see the DisplayWrite/370 manuals).

- CHGAUTH

- DOCVIEW

- EDITPFS

- FORMATPFS

- INDEX

- INSERTVAR

- NOTE

- PRINT

- VIEWPFS.

CHGAUTH CLIST

Use the CHGAUTH CLIST to change the author profile of a
document from within DisplayWrite/370.

To change an author profile, type **CHGAUTH** on the command
line of the DisplayWrite/370 "Edit" screen. PROFS shows you
screen F61, "Enter Author Profile Name." You can either enter
an author profile name on this screen or return to
DisplayWrite/370. If you enter a valid author profile name,
PROFS moves the new values into the document, and then
returns you to DisplayWrite/370.

DOCVIEW CLIST

While viewing a Revisable-Form Text (RFT) document, use the
DOCVIEW CLIST to view another document.

To view another document, type **DOCVIEW** on the command
line, move the cursor under the document number of the
document you wish to view, and press ENTER. Or, to view
another document, you can move the cursor under the
document number and press **PF5**. If PROFS finds the
document, it shows you either screen I00, "View the
Document," the DisplayWrite/370 "View" screen, or screen I01,
"View the Graphics Document."

To print the document instead of viewing it, type **DOCVIEW
PRINT** on the command line and move the cursor under the
document number of the document you wish to print. Press the
ENTER key. If PROFS finds the document, it shows you screen
J00, "Choose a Printer." Select the print options you want.

EDITPFS CLIST

EDITPFS CLIST is a list of commands which PROFS uses when
it is ready to display the DisplayWrite/370 "Edit" screen. To
override any of the PF keys set by PROFS, create a new CLIST
and put its filename in your EPRUPROF file.

FORMATPFS CLIST

FORMATPFS CLIST is a list of commands which PROFS uses when it is ready to display the DisplayWrite/370 "Document Format Creation" screen. To override any of the PF keys set by PROFS, create a new CLIST and put its filename in your EPRUPROF file.

INDEX CLIST

Use the INDEX CLIST to mark the information in your document which you wish to use as index information. You can mark four different items of information using the Index mode. These items are the author's name, the subject of the document, the addressee of the document, and references for comments on the document. A company name may be used instead of the author's name, and a company addressee may be used instead of the addressee. "End" may be used to designate the end of information to be indexed for an item. These items, their abbreviated name, the controls that DisplayWrite/370 uses to mark them, and the maximum number of characters PROFS accepts for indexing are:

ITEM	ABBREVIATED NAME	CONTROLS	CHARS
Author name or	Aname	< VAR: @BN@ >	132
Company name	Cname	< VAR: @CNAME@ >	132
Subject of document	Subject	< VAR: @BS@ >	125
Addressee of document or	Addree	< VAR: @BA@ >	132
Company addressee	Caddree	< VAR: @CADDREE@ >	132
References/comments on document	Ref	< VAR: @BR@ >	45
End of a field	End	< VAR: @END@ >	0

The controls are protected so you cannot type over them. The area between the controls, however, is not protected. You can change the information by typing over this area. You can also increase or decrease this area.

Note: If you use both the "Aname" and the "Cname" tags in a document, the information from the "Aname" field is placed in the index data. If you use both the "Addree" and the "Caddree" tags in a document, the information from the "Addree" field is placed in the index data.

Note: While up to 255 characters of information between controls are passed to PROFS for each item, PROFS accepts the number of characters listed in the chart above for indexing. "Aname" and "Addree" tags are processed to format the name into a standard format. The maximum length of this format is 16 characters. Only the first 16 characters of the "Cname" and "Caddree" tags are used for indexing.

To mark index information, move the cursor to the position where the index tag is to be placed and press **PF7 = Index** on the DisplayWrite/370 "Document Formation Creation" screen. Or, type **INDEX** on the command line, move the cursor to the position where the index tag is to be placed, and press ENTER. PROFS shows you the INDEX window on the screen.

Place the cursor under the index tag you wish to insert in the document, and press ENTER. The control you have selected is inserted into the text of the document at the position of the cursor when you requested the INDEX CLIST.

For example, by moving the cursor under "Aname" and pressing ENTER, the DisplayWrite/370 < VAR: @BN@ > is placed into the text of the document at the position of the cursor when the INDEX CLIST was requested.

If you decide not to place a index tag in the document, you can leave the window by using the END or QUIT command.

INSERTVAR CLIST

Use the INSERTVAR CLIST to place PROFS variables into the
document.

To insert a variable, move the cursor to the position where the
variable is to be placed and press **PF5 = Insertvar** on the
DisplayWrite/370 "Document Format Creation" screen. Or,
type **INSERTVAR** on the command line, move the cursor to the
position where the variable is to be placed, and press ENTER.
PROFS shows you the INSERTVAR window on the screen as in
the following example.

```
RFTMEMO @DOCFML3 A                    VARIABLE                    Page 1
                                                                  Line 0
===)
(---+_---1_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+_---7_-)-+----
-----------------------------------------------------------------Page 1----

.----------------------------------------------------------------------.
|                      Insert Variable Selection                       |
|                                                                      |
|    TAG          MEANING             TAG        MEANING               |
|                                                                      |
|  Author    Author name            Eadr    Electronic address         |
|  City      City, state, zip code  Inits   Author's initials          |
|  Comp      Company name           Month   Example:  May              |
|  Date1     Example:  May 1, 1987  Sig     Author's signature         |
|  Date2     Example:  05/01/87     Tele    Telephone number           |
|  Dayofmth  Day of the month       Title   Author's title             |
|  Dayofweek Day of the week        Year    Example:  1987             |
|  Dept      Department name        Zip     Internal address           |
|  Docnum    Document number                                           |
'----------------------------------------------------------------------'


PF 1=Block      2=Insert    3=Cmdline    4=Instr.      5=Insertvar    6=Aid
PF 7=Index      8=Command   9=HELP      10=Forward    11=Backward    12=END
```

Place the cursor under the variable you wish to insert in the
document, and press ENTER. The variable you have selected
is inserted into the text of the document at the position the
cursor was in when you activated the INSERTVAR CLIST.

For example, by moving the cursor under Author and pressing ENTER, the DisplayWrite/370 variable "Author" is placed in the text of the document at the position of the cursor when the INSERTVAR CLIST was requested.

If you decide not to place a variable in the document, you can leave the window by using the END or QUIT command.

NOTE CLIST

Use the NOTE CLIST to reply with a note to a document that you are viewing.

Type **NOTE** on the command line or press **PF6** on the DisplayWrite/370 "View" screen. PROFS shows you screen E04, "Send a Note."

PRINT CLIST

Use the PRINT CLIST to print a document you are editing or viewing.

Type **PRINT** on the command line of the DisplayWrite/370 "Edit" screen or the DisplayWrite/370 "View" screen. PROFS shows you screen J00, "Choose a Printer." Select the options you want.

If DisplayWrite/370 finds an error while executing the PRINT CLIST, it displays an error message. If PROFS finds an error while printing the document, it displays an error message.

VIEWPFS CLIST

PROFS runs the VIEWPFS CLIST when it is ready to display the DisplayWrite/370 "View" screen. To override any of the PF keys set by PROFS, create a new CLIST and put its filename in your EPRUPROF file.

Appendix P: Creating RFT document styles

**1
RFT
document
styles**

A document style is a boiler plate Revisable-Form Text (RFT) document that you can use when you are creating a new document. Boiler plate means that you can use a copy of the style over and over again to create new documents with the same style. By creating your own document styles, you can be sure that those documents have the information you want. Also, you'll know that similar documents will have the same style, copy the same type of information from the author profile, and index the same type of information.

Note: Before you can create or tailor a document style, you must be able to use DisplayWrite/370. This appendix explains the variable tags and controls you can use to create or change a document style. See *Getting Started with DisplayWrite/370* **and** *Using DisplayWrite/370* **for step-by-step instructions for using DisplayWrite/370.**

The following topics in this appendix will be helpful when you are creating or tailoring your own document styles:

- Variable tags and controls for RFT documents

- Using an existing RFT document style to create a new RFT document style

- Creating a new RFT document style

- The PF keys on the DisplayWrite/370 "Document Format Creation" screen

- Getting HELP for document style creation

- Adding your new style to screen F04, "List of Available Document Styles."

- Adding your new style to screen F69, "List of Available RFT Styles."

This appendix shows you how to use two kinds of controls in your document style: variable controls and index controls. Variable controls show DisplayWrite/370 where to insert information from the author profile or from the system into your document. Index controls identify the information that is transferred to PROFS for indexing. Information about using index tags and controls is in "Appendix A: How to index documents in PROFS."

Controls are instructions embedded in your document that tell DisplayWrite/370 how you want your document to look and what special tasks you want DisplayWrite/370 to perform. You can insert controls in your document by choosing a tag from one of the selection menus. The tag you see on the selection menu and the control that is embedded in your document do not look exactly alike.

By using DisplayWrite/370, you can create your own document styles and tailor them to your needs.

When you are creating a new style, you can copy an existing style as the base style and modify it to your needs, or you can create a completely new style.

RFT document styles in PROFS

PROFS comes with four RFT document styles. Three of the four are standard business documents:

- A standard memo

- A business letter

- A memo addressed to a separate distribution list.

The fourth is a blank style.

You will probably want to create other RFT document styles; perhaps you use a particular letter style that is not on the list of available document styles. This appendix shows you how to use controls to create new RFT document styles and how to add them to screen F04, "List of Available Document Styles," and screen F69, "List of Available RFT Styles."

Using tags and controls

The INSERTVAR and INDEX commands that display the Tag Selection menus are assigned to PF keys on the DisplayWrite/370 "Document Format Creation" screen. Each of the variable and index tags has a DisplayWrite/370 control associated with it. The control, not the tag, appears in your document. See the table in "Variable tags and controls for RFT documents" later in this appendix for a complete listing of the INSERTVAR (variable) tags and controls.

