

ALL-IN-1

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Getting Started

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DEC	MicroVAX	VAX
DECmate	MicroVMS	VAXcluster
DECnet	PDP	VAXmate
DECpage	P/OS	VAXstation
DECspell	Professional	VMS
DECUS	Rainbow	VT
DECwriter	RSTS	Work Processor
DIBOL	RSX	WPS-PLUS
	MASSBUS	RT

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Preface

Product: ALL-IN-1 Version 2.3

ALL-IN-1 is a combination of several DIGITAL systems. These systems are easily accessible through one central list of options.

DIGITAL provides a set of instruction books for ALL-IN-1 users, designed for everyone from the first-time user to the application programmer. *ALL-IN-1 Getting Started* is especially written for those with little or no previous computer experience.

One of the outstanding features of ALL-IN-1 is that it is customizable, that is, your organization can change ALL-IN-1 to meet its specific requirements. This book documents the *default*, or standard, ALL-IN-1. If your organization is using a customized version of ALL-IN-1, customized documentation may be available and more useful to you.

Before You Begin

Before you begin the exercises in this book, you must log in to the VAX/VMS system and you must have an ALL-IN-1 account. See the chapter called Getting Started with ALL-IN-1 for information on how to log in, or see your ALL-IN-1 administrator.

This book contains informational sections and short exercises designed to provide the ALL-IN-1 basics. When you work through an exercise, follow each instruction carefully. Many steps depend on the preceding steps. Some exercises build on previous exercises as well, particularly within chapters.

To become familiar with ALL-IN-1 terms, read the following list of conventions and the introductory chapter of this book.

This book uses the following conventions:

Red Print	Shows you text you type.
Dot Matrix	Indicates prompts and messages displayed by ALL-IN-1.
GOLD x	Means press the GOLD key, labeled PF1 on some keyboards, then press the function key. For example, GOLD TOP. See your <i>Keyboard Reference Cards</i> or <i>Keyboard Diagram Cards</i> to find out which key performs each function on your keyboard.
CTRL/x	Means you hold down the CTRL key while you press the designated letter. For example, press CTRL/REFRESH. See your <i>Keyboard Reference Cards</i> or <i>Diagrams</i> to find out which key performs each function on your keyboard.
Press	Indicates that you invoke an editing key command (for example, press RETURN, or press HELP).
Type	Indicates characters you put in to a document, or mail message from the keyboard.
Enter	Indicates information you put in to a menu or form field.
UPPERCASE	Indicates keyboard keys and GOLD functions.
<RETURN>	Indicates that you press a single key. For example, <RETURN> or <TAB> means that you press the RETURN key once, or the TAB key once.
ALL-IN-1	Means ALL-IN-1™ office automation system.
WPS-PLUS	Means WPS-PLUS™ software.

What's Ahead

All of the chapters in *ALL-IN-1 Getting Started* provide step-by-step instructions and exercises to help you learn how to use the basic features of ALL-IN-1.

- Chapter 1 tells you about your workstation
- Chapter 2 presents an overview of ALL-IN-1 and instructions on how to get into and out of ALL-IN-1
- Chapter 3 teaches the basics of the Word and Document Processing subsystem
- Chapter 4 tells you how to use the Electronic Messaging subsystem
- Chapter 5 describes the File Cabinet Management subsystem
- Chapter 6 provides instructions for the Calculations and Directories options of the Desk Management subsystem
- Chapter 7 tells you how to use the Time Management subsystem
- Chapter 8 describes the ALL-IN-1 Printing options
- Chapter 9 provides instructions for hard copy mode users
- Chapter 10 provides exercises for practising interactive use of the ALL-IN-1 subsystems

Locating Function Keys

As an ALL-IN-1 user, you should have your own copies of the:

- *ALL-IN-1 Keyboard Reference Cards*, which contain tables showing the key to use for each function.
- *ALL-IN-1 Keyboard Diagram Cards*, which contain illustrations of the keyboard showing the key to use for each function.

Note that the cards must match the language variant of your keyboard.

For More Information

To make the most of ALL-IN-1, you need the following books:

- *ALL-IN-1 Quick Lookup*, which provides step-by-step instructions for tasks that you can do with ALL-IN-1.
- *ALL-IN-1 User's Reference*, which explains in detail how to use every feature of ALL-IN-1. This book is for users who understand the basics of using ALL-IN-1.
- *WPS-PLUS Quick Lookup*, which is for users who want to quickly review the steps used to edit documents using WPS-PLUS.
- *WPS-PLUS Editor Functions*, which explains how to use every function in WPS-PLUS. This book is for users who understand the basics of using WPS-PLUS.
- *WPS-PLUS List and Sort Processing*, which shows how to create and combine lists of information with forms to produce customized documents. This book is for users who understand the basics of using WPS-PLUS.

The ALL-IN-1 Workstation

You communicate with ALL-IN-1 through your workstation, which is connected to your organization's VAX computer system.

Your workstation consists of:

- A video *terminal*
- A *keyboard*, composed of a *main keyboard* and a *keypad*

You enter your instructions or data on a keyboard similar to a typewriter, and you see the results on a terminal *screen*. ALL-IN-1 stores your work in the VAX computer system so you can use it again.

The Terminal

Information you enter at the keyboard appears on the terminal screen as you type it. Information you remove (*delete*) disappears from the screen.

The *cursor* is a blinking rectangular block or line. The cursor indicates where the next character you type will appear.

The Keyboard

Your keyboard consists of the main keyboard, and a keypad. The keyboard may also have an arrow keypad and a *keystrip*. All the keyboards also have indicator lights.

The *main keyboard* is like the keyboard on a typewriter. Use the main keyboard to type information into *documents* and to communicate with ALL-IN-1.

Many keys and key combinations perform special functions in ALL-IN-1, which are not necessarily labeled on your keyboard. To find out which key performs each function on your keyboard, refer to your Keyboard Reference Cards and Keyboard Diagram Cards.

Only the LK201 keyboards provide keys for every function. If you do not have one of these keyboards, you can use a combination of other functions and/or *options* in place of the single *function key*. If you do not know which keyboard you have, look on its underside.

The Keypad

The keypad is the smaller set of keys to the far right of the main keyboard. You can save many keystrokes just by pressing a single key on the keypad. The keypad keys perform different functions according to what you are doing in ALL-IN-1. Refer to the *ALL-IN-1 User's Reference* for a description of each of the keypad key functions.

The Keyboard Indicator Lights

The keyboard indicator lights give you information about the status of your workstation. They are located across the top of your keyboard.

The VT100 and VT100W keyboard indicator lights are:

- ON LINE – This light indicates that your workstation is connected to the computer system. The ON LINE indicator should be lit at all times.

If your ON LINE indicator is off:

- 1 Press the *SET-UP* key

- 2 Press the LINE/LOCAL key
- 3 Press the SET-UP key again

This procedure switches the terminal to ON LINE.

- LOCAL – If this light is on, your terminal is not connected to the VAX computer system and is operating as a stand-alone unit. To connect your terminal to the VAX computer system, follow the instructions in the ON LINE section above, or see your ALL-IN-1 administrator.
- KBD LOCKED – This light indicates that your keyboard is locked. To unlock your keyboard, press the SET-UP key twice.

The LK201 keyboard lights are:

- HOLD SCREEN – This light indicates that you have pressed the HOLD SCREEN key, which freezes the display on your terminal screen.
- LOCK – When the LOCK indicator light is on, you have pressed the LOCK key and are generating only uppercase letters. You must press the LOCK key again to resume typing lowercase letters.
- COMPOSE – This light indicates that you have pressed the COMPOSE CHARACTER key to create a composite character.
- WAIT – If this light is on, your keyboard is locked and cannot transmit information. To unlock your keyboard, perform the following steps:
 - 1 Press SET-UP
 - 2 Use the arrow keys to select the CLEAR COMM feature
 - 3 Press ENTER
 - 4 Use the arrow keys to select the EXIT feature
 - 5 Press ENTER

The Printer

If you want a paper copy (*hard copy*) of your work, you can send your document to a printer connected to your ALL-IN-1 computer system. Your printer may be attached directly to your terminal, or you may share a system printer with other ALL-IN-1 users.

Your ALL-IN-1 administrator specifies your default printer, that is, the printer to which ALL-IN-1 automatically sends your print job, but you can also choose other printers.

The chapter on printing in this book tells you more about printers and how to use them.

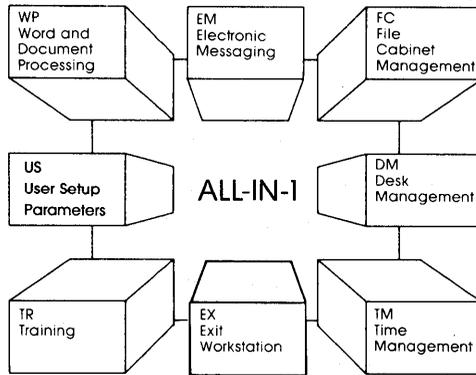
2

Getting Started with ALL-IN-1

ALL-IN-1 Getting Started takes you through the basic features of ALL-IN-1, and tells you how to use the *Main menu* and the subsystems and options shown in Figure 2-1.

This chapter introduces you to:

- Logging in to ALL-IN-1
- ALL-IN-1 menus and other forms
- The ALL-IN-1 File Cabinet
- Help messages
- On-line training
- Error messages
- Logging out of ALL-IN-1



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Figure 2-1 ALL-IN-1 Basic Features

What is ALL-IN-1?

ALL-IN-1 links several DIGITAL office applications together under one central list of *options* called a *menu*. You can access all of the ALL-IN-1 applications from this main list of choices, called the ALL-IN-1 Main menu.

Most of the options listed on the ALL-IN-1 Main menu are designed to help you with your office tasks, such as Word and Document Processing and Desk Management. These options are called *subsystems*.

Each subsystem has its own menu, from which you can choose more specific applications, and some of those specific applications have lists of options of their own.

You can go from one subsystem or option to another with just a few keystrokes. ALL-IN-1 prompts you step-by-step and displays instructions as you move through the Main menu and into the subsystem menus.

As well as this book and the *ALL-IN-1 User's Reference*, the on-line Help messages and the *Training* option (TR) give you a step-by-step guide on how to use ALL-IN-1. You will learn more about Help and the TR option in this chapter.

Getting in to the ALL-IN-1 System

Before you can use ALL-IN-1:

- **You must have a VAX/VMS account.**

Your *account* identifies you as a valid user when you log in, and gives you access to the computer *system*.

- **You must be logged in to VAX/VMS.**

When you *log in* to a computer system, you access your account and signal that you are ready to begin using the computer system. The computer responds with a *prompt*, a character such as a dollar sign (\$), to indicate that you may begin. If you are not currently logged in to VMS, do so now. If you do not know how to log in to VMS, ask your ALL-IN-1 *administrator* for instructions.

Once you have logged in to VMS, VAX/VMS displays the \$ prompt at the far left of your screen. The next step is to log in to ALL-IN-1.

Before you can log in to ALL-IN-1:

- **You must have an ALL-IN-1 account.**

Your ALL-IN-1 administrator assigns you a *username* and a temporary *password*. Your username is usually your surname (last name). Your ALL-IN-1 administrator can tell you how to change your password to make it confidential.

- **Your personal details must be in the ALL-IN-1 directory.**

Your ALL-IN-1 administrator enters your personal details into the ALL-IN-1 directory. These details identify you as a valid ALL-IN-1 user. You will learn how to check your details later in this book. If you do not successfully log in to ALL-IN-1 after completing the steps below, see your ALL-IN-1 administrator.

NOTE: *Your ALL-IN-1 administrator may have set up your account so that you automatically log in to ALL-IN-1 when you log in to VAX/VMS. If the ALL-IN-1 Main menu (see Figure 2-2) appears on your screen after you log in to VAX/VMS, you do not need to do the exercise below. Go directly to the section entitled The Main menu in this chapter.*

Once you have an ALL-IN-1 account, log in to ALL-IN-1:

- 1 Enter ALLIN1 at the \$ prompt and press RETURN:

ALLIN1 <RETURN>

- If the Main menu (Figure 2-2) appears, go ahead to the section entitled The Main menu in this chapter. Your computer system has automatically logged you in to ALL-IN-1.
- If ALL-IN-1 displays this prompt:

FORM> Main menu

your terminal operates in hard copy mode only. See the Hard Copy Mode chapter in this book or the *ALL-IN-1 User's Reference* for more information.

- If ALL-IN-1 asks for your username, continue this exercise with step 2 below.
 - If ALL-IN-1 asks for your password, your username is the same on both your VAX/VMS and ALL-IN-1 computer systems. Go directly to step 3 below.
- 2 Enter your ALL-IN-1 username at the username prompt and press RETURN. For example:

JONES <RETURN>

- If ALL-IN-1 prompts you for your password, continue with step 3 below.
 - If ALL-IN-1 displays the Main menu, you either have no password or your password is the same on both computer systems. In that case, skip step 3 and go ahead to the section entitled The Main menu in this chapter.
- 3 Enter your password and press RETURN:

PASSWORD <RETURN>

ALL-IN-1 does not display your password on the screen.

When the ALL-IN-1 Main menu (Figure 2-2) appears on the screen, you have successfully logged in to the ALL-IN-1 computer system.

The Main Menu

ALL-IN-1 communicates with you through *forms* displayed on your terminal screen. The Main menu (Figure 2-2) is the first form you see after you log in.

The Main menu is the center of ALL-IN-1. From the Main menu, you perform the basic functions of the computer system and access the ALL-IN-1 subsystems.

```
Gordon Marsh                                Tue 11-Apr-1989

                                ALL-IN-1
                                d i g i t a l
                                Professional Workstation

WP  Word and document processing
EM  Electronic messaging
DM  Desk management
TM  Time management
IM  Information management
BA  Business applications
COM Communications
M   More menu options

TR  Training
EX  Exit workstation

Enter option and press RETURN,
or press NEXT SCREEN for more options                (more...)
```

Figure 2-2 Main Menu

Additional Options

The central feature of the Main menu is the list of options. More menu options are also available, (Figure 2-3). The exercise below shows you how to access these additional options.

```
Bette Grimes                               Mon 10-Oct-1988

                                     ALL-IN-1
      d i g i t a l
                                     Professional Workstation

US   User setup
PS   Profession specific
DIR  Directories
AD   Application development
FC   File cabinet management

TIME Current time

TR   Training
EX   Exit workstation

Enter option and press RETURN
```

Figure 2-3 Additional Options

Exercise: More Main Menu Options

Complete the following exercise to get a more complete picture of all the choices available from the ALL-IN-1 Main menu.

If you make a mistake, press the DELETE key. ALL-IN-1 will *erase* the last *character* you typed. (You will learn more about correcting errors when you read the chapter on word and document processing.) To display the additional menu options:

- 1 Press NEXT SCREEN:
<NEXT SCREEN>
ALL-IN-1 displays additional menu options.
- 2 Press EXIT to return to the Main menu.

Main Menu Options

The options listed on the Main menu, and the additional menu options include:

- Basic function options, through which you access the training, programming, forms development, and other ALL-IN-1 features
- Subsystem options, through which you access the ALL-IN-1 subsystems

In this book, you will learn how to use the basic ALL-IN-1 functions, and the Main menu options.

WP	Word and Document Processing	To prepare, print, and save documents
EM	Electronic Messaging	To prepare, send, and receive messages
DM	Desk Management	To manage time and resources
TM	Time Management	To maintain schedules and calendars
FC	File Cabinet	To maintain and manipulate files
US	User Setup	To maintain your account details
TR	Training	To access the Computer Based Instruction lessons
EX	Exit	To leave ALL-IN-1

Refer to the *ALL-IN-1 User's Reference* for information about the ALL-IN-1 options not discussed in this book.

Main Menu Fields

The Main menu also displays several blocks of information, called *fields*.

The Main menu fields include:

- A field that contains information about you, the date, and the number of new messages that you have waiting to be read.
- A field that contains information about your group's computer system, the DIGITAL logo, and the ALL-IN-1 title.
- An empty field in which the cursor is blinking, called the Choice field. This field displays the option mnemonic you enter.
- A field where ALL-IN-1 displays instructions or *error messages*. (See the System Messages section later in this chapter.)

The Subsystems

A subsystem performs a specific group of office tasks. As you have seen, the Main menu lists the subsystems available to you in ALL-IN-1, with additional menu options also available.

Each subsystem has its own menu, from which you select the specific task you want to perform. The subsystem menus are very similar to the Main menu. Each subsystem menu has:

- A list of options
- A field containing information about you or your organization
- A Choice field
- An area wherein ALL-IN-1 displays instructions
- A current item block

Moving Between Subsystems

You can move from any subsystem menu directly to any other subsystem menu just by entering the subsystem mnemonic in the Choice field of the current menu.

For example, to access the Electronic Messaging subsystem from the Word and Document Processing subsystem, enter EM (the mnemonic for Electronic Messaging) in the choice field of the Word and Document Processing menu and press RETURN. ALL-IN-1 displays the Electronic Messaging menu.

However, while you are still learning, you may find it helpful to return to the Main menu before going on to another subsystem menu. The following exercise shows two ways to return to the Main menu from any subsystem menu.

Exercise: Returning to the Main Menu

To look at some of the subsystem menus and to practice returning to the Main menu:

- 1 Enter the Word and Document Processing (WP) option from the Main menu, and press RETURN:

WP <RETURN>

ALL-IN-1 displays the Word and Document Processing menu.

- 2 To return to the Main menu, enter MAIN and press RETURN

MAIN <RETURN>

ALL-IN-1 displays the Main menu.

- 3 Enter the Electronic Messaging (EM) option and press RETURN:

EM <RETURN>

ALL-IN-1 displays the Electronic Messaging menu.

- 4 Press EXIT to return to the Main menu:

<EXIT>

ALL-IN-1 displays the Main menu.

When you press EXIT, ALL-IN-1 returns you to the menu you were previously on. If you press EXIT repeatedly you get back to the Main menu.

- 5 Repeat the steps above to look at some of the other subsystem menus.

The Current Item Block

The *current item block* is a very important part of the subsystem menus. To work on a document or other item in ALL-IN-1, you first must display that item's *index information* or other identifying information in the current item block. You do this by *selecting* an item.

In many of the subsystem menus, the current item block is the highlighted area in the upper right corner of the screen, marked with various *field names*, such as:

Folder:

Title:

Number:

ALL-IN-1 automatically displays the *folder*, *document title*, and *document number* of the item you most recently worked on in the current item block. The information in those three fields make up a document's index information.

The current item blocks of other subsystems display other fields that identify the item you are currently working on, and the item may change from subsystem to subsystem.

You will learn more about index information, current item blocks, and how to display identifying information in the current item block in the chapters and exercises ahead.

System-Wide Features

Many ALL-IN-1 features and concepts are consistent throughout ALL-IN-1. For example, the menus all contain the same type of information in the same places. Many of the options that appear on one menu appear on the others as well. Many of the keys you have used work the same way regardless of where you are in ALL-IN-1.

This section takes a closer look at some of the features you have already seen and introduces you to some other ALL-IN-1 features.

- 3 Press **PREV FIELD** to move the cursor to the Folder field:
< PREV FIELD >
- 4 Press **ERASE LINE** if the Folder field contains a name:
< ERASE LINE >
- 5 Enter the folder name:
Exercises
- 6 Press **RETURN** to indicate you have completed the form:
< RETURN >

ALL-IN-1 selects the document and returns you to the Word and Document Processing menu. The current item block displays the *header* information for *Product Announcement*. *Product Announcement* is now your current document.

Searching Your File Cabinet

You do not always have to use the Selecting Current Document form to select a document. ALL-IN-1 lets you see the contents of your File Cabinet and select a document using the following:

- The **arrow keys** let you scan the contents of your File Cabinet and select a document or folder without using the Selecting Current Document form
- The **Index option** lets you create and display lists of documents and messages in your File Cabinet according to the criteria you provide.
- The **Recall Index** option lets you display the index of documents that you last used.
- The **FIND** function key helps you select a document or folder while you are using an entry form by listing your possible choices for a field.
- The **Print Index** option on the File Cabinet menu lets you print the index information of all or some of the items in your File Cabinet.
- The **Locate Document** option on the File Cabinet menu lets you search from folder to folder, from the top of the File Cabinet to the bottom, and provides other choices as well.

The following exercises show you how to use the arrow keys and the Index option.

For information about how to use the Locate Document option, see the *ALL-IN-1 User's Reference*.

The Arrow Keys

Use the arrow keys at the Word and Document Processing menu to scan quickly through the current folder, or to move to another folder. As you press the arrow keys, information about the selected document appears in the current item block. The arrow keys are particularly useful if you are familiar with the organization and contents of your File Cabinet. Table 3-2 describes the function of each of the arrow keys.

Table 3-2 Using Arrow Keys to Search for Documents

Key	Action
UP ARROW	Select the most recent document in the current folder
DOWN ARROW	Select the next document in the current folder
GOLD UP ARROW	Select the most recent document in the first folder in the File Cabinet
GOLD DOWN ARROW	Select the most recent document in the next folder in alphabetical order

The Index Option

You use the Index option on the Word and Document Processing menu to create an index from the documents in your File Cabinet. *ALL-IN-1* uses the information you enter on the Document Index form to search your File Cabinet and select and display indexes of documents by folder, title, keyword(s), or document number.

You determine how broad or narrow the search will be when you complete the form. For instance:

- To see an index of everything in your File Cabinet, you clear all the fields on the Index of Documents form and press RETURN
- To see an index of all the documents in a folder, you complete only the Folder field of the form and press RETURN
- To see an index of all the documents in a folder with the same keyword, complete the Folder field and the Keyword field and press RETURN

ALL-IN-1 numbers your documents chronologically, but stores them with the most recent document first. Thus, documents are stored in reverse chronological order, with the document you most recently created at the top of the folder.

Once you have created a list, you can easily select a different document from it by entering a line number and pressing RETURN. ALL-IN-1 displays prompts and instructions.

The next exercise shows you how to use the Index option to search your File Cabinet for an index of all documents in a folder and for an index of documents according to keywords.

Exercise: Using the Index Option

To see a list of the documents in your *Exercises* folder:

- 1 Enter the Index option, and press RETURN:

I <RETURN>

ALL-IN-1 displays the Index of Documents form.

- 2 Enter the name of the folder of which you want an index, and press RETURN:

Exercises <RETURN>

- 3 Press RETURN to see an index of all documents in your *Exercises* folder:

<RETURN>

ALL-IN-1 displays an index of all documents in that folder, in this case just one document, and prompts you for instructions. Note that you can select a document at this point simply by entering the line number of that document.

- 4 Press EXIT to return to the Word and Document Processing menu
<EXIT>

ALL-IN-1 displays the Word and Document Processing menu again.

To create another index, this time by keywords:

- 1 Enter the Index (I) option, and press RETURN:
I <RETURN>
ALL-IN-1 displays the Index of Documents form.
- 2 Clear the Folder field by pressing ERASE LINE.
<ERASE LINE>
ALL-IN-1 clears the Folder field.
- 3 Press DOWN ARROW four times to move the cursor to the Keywords field:
<DOWN>
- 4 Enter the keyword, Practice, that you used for both documents in the last exercise, and press RETURN:
Practice <RETURN>
ALL-IN-1 displays an index of all documents in your File Cabinet with the keyword *Practice*.

To select *Product Announcement* as the current document:

- 1 Enter its line number and press <RETURN>.
ALL-IN-1 moves the cursor to the document you have selected, in this case, *Product Announcement*.
- 2 To make this document the current document press GOLD FILE.

- 3 ALL-IN-1 returns you to the Word and Document Processing menu. Note that the current item block contains the index information of your *Product Announcement* document.

Editing the Document

The *Product Announcement* document is now your current document. To edit this document, enter the Edit (E) option from the Word and Document Processing menu and press RETURN.

E <RETURN>

Product Announcement appears on your screen, ready for editing:

```
----- TOP -----  
L-----T-----T-----T-----T-----T-----T-----T-----T-----R-
```

PRODUCT ANNOUNCEMENT

Department: Sales
Date: May 1987

Galaxy Games, Inc. today announced a new product that represents a major breakthrough in video game technology. With the new ALL GALAXY VIDEO BLASTER, Galaxy Games has once again revolutionized the video game market. The new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

Galaxy Games also announced a new line of video games designed specifically for the AGVB. Among the developers for the new line are several names familiar to videophiles around the world. Zeke Spitbrook, Charlotte Field, and Red England also created Improbability, the customizable video game that last year skyrocketed Galaxy to the center of the video game universe.

Editing Text — Cursor Control

When you edit text, you can make the cursor move through the text in several ways. Table 3-3 describes the functions of some of the WPS-PLUS editing keys. Refer to *WPS-PLUS Editor Functions* for more information about WPS-PLUS editing keys.

Note that when you enter ALL-IN-1 you are automatically placed in *insert* mode. That is, when you edit a document and type, text is always inserted at the cursor position.

It is possible, however, to go into *overstrike* mode. Overstrike mode means that when you edit a document you type over existing text.

To change mode press INSERT/OVERSTRIKE. ALL-IN-1 displays a message stating that you are now in overstrike mode. To change back to insert mode press INSERT/OVERSTRIKE; ALL-IN-1 displays a message stating that you are now back in insert mode.

Table 3-3 Moving the Cursor with WPS-PLUS

Press	To Move the Cursor
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
UP ARROW	Up one line
DOWN ARROW	Down one line
ADVANCE	Move forward one character and set current direction as Forward
BACK UP	Move back one character and set current direction as Backwards
WORD	Move to the beginning of the next word in the current direction
SENT	Move to the beginning of the next sentence in the current direction
LINE	Move to the beginning of the next line in the current direction
PARA	Move to the beginning of the next paragraph in the current direction
GOLD ADVANCE	Scroll forward through the document
GOLD BACK UP	Scrolls backwards through the document

Exercise: Adding New Text

To insert the word *wonderful* before *new* in the first line:

- 1 Move the cursor to the line that begins with *Galaxy Games, Inc.* by pressing PARA twice.

The BACK UP key is one of the keys on the keypad that moves the cursor the distance specified by the name of the key. Such keys are called *distance keys*. A distance key moves the cursor forward but if you press BACK UP and then a distance key, the cursor moves backward.

The cursor is on the *G* of *Galaxy*.

- 2 Press ADVANCE to point the cursor forward. Press WORD until the cursor is on the *n* of *new*.
- 3 Type wonderful and a space.

The word *new* moves as you type. The line is now too long for the ruler and the word *major* disappears off the end of the line.

- 4 Press PARA.

WPS-PLUS rewraps the lines as the cursor moves to the beginning of the next paragraph. The rewrapping process inserts the word *major* at the start of the next line.

This is how the paragraph looks after rewrapping:

Galaxy Games, Inc. today announced a wonderful new product that represents a major breakthrough in video game technology. With the new ALL GALAXY VIDEO BLASTER, Galaxy Games has once again revolutionized the video game market. The new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

NOTE: *Wrapping text after you edit ensures that your document prints correctly. When you finish editing, if you are not sure you have wrapped all new text, press GOLD TOP DOCMT to place the cursor at the top of your document, then press GOLD ADVANCE.*

Deleting and Retrieving Text

Use the keys in Table 3-4 to delete and retrieve text in your document.

Table 3-4 WPS-PLUS Deleting and Retrieving Keys

Press	To
On the keypad:	
DEL CHAR	Delete the character the cursor is on
DEL WORD	Erase the word the cursor is on
GOLD DEL CHAR	Retrieve the character that you just erased
GOLD DEL WORD	Retrieve the word that you just erased
On the main keyboard:	
RUB CHAR	Erase the character to the left of the cursor
RUB WORD	Erase the word to the left of the cursor

Exercise: Deleting Text

Delete the words *PRODUCT ANNOUNCEMENT* as follows:

- 1 Press GOLD TOP DOCMT to move the cursor to the top of the file.

You can use GOLD TOP DOCMT anywhere in a document. The cursor is now on the *P* of *PRODUCT*.

PRODUCT ANNOUNCEMENT

- 2 Press DEL WORD twice.

PRODUCT ANNOUNCEMENT disappears.

Exercise: Replacing Deleted Text

To *replace* the words *PRODUCT ANNOUNCEMENT*:

- 1 Without moving the cursor, press GOLD DEL WORD.

The word *ANNOUNCEMENT* reappears.

WPS-PLUS remembers the word you delete when you use DEL WORD, but does not remember any words you deleted previously. Therefore, you can reinsert the last word deleted by pressing GOLD DEL WORD. In this example, the word *PRODUCT* cannot be recalled.

- 2 Move the cursor to the beginning of the line by pressing BACK UP and LINE then retype *PRODUCT* and a space.

Highlighting Text

To add emphasis to words, you can *highlight* them. The following exercises show you how to highlight text using underlining, bolding, or uppercase.

For information on other ways to highlight text, see *WPS-PLUS Editor Functions*.

Exercise: Underlining Text

To underline the last sentence of the first paragraph:

- 1 Press PARA twice to move the cursor to the beginning of the first paragraph.
- 2 Press SENT three times to move the cursor to the beginning of the sentence *The new Blaster*.

When you press SENT, WPS-PLUS looks for the first character after a period, question mark, or exclamation mark.

- 3 Press the SEL key. The diamond-shaped select mark appears and the entire sentence moves down a line.

- 4 Press ADVANCE until the cursor is at the start of the next sentence.

BLASTER, Galaxy Games has once again revolutionized the video game market.

◆The

new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

- 5 Press UNDER LINE

The UNDER LINE key is on the keypad on the far right of your keyboard.

WPS-PLUS underlines the words between the select mark and the cursor, including the spaces. The period is not underlined because only the text to the left of the cursor is affected by the UNDER LINE key.

BLASTER, Galaxy Games has once again revolutionized the video game market. The new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

You can also underline text one character at a time by pressing UNDER LINE for each character.

Exercise: Bolding Text

Bolding text is like underlining text. For example, to bold the words *designed specifically for the AGVB*:

- 1 Move the cursor to the second paragraph by pressing PARA.
- 2 Press WORD until the cursor is over the *d* of *designed*.
- 3 Press the SEL key.

The select mark appears and moves the entire line down.

- 4 Press WORD until the cursor is on the word *AGVB*.
- 5 Press ADVANCE until the cursor is on the period.

- 6 Press BOLD. The BOLD key is on the keypad on the far right of your keyboard.

The phrase you selected is bolded. The period is not, because the cursor was positioned over it.

Galaxy Games also announced a new line of video games **designed specifically for the AGVB.**

You can also bold text one character at a time by pressing BOLD for each character.

Exercise: Capitalizing Text

Capitalizing text is like bolding and underlining text. For example, to capitalize the words *revolutionized the video game market*:

- 1 Press BACK UP and then PARA until the cursor is at the first paragraph.
- 2 Press DOWN ARROW until the cursor is on the line beginning *BLASTER*.
- 3 Press WORD until the cursor is over the *r* of *revolutionized*.
- 4 Press the SEL key.

The select mark appears and moves the entire line down.

- 5 Press WORD until the cursor is on the word *market*.
- 6 Press ADVANCE until the cursor is on the period.
- 7 Press UPPER CASE. The UPPER CASE key is on the keypad on the far right of your keyboard.

The phrase you selected is changed to uppercase.

Galaxy Games has once again REVOLUTIONIZED THE VIDEO GAME MARKET.

You can also uppercase text one character at a time by pressing UPPER CASE for each character.

Removing Highlighting

To remove underlining, bolding, and capitalization:

- 1 Move the cursor to the beginning or end of the underlining, bolding, or capitalization. Use the arrow keys or the editing keypad keys.
- 2 Press the SEL key.
- 3 Move the cursor over the area to be changed.
- 4 Press GOLD and then UNDER LINE, BOLD, or UPPER CASE (whichever you want to delete).

The text is no longer underlined, bolded or capitalized.

Reformatting Text

You can reformat text within a document by changing the *ruler* settings.

Exercise: Changing the Ruler

Changing the ruler settings enables you to create tables and move text around easily.

To add a table to the document, press GOLD BOT DOCMT (B) to move the cursor to the bottom of the memo. The new ruler that you create formats the text beginning at this point.

To change the ruler:

- 1 Press GOLD RULER

The ruler appears with the cursor over the L.

10 20 30 40 50 60 70 80
-----0-----0-----0-----0-----0-----0-----0-----0-----0
L T T T T T T T T T R

- 2 Press WORD to move the cursor to the first tab position. Press the space bar to remove the T. Repeat the process to remove all Ts from the ruler.

Exercise: Moving a Column

To change the ruler to create more space between the *RELEASE DATE* and *TOWN* columns:

- 1 Move the cursor until it is under the L of the ruler. If the cursor is at the bottom of the document, do this by pressing BACK UP once, then PARA twice.
- 2 Press GOLD RULER to display the ruler. The ruler will be shown in a state in which you can edit it.
- 3 Press WORD twice to move the cursor to the second T.
- 4 Press the space bar to delete the T in column 25.
- 5 Press ADVANCE to move to column 28 and type T.
- 6 Press RETURN to replace the previous ruler with this one.

To move the *TOWN* column, press PARA twice to move the cursor to the end of the table. The second column moves to column 28.

Exercise: Cutting and Pasting Text

WPS-PLUS has a cut and paste feature that allows you to delete text and move it to another location. Or you can make a copy of the text to move, without deleting the text. To see how cut and paste works, move the line beginning *Galaxy Games also announced* to the end of the memo as follows:

- 1 Press BACK UP, then press PARA until the cursor is on the G of *Galaxy*.
- 2 Press the SEL key to start selecting the text to be *cut*. The select mark appears and the line of text after the select mark moves down.

◆ Galaxy Games also announced a new line of video games designed specifically for the AGVB.

- 3 Press WORD until the cursor is at *AGVB*.
- 4 Press ADVANCE until the cursor is on the space after the period.
- 5 Press CUT to remove the selected line.
- 6 Press GOLD BOT DOCMT to move the cursor to the bottom of the document.

- 7 Press RETURN to insert a blank line between the last item in the itinerary and the cursor.
- 8 Press PASTE to insert (*paste*) the line you cut at the end of the document.

Your document should now look like this:

```
----- TOP -----  
L-----T-----T-----T-----T-----T-----T-----T-----T-----R-  
PRODUCT ANNOUNCEMENT
```

Department: Sales
Date: May 1987

Galaxy Games, Inc. today announced a wonderful new product that represents a major breakthrough in video game technology. With the new ALL GALAXY VIDEO BLASTER, Galaxy Games has once again REVOLUTIONIZED THE VIDEO GAME MARKET. The new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

Among the developers for the new line are several names familiar to videophiles around the world. Zeke Spitbrook, Charlotte Field, and Red England also created Improbability, the customizable video game that last year skyrocketed Galaxy to the center of the video game universe.

RELEASE DATE	TOWN	EXPECTED SALES
31 May	London	3,500
05 June	Birmingham	3,000
07 June	Manchester	3,000
14 June	Cardiff	2,300
16 June	Glasgow	2,500

Galaxy Games also announced a new line of video games designed specifically for the AGVB.

If you want to copy text to a new location but leave the text in its original location, press GOLD CUT. The text remains in place, but WPS-PLUS stores a copy of the text. Use the PASTE key to insert the text in another location. The text stays in the *paste buffer* until you cut text again. If you want to include a ruler in text you want to paste, press GOLD PASTE.

Once you cut text in to the paste buffer, it stays there until you cut another piece of text, even if you log out. In other words, there is always something in the buffer.

Exercise: Centering Text

To see how to center text, center the words *PRODUCT ANNOUNCEMENT*

- 1 Press GOLD TOP DOCMT to move the cursor to the top of the document. WPS-PLUS displays a message telling you it is moving to the top of the document.
- 2 Press WORD, then ADVANCE until the cursor is just past the T of *ANNOUNCEMENT*.
- 3 Press GOLD CENTER.

The words move to the center of the line and the text beneath moves down one line. WPS-PLUS always centers text between the left and right margin settings unless you put a different centering point in the ruler.

See *WPS-PLUS Editor Functions* for more information on centering.

To remove centering, move the cursor to the space after the centered text, and press DEL CHAR. Alternatively, you can move the cursor to the start of the line after the centered text, and press .

When you remove centering, WPS-PLUS removes a centering mark. You can see centering marks, tabs, word wraps, *carriage returns*, and other view mode symbols by pressing GOLD VIEW. Press GOLD VIEW again to exit view mode. See *WPS-PLUS Editor Functions* for more information on view mode.

Searching a Document

Use the search keys to locate a phrase quickly. To see how the *search* function works, follow these steps to locate the word *new*.

Exercise: Locating a Phrase

To locate the word *new*:

- 1 Press GOLD TOP DOCMT to move the cursor to the top of the document.
- 2 Press FIND.
WPS-PLUS displays a prompt for the search phrase.
- 3 Type new and press RETURN.
new <RETURN>
You see a message that says WPS-PLUS is searching for the phrase. The cursor moves to the first occurrence of *new*.
- 4 Press GOLD CONT SRCH.
The cursor moves to the next occurrence of *new*.
- 5 Press GOLD CONT SRCH again.
The cursor moves to the next occurrence of *new*.
- 6 Press GOLD CONT SRCH again.
The cursor moves to the next occurrence of *new*.
- 7 Press GOLD CONT SRCH again.
The cursor moves to the next occurrence of *new*.
- 8 Press GOLD CONT SRCH again.
Because you have reached the last *new* in the document, WPS-PLUS notifies you that the phrase could not be found. Press any key to continue.

Reading a Document

To read the Product Announcement document after you file it:

- 1 Make sure the current item block contains the document you want to read. If you need to, use the SEL (Select) option to put the correct document in the current item block.

2 Enter the Read option.

R <RETURN>

The first part of the document is displayed on the screen.

PRODUCT ANNOUNCEMENT

Department: Sales
Date: May 1987

Galaxy Games, Inc. today announced a wonderful new product that represents a major breakthrough in video game technology. With the new ALL GALAXY VIDEO BLASTER, Galaxy Games has once again REVOLUTIONIZED THE VIDEO GAME MARKET. The new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

Among the developers for the new line are several names familiar to videophiles around the world. Zeke Spitbrook, Charlotte Field, and Red England also created Improbability, the customizable video game that last year rocketed to the center of the video game universe.

Press RETURN to continue or EXIT to exit

When the last line of the document is displayed, press RETURN to display the Word and Document Processing menu.

Where To Go from Here with Word and Document Processing

ALL-IN-1 Word and Document Processing has many additional features that can make your tasks easier. The *ALL-IN-1 User's Reference* describes all of these features in detail. Briefly, you can:

- Paginate your document using Automatic Pagination from the Editor menu.
- Use the Spell Check facility to check the spellings in your document. When you use this facility words that cannot be found in your master dictionary or personal dictionary are highlighted. For such a word ALL-IN-1 either displays a list of correct spellings or lets you edit the word yourself.

- Use the Two-Dimensional Editor (TDE). This editor enables you to create diagrams, such as flow charts, within your document.
- Create abbreviation and library documents. These documents contain text which you have saved for insertion into other documents. An abbreviation document contains short phrases stored under two-character abbreviations. A library document contains larger amounts of text, such as a letter. These documents are useful as they save you retyping long company names or the same letter regularly.
- Use paragraph numbering to number paragraphs and section headings in a document. You can also produce a table of contents, index, and a table of authorities. To do this you must insert commands in your document telling the system how to number your paragraphs and sections. For a list of commands see *WPS-PLUS Editor Functions*.
- Use GOLD WRITE DOCMT to *copy* your document to either a new WPS-PLUS document, a new DEC Workstation document, a new VMS file or a *UDP* index.
- You can create footnotes by pressing GOLD FOOTNOTE.
- Set up the Technical Character Set (TCS). This contains the Greek alphabet, mathematical symbols and other useful symbols that you may need to insert in your documents.