DisplayWrite/370 processes the controls in your document by either inserting information into your document (variable controls) or by identifying index information (index controls). A complete explanation of the index tags and controls is in "Appendix A: How to index documents in PROFS."

INSERTVAR   The variable controls mark the place in your document where you want to insert information from the author profile or the system. The INSERTVAR command is **PF5 = Insertvar** on the DisplayWrite/370 "Document Format Creation" screen.

INDEX   The index controls mark index information to transfer to PROFS when you file your document. The INDEX command is **PF7 = Index** on the DisplayWrite/370 "Document Format Creation" screen.

Following is the STANDARD document style that comes with PROFS. The command VERIFY VARIABLE is in effect. With the VERIFY VARIABLE command you can see the variable and index controls in your document style. The information that DisplayWrite/370 copies appears in the same place in your document as the control appears in the document style.

This is the variable control that copies the current date into your document.

This variable control copies the company name from the author profile.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

Put index controls (@BN@ in this example) in front of the variable control (AUTHOR here) if you want to index the information.

This index control marks addressee index information.

This index control marks the end of the addressee index information.

```
NEWFORM @DOCFML3  A                            VARIABLE              Page 1
                                                                     Line 0
===)_
<---+_--1---+_--2---+---3---+_V--4---+---5---+---6---+---7_-)-+----
------------------------------------------------------------Page 1----
<VAR: DATE1)                              <VAR: DOCNUM>
<VAR: @BN@> <VAR: AUTHOR> <VAR: @END@> , <VAR: TELE>
<VAR: COMP>
<VAR: DEPT>
<VAR: ZIP>
<VAR: CITY>
<VAR: EADR>

Memo to: <VAR: @BA@>
<VAR:@END@>
Subject: <VAR: @BS@>
<VAR:@END@>
Reference: <VAR: @BR@>
<VAR:@END@>

  Type text here.

PF 1=Block    2=Insert    3=Cmdline    4=Instr.    5=Insertvar  6=Aid
PF 7=Index    8=Command   9=HELP      10=Forward  11=Backward  12=END
```

PF7 = Index displays the Index Tag Selection menu.

PF5 = Insertvar displays the Insert Variable Selection menu.

2
Variable tags and controls for RFT documents

The following table lists the variable tags on the Insert Variable Selection menu, how they are displayed in your document, and the information that each one substitutes for the control in your document. The table is included to show you how the variable controls will appear in your document when you use the VERIFY VARIABLE command to display the controls.

The tag you choose from the list	The control DisplayWrite/370 inserts in your document	The information inserted in your document
Author	< VAR: AUTHOR >	Author˙
City	< VAR: CITY >	City, State, and Zip code˙
Comp	< VAR: COMP >	Company˙
Date1	< VAR: DATE1 >	Date in character style
Date2	< VAR: DATE2 >	Date in numeric style
Dayofmth	< VAR: DAYOFMTH >	Day of the month
Dayofweek	< VAR: DAYOFWEEK >	Day of the week
Dept	< VAR: DEPT >	Department˙

˙ This information is copied from the author profile you choose for your document.

The tag you choose from the list	The control DisplayWrite/370 inserts in your document	The information inserted in your document
Docnum	< VAR: DOCNUM >	Document number#
Eadr	< VAR: EADR >	Electronic address*
Inits	< VAR: INITS >	Initials*
Month	< VAR: MONTH >	Month of the year
Sig	< VAR: SIG >	Signature of author*
Tele	< VAR: TELE >	Telephone number*
Title	< VAR: TITLE >	Author's title*
Year	< VAR: YEAR >	Year
Zip	< VAR: ZIP >	Internal address*

The default is type of document. DRAFT followed by the number (DRAFT 1, for example) is used if the document has not been filed in PROFS storage.

* This information is copied from the author profile you choose for your document.

3

**Creating a
new RFT
document style
by copying an
existing RFT
document style**

You can create a new document style by copying an existing document style and using it as the base style of your new style.

To use an existing style as your base style, you use the BUILD command followed by the name of the new style and the base style.

In the following example, let's assume that you want to copy the STANDARD document style, tailor it to your needs, and name your copy NEWFORM:

1. Type **build newform standard** on the command line of screen A00, "PROFS Main Menu," or screen S00, "Interrupt and Process Other Jobs."

2. Press ENTER.

   The system shows you the DisplayWrite/370 "Document Format Creation" screen and your new document style, NEWFORM @DOCFML3. The DisplayWrite/370 "Document Format Creation" screen does not show a title or a screen identifier. The VERIFY VARIABLE command is in effect on this screen. You see the controls for all of the variable and index tags in your document style.

Adding variables to a document style

After deciding where you want to put variable controls, use these steps to insert the controls into your document style:

1. Move the cursor to the place in the document style that you want the control to appear.

2. Press **PF5 = Insertvar** to display the Insert Variable Selection menu. The Insert Variable Selection menu lists each variable tag and its meaning.

3. Move the cursor under the tag you want to put in the document and press ENTER.

   The Insert Variable Selection menu disappears and the control appears in the document. Repeat these steps for each control you want in the document style.

   Note: If you want controls to appear on separate lines, press **PF2 = Insert** after DisplayWrite/370 places a control in your document style. Then press the DUP key. This moves the cursor to the next line before you add other controls or text.

   Note: Special controls called Display Prompt and Stop controls (< DPS >) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. If you want to include more of these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the < DPS > controls.

This is the
filename and
filetype of
your document
style.

VERIFY
VARIABLE
is in effect.

Although DisplayWrite/370 does
not show a title or a screen id,
this is the DisplayWrite/370
"Document Format Creation"
screen.

Put index controls (@BN@
in this example) in front of
the variable control (AUTHOR
here) if you want to index
the information.

This variable copies
the author's name from
the author profile.

Index controls identify
information for
indexing.

```
NEWFORM @DOCFML3  A                        VARIABLE              Page 1
                                                                 Line 0
===)_
<---+---1---+---2---+---3---+_V--4---+---5---+---6---+---7_-)-+----
----------------------------------------------------------------Page 1----
<VAR: DATE1)                        <VAR: DOCNUM)
<VAR: @BN@> <VAR: AUTHOR> <VAR: @END@> , <VAR: TELE)
<VAR: COMP>
<VAR: DEPT>
<VAR: ZIP>
<VAR: CITY>
<VAR: EADR)

Memo to: <VAR: @BA@)
<VAR:@END@)
Subject: <VAR: @BS@)
<VAR:@END@)
Reference: <VAR: @BR@)
<VAR:@END@)

  Type text here.

PF 1=Block      2=Insert     3=Cmdline    4=Instr.     5=Insertvar 6=Aid
PF 7=Index      8=Command    9=HELP       10=Forward   11=Backward 12=END
```

PF7 = Index
displays the
Index Tag
Selection menu.

PF5 = Insertvar
displays the
Insert Variable
Selection menu.

If the entire document style does not appear on one screen, press **PF10 = Forward** to view the rest of it.

This variable control copies the author's title from the author profile.

This variable control copies the author's signature information from the author profile.

```
NEWFORM @DOCFML3  A                         VARIABLE                    Page 1
===>_
<---+_---1_---+_---2---+_---3---+_V--4_+--+_---5_---+_---6_---+_---7_-)-+----
-----------------------------------------------------------------Page 1----



                                  <VAR: SIG>
                                  <VAR: TITLE>

<VAR: INITS>


---------------------------End of Document---------------------------------




    PF 1=Block      2=Insert    3=Cmdline    4=Instr.     5=Insertvar  6=Aid
    PF 7=Index      8=Command   9=HELP       10=Forward   11=Backward  12=END
```

Copying, deleting, or moving document controls

You can use the DisplayWrite/370 BLOCK commands to copy, delete, or move controls. You can also use **PF6 = Aid** and the ERASE EOF key to delete controls. See *Getting Started with DisplayWrite/370* for information about using the BLOCK and AID commands.

See "Getting HELP for document style creation" later in this appendix. If you need more information about index tags and controls, see "Appendix A: How to index documents in PROFS."

Note: Special controls called Display Prompt and Stop controls (< DPS >) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. When you are copying, moving, or deleting variables, you should copy, delete, or move the < DPS > controls also. For more information on these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the < DPS > controls.

Changing an existing RFT document style

If you need to change a document style after you create and file it, type the BUILD command followed by the name of the document style you want to change. For example, to change an existing document style called INTERNAL, type **build internal** on the command line of screen A00, "PROFS Main Menu," or screen S00, "Interrupt and Process Other Jobs," and press ENTER.

4
Creating a new RFT document style

To create a new document style, use the BUILD command. The BUILD command shows you the DisplayWrite/370 "Document Format Creation" screen. The PF keys on the DisplayWrite/370 "Document Format Creation" screen can help you create a new document style. For this example, let's assume that you want to call the new style RFTMEMO.

1. Type **build rftmemo** on screen A00, "PROFS Main Menu," or screen S00, "Interrupt and Process Other Jobs."

2. Press ENTER.

   The system shows you the DisplayWrite/370 "Document Format Creation" screen.

The name you type on A00 or S00 after BUILD is the filename of the new style. PROFS automatically adds @DOCFML3 as the filetype. You are now ready to create your own document style.

If you need more space in the document to create your new style, press **PF2 = Insert**. The system will insert additional lines into your document style. In addition to the index and variable controls, you can include text (for example, Subject:, Reference:, Type text here) in your document style.

Note: If you press ENTER for any reason (for example, to format your text or select a control from a menu), or if you press **PF12 = END**, DisplayWrite/370 will remove the unused lines in your document. You must press **PF2 = Insert** to get additional space to add more controls or text.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

This is the filename and filetype of your document style.

Press PF2 = Insert to insert more space in your style.

```
RFTMEMO @DOCFML3  A                      VARIABLE              Page 1
                                                               Line 0
===)
<---+---1---+---2---+---3---+_V--4---+---5---+---6---+---7_-)-+----
----------------------------------------------------------------Page 1----


 PF 1=Block     2=Insert    3=Cmdline    4=Instr.    5=Insertvar  6=Aid
 PF 7=Index     8=Command   9=HELP      10=Forward  11=Backward  12=END
```

For this example, you want to create a document style that is tailored to your needs for an internal memo. Include the following:

- The date

- The document number

- Your initials

- Information about the author

  - The author's name
  - Title
  - Department
  - Internal address
  - Electronic address.

- The text:

  - Memo to:
  - Subject:
  - Type text here.

Adding variables to a document style

Depending on what you want your document to look like, you can put each control on a separate line, or you can put several controls on the same line. The information that DisplayWrite/370 copies appears in the same place in your document as the control appears in the document style. (Press the DUP key after a control in your document if you want to put the next control on a separate line.) After you decide where you want to put these variables in your document style, these steps show you how to insert the controls:

1. Move the cursor to the place in the document style where you want the control to appear.

2. Press **PF5 = Insertvar** to display the Insert Variable Selection menu.

3. Move the cursor under the tag you want to put in the document and press ENTER.

   The Insert Variable Selection menu disappears and the control you want appears in the document.

   Repeat these steps for each control you want in the document style.

Note: If you want controls to appear on separate lines, press **PF2 = Insert** after DisplayWrite/370 places a control in your document style. Then press the DUP key. This moves the cursor to the next line before you add other controls or text.

Note: Special controls called Display Prompt and Stop controls (< DPS >) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. If you want to include some of these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the < DPS > controls.

VERIFY VARIABLE is in effect.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

This is the filename and filetype of your document style.

Choose the control you want in your document style.

```
RFTMEMO @DOCFML3  A                          VARIABLE                Page 1

===)
<---+---|---+---2---+_---3---+_V--4---+_---5---+---6---+---7_-)-+----
----------------------------------------------------------------Page 1----
    ----------------------------------------------------------------
                        Insert Variable Selection

         TAG        MEANING              TAG        MEANING

      Author    Author name          Eadr    Electronic address
      City      City, state, zip code Inits   Author's initials
      Comp      Company name         Month   Example:  May
      Date1     Example:  May 1, 1987 Sig    Author's signature
      Date2     Example:  05/01/87   Tele    Telephone number
      Dayofmth  Day of the month     Title   Author's title
      Dayofweek Day of the week      Year    Example:  1987
      Dept      Department name      Zip     Internal address
      Docnum    Document number
    ----------------------------------------------------------------
-------------------------------End of Document-------------------------------

PF 1=Block     2=Insert    3=Cmdline    4=Instr.    5=Insertvar  6=Aid
PF 7=Index     8=Command   9=HELP      10=Forward  11=Backward  12=END
```

When you finish inserting the variable controls for this example, your new document style might look like this one:

This is the filename and filetype of your document style.

VERIFY VARIABLE is in effect.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

Put variable controls in your style where you want the information to appear in your document.

Include text in your document style where you want it to appear in your documents.

Put variable controls in your style where you want the information to appear in your document.

```
RFTMEMO @DOCFML3  A                              VARIABLE                    Page 1

===)_
(---+_---|_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+_---7_-)-+----
----------------------------------------------------------------------Page 1----

<VAR: DATE1)                              <VAR: DOCNUM)
<VAR: AUTHOR)
<VAR: TITLE)
<VAR: DEPT)
<VAR: ZIP)
<VAR: EADR)

Memo to:

Subject:

Type text here.
                                          <VAR: SIG)
<VAR: INITS)
-------------------------------End of Document-------------------------------
PF 1=Block     2=Insert     3=Cmdline     4=Instr.     5=Insertvar  6=Aid
PF 7=Index     8=Command    9=HELP        10=Forward   11=Backward  12=END
```

To finish the document style, you should add index controls to mark information for PROFS to use when storing your document.

Mark the addressee (Memo to), the subject (Subject), and the signature variable (<VAR: SIG>) for indexing. (For an explanation of the index tags and controls, see "Appendix A: How to index documents in PROFS.")

1. Move the cursor after the colon (:) following "Memo to"

2. Press **PF7 = Index** to display the Index Tag Selection menu. (The Index Tag Selection menu lists each of the index tags and the control that DisplayWrite/370 puts in your document.)

3. Move the cursor under the "Addree" index tag and press ENTER.

   The Index Tag Selection menu disappears and the control you want appears in your document.

Now, mark the end of the index information.

4. Move the cursor to the first space on the next line.

5. Press **PF7 = Index** to display the Index Tag Selection menu.

6. Move the cursor under the "End" index tag and press ENTER.

   The Index Tag Selection menu disappears and the control you want appears in your document.

Repeat the same steps to index the subject of your document. This time choose the "Subject" index tag from the Index Tag Selection menu.

If you want to index information in one of the variable tags, you must put the index control in front of the variable control:

1. Move the cursor **in front of** the variable information that you want PROFS to index, < VAR: SIG > for this example.

2. Press **PF7 = Index** to display the Index Tag Selection menu.

3. Move the cursor under the "Aname" index tag and press ENTER.

   The Index Tag Selection menu disappears and the control you want appears in your document.

Now, mark the end of the index information.

4. Move the cursor to the first blank space after the signature variable, < VAR: SIG >.

5. Press **PF7 = Index** to display the Index Tag Selection menu.

6. Move the cursor under the "End" index tag and press ENTER.

The Index Tag Selection menu disappears and the control you want appears in your document.

```
NEWFORM @DOCFML3  A                    VARIABLE                    Page 1
===)_
<---+_---1_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+_---7_-)-+----
---------------------------------------------------------------------Page 1----

<VAR: DATE1>                           <VAR: DOCNUM>
<VAR: AUTHOR>
<VAR: TITLE>
<VAR: DEPT>
<VAR: ZIP>
<VAR: EADR>

Memo to: <VAR: @BA@>
<VAR: @END@>
Subject: <VAR: @BS@>
<VAR: @END@>
Type text here.

                                    <VAR: @BN@> <VAR: SIG> <VAR: @END@>
<VAR: INITS>
-----------------------------End of Document------------------------------
PF 1=Block      2=Insert    3=Cmdline   4=Instr.    5=Insertvar  6=Aid
PF 7=Index      8=Command   9=HELP      10=Forward  11=Backward  12=END
```

You can use the AUTHOR or SIG variable to index the author of the document.

Always end your index information with the END tag.

Use PF5 and PF7 to display the selection menus for Insert Variable and Index.

In this example, the @BN@ control indicates that the information from the SIG variable will be used to index the author of the document.

When you are finished creating your new document style, press **PF12 = END** to save it.

See "Adding your new style to screen F04, 'List of Available Document Styles'," and "Adding your new style to screen F69, 'List of Available RFT Styles'," later in this appendix to learn how to add your new document style to the list of available document styles.

See "Chapter 7: Preparing RFT documents" to learn how to use your new document style to create a document.

Copying, deleting, or moving document controls

You can use the DisplayWrite/370 BLOCK commands to copy, delete, or move controls. You can also use **PF6 = Aid** and the ERASE EOF key to delete controls. See *Getting Started with DisplayWrite/370* for information about using the BLOCK and AID commands.

See "Getting HELP for document style creation" later in this appendix. If you need more information about index tags and controls, see "Appendix A: How to index documents in PROFS."

Note: Special controls called Display Prompt and Stop controls (< DPS >) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. When you are copying, moving, or deleting variables, you should copy, delete, or move the < DPS > controls also. For more information on these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the < DPS > controls.

Changing an existing RFT document style

If you need to change a document style after you create and file it, type the BUILD command followed by the name of the document style you want to change. For example, to change an existing document style called INTERNAL, type **build internal** on the command line of screen A00, "PROFS Main Menu," or screen S00, "Interrupt and Process Other Jobs," and press ENTER.

5
The PF keys on the "Document Format Creation" screen

See *Using DisplayWrite/370* for a complete explanation of the DisplayWrite/370 commands assigned to the PF keys on this screen.

PF5 = Insertvar and **PF7 = Index** are special commands that are not part of the standard DisplayWrite/370 editor. See "Appendix A: How to index documents in PROFS" for information about INDEX. This appendix describes the INSERTVAR (variable) tags.

The following 24 PF key assignments are the ones supplied with PROFS. The first 12 keys can be used with terminals having 12 PF keys. The additional PF keys (13 through 24) can be used with terminals having 24 PF keys.

If your terminal does not have 24 PF keys, you can use the commands assigned to PF13 through PF24 by typing the command assigned to the PF key on the command line or the floating command line and pressing ENTER.

For the examples in this appendix, you will see the DisplayWrite/370 "Document Format Creation" screen with 12 PF keys.

The following explains what you tell PROFS when you press each key:

PF1 = Block
Mark the beginning or end of a block of text and display the DisplayWrite/370 BLOCK command menu. See *Getting Started with DisplayWrite/370*.

PF2 = Insert
Insert a fixed number of blank lines in your document.

PF3 = Cmdline
Display the floating command line at the cursor position in your document.

PF4 = Instr.
Display the DisplayWrite/370 INSTRUCTION control menu. You can choose a format control from a menu to put in your document (for example, Tab, Page End, Center). See *Getting Started with DisplayWrite/370*.

PF5 = Insertvar Display the Insert Variable Selection menu. INSERTVAR is explained in this appendix.

PF6 = Aid Use the DisplayWrite/370 AID command to show correct spelling for a word at the cursor or to show a document control at the cursor in a window. See *Getting Started with DisplayWrite/370.*

PF7 = Index Display the Index Tag Selection menu. See "Appendix A: How to index documents in PROFS."

PF8 = Command Display the DisplayWrite/370 COMMAND menu. You can choose one of the DisplayWrite/370 commands on this menu by moving the cursor to it and pressing ENTER. See *Getting Started with DisplayWrite/370.*

PF9 = HELP Display the DisplayWrite/370 main HELP menu. See *Getting Started with DisplayWrite/370.*

PF10 = Forward Move the document one screen toward the end. See *Getting Started with DisplayWrite/370.*

PF11 = Backward Move the document one screen toward the beginning. See *Getting Started with DisplayWrite/370.*

PF12 = END End document style creation and save the document style. PROFS shows you screen F63, "Process the Document."