4

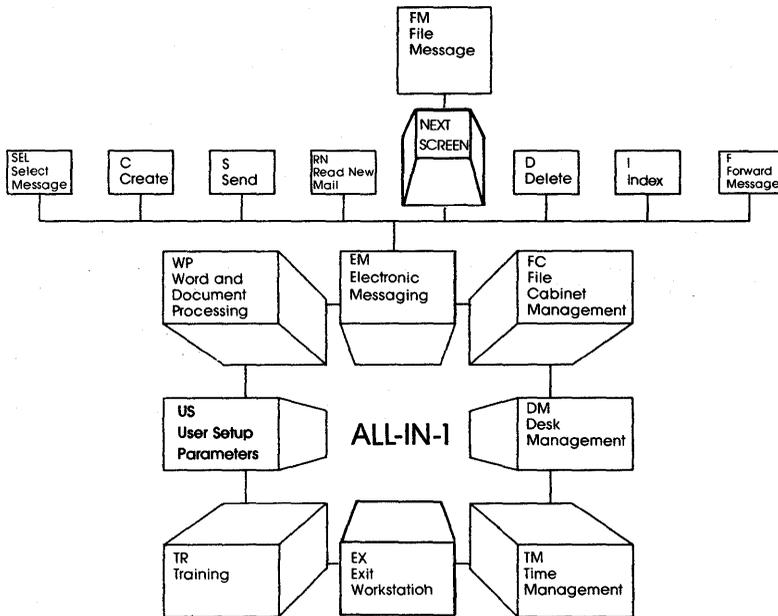
Getting Started with Electronic Messaging

The ALL-IN-1 Electronic Messaging subsystem lets you communicate with other ALL-IN-1 users. You can use Electronic Messaging to create, send, and receive messages.

In the exercises in this chapter, you will use the options highlighted in Figure 4-1 to:

- Enter the Electronic Messaging subsystem
- Create a message
- Send a message
- Read a message
- Forward a message
- File a message
- Delete a message

Getting Started with Electronic Messaging



RE5563

Figure 4-1 Electronic Messaging Options Overview

Your ALL-IN-1 File Cabinet can store all of your messages for you. It provides five folders to file messages automatically. There are separate folders for messages you have received, read, created, and sent. A further folder stores messages that you have deleted. You can also set up your own folders, to file messages as you require.

Messages arrive in your *Inbox* folder. When you read a message, Electronic Messaging transfers it to your *Read* folder. You can then file it, move it to the *Wastebasket* folder, or just leave it in the *Read* folder.

When you create a message, Electronic Messaging places it in your *Created* folder, where it remains until you send it. When you send the message, Electronic Messaging transfers your copy of it to the *Outbox* folder.

The first time you work through the exercises, follow each instruction carefully. Each step depends on the preceding step. Anything that you type from your keyboard is printed in this manual in red.

Before you begin, make sure you are logged in to ALL-IN-1. The ALL-IN-1 Main menu should be displayed on your screen. If you are not logged in, see the Getting Started with ALL-IN-1 chapter in this book for instructions.

If you want more information as you work through the exercises, press HELP. You can also select the Training option from the ALL-IN-1 Electronic Messaging menu for step-by-step lessons about the basics of Electronic Messaging.

Entering the Electronic Messaging Subsystem

You can enter the Electronic Messaging subsystem from the Main menu, or any subsystem menu.

Enter the Electronic Messaging (EM) option and press RETURN:

EM <RETURN>

ALL-IN-1 displays the Electronic Messaging menu (Figure 4-2).

To use Electronic Messaging, look at the exercises in the section on using Electronic Messaging.

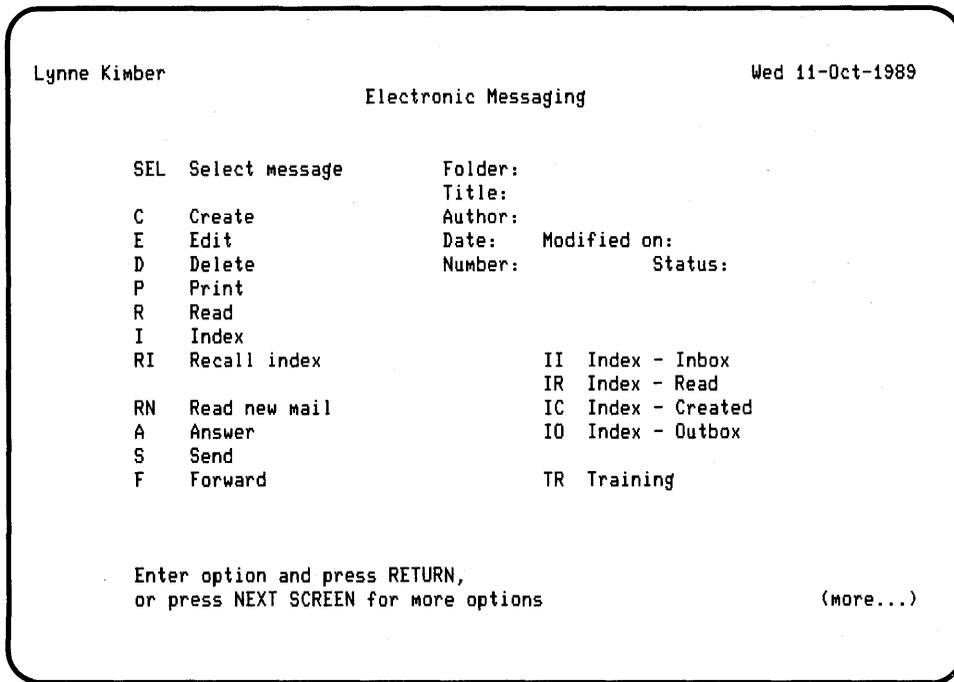


Figure 4-2 Electronic Messaging Menu

Using Electronic Messaging

The exercises in this chapter will take you through the basics of Electronic Messaging using the following options:

- | | |
|---------------|-----------------------------------------------------------------------|
| Create | To write a new message |
| Send | To send the message |
| Read | To display the message that you have received so that you can read it |
| Read new mail | To read new messages that have just been sent to you |
| Forward | To forward a message that you have received |
| File message | To file a message |
| Delete | To delete a message |

Electronic Messaging lets you do much more than these basic options. To learn about the full range of Electronic Messaging options, see the *ALL-IN-1 User's Reference*. You can also get Help whenever you are using Electronic Messaging by pressing HELP.

The Electronic Messaging exercises begin at the Electronic Messaging menu (Figure 4-2). You can return to the ALL-IN-1 Main menu from this menu by pressing EXIT. To return to a previous screen from any Electronic Messaging screen, press EXIT.

All of the options that you will use in these exercises are available from the Electronic Messaging menu. This menu also displays the title of the current message, the name of the folder in which it is filed, its author, its number, the date on which it was last modified, and its status. The status tells you if the message is read, unread, unsent, or sent.

The current message is the last message that you worked with. You can work with it again, or make another message the current message.

Addressing Electronic Messages

You address messages by completing a form known as the Message Header form. You enter mail addresses in the TO and CC fields on this form.

There are a number of ways to write a mail address. Different ALL-IN-1 users might write Kate Smith's mail address as:

- Kate Smith
- SmithK
- SmithK @A1 @MARS
- SmithK @MERCURY @MRGATE
- Kate

The correct form of mail address depends on the information that you have about Kate Smith, and on which directory is being used as the primary directory. Your ALL-IN-1 system may have two directories, but one of them is set up as primary directory. To find out which is the primary directory, ask your ALL-IN-1 administrator. See the *ALL-IN-1 User's Reference* for more details on addressing.

Exercise: Creating and Sending a Message

Use the Create (C) option to write a new message.

- 1 Enter the Create (C) option from the Electronic Messaging menu, and press RETURN:

C <RETURN>

Electronic Messaging displays a new screen, prompting you for information. The cursor is at the first TO field.

- 2 Enter the *username* of the person you want to send the message to. This is usually that person's Surname (last name). In this exercise, you are sending a message to yourself so enter your username and press TAB. For example:

JONES <TAB>

The cursor moves to the first CC field. This has the same function as the CC list in a written message. It means that you can send carbon copies of the message to other ALL-IN-1 users.

- 3 Press TAB to show that no copies of this message are to be sent to other users.

The cursor moves to the Subject field.

- 4 Enter the subject of the message and press RETURN:

Electronic Messaging Exercise <RETURN>

Type a message. For example, type:

In this exercise I will create my first message. This will be the basis of the remaining exercises in this chapter. I will send it, receive it, forward it, file it, and finally delete it.

When you are typing a message, you can use all of the features of the ALL-IN-1 Editor. For example, there is no need to press RETURN at the end of each line. The ALL-IN-1 Editor automatically wraps your text, beginning a new line whenever necessary. (See the Word and Document Processing chapter in this book for an introduction to some of the features of the ALL-IN-1 Editor.)

- 5 Press EXIT to file the message.

ALL-IN-1 displays the Electronic Messaging menu. The subject of the message and the name of the folder it is filed in appear on the Electronic Messaging menu. The author of the message, the date on which the message was last modified, number and status of the message are also displayed in the current item block. Electronic Messaging automatically files new messages in the Created folder.

- 6 Enter the Send (S) option from the Electronic Messaging menu, and press RETURN:

S <RETURN>

ALL-IN-1 sends the message, and displays a confirming message at the bottom of the screen. You will also be informed that you have received new mail.

You have created and filed a new message, and you have sent the message you created. A copy of the message you sent is in your Outbox folder. Because you sent the message to yourself, the copy you received is in your Inbox folder.

Exercise: Reading a Message

Use the Read new mail (RN) option to read the message in your Inbox folder. The Inbox folder contains all of the messages that you have received but not yet read. If there is more than one message in the Inbox folder, the Read new mail option displays the message that arrived first.

- 1 Enter the Read new mail (RN) option from the Electronic Messaging menu, and press RETURN:

RN <RETURN>

The message you sent appears on the screen for you to read.

- 2 Press RETURN to return to the Electronic Messaging menu.

As soon as you use the Read new mail option, Electronic Messaging transfers the message from the Inbox folder to the Read folder.

Exercise: Forwarding a Message

Use the Forward (F) option to forward the current message to another ALL-IN-1 user. The current message is the message you have just read. Follow the steps below to forward the message.

- 1 Enter the Forward (F) option from the Electronic Messaging menu, and press RETURN:

F <RETURN>

ALL-IN-1 displays the Forwarding Message Header form for you to complete.

- 2 Enter the *username* of the person you are forwarding the message to. You must enter the username of another ALL-IN-1 user you know.

For example:

ROBERTS <TAB>

The cursor moves to the first CC field.

- 3 Press TAB to show that no copies of this message are to be sent to other users.
- 4 Enter the subject of the message, and press RETURN. For example, enter:

Forwarding Message Exercise <RETURN>

- 5 ALL-IN-1 asks you if you want to add a cover note. Type Y (Yes) and press RETURN:

Y <RETURN>

ALL-IN-1 displays a form on which you enter the text of the cover note. For example, type:

Here is my first message. I have learned how to create, send, and receive a message. Now, I am learning how to forward it to another ALL-IN-1 user.

- 6 Press EXIT.

Electronic Messaging files the cover note and the original message in the Created folder. The title in the current item block is now Forwarding Message Exercise.

- 7 Enter the Send (S) option from the Electronic Messaging menu, and press RETURN:

S <RETURN>

Electronic Messaging displays a confirming message and returns you to the Electronic Messaging menu.

You have created a cover note for a message and forwarded that message to another user. The original message and the cover note were sent as a single message. A copy of the entire message is now filed in your Outbox folder.

Exercise: Using the Index Options

The Index options in Electronic Messaging enable you to create indexes of sets of messages. Four of these options create an index of all the messages in one of the mail folders: Inbox, Read, Created, and Outbox folders. These options are very useful if you cannot remember what you have called a particular message.

Use the Index of Outbox option to select a message.

- 1 Enter the Index of Outbox (IO) option from the Electronic Messaging menu:

IO <RETURN>

An index of all the messages in the Outbox folder is displayed and a pointer (the > symbol) is positioned next to the first message in the folder.

- 2 Move the pointer, using the arrow keys, to point to the second message.

- 3 To place the message in the current item block in the Electronic Messaging menu press GOLD FILE. Electronic Messaging places you back at the Electronic Messaging menu and the message you were pointing to is shown in the current item block.

You have selected a message using the Index of Outbox option. You can now work with the message using any of the options you have used in previous examples.

Exercise: Filing a Message

Electronic Messaging uses four folders to file messages automatically; namely the Inbox, Read, Created, and Outbox folders. You can create your own folders so that you can file messages according to your own needs. To create a folder in which to file the message that you read and forwarded:

- 1 Enter the Index of Read Messages folder (IR) option from the Electronic Messaging menu, and press RETURN:

IR <RETURN>

ALL-IN-1 displays the messages that are in the Read folder; there should only be one. Press GOLD FILE to select this document. As this is the message you were pointing to, pressing GOLD FILE makes this message the current message automatically.

Note that if you do have more than one message in the folder, ALL-IN-1 displays a numbered index of all the messages in the file. Move the cursor to the message you want to work with and press GOLD FILE.

ALL-IN-1 displays the Electronic Messaging menu, with the message you were pointing to as the current message.

- 2 Press NEXT SCREEN to display the additional menu options. Enter the File Message (FM) option and press RETURN:

FM <RETURN>

ALL-IN-1 displays the subject of the message and the title. You can change the title to whatever you want, or leave it as it is. In this exercise, accept the title that is given.

- 3 ALL-IN-1 asks you to supply the name of the folder in which to file the message. Enter a folder name and press RETURN. In this exercise create a folder called Newfolder. Type:

Newfolder <RETURN>

You are returned to the Electronic Messaging menu and are informed that the document has been filed in your File Cabinet.

You have just created a new folder and filed a copy of the current message in it. The original message remains the same.

Exercise: Deleting a Message

If you have been through all of the exercises in the Electronic Messaging section, you should have two messages in the Outbox folder, one message in the Read folder, and one message in *Newfolder*. To delete the copy that you filed in *Newfolder*, you first need to select it as the current message.

- 1 Enter the Select (SEL) option from the Electronic Messaging menu, and press RETURN:

SEL<RETURN>

Electronic Messaging displays three fields in the bottom half of the screen. The cursor is at the Title field.

- 2 Enter the title of the message, and press PREV FIELD. You do not need to type in all of the title, just enough for it to be recognized.

For example, if you gave the message you created the title Electronic Messaging Exercise, you could just enter:

Electronic<PREV FIELD>

The cursor moves to the Folder field.

- 3 Enter the name of the folder that contains the message that you want to delete, and press RETURN. In this exercise, the message you want to delete is in *Newfolder*.

Newfolder<RETURN>

You need to complete only these two fields to select the message. When you press RETURN, ALL-IN-1 displays the Electronic Messaging menu, showing the message that you have just selected as the current message in the current item block.

- 4 Enter the Delete (D) option from the Electronic Messaging menu, and press RETURN:

D<RETURN>

ALL-IN-1 prompts you to confirm that you do want to delete the message. Enter Y (Yes) and press RETURN. This deletes the message. Electronic Messaging displays a confirming message at the bottom of the screen.

If you select the wrong message for deletion, enter N (No) when ALL-IN-1 asks if you want to delete the message. This prevents the message from being deleted.

You have just done two things. Firstly, you used the Select option to get a message from its folder and make it the current message. Secondly, you used the Delete option to delete the current message.

Where To Go from Here with Electronic Messaging

You have completed the Electronic Messaging chapter. You now know how to create and send your own messages to other ALL-IN-1 users. You know how to read the messages that other users send you, and how to forward, file, and delete messages.

Electronic Messaging has many other features to make your tasks easier. You can also:

- Specify a date and time for a message to be sent, by using the Defer option on the Electronic Messaging menu – continued (1).
- Have your messages rerouted to another account, by using the Auto forward option on the Electronic Messaging menu – continued (2).
- Send an automatic reply to incoming messages, by using the Auto reply option on the Electronic Messaging menu – continued (2).
- Use *distribution lists* to address your messages to a number of users. Select the Distribution list management option from the Electronic Messaging menu – continued (2) to do this.
- Use nicknames to address messages, by selecting the Nickname management option from the Electronic Messaging menu – continued (2).

See the *ALL-IN-1 User's Reference* for information and instructions on all these features, or if you want more information about the features these exercises have covered.

Forms

ALL-IN-1 communicates with you through a series of forms displayed on the terminal screen. You saw the primary type of form in ALL-IN-1, the menu form, when you looked at the Main menu and some of the subsystem menus.

ALL-IN-1 uses several types of forms. You will learn more about some of them in the exercises later in this book, but, for a brief introduction (and for quick reference later), the forms are:

Menu	Lists subsystem options and provides access to those options
Entry	Contains fields into which you enter information about the operation you require
Index	Contains fields in to which you enter information about an item you want to retrieve from the File Cabinet
Text (editor)	The blank “pad of paper” you use when you <i>create</i> and/or modify documents or mail messages

The ALL-IN-1 File Cabinet

ALL-IN-1 organizes and stores your documents and other items in a section of its memory called the File Cabinet. Use the ALL-IN-1 File Cabinet much as you would use an ordinary file cabinet (Figure 2-4):

- To store documents and mail messages
- To organize items according to subject
- To *cross-file* and refile items
- To file duplicates of items
- To update document information

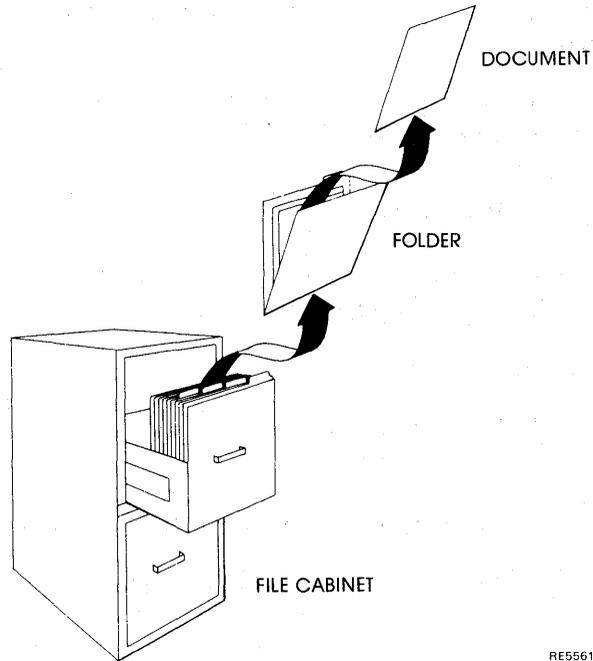
- To list indexes of items filed
- To maintain and discard files

The ALL-IN-1 File Cabinet organizes and stores items you create by the index information you provide. As you saw briefly earlier in this chapter, index information consists of:

- A *folder name*, which you provide
- A title, which you provide
- A unique number, assigned automatically by ALL-IN-1
- One or more *keywords*, which you provide as a quick reminder of the contents of your document (optional)

You use the index information to retrieve or manipulate items in your File Cabinet.

ALL-IN-1 uses the File Cabinet in every subsystem, so you will learn more about the File Cabinet and practice using the ALL-IN-1 File Cabinet features in the chapters and exercises ahead.



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Figure 2-4 ALL-IN-1 File Cabinet

Help

Help is available to you at all times, no matter what you are doing in ALL-IN-1. Some sources of help on ALL-IN-1 are:

- Help key (HELP)
- Training option
- *ALL-IN-1 User's Reference*
- The glossary in this book
- System messages and prompts

Complete the exercises below to practice getting Help and to take a look at the training courses.

For more information on how to use the Help facility, type the word Help at any subsystem menu and press RETURN.

Exercise: Using the Help Key

HELP is the all-purpose source of help on ALL-IN-1. You can press HELP at any time to display help messages on your screen.

To get Help about the Main menu:

- 1 Press the HELP key, from the main menu:

<HELP>

ALL-IN-1 displays Help information about the Main menu.

- 2 Press RETURN to see the list of related topics:

<RETURN>

- 3 Press EXIT to return to the Main menu:

<EXIT>

Exercise: Using the Training Option

ALL-IN-1 comes with a training course, which teaches you how to do simple tasks first, and then quick ways of doing them. The course has a group of lessons for getting started and also a group of lessons for each of the major subsystems.

The Getting Started lessons are:

- Introduction to ALL-IN-1 training
- Introduction to ALL-IN-1 menus
- Overview of ALL-IN-1
- Using menus
- Getting help
- Filling in forms

Try the Getting Started lessons first, by using the Training (TR) option on the Main menu.