PF13 = Cursor Move the cursor to the first input field on the screen.

PF14 = Goto Use the DisplayWrite/370 GOTO command. See *Getting Started with DisplayWrite/370.*

PF15 = Quit   Use the DisplayWrite/370 QUIT command. (DisplayWrite/370 does not save your style.) See *Getting Started with DisplayWrite/370.*

PF16 = Addenda   Add a new term to your DisplayWrite/370 addenda dictionary. See *Getting Started with DisplayWrite/370.*

PF17 = Tspell   Use the DisplayWrite/370 TSPELL command. See *Using DisplayWrite/370.*

PF18 = Synonym   Provide a synonym for the word at the cursor location.

PF19 = Left   Move the document one-half screen to the left.

PF20 = Right   Move the document one-half screen to the right.

PF21 = HELP   Display the DisplayWrite/370 main HELP menu. See *Getting Started with DisplayWrite/370.*

PF22 = Format   Use the DisplayWrite/370 FORMAT command. See *Using DisplayWrite/370.*

PF23 = Previous Locate the previous word identified using the VERIFY command.

PF24 = END   End document style creation and save the document style. PROFS shows you screen F63, "Process the Document."

You can change the PF key assignments on this screen by tailoring the FORMATPFS CLIST. See "Appendix O: Using DisplayWrite/370 and CLISTs" for more information about FORMATPFS.

6
Getting HELP for document style creation

You can get help from the system when you are creating or tailoring a document style. Follow these steps if you need help in using the BUILD command:

1. Type **build** on screen A00, "PROFS Main Menu," or on screen S00, "Interrupt and Process Other Jobs."

2. Press ENTER.

   The system shows you the HELP information for the BUILD command.

Follow these steps if you need help with a command, INSERTVAR, or INDEX:

1. Type the command you need help for on the command line or on the floating command line of the DisplayWrite/370 "Document Format Creation" screen.

2. Press **PF9 = HELP**.

   The system shows you the HELP information for the command you typed.

Follow these steps if you need help with an INSERTVAR or INDEX tag:

1. Press **PF5 = Insertvar** or **PF7 = Index** on the DisplayWrite/370 "Document Format Creation" screen.

   The system shows you the selection menu for the command you typed.

2. Move your cursor under the tag you want help for.

3. Press **PF9 = HELP**.

   The system shows you the HELP information for the tag you selected.

7
Adding your new style to screen F04, "List of Available Document Styles"

PROFS uses the information in the FORMATS MANLIST file to display screen F04, "List of Available Document Styles." From screen F04, you can select the style you want to use by pressing the PF key assigned to the style. Adding your new document style to the FORMATS MANLIST file gives you a convenient display of all the available document styles.

To add the name and description of your document style to the FORMATS MANLIST file, follow these steps:

1. Type **copy formats manlist b = = a** on the command line of screen A00.

   This command copies the FORMATS MANLIST file from SYSADMIN's 399-disk to your A-disk with the same filename and filetype.

   Note: This file is located on the PROFS administrator's 399-disk, which is usually identified as your B-disk. If this command does not copy the FORMATS MANLIST, contact your PROFS administrator to find out how the 399-disk is identified.

2. Press ENTER.

   After you have copied the file to your A-disk, you can modify it to include the name and description of any new styles you create.

3. Type **xedit formats manlist** on the command line and press ENTER.

4. Type **set case mixed** on the command line and press ENTER.

5. Go to the end of the file and add your new document style to the list of files. For this example, let's assume you want to add your new document style, RFTMEMO, to the list. Follow these steps:

   a. Make the last line of the FORMATS MANLIST file the current line.

b. Type **input** on the command line and press ENTER.

    CMS inserts blank lines into the FORMATS MANLIST file.

c. Type the name of the new document style in the first 8 positions, starting with column 1.

d. Type the description of the new document style starting in column 9 and ending in or before column 72.

6. Type **file** on the command line and press ENTER.

In the example, the word RFTMEMO appears in columns 1 through 7. The description, "This is an interdepartmental RFT memo," starts in column 9 and ends in column 45.

If you have the scale line displayed above your new document style description, the new line in the FORMATS MANLIST file looks like this:

```
|...+....1....+....2....+....3....+....4....+..
RFTMEMO This is an interdepartmental RFT memo
```

See the *IBM VM/System Product CMS PRIMER* for more information about XEDIT and changing CMS files.

Screen F04 displays 8 document styles on each screen. When there are more than 8 styles in the FORMATS MANLIST, you will have to view the next screen on screen F04 to see the remaining styles. Press **PF10** to move through the screens of F04.

You can use two lines of description for your new document style. Follow the previous steps for changing the FORMATS MANLIST until you get to step 5.

Follow these steps if you want a two-line description of your new style:

1. Go to the end of the file and add your new document style to the list of files. For this example, let's assume you want to add a two-line description about your new document style, RFTMEMO:

   a. Make the last line of the FORMATS MANLIST file the current line.

   b. Type **input** on the command line and press ENTER.

      CMS inserts blank lines into the FORMATS MANLIST file.

   c. Type the name of the new document style in the first 8 positions, starting with column 1.

   d. Type the first line of description starting in column 9.

   e. Separate the first line of description from the second line of description with a percent sign (%).

2. Type **file** on the command line and press ENTER.

In this example, the word RFTMEMO appears in columns 1 through 7. The first line of description, "An informal RFT memo," starts in column 9. A percent sign (%) separates it from the second line of description, "This is an interdepartmental memo."

If you have the scale line displayed above your new document style description, your new line in the FORMATS MANLIST file looks like this:

```
|...+....1....+....2....+....3....+....4....+....5....+....6....
RFTMEMO An informal RFT memo%This is an interdepartmental memo
```

You can use **PF10** on screen F04 to move through the screens until you see your new style.

In this example, the second line of the description began in column 30. You can use the percent sign (%) as a separator. Without the percent sign, you would have to move your cursor to column 73 before beginning to type the second line of description.

The following shows how the information is divided if you do not use a percent sign to separate the first line of the description from the second line. The lines are separated as defined in the following:

Column	Description
1-8	The filename (You can type the filename in mixed case.)
9-72	First line of the style description in mixed case
73-136	Second line of the style description in mixed case.

Viewing the changes to screen F04, "List of Available Document Styles"

To view screen F04, following these instructions:

1. Press **PF5** on screen A00, "PROFS Main Menu." PROFS shows you F00, "Prepare Documents."

2. Press **PF2**. PROFS shows you screen F04, "List of Available Document Styles." (The screen indicator will show "Screen 1 of 2.")

3. Press **PF10** until you see the information you typed about your new document style.

8
Adding your new style to screen F69, "List of Available RFT Document Styles"

PROFS uses the information in the RFTDCA MANLIST file to display screen F69, "List of Available RFT Document Styles." From screen F69, you can select the style you want to use by pressing the PF key assigned to the style. Adding your new document style to the RFTDCA MANLIST file gives you a convenient display of the available RFT document styles you can use when you are converting a Document Composition Facility (DCF) document to an RFT document using HDDI.

To add the name and description of your document style to the RFTDCA MANLIST file, follow these steps:

1. Type **copy rftdca manlist b = = a** on the command line of screen A00.

   This command copies the RFTDCA MANLIST file from SYSADMIN's 399-disk to your A-disk with the same filename and filetype.

   Note: This file is located on the PROFS administrator's 399-disk, which is usually identified as your B-disk. If this command does not copy the RFTDCA MANLIST, contact your PROFS administrator to find out how the 399-disk is identified.

2. Press ENTER.

   After you have copied the file to your A-disk, you can modify it to include the name and description of any new styles you create.

3. Type **xedit rftdca manlist** and press ENTER.

   When CMS shows you the file,

4. Type **set case mixed** on the command line and press ENTER.

5. Go to the end of the file and add your new document style to the list of files. For this example, let's assume that you want to add your new document style, RFTMEMO, to the list. Follow these steps:

   a. Make the last line of the RFTDCA MANLIST file the current line.

   b. Type **input** on the command line and press ENTER.

      CMS inserts blank lines into the RFTDCA MANLIST file.

   c. Type the name of the new document style in the first 8 positions, starting with column 1.

   d. Type description of the new document style starting in column 9 and ending in or before column 72.

6. Type **file** on the command line and press ENTER.

In the example, the word RFTMEMO appears in columns 1 through 7. The description, "This is an interdepartmental RFT memo," starts in column 9 and ends in column 45.

If you have the scale line displayed above your new document style description, your new line in the RFTDCA MANLIST file looks like this:

```
|...+....1....+....2....+....3....+....4....+..
RFTMEMO This is an interdepartmental RFT memo
```

See the *IBM VM/System Product CMS PRIMER* for more information about XEDIT and changing CMS files.

The RFTDCA MANLIST file comes with 4 styles. Screen F69 displays a maximum of 8 document styles on each screen. When there are more than 8 styles in the RFTDCA MANLIST, you will have to use **PF10** to see the additional RFT document styles.

You can use two lines of description for your new document style. Follow the previous steps until you get to step 5. Follow these steps if you want a two-line description of your new style, RFTMEMO:

1. Go to the end of the file and add your new document style to the list of files:

    a. Make the last line of the RFTDCA MANLIST file the current line.

    b. Type **input** on the command line and press ENTER.

       CMS inserts blank lines into the RFTDCA MANLIST file.

    c. Type the name of the new document style in the first 8 positions, starting with column 1.

    d. Type the first line of description starting in column 9.

    e. Separate the first line of description from the second line of description with a percent sign (%).

2. Type **file** on the command line and press ENTER.

In this example, the word RFTMEMO appears in columns 1 through 7. The first line of description, "An informal RFT memo," starts in column 9. A percent sign (%) separates it from the second line of description, "This is an interdepartmental memo."