To follow the Introduction to Training lesson:

- 1 Display the Main menu; enter MAIN then press RETURN.
MAIN <RETURN>
- 2 Enter the Training option (TR) and press RETURN:
TR <RETURN>
ALL-IN-1 displays the Training menu.
- 3 Enter the Introduction to Training (IT) option from the Training menu and press RETURN:
IT <RETURN>
ALL-IN-1 takes you through the Introduction to Training lesson.
- 4 To take other lessons, enter the appropriate options from the Training menu.
- 5 When you have taken enough lessons for now, press EXIT to return to the Main menu.
<EXIT>

When you are confident and ready to learn some specifics on a subsystem, try some lessons on that subsystem, by entering the Training (TR) option from that subsystem menu. For example, there are lessons on:

- **Electronic Messaging.** These lessons teach you how to select messages, send them, and so on. There is also a lesson that teaches you how to use indexes.
- **Word and Document Processing.** These lessons teach you about working with documents from the Word and Document Processing menu.
- **File Cabinet.** These lessons teach you the different ways of *filing* documents, to make finding them again easier.

Getting Started with ALL-IN-1

- **WPS-PLUS Editor.** These lessons teach you about the *word processing* facilities, so that you can write and correct documents quickly. To use these lessons:
 - 1 *Edit* a document. (See the chapter on word and document processing for details.)
 - 2 Press GOLD MENU to display the WPS-PLUS *Editor menu*.
 - 3 Enter TR to display the Training menu.

To leave a lesson before you have finished it:

Press GOLD EXIT LESSON.

System Messages

ALL-IN-1 displays *messages*, prompts, and *error messages* on the bottom line of the screen.

- Messages give you information about what task ALL-IN-1 is currently performing. For example:

Creating new document...

- Prompts ask you to respond when ALL-IN-1 needs more information to complete a task. Generally you respond by typing Y (Yes) or N (No). For example:

Do you really want to delete all documents in the Wastebasket [Y/N] ?

- If you make a mistake when selecting a menu option or when responding to a prompt, ALL-IN-1 displays an error message. Some error messages tell you how to correct your mistake. For example:

Invalid choice - re-enter

Getting Out of ALL-IN-1

When you have finished using ALL-IN-1, *log out* to leave ALL-IN-1 and return to the VAX/VMS computer system.

To log out of ALL-IN-1:

- 1 Press EXIT to return to the Main menu or any one of the subsystem menus:

<EXIT>

ALL-IN-1 displays the Main menu or a subsystem menu.

- 2 Enter the Exit option and press RETURN:

EX <RETURN>

ALL-IN-1 displays the date and time you logged out. When the \$ prompt is displayed on your screen, you are back in the VAX/VMS operating system.

Remember to use the glossary in this book for quick reference, and to select the ALL-IN-1 Help options for additional practice and guidance.

For more information, refer to the *ALL-IN-1 User's Reference*.



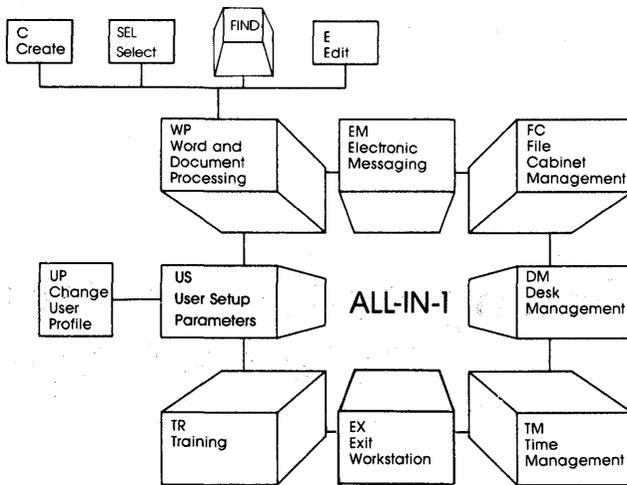
3

Getting Started with Word and Document Processing

With the ALL-IN-1 Word and Document Processing subsystem, you prepare, correct, change, save, retrieve, and print documents using the ALL-IN-1 options highlighted in Figure 3-1.

The exercises in this chapter show you how to:

- Enter the Word and Document Processing subsystem
- Create a document
- Type text in a document
- File a document in your File Cabinet
- Select a document from your File Cabinet
- Edit a document
- Read a document



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Figure 3-1 Word and Document Processing Overview

The first time you work through the exercises, follow each instruction carefully. Each step depends on the preceding steps. Entries you make at your terminal are printed in red.

Remember to use **HELP** and to refer to the *ALL-IN-1 User's Reference*. You can also select the Training option from any menu. This takes you through the process of creating and editing documents step-by-step.

The Word and Document Processing Subsystem Options

The exercises in this chapter take you through Word and Document Processing, using the following options from the Word and Document Processing menu:

Create	To create a document or folder
Select	To take a document from your File Cabinet and place it in the current item block
Edit	To make changes to a document
Read	To <i>read</i> a document from your File Cabinet

The exercises in this chapter (and throughout the book) all assume that you have WPS-PLUS set as your editor. It is also possible to use WPS or EDT as your editor in ALL-IN-1; for information on WPS refer to *ALL-IN-1 User's Reference*, and for information on EDT refer to the appropriate EDT manual.

Exercise: Entering the Word and Document Processing Subsystem

Beginning from the Main menu:

- 1 Enter the Word and Document Processing (WP) option and press RETURN:
WP <RETURN>
- 2 ALL-IN-1 displays the Word and Document Processing menu (Figure 3-2).

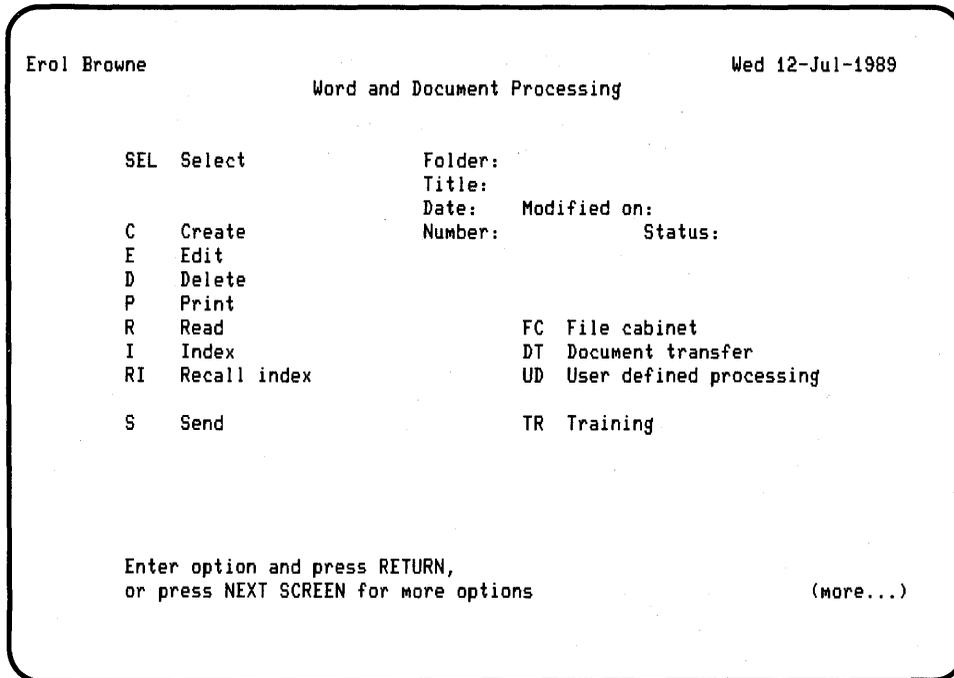


Figure 3-2 Word and Document Processing Menu

Creating a Document

Use the Create (C) option on the Word and Document Processing menu to create a document and a folder in your File Cabinet.

If you make an error which you cannot correct, press EXIT until ALL-IN-1 displays the Main menu, and start again.

When you enter the Create option, ALL-IN-1 displays the Creating New Document form. After you complete the form and press RETURN, you can type in the text of your document. When you finish the document, ALL-IN-1 files it in your File Cabinet. Later, you can get the document and edit, delete, print, read, or mail it.

The sections and exercises that follow tell you how to edit and read a document that you have created. For information on the other options available from the Word and Document Processing menu, refer to the *ALL-IN-1 User's Reference*.

The Creating New Document Form

The Creating New Document form is one of several ALL-IN-1 entry forms. Entry forms contain fields into which you enter information. ALL-IN-1 uses that information to perform a specific operation, in this case, to create a document.

The Creating New Document form contains three fields:

- Folder
- Title
- Keywords

By completing the Creating New Document form, you create the information that identifies your document within your File Cabinet.

ALL-IN-1 adds a unique number to this information, and displays the information in the current item block after you file your document.

Use the entry form keys to move between ALL-IN-1 entry form fields, and to complete these fields. Table 3-1 describes the main entry form keys.

DECLIT AA VAX KX94A

ALL-IN-1 getting started

Table 3-1 Entry Form Main Keyboard Keys

Press	To
LEFT ARROW	Move the cursor one character to the left
RIGHT ARROW	Move the cursor one character to the right
UP ARROW	Move the cursor to the line above
DOWN ARROW	Move the cursor to the line below, which may be part of the same field or another field
RETURN or GOLD FILE	Complete a form
DELETE	Delete the character to the left of the cursor
ERASE LINE	Clear an entire field entry
TAB	Move the cursor to the next field
PREV FIELD	Move the cursor to the previous field
SPACEBAR	Erase the character the cursor is on

Exercise: Creating a Document

To create a document and a folder in your File Cabinet, follow the steps below.

If you make an error which you cannot correct, press **EXIT** until **ALL-IN-1** displays the Word and Document Processing menu, and begin again from step 1.

- 1 Enter the Create (C) option from the Word and Document Processing menu and press **RETURN**:

C<RETURN>

ALL-IN-1 displays the Creating New Document entry form. The cursor is in the Title field.

- 2 Enter the following title:
PRODUCT ANNOUNCEMENT
- 3 Press UP ARROW to move the cursor to the Folder field and enter the following folder name:
Exercises
- 4 Press TAB twice to move the cursor to the Keywords field, and enter the following keyword:
Practice
- 5 Press RETURN to indicate that the form is complete:
<RETURN>
ALL-IN-1 displays a screen for you to type your text on.

Note that the Keywords field is optional. Therefore, it is not necessary for you to enter information in to this field.

You have just created a folder in your File Cabinet entitled *Exercises*. Within that folder you created a document entitled *PRODUCT ANNOUNCEMENT*, and you assigned the keyword *Practice* to your document.

If you give your documents and folders meaningful titles, it is much easier to organize and retrieve them from your File Cabinet later.

Entering Text

After you complete the Creating New Document form, you enter the WPS-PLUS editor. There are two lines at the top:

- The dashed line with TOP in the middle indicates the beginning of the document.
- The next line is the ruler. The L and R show the left and right *margin* settings. The text you type stays between the L and R. The Ts are tab settings at every eighth character position.

Neither of these lines appear in the printed document.

Exercise: Typing and Filing the Document

Type the document as shown below. Press RETURN and TAB only as indicated. When you get to the sentence which begins *Galaxy Games, Inc.*, do not press RETURN at the end of the line as you would on a typewriter as there is an auto-wrap facility in WPS-PLUS.

```
----- TOP-----  
L-----T-----T-----T-----T-----T-----T-----T-----T-----R-  
PRODUCT ANNOUNCEMENT <RETURN>  
<RETURN>  
Department:<TAB>Sales <RETURN>  
Date:<TAB><TAB>May 1987<RETURN>  
<RETURN>  
<RETURN>  
Galaxy Games, Inc. today announced a new product that represents a  
major breakthrough in video game technology. With the new ALL GALAXY  
VIDEO BLASTER, Galaxy Games has once again revolutionized the video  
game market. The new Blaster converts ordinary video receivers to  
high resolution, three-dimensional units, at a low cost and with easy  
installation. <RETURN>  
<RETURN>  
Galaxy Games also announced a new line of video games designed  
specifically for the AGVB. Among the developers for the new line are  
several names familiar to videophiles around the world. Zeke  
Spitbrook, Charlotte Field, and Red England also created  
Improbability, the customizable video game that last year skyrocketed  
Galaxy to the center of the video game universe.
```

After you type it, the document looks like this on your screen:

```
----- TOP -----  
L-----T-----T-----T-----T-----T-----T-----T-----T-----T-----R-  
PRODUCT ANNOUNCEMENT
```

Department: Sales
Date: May 1987

Galaxy Games, Inc. today announced a new product that represents a major breakthrough in video game technology. With the new ALL GALAXY VIDEO BLASTER, Galaxy Games has once again revolutionized the video game market. The new Blaster converts ordinary video receivers to high resolution, three-dimensional units, at a low cost and with easy installation.

Galaxy Games also announced a new line of video games designed specifically for the AGVB. Among the developers for the new line are several names familiar to videophiles around the world. Zeke Spitbrook, Charlotte Field, and Red England also created Improbability, the customizable video game that last year skyrocketed Galaxy to the center of the video game universe.

Word Wraps

When you typed the first sentence and came to the right margin, WPS-PLUS automatically moved the word *breakthrough* to the next line. When a word is too long to fit on the current line, WPS-PLUS moves it to the next line. This is called wrapping the word.

Filing the Document

To file the document:

Press EXIT.

ALL-IN-1 files the document in your Exercises folder in your File Cabinet, and returns you to the Word and Document Processing menu.

NOTE: *If you press EXIT after editing a document, WPS-PLUS overwrites any previous version of the document you had created.*

If you want to exit from your document without saving the text you have entered, press **CANCEL**. **WPS-PLUS** then displays a prompt asking if you really want to exit without saving your text. If you type **Y** or **YES** and press **RETURN**, **WPS-PLUS** returns you to the **Word and Document Processing** menu without saving the text you just entered; the document information you entered on the **Creating New Document** form is also not saved.

If you press **CANCEL** after editing a document that was already created, **WPS-PLUS** does not save your edits, but the earlier version of the document remains in the **ALL-IN-1 File Cabinet**.

Creating Another Document

For more practice, and to provide an additional document for use later in these exercises, create a folder and a document. The following exercises show you how to do this.

Exercise: Creating Another Document

- 1 Follow the steps in **Exercise: Creating a document**, to create a document, using the following information:

Folder: Reports

Title: March Status Report

Keywords: Practice

Remember to clear the folder name **EXERCISES** before entering the new folder name, **REPORTS**.

To clear a field on an entry form move the cursor to that field and press **ERASE LINE**.

- 2 Follow the steps in **Exercise: Typing and Filing the Document**, to create this document:

----- TOP -----

L-----T-----T-----T-----T-----T-----T-----T-----T-----R-
To: All Groups
From: Sandy Sanderson
Date: April 4, 1987

MONTHLY STATUS REPORT - MARCH 1987

In short, it has been a productive and rewarding month. Sales were up 50% -- that was an increase of 1600 units since February, for a total of 4000 units this month alone. This in part reflects advance sales of the new three-dimensional All Galaxy Video Blaster and the powerful promotion of our advertising and sales staff, but you were the ones who made it all possible.

My thanks and congratulations to all of you.

3 Remember to press EXIT to file the document.

Later in this book, you will use this document to practice using some special ALL-IN-1 features (including using the Desk Calculator to correct the figures).

You will now learn how to select documents from the File Cabinet and how to search for and get a list of the documents in your File Cabinet.

Selecting a Document

You use the Select (SEL) option on the Word and Document Processing menu to get a document (or other item) from your File Cabinet.

Note that ALL-IN-1 displays the index information of the last document you worked on, *March Status Report*, in the current item block on the Word and Document Processing menu. Thus, *March Status Report* is the current document.

You must select a document, making it the current document, before you can work on it.

- If the current document displayed is the document you want to work on, you can edit, print, delete, read, or send it by entering the appropriate option from the Word and Document Processing menu

- If the current document displayed is not the document you want to work on, you can use the Select option and complete the Current Document form to make the document you want the current document

The Selecting Current Document Form

The Selecting Current Document form is an entry form similar to the Creating Document entry form you completed earlier. The only difference is that you do not have to enter information in all the fields on the Selecting Current Document form. For example, if you:

- Enter the folder name and document title. ALL-IN-1 provides the document number.
- Enter the document number only. ALL-IN-1 provides the folder name and the document title.
- Enter the document title only. ALL-IN-1 provides the other information if it is the only document in your File Cabinet with that title.

Until you become more familiar with ALL-IN-1, it is a good idea to enter as much information as possible on the Selecting Current Document form.

Exercise: Selecting a Current Document

To select a document:

- 1 Enter the Select (SEL) option from the Word and Document Processing menu and press RETURN:

SEL <RETURN>

ALL-IN-1 displays the Selecting Current Document form, with the cursor positioned in the Title field. The folder name from the document you last worked on is displayed in the Folder field, in this case, Reports.

- 2 Enter the title of the document you want to get from your File Cabinet:

Product Announcement

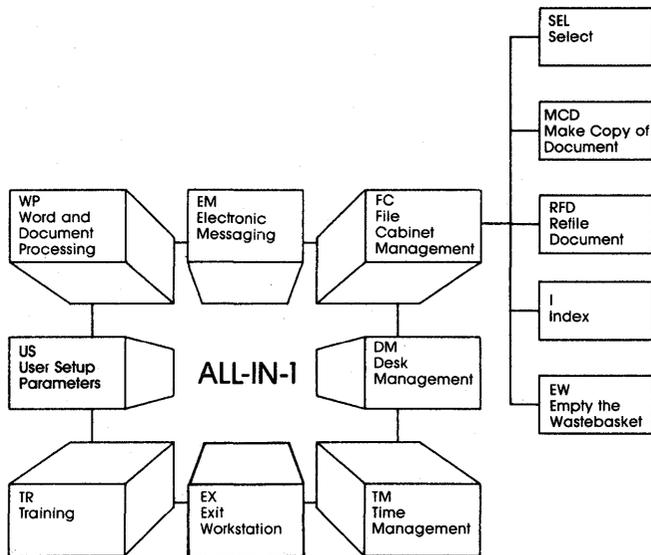
5

Getting Started with File Cabinet Management

In the exercises in this chapter, you will use the ALL-IN-1 File Cabinet Management options highlighted in Figure 5-1.

The File Cabinet Management subsystem lets you store the documents, messages, and other items you create, send, receive, and save while using the ALL-IN-1 subsystems. This chapter shows you how to use the File Cabinet Management options to:

- Refile a document
- Copy a document
- Empty the Wastebasket folder



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Figure 5-1 File Cabinet Management Overview

Be sure to complete each step in the exercises before going on to the next. Entries you make at your terminal are printed in red. Remember that help is always available by pressing **HELP**.

Before you begin, be sure you are logged in to ALL-IN-1, with the Main menu displayed on your screen. If you need help logging in, go to the Getting Started with ALL-IN-1 chapter in this book.

The File Cabinet Management Subsystem Options

The exercises in this chapter will take you through the basics of File Cabinet Management, using the following options from the File Cabinet menu:

Select To select an existing item from the File Cabinet and place it in the current item block

Make copy of document To copy the current document and file it with new index information

Refile document	To move the current document from the current folder to a new folder
Empty wastebasket	To permanently remove deleted documents from the Wastebasket folder

To learn about the other File Cabinet options, see the chapter on the File Cabinet in the *ALL-IN-1 User's Reference*, or enter the Training option from the File Cabinet menu.

Entering the File Cabinet Management Subsystem

From the ALL-IN-1 Main menu:

- 1 Press NEXT SCREEN:
<NEXT SCREEN>
ALL-IN-1 displays additional menu options.
- 2 Enter the File Cabinet Management (FC) option and press RETURN:
FC <RETURN>

ALL-IN-1 displays the File Cabinet menu (Figure 5-2).