If you have the scale line displayed above your new document style description, your new line in the RFTDCA MANLIST file looks like this:

```
|...+....1....+....2....+....3....+....4....+....5....+....6....
RFTMEMO An informal RFT memo%This is an interdepartmental memo
```

You can see your new style on F69. You will have to press **PF10** if there are more than 8 styles in the RFTDCA MANLIST file.

In this example, the second line of the description began in column 30. You can use the percent sign (%) as a separator. Without the percent sign, you would have to move the cursor to column 73 before beginning to type the second line of description.

The following shows how the information is divided if you do not use a percent sign to separate the first line of the description from the second line. The lines are separated as defined in the following:

Column	Description
1-8	The filename (You can type the filename in mixed case.)
9-72	First line of the style description in mixed case
73-136	Second line of the style description in mixed case.

Appendix Q:
Converting a document

You convert a Document Composition Facility (DCF) document to a Revisable-Form Text (RFT) document so that you can use certain IBM products like the Displaywriter and DisplayWrite/370. You do this with Host-Displaywriter Document Interchange (HDDI) or the XFORM option of the RETRIEVE command.

You convert an RFT document to a DCF document so that you can send an RFT-D document for review to a site with a prior level of PROFS or a site without DisplayWrite/370 or HDDI (for instance, a line-mode user). You do this with the XFORM command or the XFORM option of the RETRIEVE command.

Converting a DCF document to an RFT document using a full screen interface

You must have HDDI installed on your host computer to convert DCF documents to RFT documents. You can convert documents when:

- Processing a Draft document from incoming mail

- Processing a Draft document from the mail log

- Processing a Draft document found.

Processing a Draft document from incoming mail

To process a Draft document from your incoming mail, follow these steps:

1. Press **PF2** on screen A00, "PROFS Main Menu."

    PROFS shows you screen C00, "Open the Mail."

```
                        OPEN THE MAIL                                C00

Press the PF key for the document you want. Or, if you want to view all of
these documents, type ALL here and press ENTER===) _
     ----FROM----        -----TO-----      TYPE    DUE DATE  DOCUMENT NO.
PF1 Riley, L. M.       Johnson, G. J.      RFT-F              87002TST0012
       Subject: Report information in last memo
PF2 Smith, G.          Johnson, G. J.      RFT-D              87002TST0008
       Subject: Monthly report
PF3 Doe, L. M.         Johnson, G. J.      Paper              87002HDC0003
       Subject: Monthly sales and credits
PF4 John Smith         George Johnson      Meeting          01/02/87 13:16
       Subject: Meeting with Marketing Group
PF5 ROEMARY2--VMSYS1   JOHNSON --VMSYS1    Reply            01/02/87 11:27
       Subject: Estimates for report
PF6 David Richards     George Johnson      Note             01/02/87 11:25
       Subject: Meeting schedule
PF7 Smith, G.          Johnson, G. J.      Draft              87002TST0002
       Subject: Monthly report
PF8 Smith, G.          Johnson, G. J.      Final 01/02/87    87002TST0001


                                                    Screen 1 of  1
PF9 Help    PF10 Next Screen   PF11 Previous Screen   PF12 Return
```

2. Press the PF key on screen C00 corresponding to the Draft document you want to process.

PROFS shows you screen C02, "Process the Incoming Mail."

```
                        PROCESS THE INCOMING MAIL                        C02

  From:    Smith, G.                          Document No.:  87002TST0002
  Subject: Monthly report                     Type:  Draft
  ----------------------------------------------------------------------------

  Press one of the following PF keys, or press PF10 to view more choices.

  PF1  View the document
  PF2  File in the mail log and erase from the incoming mail
  PF3  Keep in the incoming mail and the mail log
  PF4  Erase from the incoming mail and the mail log
  PF5  Forward the document
  PF6  View the distribution list
  PF7  View or change the mail log information
  PF8  Print the document

  PF10  View more choices




  PF9 Help    PF12 Return
```

3. Press **PF10** on screen C02.

PROFS shows you screen C07, "Process the Incoming Mail."

```
                        PROCESS THE INCOMING MAIL                      C07

   From:    Smith, G.                       Document No.: 87002TST0002
   Subject: Monthly report                  Type: Draft
   --------------------------------------------------------------------

   If you want to work with a version other than the most current (version 1),
   type the number you want to work with here: 1

   Press one of the following PF keys, or press PF11 to view the previous
   choices.

   PF1  View the document
   PF2  Copy the document into your personal storage
   PF3  Work with the document
   PF4  Create another document by converting the DCF control words
        to RFT controls


   PF11 View previous choices


   PF9 Help    PF12 Return
```

4. Press **PF4** on screen C07.

   PROFS shows you the following message:

   > EPRXFM007I The DCF control words in your document
   > have been converted to RFT controls.

5. Clear your screen of the message.

   PROFS shows you screen F65, "Prepare a Converted
   Document." Continue with "Working with a converted RFT
   document" on page Q-14.

Processing a Draft document from the mail log

To process a Draft document from the mail log, follow these steps:

1. Press **PF7** on screen A00, "PROFS Main Menu."

   PROFS shows you screen D00, "Process the Mail Log."

```
                      PROCESS THE MAIL LOG                        D00

Press one of the following PF keys.

PF1  Find documents
PF2  Add mail log information for a paper document received
     from another source
PF3  Forward mail log information for a paper document
PF4  Change the mail log information
PF5  Erase mail log information
PF6  View the mail log information
PF8  Print the mail log information




PF9 Help    PF12 Return
```
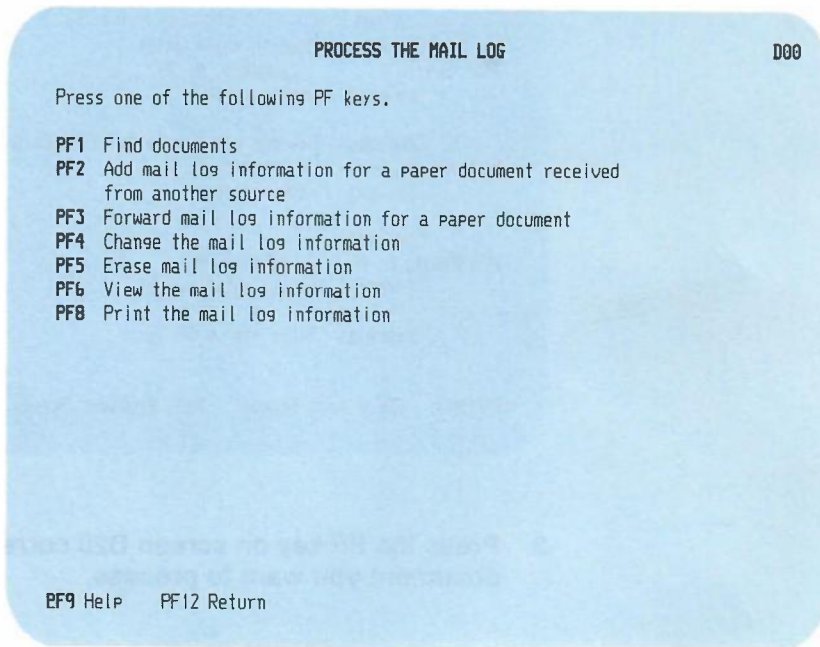
2. Press **PF6** on screen D00.

PROFS shows you screen D20, "View the Mail Log Information."

```
                    VIEW THE MAIL LOG INFORMATION                    D20

Press the PF key for the document you want. Or, if you want to view all of
these documents, type ALL here and press ENTER===) _
      ----FROM----     -----TO-----     ACTION  IDENT TYPE   DOCUMENT NO.
PF1 Riley, L. M.    Johnson, G. J.                RFT-F   87002TST0012
        Subject:  Report information in last memo

        Comments:  Need to check dates
PF2 Smith, G.       Johnson, G. J.                RFT-D   87002TST0008
        Subject:  Monthly report

        Comments:  Figures are far below last months
PF3 Smith, G.       Johnson, G. J.                Draft   87002TST0002
        Subject:  Monthly report

        Comments:
PF4 Riley, L. M.    Johnson, G. J.                Final   87002TST0001
        Subject:  January sales report

        Comments:  Sales are up in Texas


PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

3. Press the PF key on screen D20 corresponding to the Draft document you want to process.

PROFS shows you screen D24, "Process the Mail Log Information."

```
             PROCESS THE MAIL LOG INFORMATION                    D24

  From:    Smith, G.                   Document No.:  87002TST0002
  Subject: Monthly report              Type:  Draft
  --------------------------------------------------------------------

  Press one of the following PF keys, or press PF10 to view more choices.

  PF1   View the document
  PF3   Keep in the mail log
  PF4   Erase from the mail log
  PF5   Forward the document
  PF6   View the distribution list
  PF7   View or change the mail log information
  PF8   Print the document

  PF10  View more choices




  PF9 Help    PF12 Return
```

4. Press **PF10** on screen D24.

PROFS shows you screen D27, "Process the Mail Log Information."

```
                    PROCESS THE MAIL LOG INFORMATION                       D27

    From:    Smith, G.                       Document No.:  87002TST0002
    Subject: Monthly report                  Type:  Draft
    ---------------------------------------------------------------------------

    If you want to work with a version other than the most current (version 1),
    type the number you want to work with here: 1

    Press one of the following PF keys, or press PF11 to view the previous
    choices.

    PF1  View the document
    PF2  Copy the document into your personal storage
    PF3  Work with the document
    PF4  Create another document by converting the DCF control words
         to RFT controls


    PF11  View previous choices



    PF9 Help    PF12 Return
```

5. Press **PF4** on screen D27.

    PROFS shows you the following message:

    EPRXFM007I The DCF control words in your document
    have been converted to RFT controls.

6. Clear your screen of the message.

    PROFS shows you screen F65, "Prepare a Converted
    Document." Continue with "Working with a converted RFT
    document" on page Q-14.

Processing a Draft document found

To process a Draft document that was searched for and found, follow these steps:

1. Press **PF3** on screen A00, "PROFS Main Menu."

    PROFS shows you screen D01, "Find Documents."

```
                          FIND DOCUMENTS                        D01

To search another mail log, type:          (user name or distribution list)
Type the information below.  To change the search, press the PF key(s).
  Time period:   _                  /
               --------------------    --------------------
  From:                            /                    /
AND            ------------------    -------------------    -------------------
  Key word:                        /                    /
AND            --------------------    --------------------    --------------------
  To:                            /                    /
AND            ------------------    -------------------    -------------------
  Identifier:     /    /
AND              ---   ---   ---
  Type:          /   /
AND             -   -   -
  Action:               /              /
               ----------  ----------  ----------
PF1  Find documents due:
                         --------------------
PF2  Find the documents that have all the key words
PF3  Replace AND with OR in the search above
Now, press ENTER to start the search.
PF9 Help    PF12 Return
```

2. Type the information you want PROFS to use for the search. See "Chapter 5: Finding Documents" for information on how to fill in this screen.

3. Press ENTER.

PROFS shows you screen D03, "Process the Documents Found."

```
                        PROCESS THE DOCUMENTS FOUND                    D03

PROFS found:      3 document(s).

Now, press one of the following PF keys.

PF1  View the list of documents found with the mail log comments
PF2  View the list of documents found without the mail log comments
PF3  Save the list of documents found in a file
PF4  Change the previous information
PF5  Repeat the previous request without using any key words
PF6  Repeat the previous request with the time period expanded
PF7  Find documents using new information
PF8  Print the mail log information for the list of documents found




PF9 Help    PF12 Return
```

4. Press **PF1** to view the list of documents found.

PROFS shows you screen D04, "List of the Documents Found."

```
                    LIST OF THE DOCUMENTS FOUND                    D04

Press the PF key for the document you want. Or, if you want to view all of
these documents, type ALL here and press ENTER===> _
     ----FROM----      -----TO-----       ACTION   IDENT TYPE   DOCUMENT NO.
PF1  Riley, L. M.     Johnson, G. J.                      RFT-F   87002TST0012
     Subject:  Report information in last memo

     Comments:  Need to check dates
PF2  Smith, G.        Johnson, G. J.                      RFT-D   87002TST0008
     Subject:  Monthly report

     Comments:  Figures are far below last months
PF3  Johnson, G. J.   Roe, J. J.                          Graphic 87002TST0007
     Subject:  January report of sales

     Comments:
PF4  Doe, L. M.       Johnson, G. J.                      Paper   87002HDC0003
     Subject:  Monthly sales and credits

     Comments:  Good job of reporting the figures

                                                     Screen 1 of   1
PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

5. Press the PF key on screen D04 corresponding to the Draft document you want to process.

PROFS shows you screen D11, "Process the Document Found."

```
                    PROCESS THE DOCUMENT FOUND                      D11

     From:    Smith, G.                  Document No.:  87002TST0002
     Subject: Monthly report             Type:  Draft
     ------------------------------------------------------------------------

     Press one of the following PF keys, or press PF10 to view more choices.

     PF1  View the document
     PF2  Erase from the list of documents found
     PF3  Keep in the list of documents found
     PF4  Erase from the list of documents found and the mail log
     PF5  Forward the document
     PF6  View the distribution list
     PF7  View or change the mail log information
     PF8  Print the document


     PF10  View more choices



     PF9 Help    PF12 Return
```

6. Press **PF10** on screen D11.

PROFS shows you screen D09, "Process the Document Found."

```
                         PROCESS THE DOCUMENT FOUND                        D09

      From:    Smith, G.                        Document No.:  87002TST0002
      Subject: Monthly report                   Type:  Draft
      -----------------------------------------------------------------------

      If you want to work with a version other than the most current (version 1),
      type the number you want to work with here: 1

      Press one of the following PF keys, or press PF11 to view the previous
      choices.

      PF1  View the document
      PF2  Copy the document into your personal storage
      PF3  Work with the document
      PF4  Create another document by converting the DCF control words
           to RFT controls


      PF11  View previous choices



      PF9 Help    PF12 Return
```

7. Press **PF4** on screen D09.

    PROFS shows you the following message:

    EPRXFM007I The DCF control words in your document
    have been converted to RFT controls.

8. Clear your screen of the message.

    PROFS shows you screen F65, "Prepare a Converted
    Document." Continue with "Working with a converted RFT
    document" on page Q-14.

Working with a converted RFT document

Once the document has been converted to RFT format, PROFS shows you screen F65, "Prepare a Converted Document."

```
                    PREPARE A CONVERTED DOCUMENT                       F65

   Press one of the following PF keys.

   PF1  Prepare a document using the standard document style.
   PF2  Prepare a document using another document style.  To view the
        list of available document styles, press the PF2 key.  Or type
        the name of the style you want below and press the PF2 key.

            --
            --------
   PF3  Prepare a document without using a document style.












   PF9 Help    PF12 Return
```
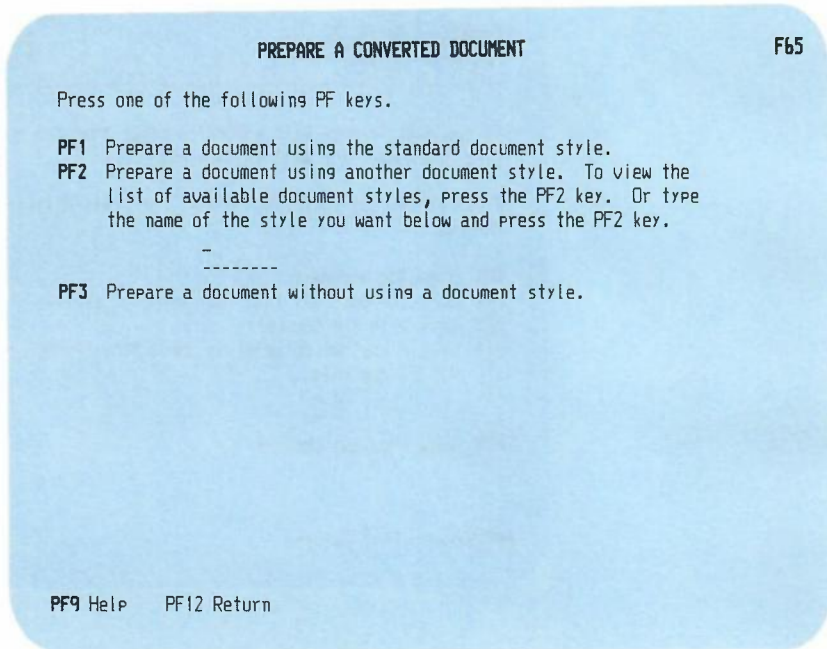
You can:

- Place the converted document into a standard format.

- Place the converted document into another format.

- Work with the converted document as it is.

Working with a converted document using a document style

If you choose to prepare a document using a document style, follow these steps:

1. Choose a document style by pressing **PF1** for a standard format or by typing a valid RFT format filename in the blank at the end of **PF2** and pressing **PF2**.

   If you press **PF2** without entering a format filename and there is an RFTDCA MANLIST file in your disk search space, PROFS shows you screen F69, "List of Available RFT Document Styles."

```
          LIST OF AVAILABLE RFT DOCUMENT STYLES                    F69

    Press the PF key for the document style you want.

    PF1  STANDARD This is an RFT interoffice memo.

    PF2  DISTLIST This is an RFT memo beginning with "To: Distribution".

    PF3  BUSINESS This is an RFT formal letter to send outside your company.

    PF4  BLANK    This is an empty RFT format file.




                                                        Screen   1 of   1
     PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
    ===)_
```
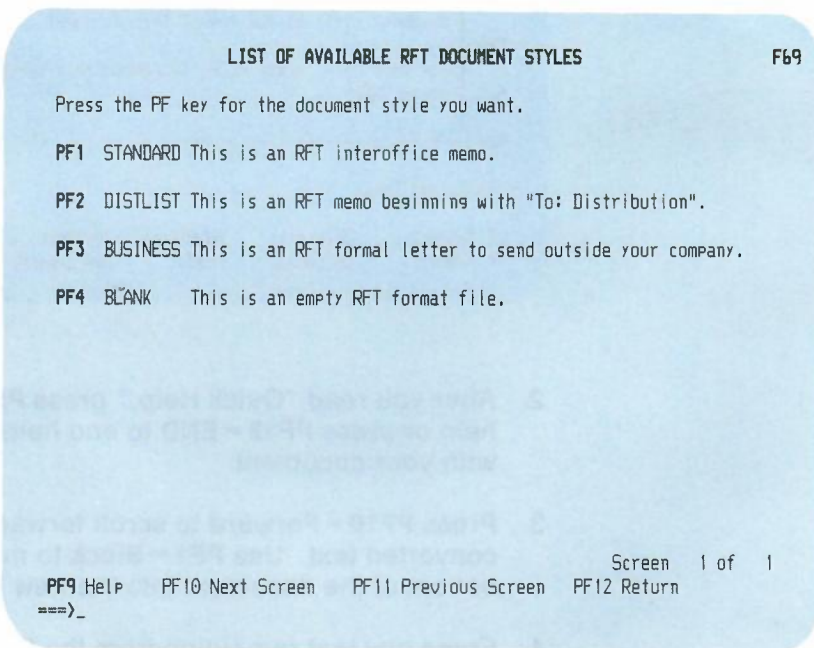
   Press the PF key to choose the document style you want.

After you have chosen your document style, PROFS shows you the DisplayWrite/370 "Edit" screen with the document style you specified and the converted text.

```
1      RFTD    A                         PROMPT                Page 1
                                                               Line 0
===>
<---+---1---+---2---+---3---+-V--4---+---5---+---6---+---7_)--+----
----------------------------------------------------------------Page 1----
December 9, 1986                         DRAFT 1
Marilyn Shane , (202) 974-3985
Marketing Manager
TechnoComp Unlimited
Ma .--------------------------------------------------------------.
We |  _              Quick Help:  Converting a Document            |
Wa |                                                               |
   |  Move the converted text from the bottom of this document into the
   |  document style at the top of this document.                  |
Mem|                                                               |
   |  For more help, press HELP. To remove this quick help window, |
Sub|  press END.                                                   |
   |                                                               |
Ref  --------------------------------------------------------------

   Type text here.

PF 1=Block      2=Insert      3=Cmdline     4=Instr.     5=Tspell    6=Aid
PF 7=Next       8=Command     9=HELP        10=Forward   11=Backward 12=END
```

2. After you read "Quick Help," press **PF9 = HELP** to see more help or press **PF12 = END** to end help and continue working with your document.