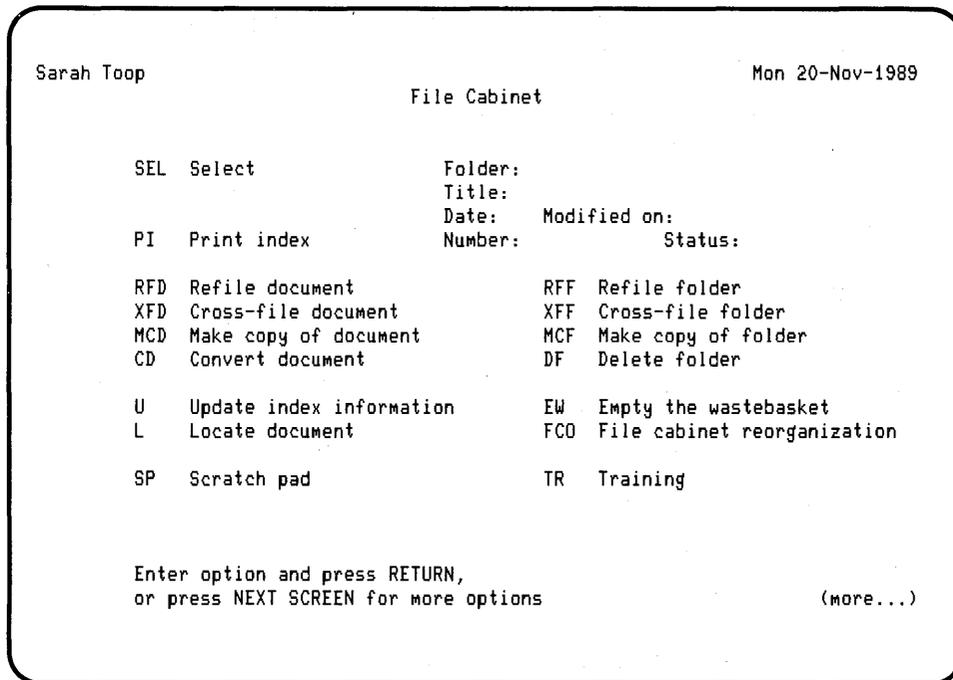


Figure 5-2 File Cabinet Menu

Copying a Document

When you copy a document, ALL-IN-1:

- Makes a copy of the original document
- Assigns a new document number to the copy
- Leaves the original document's title and keywords on the copy
- Files the copy in the folder you create or specify
- Leaves the original document in its original folder

If you completed the exercises in the Word and Document Processing chapter of this book, you currently have two folders that look like the **BEFORE** picture in Figure 5-3. In this exercise, you copy your *Product Announcement* document and file the copy in your *Reports* folder. When you complete this exercise, your folders will look like the **AFTER** picture in Figure 5-3.

Note that the document numbers in the figure may not correspond to your actual document numbers, but have been included to help illustrate the procedure.

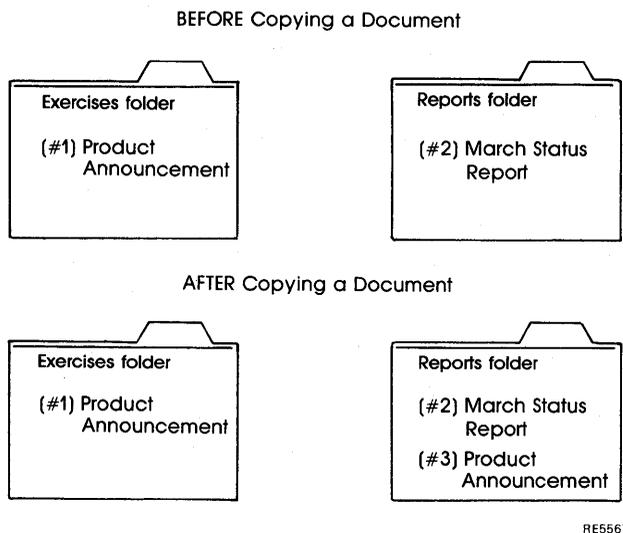


Figure 5-3 Copying a Document

Exercise: Making a Copy of a Document

To copy your *Product Announcement* document, follow the steps below.

If you make an error which you cannot correct, press **EXIT** to return to the File Cabinet menu, and start again.

- 1 Enter the Select (SEL) option from the File Cabinet menu, and press **RETURN**:
SEL <RETURN>
ALL-IN-1 displays the Selecting Current Document form.

- 2 Enter the index information from your document as follows, and press RETURN (it is not necessary to enter the document number):

Folder: EXERCISES

Title: Product Announcement <RETURN>

ALL-IN-1 displays the File Cabinet menu, with the new current document index information displayed in the current item block.

- 3 Enter the Make copy of document (MCD) option and press RETURN:

MCD <RETURN>

ALL-IN-1 displays the Making Copy of Document form. The Title field lists the title of the current document.

- 4 Enter the name of the folder in which you want to file the copy of your document, in this case *Reports*, and press RETURN. (At this point, you could also give the document a new title by changing the title on the Making Copy of Document form.)

Reports <RETURN>

ALL-IN-1 creates a copy of your *Product Announcement* document, assigns a new number to the copy, and files it in your *Reports* folder. The original document remains in its original folder.

Refiling a Document

When you refile a document, ALL-IN-1:

- Removes the document from its original folder
- Files it in a folder you create or specify
- Leaves the original document number, title, and keywords on the document

If you completed the exercise above, your folders currently look like the **BEFORE** picture in Figure 5-4. When you complete this exercise, your folders will look like the **AFTER** picture in Figure 5-4.

Note that the document numbers in the figure may not correspond to your actual document numbers, but have been included to help illustrate the procedure.

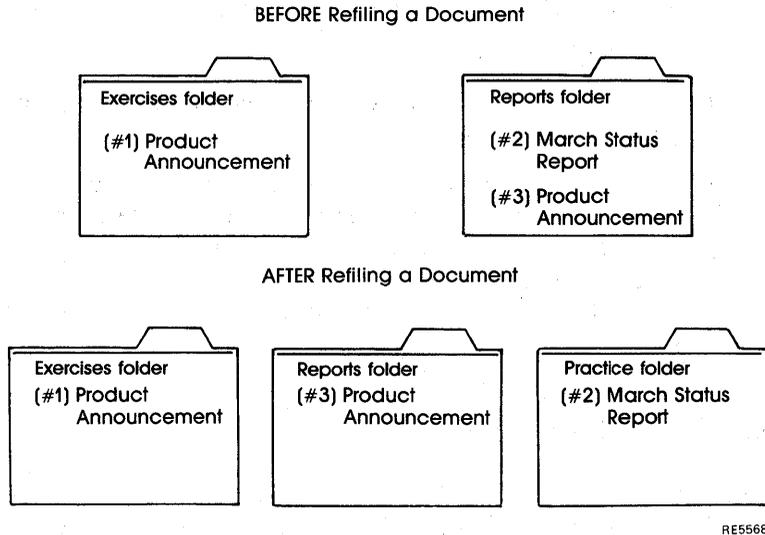


Figure 5-4 Refiling a Document

Exercise: Refiling a Document

Your *March Status Report* document in your *Reports* folder should be the current item for this exercise. If it is not currently displayed in the current item block, follow steps 1, 2, and 3 in Exercise: Copying a Document, substituting the appropriate folder name and document title.

If you make an error which you cannot correct, press EXIT to return to the File Cabinet menu, and start again.

To refile your document:

- 1 Enter the Refile document (RFD) option from the File Cabinet menu and press RETURN:

RFD <RETURN>

ALL-IN-1 displays the Refiling Document form. The Title field lists the title of the current document.

- 2 Enter *Practice* as the new folder name, and press RETURN:

Practice <RETURN>

ALL-IN-1 prompts you if you wish to create a new folder. Enter Y (Yes), and press RETURN.

ALL-IN-1 moves *March Status Report* out of your *Reports* folder and refiles it in the new folder you have created entitled *Practice*. The document keeps the same title, keywords, and document number, but has a new folder name. (If you want to re-name the document, however, you can do so by changing the title on the Refiling Document form.)

The ALL-IN-1 Wastebasket

When you delete documents, ALL-IN-1 does not permanently remove them from your File Cabinet, but instead files them in a special folder called Wastebasket. You can:

- List the documents in your Wastebasket folder
- Retrieve the documents from your Wastebasket folder and refile them, keeping their original titles and document numbers
- Permanently delete them by emptying the Wastebasket

You will learn how to do all of the above in the following exercises.

NOTE: *Your ALL-IN-1 administrator may purge all Wastebasket folders routinely. Check with your administrator for the purge schedule.*

Indexing the Wastebasket

The following exercise shows you how to use the Index option from the Word and Document Processing menu to see an index of documents in your Wastebasket folder.

You can also display an index of the documents in your Wastebasket folder using the same options and features you use to display an index of the documents in any of your ALL-IN-1 folders: FIND, the Arrow keys, the Print index option, and the Locate Document menu. See the chapter on combining ALL-IN-1 features in this guide and the *ALL-IN-1 User's Reference* for more information about these features.

Exercise: Indexing Documents in the Wastebasket Folder

To create an index of documents in your Wastebasket folder, follow the steps below.

If you make a mistake which you cannot correct, press **EXIT** to return to the Word and Document Processing menu, and start again.

- 1 Enter **MAIN** then press **RETURN** to display the Main menu.

MAIN <RETURN>

- 2 Enter the Word and Document Processing (**WP**) option and press **RETURN**:

WP <RETURN>

ALL-IN-1 displays the Word and Document Processing menu. (The Index option also works from the File Cabinet menu, though it is not listed among the options.)

- 3 Enter the Index (**I**) option and press **RETURN**:

I <RETURN>

ALL-IN-1 displays the Index of Documents form.

- 4 Enter **Wastebasket** in the Folder field and press **RETURN**:

Wastebasket <RETURN>

ALL-IN-1 lists the documents currently in your Wastebasket folder.

- 5 Press **EXIT** to return to the Word and Document Processing menu.

Retrieving a Document from the Wastebasket Folder

If you completed the exercises above in this chapter, your folders currently look like the **BEFORE** picture in Figure 5-5. When you complete the following exercise, your folders will look like the **AFTER** picture in Figure 5-5.

Please note that the document numbers in Figure 5-5 may not correspond to your actual document numbers, but have been included to help illustrate the procedure.

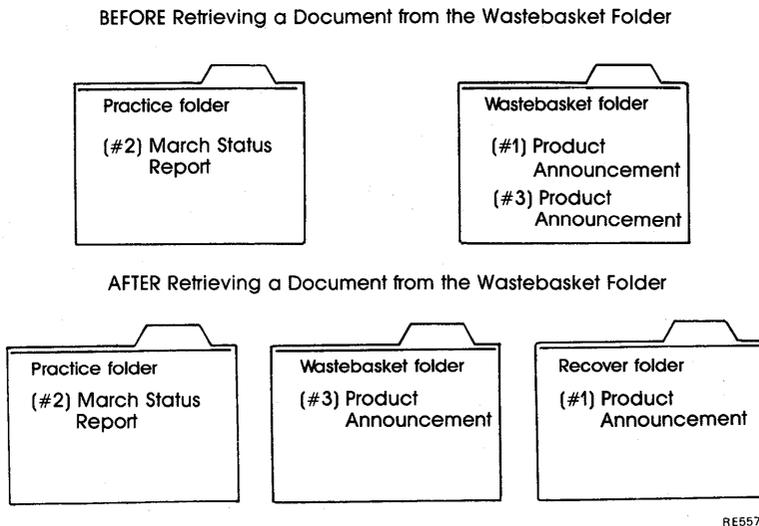


Figure 5-5 Retrieving a Document from the Wastebasket Folder

Exercise: Retrieving a Document from the Wastebasket Folder

To retrieve a document from the Wastebasket folder, follow the steps below.

If you make an error you cannot correct, press **EXIT** to return to the Word and Document Processing menu and begin again.

- 1 Enter the Select (SEL) option from the Word and Document Processing menu and press **RETURN**:

SEL <RETURN>

ALL-IN-1 displays the Selecting Current Document form.

- 2 Enter the title of the document to be retrieved from the Wastebasket folder:

Product Announcement

- 3 Enter Wastebasket in the Folder field and press RETURN:
Wastebasket <RETURN>
ALL-IN-1 displays the Word and Document Processing menu.
- 4 Enter the Refile document (RFD) option and press RETURN:
RFD <RETURN>
ALL-IN-1 displays the Refiling Document form.
- 5 Enter the name of the folder in which you want to file the document you are retrieving. You may choose a folder that already exists in your File Cabinet or create a new one. In this case, create a new folder and press RETURN:
Recover <RETURN>
ALL-IN-1 removes *Product Announcement* from the Wastebasket folder and refiles it in a new folder you created entitled *Recover*.

Emptying the Wastebasket Folder

When you empty the Wastebasket folder, ALL-IN-1:

- Permanently removes the items filed in the Wastebasket folder from your File Cabinet
- Deletes the Wastebasket folder as well, and automatically creates a new Wastebasket folder the next time you delete an item

NOTE: *Documents deleted from the Wastebasket folder are permanently deleted. You cannot retrieve these documents.*

If you completed the exercises above in this chapter, your folders currently look like the **BEFORE** picture in Figure 5-6. When you complete this exercise, your folders will look like the **AFTER** picture in Figure 5-6.

Please note that the document numbers in Figure 5-6 may not correspond to your actual document numbers, but have been included to help illustrate the procedure.

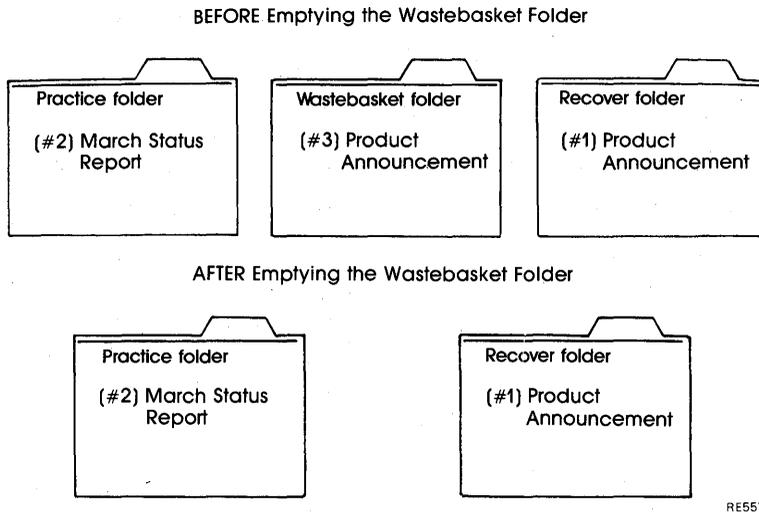


Figure 5-6 Emptying the Wastebasket Folder

Exercise: Emptying the Wastebasket Folder

To empty the Wastebasket folder and **PERMANENTLY** delete the items filed in it, follow the steps below.

If you make an error you cannot correct, press **EXIT** to return to the File Cabinet menu, and begin again.

- 1 Enter the Empty Wastebasket (EW) option from the File Cabinet Management menu and press **RETURN**:

EW <RETURN>

ALL-IN-1 displays a prompt asking you to enter **Y** if you want to continue to delete all documents in your Wastebasket folder.

- 2 Enter **Y** (Yes) and press **RETURN**:

Y <RETURN>

ALL-IN-1 empties your Wastebasket folder, permanently deleting all documents contained within.

Where To Go from Here with File Cabinet Management

You have learned the basics of manipulating your documents and maintaining your File Cabinet, but the ALL-IN-1 File Cabinet Management subsystem lets you perform many other tasks as well. For example:

- Use the Make copy of folder option on the File Cabinet Management menu to duplicate all the documents in a folder at once
- Use the Refile folder option on the File Cabinet menu to refile all the documents in a folder at once
- Use the Cross-file document and Cross-file folder options on the File Cabinet menu to cross-reference a single document or the entire contents of a folder into a second folder
- Use the Delete folder option on the File Cabinet menu to delete the entire contents of a folder
- Use the Update index information option to change a document's title and keywords

See the *ALL-IN-1 User's Reference* for information and instructions on all these features, and for further information about the features discussed in this chapter.

6

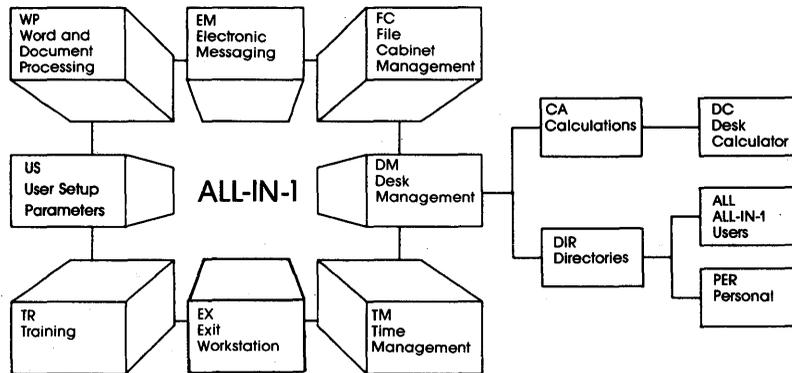
Getting Started with Desk Management

This chapter takes you through the basics of the Desk Management subsystem as highlighted in Figure 6-1.

The ALL-IN-1 Desk Management subsystem helps you organize your tasks and workday efficiently and effectively. Through the Desk Management subsystem, you have access to other subsystems designed to meet your specific time and resource management needs.

In the exercises in this chapter, you will learn how to use the Desk Management options to:

- Solve some simple maths problems on the desk calculator
- Create your own personal phone directory
- Use the ALL-IN-1 phone directory



RE5572

Figure 6-1 Desk Management Overview

The first time you work through the exercises, follow each instruction carefully. Each step depends on the preceding step. Anything that you type from your keyboard is printed in this book in red.

Before you begin, make sure you are logged in to ALL-IN-1. The ALL-IN-1 Main menu should be displayed on your screen. If you are not logged in, go to the Getting Started with ALL-IN-1 chapter in this book.

The Desk Management Subsystem Options

As you will see in the following exercises, the organization of the Desk Management subsystem differs slightly from the other subsystems you have studied so far. Because of the number and variety of tasks you can perform using the Desk Management options, each of the options on the Desk Management subsystem menu has its own menu with its own list of options.

This chapter takes you through the basics of two of the Desk Management options:

Calculations To use the Desk Calculator

Directories To create and maintain your Personal Phone directory and to gain access to your Corporate directory and the ALL-IN-1 Phone directory

See the Getting Started with Time Management chapter in this book to learn about the Time Management option from the Desk Management menu.

Refer to the *ALL-IN-1 User's Reference* for information about the options not discussed in this book.

Entering the Desk Management Subsystem

To enter the Desk Management subsystem:

Enter the Desk Management (DM) option and press RETURN:

DM <RETURN>

ALL-IN-1 displays the Desk Management subsystem menu (Figure 6-2).

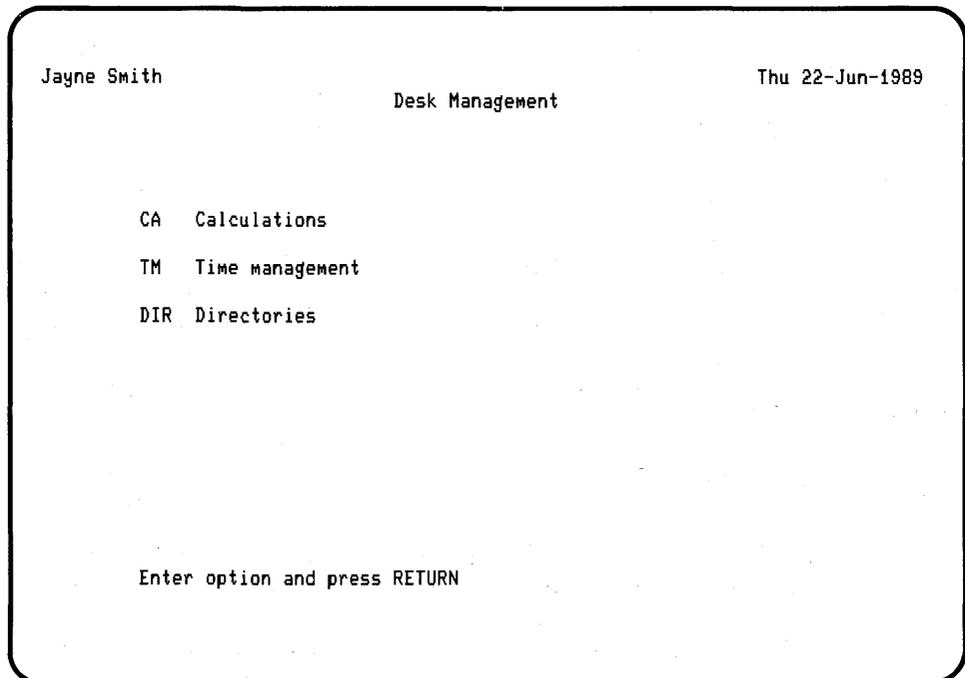


Figure 6-2 Desk Management Menu

Entering the Calculations Subsystem

To enter the *Calculations* subsystem:

Enter the Calculations (CA) option and press RETURN:

CA <RETURN>

ALL-IN-1 displays the Calculations menu (Figure 6-3).