3. Press **PF10 = Forward** to scroll forward. You will see your converted text. Use **PF1 = Block** to move your text from the bottom of the document into the new RFT document style.

4. Erase any text remaining from the DCF document style only (for example, duplicate date, internal address, and so forth).

5. Edit the document, if you wish.

6. After you have finished preparing your document, press **PF12 = END** to end work with the DisplayWrite/370 "Edit" screen. PROFS shows you screen F63, "Process the Document."

```
                          PROCESS THE DOCUMENT                          F63

Document No.:  1
Type:  RFT-D
------------------------------------------------------------------------

Press one of the following PF keys.

PF1  View the document
PF2  Change the document
PF3  Assign a new document number
PF4  View or change index information
PF5  File the document as a Final document (and mail if desired)
PF6  File the document in your personal storage for further changes
PF7  File the document as a Draft document (and mail to reviewers if desired)
PF8  Print the document

PF10  Process the document using a Displaywriter

To erase the document from your personal storage, type DELETE below and
press ENTER.

PF9 Help
===) _
```
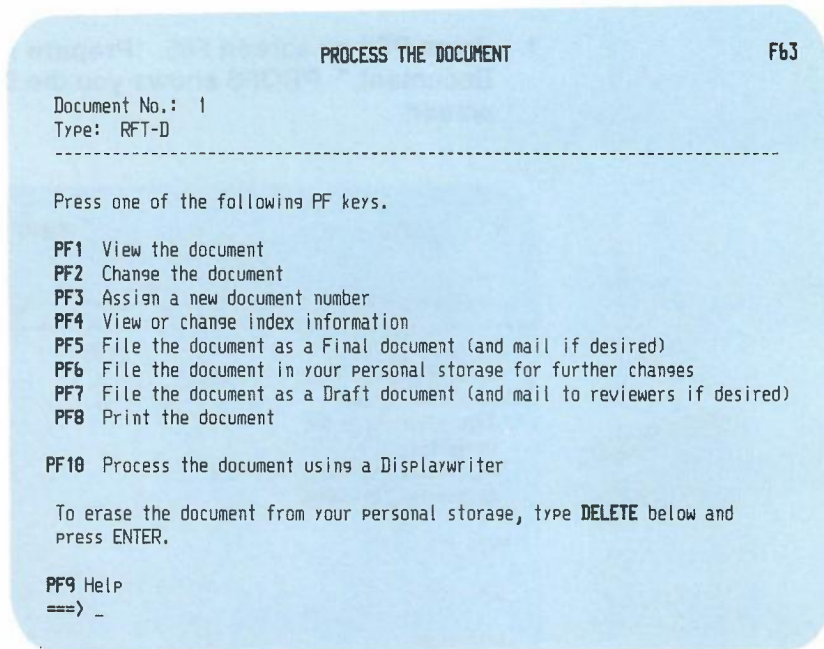
7. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

    PROFS returns you to the screen you began converting the document with.

    • C02, "Process the Incoming Mail"

    • D24, "Process the Mail Log Information"

    • D11, "Process the Document Found."

Working with a converted document without using a document style

If you choose to prepare a document without using a document style, follow these steps:

1. Press **PF3** on screen F65, "Prepare a Converted Document." PROFS shows you the DisplayWrite/370 "Edit" screen.

```
 1      RFTD    A                       PROMPT                  Page 1
                                                                Line 0
===)
(---+---1---+---2---+---3----+_V--4---+---5---+---6---+---7---+----
--------------------------------------------------------------Page 1----
_December 9, 1986                    DRAFT 1
 Marilyn Shane , (202) 974-3985
 Marketing Manager
 TechnoComp Unlimited
 Marketing
 West Building, Room 2-5E
 Washington, DC  20007

Memo to:

Subject:

Reference:


 Type text here.

PF 1=Block    2=Insert    3=Cmdline   4=Instr.   5=Tspell   6=Aid
PF 7=Next     8=Command   9=HELP     10=Forward 11=Backward 12=END
```

2. After you have finished preparing your document, press **PF12 = END** to end work with the DisplayWrite/370 "Edit" screen. PROFS shows you screen F63, "Process the Document."

3. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

PROFS returns you to the screen you began converting the document with,

- C02, "Process the Incoming Mail"

- D24, "Process the Mail Log Information"

- D11, "Process the Document Found."

Converting a document using the XFORM option of the RETRIEVE command

Use the RETRIEVE command to get either the most recent version (version 1) of a document or a previous version (versions 2, 3, or 4) of a draft document in PROFS storage to work with. Use one of the three XFORM options to convert the document being retrieved from one format to another.

Type the **RETRIEVE** command using the following format. See "Notational conventions used for PROFS command formats" on page G-1 for information on the notation conventions used.

RETRieve [document number [**(n)**[**Xform**   [**RFT**]]]]

[**STrip** | **SCript**]

[**New**]

Remarks:

- **RETRieve** typed with nothing else shows you screen X01, "Process a Document."

- document number—is the number of the document you are retrieving. You may type a 7-, 8-, or 12-character document number.

- **(n)** —is a number from 1 to 4. Type the version number that you want—1, 2, 3, or 4. If you type a number, you must also type the parentheses. PROFS keeps up to four versions of draft documents, if it has been told to do so, and one version of final documents. If you get a notice to review a document, and PROFS has been told to save four versions, you can get any one of the four to review. The default is version 1, the most recent version.

- **Xform**—converts the document being retrieved to one of the following formats:

  - **RFT**—retrieves a DCF document and converts it to RFT format. HDDI is required for this function. PROFS shows you screen F65, "Prepare a Converted Document." Continue with "Working with a converted RFT document" on page Q-14.

  - **STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.

  - **SCript**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function. If you do not specify RFT, STRIP, or SCRIPT, the default is SCRIPT for an RFT document and RFT for a DCF document.

- **New**—creates a new document using the retrieved RFT document as the base. A copy of the document is renamed and placed in your personal storage. DisplayWrite/370 is required for this function.

Converting an RFT document to a DCF document using the XFORM command

Note: DisplayWrite/370 is required for this function.

Use the XFORM command to convert an RFT document from your search space or from PROFS storage to DCF and to store the converted file in your personal storage. DisplayWrite/370 either strips out the RFT controls or converts them into DCF control words, depending on the options you select. When the conversion is completed, the converted file is placed in your personal storage with a filetype of SCRIPT.

You can store the converted document back into PROFS storage by using the DBPUT command.

Type the **XFORM** command using the following format. See "Notational conventions used for PROFS command formats" on page G-1 for information on the notation conventions used.

XFORM [filename [filetype [filemode]]] [**(STrip** | **(SCRipt**]]

      [document number [**(STrip** | **(SCRipt**]]

      [**?**]

Remarks:

- filename—is the name of the file you are converting.

- filetype—is the type of the file you are converting. The default is RFTD.

- filemode—is the mode of the file you are converting. The default is A.

- document number—is the number of the document you are converting. You may type a 7-, 8-, or 12-character document number.

- **(STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before STRIP.

- **(SCRipt**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before SCRIPT.

  If you do not specify STRIP or SCRIPT, the default is SCRIPT.

- **?**—shows you HELP text for this command.

Use the DBPUT command to store a document from your personal storage into PROFS storage.

Type the DBPUT command using the following format:

> **DBPUT** [filename [filetype [filemode]]]
>
> [**?**]

Remarks:

- filename—is the name of the file you want to store.

- filetype—is the type of the file you want to store. The default is SCRIPT.

- filemode—is the mode of the file you want to store. The default is A.

- **?**—shows you HELP text for this command.

Glossary

A-disk. Your personal storage.

author profile. See *profile*.

base style. The style you choose to copy and modify when you are creating a new document style.

beginning tag. Any of six index tags that mark the beginning of index information in an RFT document.

CMS. Conversational Monitor System.

column. The division of a line into segments. See *scale line*.

command. A word, phrase, or abbreviation that you type on a screen to tell PROFS to do something. Some commands tell PROFS to show you another screen, or do something with a file. You type these commands on a command line. Some commands give PROFS instructions about how to format a note or document. You type these commands in the text of the note or document.

command line. The blank line next to the arrow ===> on the screen. The command line appears only on those screens where you can use it.

control. An instruction embedded into the text that tells DisplayWrite/370 how you want your document to look and what special tasks you want DisplayWrite/370 to perform. See *tag*.

Conversational Monitor System (CMS). The component of VM/SP that lets you interactively run application programs from a terminal.

cursor. The cursor looks like an underscore character (__) or a box (□), and moves along on the screen as you type. It shows you where the next character that you type will appear. You can move the cursor to another position by using certain keys on your keyboard.

cursor under cron. The capability to place the cursor under the document number and view a document that is referenced in a note or another document. (See also, DOCVIEW.)

DCF. Document Composition Facility.

dictionary. A list of words used for reference when proofreading documents for spelling errors, synonyms, hyphenation instructions, and for a grade level check. Also referred to as PROFS dictionary and DisplayWrite/370 dictionary.

DisplayWrite/370. The DisplayWrite Editor of the IBM System/370 which allows you to create RFT documents and format them as you create.

distribution list. A list of nicknames, user names, or system name (user name) combinations. You use a distribution list to send notes, messages, or documents to, or schedule meetings with, the same groups of people. Using a distribution list allows you to do this without typing names again and again.

document. A formal communication, such as a memo, meeting notice, or letter. You keep documents in PROFS storage or your personal storage. You keep information about your documents in your mail log. There are several types of documents: (DCF) Drafts and RFT-Ds (draft documents are documents you can change); (DCF) Finals and RFT-Fs (final documents are documents you can't change). Paper documents are hardcopy documents that were not created with PROFS. Other documents include softcopy (electronic), or Graphic documents that were not created with PROFS.