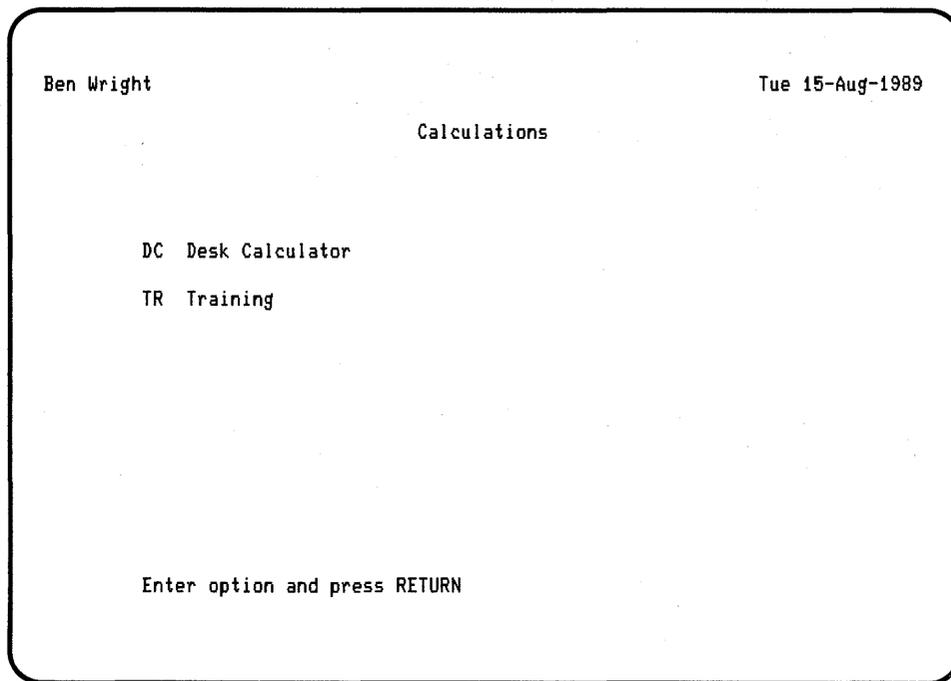


Figure 6-3 Calculations Menu

Using the Desk Calculator

Use the Desk Calculator option to add, subtract, multiply, divide, and to perform the other tasks you usually do on a simple electronic calculator.

When you select the Desk Calculator option from the Desk Management menu, ALL-IN-1 displays the Desk Calculator form (Figure 6-4).

Desk Calculator

<p>C Clear E Clear entry * Multiply / Divide ^ Exponentiation R Square Root F Evaluate Formula A Absolute Value N Nearest Integer P Set Decimal Places</p>	<p style="text-align: center;">Memory</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; padding: 2px;">A</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">B</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">C</td></tr> </table> <p style="text-align: center;">Display</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; padding: 2px;">X</td></tr> </table>	A	B	C	X	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">GOLD H Help</td> <td style="padding-right: 10px;">GOLD Q Leave Desk Calculator</td> </tr> <tr> <td style="padding-right: 10px;">Formula Functions:</td> <td>LOG ABS DEG FAC MOD LOGE INT RAD SQRT</td> </tr> <tr> <td style="padding-right: 10px;">Trigonometric: (in radians)</td> <td>SIN COS TAN ASIN ACOS ATAN</td> </tr> </table>	GOLD H Help	GOLD Q Leave Desk Calculator	Formula Functions:	LOG ABS DEG FAC MOD LOGE INT RAD SQRT	Trigonometric: (in radians)	SIN COS TAN ASIN ACOS ATAN
A												
B												
C												
X												
GOLD H Help	GOLD Q Leave Desk Calculator											
Formula Functions:	LOG ABS DEG FAC MOD LOGE INT RAD SQRT											
Trigonometric: (in radians)	SIN COS TAN ASIN ACOS ATAN											

7	8	9	-
4	5	6	+
1	2	3	=
0	.		

Figure 6-4 Desk Calculator Form

The Desk Calculator form shows:

- The Calculator Functions area, describing the special calculation functions located on the main keyboard
- The Formula Functions area, listing the mathematical functions available
- The Keypad Layout, displaying the keypad keys
- The *Display registers* and *Memory registers* area, where ALL-IN-1 displays the numbers you enter

Using the Desk Calculator to solve simple mathematical problems is straightforward and easy — you just enter the numbers and function keys in the same order as you would if you were writing them down. For example, to add numbers, you press the following keys on the keypad:

Getting Started with Desk Management



RE5573

ALL-IN-1 calculates and displays the answer: 11

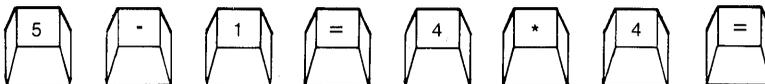
The other keys that you use to operate the Desk Calculator are very similar to the keys on a standard electronic calculator (Table 6-1).

Table 6-1 Desk Calculator Keys

Use	Press	To
Clear	C	Delete all entries and cancel the current operation
Clear Entry	E	Delete only the last entry or current calculator entry
Set Decimal Places	P	Change the number of displayed decimal places
Leave Desk Calculator	QUIT CALCULATOR	End the session and return to the previous menu

Some other hints for using the desk calculator:

- Do not press RETURN after making entries on the desk calculator.
- Both ENTER on the keypad and = on the main keyboard perform the “equals” or “totals” function.
- By following a few simple rules, you can chain problems together. For example, you can subtract and then multiply the answer:



RE5574

ALL-IN-1 displays: 16

See the *ALL-IN-1 User's Reference* for more information on chaining mathematical problems.

- The Desk Calculator operates in two ways (modes), to allow you to solve more complex problems as well as to perform simple arithmetic tasks. Use:
 - *Calculator mode*, for simple arithmetic calculations (the default mode)
 - *Formula mode*, for algebraic, trigonometric, and more complex functions

Both of these modes are described more completely in the *ALL-IN-1 User's Reference*.

Exercise: Adding and Subtracting Using the Desk Calculator

To add and subtract, follow the steps below, using the keys shown on the keypad layout on the desk calculator (Figure 6-4).

If you make an error that you cannot correct, press CLEAR to clear your entry, and try again.

- 1 Enter the Desk Calculator (DC) option from the Calculations menu and press RETURN:

DC <RETURN>

ALL-IN-1 displays the Desk Calculator form (Figure 6-4).

- 2 Enter 123 .

ALL-IN-1 displays your entry in the Display area.

- 3 Press + .

- 4 Enter 456 .

ALL-IN-1 displays your entry in the Display area.

- 5 Press = .

ALL-IN-1 calculates and displays the answer: 579.

- 6 Press + .

7 Press $-$.

ALL-IN-1 displays a $-$ sign next to the display area.

8 Enter 456 .

9 Press $=$.

ALL-IN-1 calculates and displays the answer: 123.

Exercise: Multiplying and Dividing Using the Desk Calculator

To multiply and divide, follow the steps below.

If you make an error you cannot correct, press CLEAR to clear your entry, and begin again.

1 Enter 3 .

2 Press $*$ on the main keyboard.

3 Enter 9 .

4 Press $=$.

ALL-IN-1 calculates and displays the answer: 27.

5 Press $/$ on the main keyboard.

6 Enter 3 .

7 Press $=$.

ALL-IN-1 calculates and displays the answer: 9.

8 Press GOLD QUIT CALCULATOR to leave the Desk Calculator:

ALL-IN-1 returns you to the Calculations menu.

9 Press EXIT to return to the Desk Management menu.

For more information about using the Desk Calculator, see the *ALL-IN-1 User's Reference*.

Entering the Directories Subsystem

ALL-IN-1 provides six options in the Directories subsystem:

- Corporate Phone directory, which lists information about people in your organization
- Personal Phone directory, which you create for your own use
- ALL-IN-1 Phone directory, which provides information about other ALL-IN-1 users on your local system
- Search mail directory, which enables you to find personal details, such as the mail address, of people in the Mail directory (see the *ALL-IN-1 User's Reference*)
- Nickname Management, which lets you create a list of short names for your convenience when using Electronic Messaging
- Distribution lists, which you create and use for group mailings

The following exercises will take you through the basics of two of the options:

- The Personal Phone directory
- The ALL-IN-1 Phone directory

The Corporate directory functions in a similar way to the ALL-IN-1 Phone directory. For more information on this option, Nickname Management and the Distribution List option, see the *ALL-IN-1 User's Reference*.

To enter the Directories subsystem:

Enter the Directories (DIR) option from the Desk Management menu and press RETURN:

DIR <RETURN>

ALL-IN-1 displays the Directories menu (Figure 6-5).

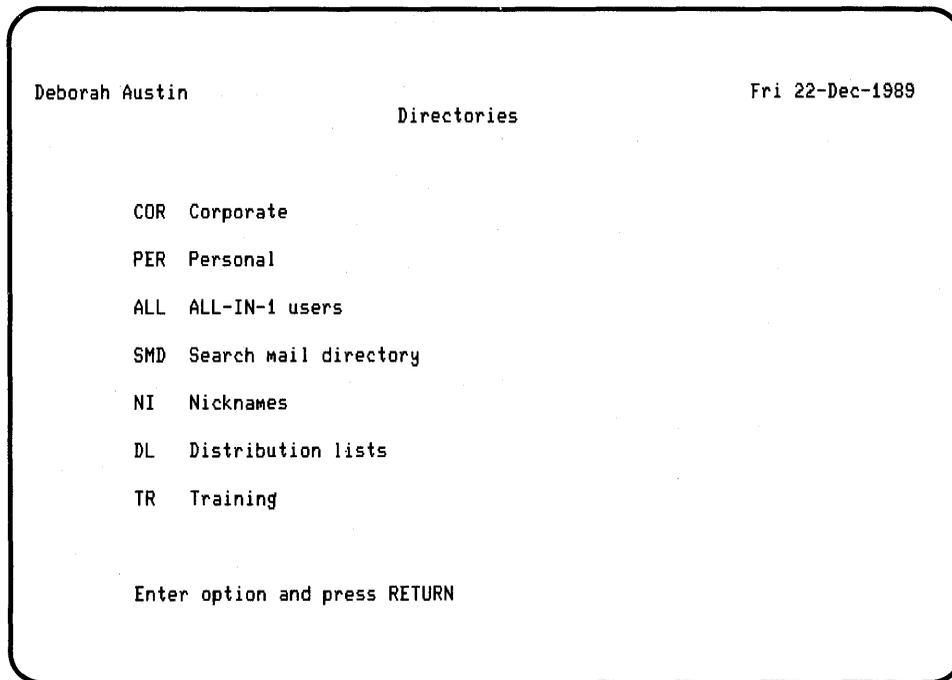


Figure 6-5 Directories Menu

Using the Personal Phone Directory

The Personal Phone directory is a directory you create and maintain. No other user has access to your Personal Phone directory, and no other user can change, add, or delete entries in your directory. In your own directory, you can:

- Create entries
- Select entries
- Edit entries
- Read entries
- Display an index of entries
- Print entries
- Delete entries

In the following exercises, you will create, select, edit, read, and display an index of your Personal Phone directory entries. See the *ALL-IN-1 User's Reference* for information about printing and deleting directory entries.

Exercise: Creating an Entry in the Personal Phone Directory

To create an entry in your Personal Phone directory, follow the steps below.

If you make an error you cannot correct, press EXIT to return to the Personal Phone Directory menu, and begin again.

- 1 Enter the Directories (DIR) option from the Desk Management menu and press RETURN:

DIR <RETURN>

ALL-IN-1 displays the Directories menu (Figure 6-5).

- 2 Enter the Personal (PER) option and press RETURN:

PER <RETURN>

ALL-IN-1 displays the Personal Phone Directory menu (Figure 6-6).

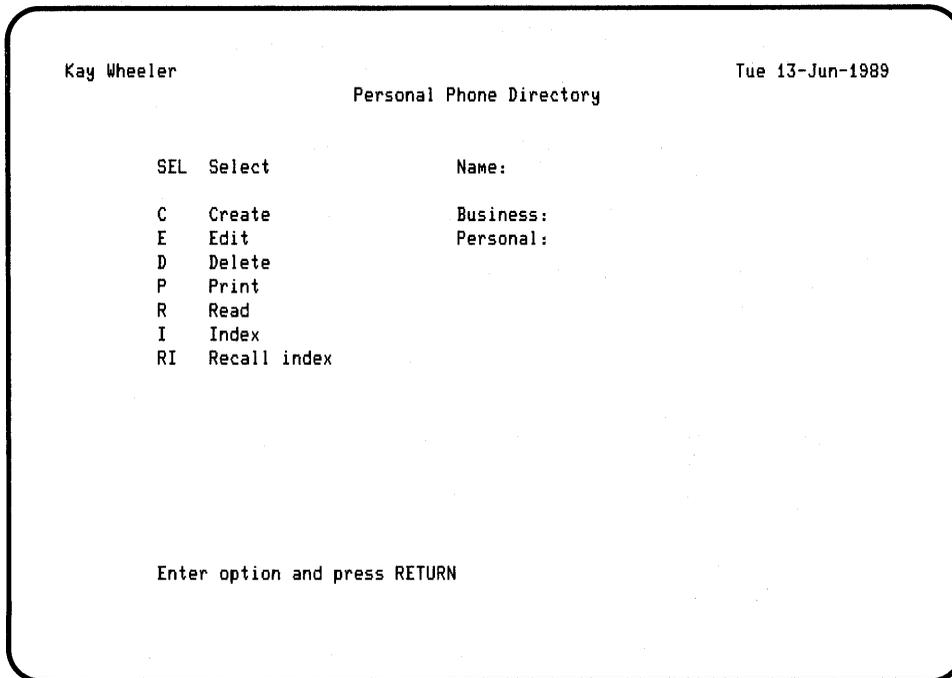


Figure 6-6 Personal Phone Directory Menu

- 3 Enter the Create (C) option from the Phone Directory menu and press RETURN:

C <RETURN>

ALL-IN-1 displays the Personal Phone Directory form.

- 4 Enter your own username (usually your surname) in the Name field and press RETURN. For example:

JONES <RETURN>

- 5 Enter the remaining information about yourself in the form. As in all entry forms, use the TAB and PREV FIELD keys to move between fields. (If you need more information about completing entry forms, see the chapter on Word and Document Processing in this book.)

- 6 Press RETURN twice when the form is complete. It is not necessary to complete all the fields on the Personal Phone Directory form.

<RETURN> <RETURN>

ALL-IN-1 returns you to the Personal Phone Directory menu. The current item block now displays your surname and phone number(s).

- 7 Repeat steps 3 to 5 to create additional entries in your Personal Phone directory. Note that each time you return to the Personal Phone Directory menu, the current item block displays information from the last entry you made.

Exercise: Editing an Entry in the Personal Phone Directory

To change an entry when information is outdated:

- 1 Enter the Select (SEL) option from the Personal Phone Directory menu and press RETURN:

SEL <RETURN>

ALL-IN-1 displays the Select Name form.

- 2 Enter your own surname in the Name field, and press RETURN.

ALL-IN-1 displays the Personal Phone Directory menu, with your surname in the current item block.

- 3 Enter the Edit (E) option and press RETURN:

E <RETURN>

ALL-IN-1 displays your entry in the Personal Phone directory.

- 4 Press TAB to move the cursor to the Comments field, and enter the following:

This is my first try at editing my directory.

- 5 Press RETURN twice:

<RETURN> <RETURN>

ALL-IN-1 adds that information to your entry and displays the Personal Phone Directory menu again.

Exercise: Selecting and Reading an Entry in the Personal Phone Directory

Use the Select option on the Personal Phone Directory menu to choose the entry you want to work with.

To read all the information listed for the selected entry, use the Read (R) option on the Personal Phone Directory menu.

If you make an error you cannot correct, press EXIT to return to the Personal Phone Directory menu, and begin again.

- 1 Enter the Select (SEL) option from the Personal Phone Directory menu and press RETURN:

SEL <RETURN>

ALL-IN-1 displays the Select Name form.

- 2 Enter your own surname in the Name field, and press RETURN:

Your Surname <RETURN>

ALL-IN-1 redisplay the Personal Phone Directory menu with the information you just entered displayed in the current item block. ALL-IN-1 also automatically displays the telephone number(s) for that entry in the current item block.

- 3 Enter the Read (R) option from the Personal Phone Directory menu and press RETURN:

R <RETURN>

ALL-IN-1 displays the Personal Phone Directory form, which contains information you entered in the previous exercise.

- 4 Press RETURN to return to the Personal Phone Directory menu.

Exercise: Displaying the Personal Phone Directory Index

Use the Index (I) option on the Personal Phone Directory menu to find a specific entry or to see an index of all entries in your Personal directory.

To use the Index option:

- 1 Enter the Index (I) option from the Personal Phone Directory menu and press RETURN:

I <RETURN >

ALL-IN-1 displays the Index of Personal Users form.

- 2 Enter your own username (usually your surname) in the Name field and press RETURN. For example:

JONES <RETURN >

ALL-IN-1 displays an index with your surname and your business telephone number (if you entered this phone number).

- 3 Press EXIT to return to the Personal Phone Directory menu.
- 4 Enter the Index (I) option and press RETURN again to see an index of all entries in your Personal Phone directory:

I <RETURN >

ALL-IN-1 again displays the Index of Personal Users form.

- 5 Leaving all fields empty, press RETURN.

ALL-IN-1 displays an index showing all entries in your Personal Phone directory.

- 6 Press EXIT to return to the Personal Phone Directory menu.

Using the ALL-IN-1 Phone Directory

The ALL-IN-1 phone directory contains information about other ALL-IN-1 users on your local system. Your ALL-IN-1 administrator creates and maintains the ALL-IN-1 phone directory.

Except for your own entry, you cannot enter information or make changes to the ALL-IN-1 phone directory. But you can:

- Select an entry
- Read an entry
- Display an index of entries
- Print an entry

In the following exercises, you will select, read, and display an index of entries for the ALL-IN-1 phone directory. See the *ALL-IN-1 User's Reference* for information about printing entries.

Exercise: Selecting and Reading an ALL-IN-1 Phone Directory Entry

To select and read an ALL-IN-1 phone directory entry, follow the steps below.

If you make an error you cannot correct, press **EXIT** to return to the ALL-IN-1 phone directory menu and start again.

- 1 Enter the Directories (DIR) option from the Desk Management menu and press **RETURN**:

DIR <RETURN>

ALL-IN-1 displays the Directories menu.

- 2 Enter the ALL-IN-1 Users (ALL) option, and press **RETURN**:

ALL <RETURN>

ALL-IN-1 displays the ALL-IN-1 Phone Directory menu (Figure 6-7).

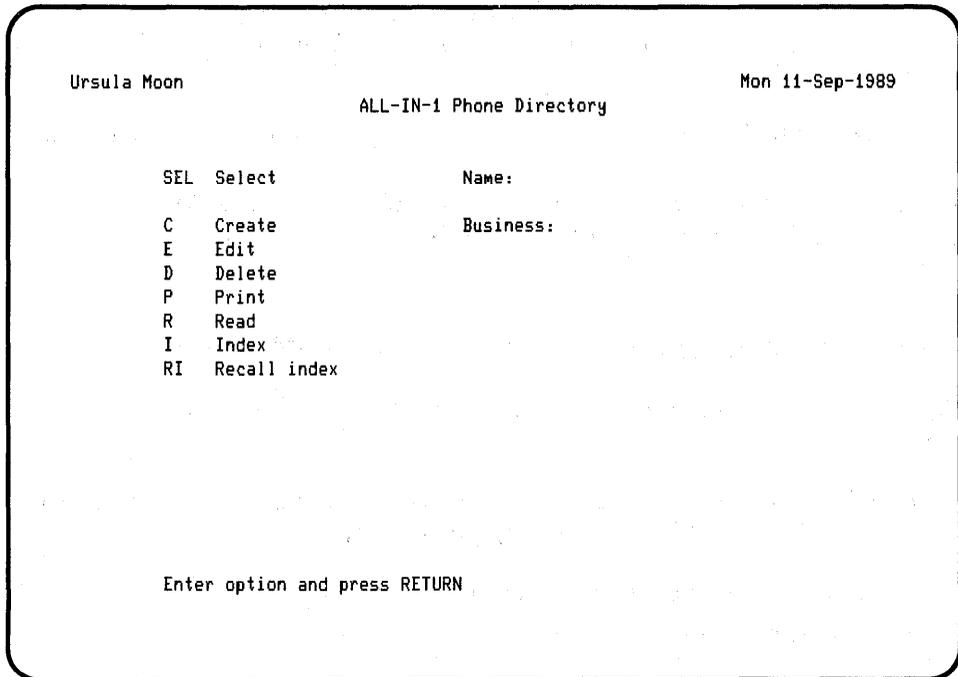


Figure 6-7 ALL-IN-1 Phone Directory Menu

- 3 Enter the Select option and press RETURN:

SEL <RETURN>

ALL-IN-1 displays the Select Name form.

- 4 Enter your username (usually your surname) in the Name field, and press RETURN. For example:

JONES <RETURN>

ALL-IN-1 displays the ALL-IN-1 Phone Directory menu again with your surname displayed in the current item block. ALL-IN-1 also automatically displays the telephone number for that entry in the current item block.

- 5 Enter the Read (R) option from the ALL-IN-1 Phone Directory menu and press RETURN:

R <RETURN>

Getting Started with Desk Management

ALL-IN-1 displays the ALL-IN-1 Users form, which contains information about you that your ALL-IN-1 administrator has entered.

- 6 Press RETURN to return to the ALL-IN-1 Phone Directory menu.

NOTE: You cannot change any entry in the ALL-IN-1 phone directory except your own. If information is incorrect or missing, see your ALL-IN-1 administrator.

Exercise: Displaying the ALL-IN-1 Phone Directory Index

To see an index of all entries in the ALL-IN-1 phone directory, follow the steps below.

If you make a mistake which you cannot correct, press EXIT to return to the ALL-IN-1 Phone Directory menu, and start again.

- 1 Enter the Index (I) option and press RETURN:

I <RETURN>

ALL-IN-1 displays the Index of ALL-IN-1 Users form.

- 2 Leave all fields clear, and press RETURN.

ALL-IN-1 displays an index of ALL-IN-1 users.

- 3 Press EXIT to return to the ALL-IN-1 Phone Directory menu.

Where To Go from Here with Desk Management

ALL-IN-1 Desk Management has many other helpful features. For instance, you can:

- Compute algebraic and trigonometric formulas using the Formula Functions on the Desk Calculator
- Create a nickname list to use with Electronic Messaging
- Create a distribution list to use for group mailing
- Search the Mail directory for information on people

To learn more about these features and what else is available, see the *ALL-IN-1 User's Reference*.

The *ALL-IN-1 User's Reference* provides in-depth information about all the topics covered in this book. For more practice and information about the Desk Management subsystem, follow the computer-based, self-paced exercises offered through the Training option on many of the subsystem menus.

7

Getting Started with Time Management

The ALL-IN-1 Time Management subsystem helps you organize your *calendar* and work day.

The Time Management (TM) option appears on both the Main menu and on the Desk Management menu. You can also access Time Management from any subsystem menu.

In this chapter, you will use the options shown in Figure 7-1 to:

- Schedule and reschedule an event
- Create and close a task
- Display a view of your calendar
- Edit a task, while a view of your calendar is displayed

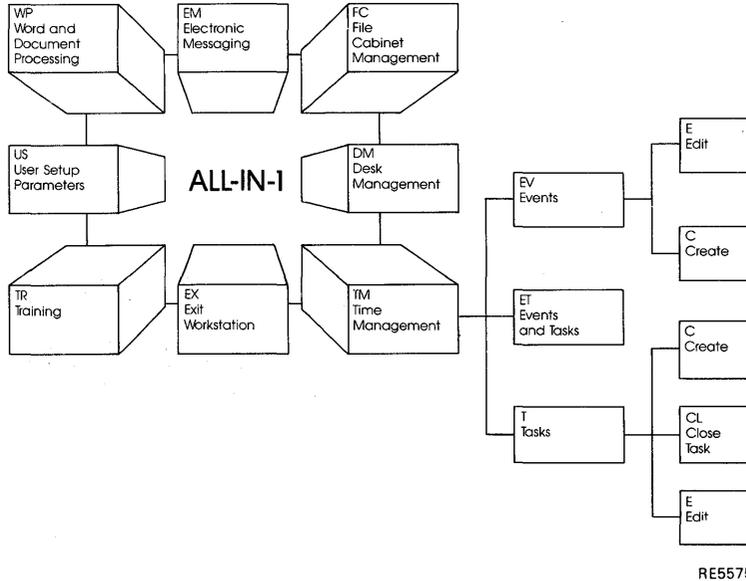


Figure 7-1 Time Management Overview

If you have any problems completing any of the exercises in this chapter, press **HELP** and follow the displayed instructions.

The Time Management Options

The Time Management subsystem has two types of items: *events* and *tasks*. Events are activities that occur at a set date and time, whereas tasks are activities that are not associated with a specific time.

The exercises in this chapter will take you through the following options:

- | | |
|------------------|-----------------------------------------------------|
| Set date | To change the date you are working on |
| Create | To create an event and a task |
| Edit | To edit an event and a task |
| Close | To close a task |
| Events and tasks | To display the events and tasks for the current day |

Entering the Time Management Subsystem

You can enter Time Management from the Main menu, the Desk Management menu, or any subsystem menu. To enter the Time Management subsystem:

Enter the Time Management (TM) option and press RETURN:

TM <RETURN>

ALL-IN-1 displays the main Time Management menu (Figure 7-2).

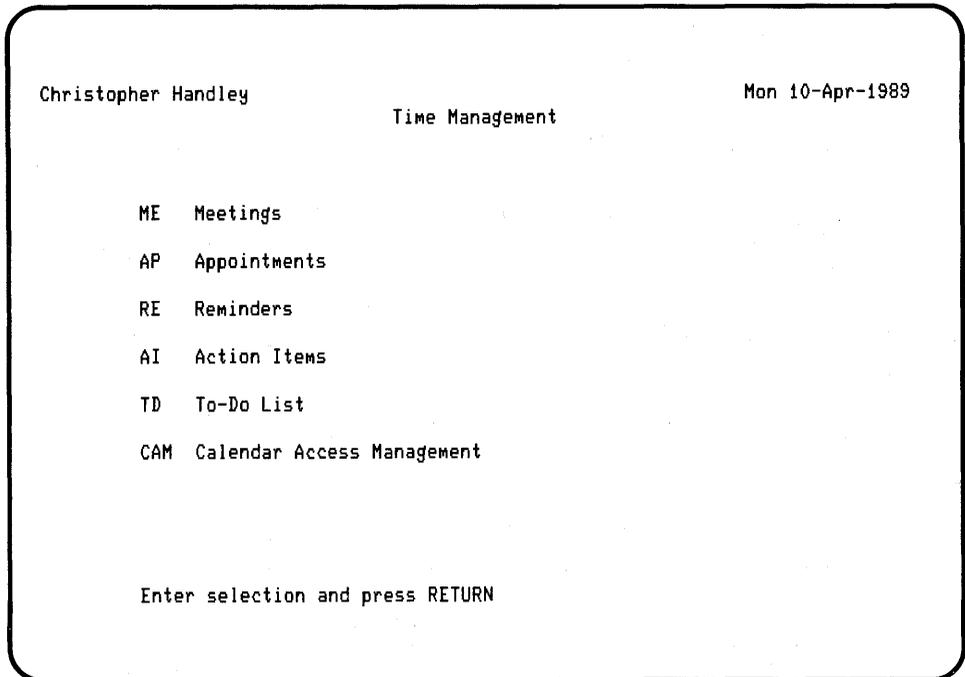


Figure 7-2 Main Time Management Menu

Getting Started with Time Management

Some of the options on the main Time Management menu display a view of your calendar. When a view is displayed, you can make changes to your calendar, print it, and so on. The options for displaying a view of your calendar are:

- **Events at a glance (EG)**, which displays the events for the current day.
- **Events plus (EP)**, which displays the same as the Events at a glance (EG) option, but only in the top half of the screen. In addition, this option displays a summary of the events for the week and the month's calendar.
- **Tasks at a glance (TG)**, which displays the tasks for the current day. These are the open tasks that start on or before the current day.
- **Events and tasks (ET)**, which is a combination of the Events at a glance (EG) and Tasks at a glance (TG) options, and displays an index of the events and tasks for the current day. The day's events are displayed on the top half of the screen, and the open tasks on the bottom.

Other options on the main Time Management menu display a menu. These options are:

- **Events (EV)**, which displays the Events menu. You can use this menu to create events, edit them, print them, and so on. Events are activities that occur at a set date and time, and can include more than one person. Meetings, appointments outside the office, and vacation bookings are all examples of events. You can also schedule recurring events, such as weekly meetings.
- **Tasks (T)**, which displays the Tasks menu. You can use this menu to create tasks, edit them, print them, and so on. Tasks are activities that are not associated with a specific time, and do not directly involve other people. A task may have an open or closed status, a start date, and due date. Examples of tasks include action items, reminders, and things to do.

The Events Menu

You can display the Events menu from the main Time Management menu, any menu within the Time Management subsystem, or any of the views of your calendar, such as the Events at a Glance view. To display the Events menu:

Enter the Events (EV) option and press RETURN:

EV <RETURN>

ALL-IN-1 displays the Events menu (Figure 7-3).

Stan White Wed 11-Jan-1989

Events

SEL Select	Owner: WHITE	
C Create	Date: Wed 11-Jan-1989	
E Edit	Time:	
D Delete	Purpose:	
P Print		
R Read		
I Index		
SRE Schedule recurring events		
AM Answer meeting request		
SO Set owner		
SD Set date		

January							1989
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					

Enter option and press RETURN,
or press NEXT SCREEN for more options (more...)

Figure 7-3 Events Menu

Setting the Current Date

If the date displayed in the current item block is not the date you want to work with, you must set the current date.

You set the current date by using the arrow keys to move the current date marker (< >) to the date you want. As you move through the calendar, ALL-IN-1 automatically displays the date enclosed by the current marker in the current item block. Table 7-1 shows the keys to use when changing the currently selected date.

Table 7-1 Calendar Keys

Use	To
GOLD LEFT ARROW	Move back one day
GOLD RIGHT ARROW	Move forward one day
GOLD UP ARROW	Move back one week
GOLD DOWN ARROW	Move forward one week

You can also change the date using the Set date (SD) option. See the *ALL-IN-1 User's Reference* for details.

Creating an Event

Use the Create (C) option on the Events menu to schedule an event. ALL-IN-1 displays a form with the following fields:

- **Date.** Enter a date if you do not want the date shown, using the first three letters of the month, such as 17-DEC-88.
- **Start and end times.** Enter the start and end times for the event using the 12-hour clock. You do not need to specify whether the time is a.m. or p.m. because ALL-IN-1 looks at your *account details* to determine whether the event is in the morning or the afternoon.
- **Purpose and location.** Enter any text for the purpose and the location of the event.
- **Confidentiality.** Complete this field if you want to prevent other users from seeing the description of the event when they display your calendar.

NOTE: *Only people to whom you have granted access can look at the descriptions of your events, regardless of whether or not you set the event as being confidential. Entering Y (Yes) in the Confidential field of an event prevents even those people who have access to your calendar from looking at that event.*

Use the Calendar Access Management (CAM) subsystem to grant access to other people. See the ALL-IN-1 User's Reference for details of how to restrict access to your calendar.

- Invite attendees. Complete this field if you want to invite other people to attend the event.

Exercise: Creating an Event

To schedule an event, follow the steps below.

If you make an error which you cannot correct, press EXIT to return to the Events menu, and begin again.

- 1 Enter the Events (EV) option and press RETURN:

EV <RETURN>

ALL-IN-1 displays the Events menu.

- 2 Enter the Create (C) option and press RETURN:

C <RETURN>

ALL-IN-1 displays the Create Event form.

- 3 Enter the following information. Remember to use TAB or PREV FIELD to move between fields.

Date: (the current date is automatically entered) <TAB>

Start time: 4:30

End time: 5:30

Purpose: To discuss scheduling meetings

Confidential: N

Invite Attendees: Y

Location: My office

When you enter Y (Yes) in the Invite Attendees field, ALL-IN-1 displays an Enter Attendees form and prompts you for the names of the people you want to attend the event.

Use either the surnames (last names) or the nicknames of the people you want to attend the event. Enter the names and press RETURN. A mail message will be sent to each attendee. If they accept the invitation, the event will be automatically scheduled on their calendars.

If you enter N (No) at the Invite Attendees field the event will only be scheduled on your own calendar. You will not be able to enter a location in the Location Field if you have no attendees.

You are asked if you want to add comments to this event. If you do, type Y (Yes) and then type your comments. If you do not want to add any comments, type N (No) and press RETURN.

ALL-IN-1 enters the event on your calendar, and displays the date and time of the event in the current item block.

Events are scheduled in your calendar and in the calendars of the other ALL-IN-1 users due to attend the event.

Exercise: Editing an Event

In this exercise, you will edit the event you created in the previous exercise.

If you make an error which you cannot correct, press EXIT to return to the Events menu, and begin again.

- 1 Enter the Events (EV) option and press RETURN:

EV <RETURN>

ALL-IN-1 displays the Events menu.

- 2 Enter the Edit (E) option and press RETURN:

E <RETURN>

ALL-IN-1 displays the Edit Event form.

- 3 Press TAB once and enter a new start time and a new end time in the appropriate fields. When you have entered the new times, press RETURN:

Start Time: 11:00

End Time: 12:00 <RETURN>

If you invited attendees to the event, you are asked if you want to add comments. If you do, type Y (Yes), and then type your comments. If you do not want to add any comments, type N (No) and press RETURN.

ALL-IN-1 makes the change to your calendar and displays the new times in the current item block.

If you have invited people to the event they will each receive a mail message. If they accept the invitation, the event will be automatically scheduled on their calendars.

The Tasks Menu

You can display the Tasks menu from the main Time Management menu or any menu within the Time Management subsystem, or any of the views of your calendar, such as the Events at a Glance view. To display the Tasks menu:

Enter the Tasks (T) option and press RETURN:

T <RETURN>

ALL-IN-1 displays the Tasks menu (Figure 7-4).

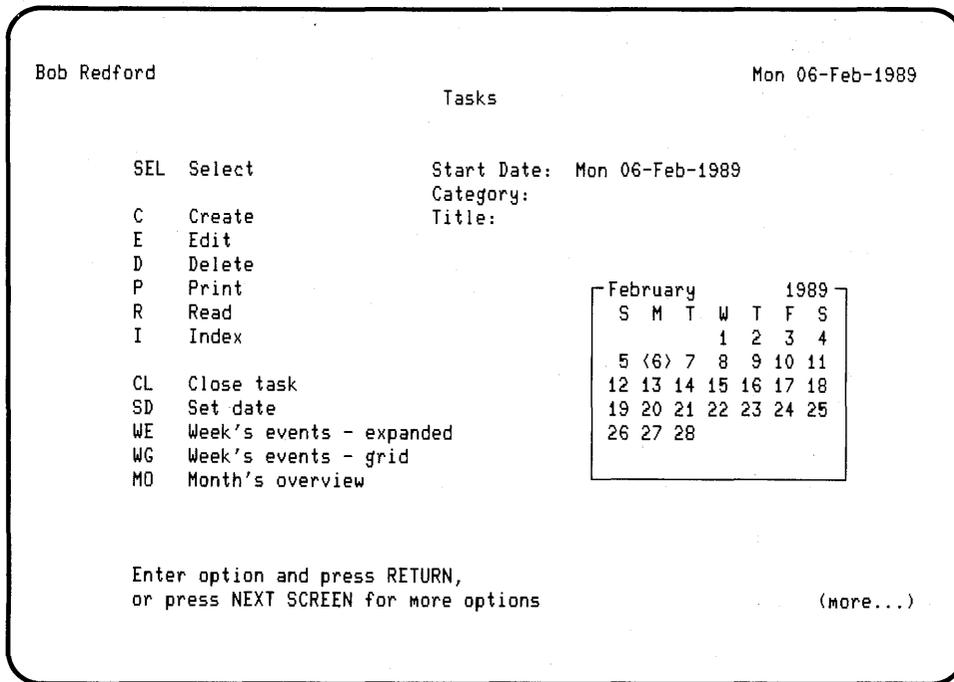


Figure 7-4 Tasks Menu

Adding Tasks to Your Calendar

You use the Create (C) option on the Tasks menu to add a task to your calendar. ALL-IN-1 displays a form with the following fields:

- **Category.** You can keep all your tasks under one category called Task, or you can choose your own categories. If you have groups of related tasks, you can have one category for each group. For example, if you are working on several projects, you can have one category for each project.
- **Title.** Each title must be different from your other task titles. If you are using the Tasks category for this task, the task is automatically numbered, but you can change this number into your own title if you want to.
- **Start date.** Enter the date to start the task, such as 17-DEC-88. Any tasks that have started are shown on a view of your calendar, such as the Tasks at a Glance view.

- **Description.** You can enter whatever you like for the description of the task.
- **Due date.** Enter a due date for the task, such as 17-DEC-88. You will not be reminded when this due date is reached, but you can use this information to check the urgency of your tasks.

Exercise: Creating a Task

To create a task in your calendar follow the steps below.

If you make an error which you cannot correct, press EXIT to return to the Tasks menu, and begin again.

- 1 Enter the Tasks (T) option and press RETURN:

T <RETURN>

ALL-IN-1 displays the Tasks menu.

- 2 Enter the Create (C) option and press RETURN:

C <RETURN>

ALL-IN-1 displays the Create Task form.

- 3 Enter the following information. Remember to use TAB or PREV FIELD to move between fields.

Category: Exercises <TAB>

Title: Creating a Task <RETURN>

Start Date: 1-AUG-90 <TAB>

Description: This example should be done before doing the next example in the book <TAB>

Due Date: 8-AUG-90 <RETURN>

ALL-IN-1 enters the task on your calendar, and displays the start date, the category, and the title of the task in the current item block. The calendar for August is shown at the bottom of the screen with 1-August marked.

Now, following the steps above, create another task. This time enter Task 2 in the Title field and enter This is another task in the Description field. When you have completed all the fields and pressed RETURN you will have created two tasks.

The second task is the currently selected one, and will be shown in the current item block.

Exercise: Closing a Task

In this exercise you will close the task you created in the previous exercise.

If you make an error which you cannot correct, press EXIT to return to the Tasks menu and begin again.

To close a task:

- 1 Enter the Tasks (T) option and press RETURN:

T <RETURN>

ALL-IN-1 displays the Tasks menu.

- 2 Enter the Close Task (CL) option from the Task menu and press RETURN:

CL<RETURN>

ALL-IN-1 displays the Close Task form.

- 3 ALL-IN-1 automatically places you on the Closure Date field. Enter the following information in the fields and press RETURN:

Closure Date: (today's date is automatically entered) <TAB>

Closure Description: This exercise is complete <RETURN>

ALL-IN-1 displays the closed task.

Displaying a View of Your Calendar

You can display a view of your calendar using one of four options on the main Time Management menu (see Figure 7-2).

When one of these views is displayed, you can make changes to your calendar. For example, you can edit a task while a view of your events and tasks is displayed. See the section on editing a task from the Events and Tasks view for details. See the *ALL-IN-1 User's Reference* for details of working from other views of your calendar.

Displaying the Events and Tasks for the Current Day

You use the Events and tasks (ET) option to display a view of the events and tasks for the current day.

The screen is divided into two regions. The top region of the screen displays the events and the bottom region displays the tasks that are open and started. You can move between the events region and the tasks region by pressing TAB and PREV FIELD.

You can change the day you wish to work on by using the arrow keys to change the date. Refer to Table 7-1 to see how to change the current date.