Document Composition Facility (DCF). An IBM program product that formats documents with its SCRIPT/VS formatter component.

document number. The number PROFS assigns to each document. The full number has 12 characters, for example:

```
                              PROFS system abbreviation
      Year                   /
          \                 /
           \               /
            87  002  TST  0016
           /                   \
          /                     \
 Day of the year                These last four are assigned
                                sequentially each day
```
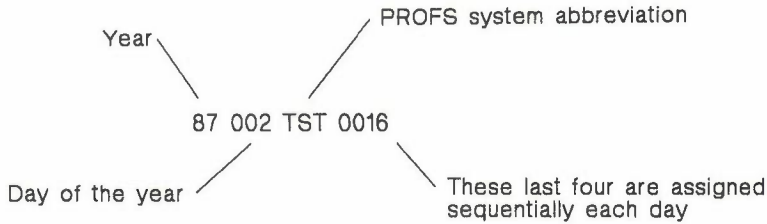
The document number 87002TST0016 is the sixteenth document put in PROFS storage of system TST on January 2 (the 2nd day) of 1987.

The 8-character version leaves out the first character and the system letters, in our example: 70020016. The 7-character form includes only the code for day and the last four digits, in our example: 0020016.

document style. A file in which certain elements are preset (for example, margin, tabs, controls). The file is used as the basis for creating a new document or a new document style. A document style is also called a document format file.

DOCVIEW. A command which allows you to view a document referenced in another document.

Draft. A DCF document that can be changed.

echo area. The area on the main menu screen (A00) below the calendar and list of tasks where messages and reminders are displayed.

editing session. An activity using an editor that begins when you call up a document and ends when you enter QUIT, QQUIT, CANCEL, END, or FILE.

end tag. A tag that marks the end of index information in an RFT document.

field. An area of data or an area (of a file) reserved for data of a certain type; its length is usually specified in numbers of characters. For example, you would need a 12-character field to type the 12 characters of a document number.

file. A collection of data, such as a list, document, index, note, set of procedures, and so forth. Every file has a three part label: filename filetype filemode (sometimes abbreviated as fn ft fm). The filename and filetype can each be up to eight characters long (usually just letters and numbers). The filemode (which is often omitted) is usually a single letter, or a letter and a number. For example:

```
10          SCRIPT      B

MANAGERS    OFSMLIST    A

OFS         OFSMCNTL

GEORGE      MEMO        A1
```

file. Putting the document into PROFS storage.

Final. A DCF document that cannot be changed.

floating command line. A command line that you call up by pressing a PF key whenever you want to type a command without moving the cursor from the text.

formatted. In PROFS a formatted document is one that has been laid out by one of two programs: either the Document Composition Facility (DCF) Text Processing program or the Revisable-Form Text (RFT) Document program. It means the text has been arranged with preset margins and page lengths. Any DCF or RFT commands that were included in the text are translated and used in the formatted document.

formatting control. An instruction embedded into the text that tells DisplayWrite/370 (and a printer) how to present the text of an RFT document.

Graphic. A document created with the Graphical Data Display Manager.

hardcopy document. See *Paper*.

HDDI. Host-Displaywriter Document Interchange.

Host-Displaywriter Document Interchange (HDDI). The component of VM/SP that works with PROFS to transfer documents between PROFS disks and Displaywriter diskettes. HDDI allows a user to convert DCF to Displaywriter revisable form using a subset of formatting controls.

incoming mail. The file in which PROFS keeps information about the documents and notes that are sent to you until you put the information in your mail log or note log.

index control. See *control*.

index information. Information in RFT and DCF documents that PROFS uses to find documents in PROFS storage.

index tag. A PROFS command that marks index information in the text of an RFT document. Each tag has a control associated with it. The controls are inserted into the text of your document.

intelligent workstation. A workstation that contains some storage that allows it to either process some data before sending it to the computer or perform some standalone processing (A PC or Displaywriter, for example).

key word. Any word you remember from the Subject or Comments lines in your mail log which you can use to pinpoint a document search. This word is typed at the key word location on screen D01, "Find Documents."

location. The name of a computer system. You use a location when you are sending material to someone who uses a different computer system. (Also known as system name.)

Mail Waiting. Reminds you that a note, memo, letter, or other document has been sent to you. It appears on the right-hand side of the PROFS main menu.

mail log. Your personal file of information about documents that are in PROFS storage. You can add information to your mail log about the documents that you receive or about non-PROFS documents.

menu. A panel that offers you choices with PF keys.

message. A short, quick and informal way to communicate with other people. You cannot keep copies of messages. The person to whom you are sending a message receives the message only if he or she is logged on to the computer system when you send it.

Messages Waiting. There are other messages you need to view. You can press CLEAR to erase what is there and to see the messages that are not shown on the main menu screen (A00).

nickname. A name that you can sometimes use in place of a user name and a system name (location). Nicknames are usually easier to remember than user names. You can use nicknames only if you or your administrator has set up a nickname file. (See "Appendix B: Working with nickname files.")

nodeid. The system name. (Also known as location.)

nonrestricted. Allows anyone to work with your document(s) or schedule(s).

note. An informal way to communicate with other people. When you send a note, PROFS puts it in the other person's incoming mail. You can keep copies of the notes that you send and receive in note logs.

note log. A file in which you keep notes. You can keep notes in the note log that comes with PROFS or set up as many other note logs as you need.

Other. An electronic (softcopy) file or document that was not created using PROFS.

outgoing mail. Draft or final documents (not notes) that you have sent to others.

owner. The owner of a document is any person who revises a draft document.

Paper.   A document that is on paper, rather than in electronic form. Also known as hardcopy.

password.   A combination of letters, or letters and numbers, that you use when you log on to the computer system. Your password is a security measure that helps to prevent unauthorized people from working with your files.

personal storage.   The space in PROFS where documents are put while you are changing them after you filed them in PROFS storage, or where you keep documents if you are not ready to put them in PROFS storage.

PF key.   A numbered key that you press to tell PROFS to do something. PF stands for "programmable function." A PF key enables you to give PROFS complex instructions with one keystroke. The instructions you are giving PROFS when you press a particular PF key vary from screen to screen.

profile.   A file or set of information that is called up or used at a particular time. When you type an author profile name on screen F51, for example, information about the author will automatically be inserted into the proper place of a document. To take another example, all of the settings for various proofreading functions (such as AUTOSAVE ON, or whichever dictionaries are used), are specified in a system profile. You can override the system profile and choose other settings or dictionaries, if you create and use your own user profile.

PROFS storage.   Where most documents in PROFS are filed. PROFS storage is like a central file cabinet. When you want to work with a document, you can get it from PROFS storage by using the information about the document that is in your incoming mail or mail log.

prompt.   A word or message that asks you to respond in some way, usually by typing some information in the following field.

proofread. The capability in PROFS to check the spelling, spelling in context, phrasing, and the grade level of the text in your DCF document or note. In DisplayWrite/370, proofreading is the capability to check the spelling in the text of your document by using **PF5 = Tspell** and **PF6 = Aid** on the DisplayWrite/370 "Edit" screen, F62.

real name. A person's given name, such as John M. Doe.

restricted. A document is restricted when only certain people are allowed to work with it. The author of the document may specify who these people are when he or she first puts the document in PROFS storage or sends the document to someone. Only the author of a restricted document can forward it to others and only the people on the document's distribution list can view it.

RFT. Revisable-Form Text. A document form that allows the users of IBM office systems to communicate in a universally understood manner.

RFT-D. An RFT document that can be changed in PROFS.

RFT-F. An RFT document that can't be changed in PROFS.

scale line. A line that is displayed at the top or bottom of a CMS file that divides the line into columns. In the following example, "This" begins in column 1 and ends in column 4. The entire sentence begins in column 1 and ends in column 19.

```
|...+....1....+....2....+....3....+....4....+....5....
This is an example.
```

screen id. Screen identifier. The number in the upper right corner of a PROFS screen that is used to identify the screen.

SCRIPT/VS. The formatter component of the Document Composition Facility. SCRIPT/VS provides capabilities for text formatting and processing.

softcopy. An electronic document that is stored in your computer, but was not created with PROFS. It includes Graphic but not Paper documents.

split screen. Two panels that appear together on your screen, one above the other, in a condensed format.

store. To file a document or to put it into PROFS storage.

style. See *document style*.

system name. The name of your computer system. You often use a system name/user name combination when you are sending material to someone who uses a different computer system. Also called a location or nodeid.

tag. A representation of the control that is placed in a document to control indexing, format, substitution, and the like. You see tags on the selection menus (Index and Insertvar) and in the PROFS and DisplayWrite/370 manuals.

userid. Your user name.

user name. A name that your PROFS administrator assigns to you so that your computer system recognizes and identifies you uniquely. You use your user name to log on to PROFS and to identify the documents, notes, and messages that you send and receive. You use other people's user names to send documents, notes, and messages to them.

user profile. See *profile*.

variable tag. A set of special PROFS commands that substitute information in your RFT document in place of the variable controls.

version. A number (from 1-4). PROFS can keep up to four copies of an RFT-D or Draft document at different stages of revision. Of the four copies, version 1 is the most recent version. There is only one copy of an RFT-F document (with format controls). For a Final document, version 1 is the most recent, formatted version, and version 2 is the same version but includes format controls.

VM/SP. Virtual Machine/System Product.

Virtual Machine/System Product (VM/SP). An IBM interactive, multiple-access operating system consisting of a control program and the conversational monitor system. It can be used with separate licensed programs to provide additional services.

window. A box containing information or a menu that appears on your screen over the document you are working with.

Index

D

E

G

H

T

U

V

<div style="border:1px solid; display:inline-block; padding:4px;">

W

</div>

X

Y

Z