You can also change the date using the Set date (SD) option. See the *ALL-IN-1 User's Reference* for details.

Exercise: Editing a Task from the Events and Tasks View

In this exercise you will use the Events and tasks (ET) option to display a view of your events and tasks, and to edit a task.

If you make a mistake which you cannot correct, press EXIT to return to the Events and Tasks view, and begin again. To access the Events and tasks option and edit a task:

- 1 Enter the Events and tasks (ET) option from the main Time Management menu, and press RETURN:

ET <RETURN>

The screen that ALL-IN-1 displays is divided into two regions, with the events you have created for that date displayed in the top region, and the tasks that are open and started in the bottom region.

A pointer (the > symbol) is automatically placed in the events region of the screen.

- 2 Move the pointer to the tasks region of the screen by pressing TAB. The pointer is now placed on the first open task you have created for that day.

- 3 Enter the Edit (E) option and press RETURN:

E <RETURN>

ALL-IN-1 displays the Edit Task form.

- 4 Press TAB three times:

<TAB> <TAB> <TAB>

The cursor is placed on the Due Date field. Change the date in this field to 1st September 1990 and press RETURN. Type:

01-SEP-1990 <RETURN>

The new date is now shown on the Events and Tasks view of your calendar.

Where To Go from Here with Time Management

ALL-IN-1 Time Management offers many other useful features. For example you can:

- Reply to a meeting request by using the Answer a meeting request (AM) option.
- Schedule recurring events by using the Schedule recurring events (SRE) option.
- Use the Month's overview (MO) option to display an overview of the events for the current month.
- Use the Add attendees (AA) and Remove attendees (RA) options to change the list of attendees for an event.
- Use the Scan for free time (SC) option to search users' calendars for times when all the people you want to attend an event are free.
- Use the Calendar access management (CAM) option to list calendars to which you have access and see who has access to your calendar. Try editing the list or adding and deleting names from it.
- Use the print options, such as the Print events and tasks (PET) option to print the events and tasks for the current day.

To learn more about these features and what else is available, see the *ALL-IN-1 User's Reference*. This book provides in-depth information about all the topics covered in this chapter.

In addition, for more practice and information about the Time Management system, follow the on-line training exercises by using the Training (TR) option.

8

Getting Started with Printing

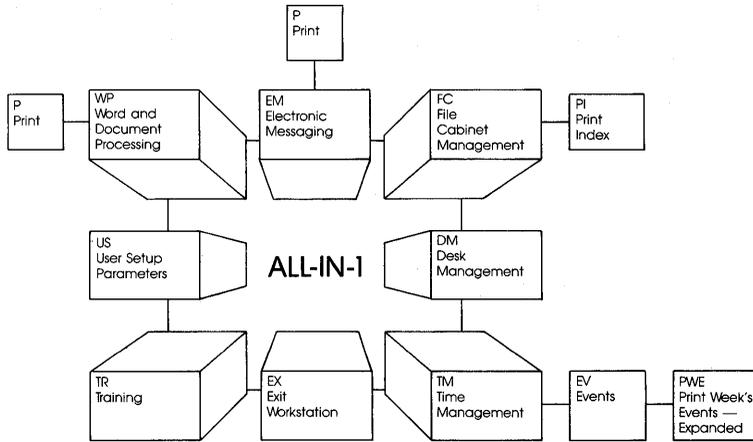
This chapter takes you through the basics of the ALL-IN-1 printing feature, using the subsystems and options highlighted in Figure 8-1.

In the exercises in this chapter, you will learn how to:

- Print documents
- Print mail messages
- Print an index of the items in your File Cabinet
- Print two days' events from your calendar

If you want help as you work through the exercises, press **HELP**. On-line training is also available. Access this by entering **TR** and pressing **RETURN**.

You should be logged in to ALL-IN-1 with the Main menu displayed. If you need help logging in, see the introductory chapter in this book.



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Figure 8-1 Printing Overview

Note that the exercises in this chapter depend on documents and items you created and filed in preceding chapters.

The Print Option

Most ALL-IN-1 subsystems include the Print (P) option in their list of options. The print function operates throughout ALL-IN-1, so you can print documents, mail messages, calendar entries, phone directory items, and anything else you create using ALL-IN-1.

After you choose the Print (P) option from a menu, ALL-IN-1 displays a series of forms and prompts you for information.

Printing a Document

In the following exercise, you will print your document entitled *March Status Report*. The document you want to print must be the current document; that is, its header information must be displayed in the current item block on the Word and Document Processing menu. In the Getting Started with Word and Document Processing chapter, you learned how to select a document to make it the current document. The process is the same throughout ALL-IN-1.

After you select the current document and enter the Print option from the Word and Document Processing menu, ALL-IN-1 displays the Printing Document form (see Figure 8-2).

```
Printing Document

Document destination:

Format style:

Number of copies:      1

Enter information and press RETURN
or NEXT SCREEN to change settings           (more...)
```

Figure 8-2 Printing Document Form

The Printing Document form shows:

- The *Document Destination*: This defines the printer on which to print the item. Instead of printing the item on paper, you can print it on to your screen or into a document
- The *Format Style*: This is the style of the *printout* and is usually associated with a printer. The style can define the character fonts available, the text attributes, such as bolding and underlining, or other features of the print. For example, you can print an item on an LN03 printer, but use the format style of an LP11. To find out more about the format styles on your system, ask your ALL-IN-1 administrator.
- The *Number of Copies*: The default is one copy.

The ALL-IN-1 administrator determines the default Document Destination and Format style with an entry on your Working Conditions form. See the *ALL-IN-1 User's Reference* for information on changing those entries.

You can change the number of copies by entering the number you want to print in the Number of Copies field.

You can also change other *print settings* (see the *ALL-IN-1 User's Reference*).

To see a list of what you can enter in any field on this menu, clear the field and press FIND.

Exercise: Printing a Document

To print *March Status Report*, follow the steps below. Use the default Document Destination, Printer Type, and Number of Copies provided on the Printing Document form.

If you make an error you cannot correct, press EXIT to return to the Word and Document Processing menu, and begin again.

- 1 Enter the Word and Document Processing (WP) option from the ALL-IN-1 Main menu and press RETURN:

WP <RETURN>

ALL-IN-1 displays the Word and Document Processing menu.

- 2 Enter the Select (SEL) option from the Word and Document Processing menu and press RETURN:

SEL <RETURN>

ALL-IN-1 displays the Selecting Current Document form.

- 3 Enter the folder name and document title and press RETURN. Use TAB and PREV FIELD or the Arrow keys to move between fields.

Folder: PRACTICE

Title: March Status Report <RETURN>

ALL-IN-1 displays the Word and Document Processing menu again, now with the header information from the document you just selected in the Current Item Block.

- 4 Enter the Print option and press RETURN:

P <RETURN>

ALL-IN-1 displays the Printing Document form.

- 5 Press RETURN to print your document.

ALL-IN-1 returns you to the Word and Document Processing menu and displays a message telling you the status of your printing job.

Printing Electronic Messages

The following exercises show you how to use the Print (P) option on the Electronic Messaging menu to print mail messages you have filed in your File Cabinet. As in printing a document, before you can print an electronic message, you must make it the current item.

In order to do this, follow the steps in the exercise below.

Exercise: Printing an Electronic Message

Follow the steps below to print your memo, *Electronic Messaging Exercise*.

If you make an error you cannot correct, press EXIT to return to whatever subsystem menu you were working at, and begin again.

From the Main menu:

- 1 Enter the Electronic Messaging (EM) option and press RETURN:

EM <RETURN>

ALL-IN-1 displays the Electronic Messaging menu.

- 2 Enter the Select (SEL) option and press RETURN:

SEL <RETURN>

ALL-IN-1 displays the Selecting a Memo form.

- 3 Enter the title and folder name of your memo as follows. Use TAB and PREV FIELD or the Arrow keys to move between fields.

Folder: READ

Title: Electronic Messaging Exercise

- 4 Press RETURN.

ALL-IN-1 returns you to the Electronic Messaging menu.

- 5 Enter the Print (P) option and press RETURN:

P <RETURN>

ALL-IN-1 displays the Printing Document form, showing the Document Destination, Format style, and Number of Copies printed.

- 6 Press RETURN to print *Electronic Messaging Exercise*.

ALL-IN-1 returns you to the Electronic Messaging menu and displays a system message telling you about the status of your print job.

Printing an Index

To print an index of all items in your File Cabinet, or a partial index, use the Print index option on the File Cabinet menu. ALL-IN-1 prints the complete index information for each item within the range that you select, and lists the items chronologically, in reverse order, starting with the item you filed most recently in your File Cabinet.

ALL-IN-1 determines the range of the index by the information you enter on the File Cabinet Print Index form. For example:

- To print an index of everything in your File Cabinet, clear all fields on the File Cabinet Print Index form.
- To print an index of all documents within a folder, enter the name of the folder in the Folder field and clear all other fields before proceeding.
- To print an index of all documents within a certain numerical range, enter the document numbers in the From and To fields before proceeding.
- To print an index of documents using more specific criteria, press NEXT SCREEN from the File Cabinet Index form to display more search fields. Complete any or all of those fields to narrow your list.

Exercise: Printing a File Cabinet Index

In this exercise, you will print an index of all the documents in your File Cabinet.

If you make an error you cannot correct, press **EXIT** to return to whatever subsystem menu you were working at, and begin again.

To print a File Cabinet index:

- 1 Enter the File Cabinet (FC) option from the ALL-IN-1 Main menu and press **RETURN**:
FC <RETURN>
ALL-IN-1 displays the File Cabinet menu.
- 2 Enter the Print Index (PI) option and press **RETURN**:
PI <RETURN>
ALL-IN-1 displays the File Cabinet Print Index form, with the cursor positioned at the Folder field.
- 3 Press **ERASE LINE** to clear the field. Repeat to clear all fields on the File Cabinet Print Index form, if necessary.
- 4 Press **RETURN**.
ALL-IN-1 displays a system message telling you the number of documents it is preparing for the index, then displays the Printing Document form. You can change the print settings at this time.
- 5 Press **RETURN** to print the index.
ALL-IN-1 notifies you when the job is completed.

Printing Your Calendar

You can print different information from your Time Management calendar using the print options from the Events menu or the Tasks menu. These options are also available from a view of your calendar, such as the Events at a Glance view. These print options are:

- **Print (P)**, which prints all the information on the current event or task.

- **Print events (PEG)**, which prints information on the events for the current day and as many subsequent days as you want. The start and end times, and the description of each event is printed.
- **Events and tasks (PET)**, which prints the events for the current day, together with the tasks that are open and started on or before the current day.
- **Print month's overview (PMO)**, which prints information on the events for the current month. The start time and the beginning of the description of each event is printed.
- **Print week's events – expanded (PWE)**, which prints information on the events for the current week. The start and end times, and the description of each event is printed.
- **Print week's events – grid (PG)**, which prints a grid showing the events for the current week. The beginning of the description of each event is printed, and the time of each event is shown.

The following exercise shows you how to use the Print events (PEG) option on the Events menu. See the *ALL-IN-1 User's Reference* for information on the other print options.

Exercise: Printing the Events for Two Days

In this exercise, you will print your events for the current day and the following day. If you completed the exercises in the Time Management chapter, you have already created an event. Use the day of that event for this exercise. Set the date to that day using the arrow keys as described in the chapter on Time Management.

If you make an error you cannot correct, press EXIT to return to whatever subsystem menu you were working at, and begin again.

To print the events for two days:

- 1 Enter the Time Management (TM) option from the Main menu and press RETURN:

TM <RETURN>

ALL-IN-1 displays the Time Management menu.

- 2 Enter the Events (EV) option and press RETURN:

EV<RETURN>

ALL-IN-1 displays the Events menu.

- 3 Enter the Print events (PEG) option and press RETURN:

PEG <RETURN>

ALL-IN-1 asks you how many days' events you want to print.

- 4 Enter 2 to request two days' events and press RETURN:

2 <RETURN>

ALL-IN-1 displays the printing document form. Complete this form, entering the information you want in each field, and press RETURN.

ALL-IN-1 prints the events for the current day and the day after, and displays a message telling you when the print job is completed.

Where To Go from Here with Printing

You now know the basics about printing your documents, messages, and schedules. You can also:

- Print items from your phone directories by using the Print option on any of the Phone directory menus.
- Print the current screen exactly as it is displayed on your terminal screen by using GOLD COPY SCREEN and the Scratch pad (SP) option on the File Cabinet menu.

The *ALL-IN-1 User's Reference* provides in-depth information about the features described above and all the topics covered in this book. In addition, for more practice and information, follow the computer-based, self-paced exercises offered through the Training option on many of the menus.

Getting Started with Hard Copy Mode

This chapter describes the basic features of ALL-IN-1 hard copy mode, using the options highlighted in Figure 9-1.

ALL-IN-1 can operate in two ways:

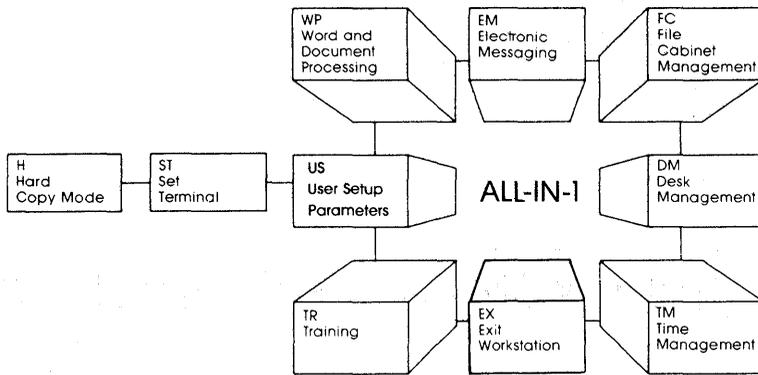
- Screen mode

If your terminal displays menus, you are in screen mode.

- Hard copy mode

If a prompt similar to this example appears when you log in to ALL-IN-1, you are in hard copy mode:

```
FORM Main Menu
```



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Figure 9-1 Hard Copy Mode Overview

In the exercises in this chapter, you will learn how to:

- Switch in and out of hard copy mode
- Use the keys in hard copy mode
- Select a document in hard copy mode

Screen mode is active on all VT100 terminals and later models, but you can switch to hard copy mode to improve response time. This is particularly helpful if you are logging in to ALL-IN-1 from a non-DIGITAL terminal or from a remote location through a modem.

Hard copy mode is active on DIGITAL terminal models that preceded the VT100. Also, any terminal that is not compatible with the DIGITAL Forms Management System automatically places ALL-IN-1 in hard copy mode.

If your terminal operates in screen mode, the following information is not essential to the operation of the rest of ALL-IN-1, and you may skip this chapter.

See the *ALL-IN-1 User's Reference* for additional information.

ALL-IN-1 Operating Modes

In screen mode, ALL-IN-1 displays full screen menus and forms on your terminal screen. To perform a task, you enter an option from a menu, and press RETURN. ALL-IN-1 displays appropriate forms for the task and instructions on how to proceed.

In hard copy mode, ALL-IN-1 displays prompts and single line menus, not full screen displays. Although forms and menus do not appear on your screen, you enter options and press RETURN to perform a task in much the same way as with screen mode.

Instead of menus and forms, hard copy mode displays form identifiers and field identifiers.

- A **form identifier** consists of the word FORM followed by the name of the form currently in effect and options. It identifies the form you are on, and appears whenever you change forms. You choose an option by entering the mnemonic for that option and pressing RETURN. For example:

```
FORM Time Management
```

```
Options: EV, EP, EG, T, TG, ET, CAM, TR )EV <RETURN>
```

- A **field identifier** consists of an angle bracket followed by a field name, followed by another angle bracket. A choice field identifier also lists the options for that menu. You complete the field by entering the required information and pressing RETURN, TAB, BACKSPACE, or whatever key you would have used in screen mode. For example:

```
Title March Status Report <RETURN>
```

You can use all the ALL-IN-1 function keys, such as FIND and HELP, in hard copy mode. You use the same keys as you would in screen mode (see your Keyboard Reference Cards and Keyboard Diagram cards). However, you cannot use the left and right arrow keys in hard copy mode.

If your keyboard does not have a keypad, you can still use the keypad functions by using the ESC key on the main keyboard in combination with other keys.

Getting Started with Hard Copy Mode

If you do not have a keypad on your keyboard:

ESC A to Z is the same as GOLD A to Z
ESC 0 to 9 is the same as keypad keys 0 to 9
ESC , is the same as keypad ,
ESC - is the same as keypad -
ESC . is the same as keypad .

For example:

ESC 0 is the same as EXIT
ESC A is the same as NEXT SCREEN

If you are in hard copy mode while using a VT200 series terminal, the ESC key sequences described above only work if you set up the terminal to VT100 mode, VT52 mode, or 4010/4014 mode. See your terminal's user guide for information on how to use the set-up mode.

Switching Modes

If you are a screen mode user, the following exercises show you how to switch in and out of hard copy mode, and give you basic instructions for entering information. Remember that in the exercises, entries you make are printed in red.

Exercise: Switching to Hard Copy Mode

If the Main menu displays on your terminal screen after you log in to ALL-IN-1, you are currently in screen mode. If FORM and a form name displays instead, go on to the section entitled Selecting a Document in Hard Copy Mode in this chapter.

If you make a mistake which you cannot correct while you are in hard copy mode, press ESC and then 0 on the keyboard. ALL-IN-1 returns you to the FORM > display, and you can begin again.

If you make a mistake which you cannot correct while you are in screen mode, press EXIT to return to the menu on which you were working, and begin again.

To switch to hard copy mode:

- 1 Press **NEXT SCREEN** from the Main menu:
<NEXT SCREEN>
ALL-IN-1 displays additional menu options.
- 2 Enter the User setup (**US**) option and press **RETURN**:
US <RETURN>
ALL-IN-1 displays the User setup menu.
- 3 Enter the Set terminal mode (**ST**) option and press **RETURN**:
ST <RETURN>
ALL-IN-1 displays the Set Default Terminal Mode menu.
- 4 Enter the Hard copy mode (**H**) option and press **RETURN**:
H <RETURN>
ALL-IN-1 sets the mode to hard copy and displays:

FORM User Setup Menu

OPTIONS: SPD, SWC, CAM, FCO, CP, PO, ST >

Exercise: Switching Back to Screen Mode

To return to screen mode, if your terminal operates in screen mode, follow the steps below.

If you make a mistake which you cannot correct while you are in hard copy mode, press **ESC** and then **0** on the keyboard. ALL-IN-1 returns you to the **FORM>** display, and you can begin again.

- 1 Press **EXIT** to return to the Main menu form prompt.
- 2 Enter **M** from the Main menu:

FORM Main Menu

Options: WP, EM, DM, TM, IM, BA, COM, M,EX >**M <RETURN>**

ALL-IN-1 displays additional menu options.

Getting Started with Hard Copy Mode

- 3 Enter the User setup (US) option and press RETURN:

FORM Main Menu ** Additional Options

Options: US, PS, DIR, PD, FC, TIME, TR, EX › US <RETURN>

ALL-IN-1 displays the user setup form prompt.

- 4 Enter the Set terminal mode (ST) option and press RETURN:

FORM User Setup Menu

OPTIONS: SPD, SWC, CAM, FCD, CP, PD, ST › ST <RETURN>

ALL-IN-1 displays the default screen mode menu prompt.

- 5 Enter the Screen (S) option and press RETURN:

FORM Default Screen Mode Menu

OPTIONS: H = Hardcopy mode, S = Screen mode, A = Forced VT100 › S
<RETURN>

ALL-IN-1 returns you to the *User Setup Parameters* menu in screen mode.

Selecting a Document in Hard Copy Mode

Selecting a document using hard copy mode is very similar to selecting a document in screen mode:

- You must make a document the current document in order to work on it, using the Select (SEL) option
- You can select any document currently in your File Cabinet
- You can use FIND to display a list of choices available in a field
- You can use the same function keys to delete or change your entries that you use in screen mode

Exercise: Selecting a Document in Hard Copy Mode

To select a document in hard copy mode, follow the steps below.

If you make a mistake which you cannot correct while you are in hard copy mode, press EXIT. ALL-IN-1 returns you to the FORM display, and you can begin again.

- 1 Enter the Word and document processing (WP) option at the Main menu options prompt and press RETURN:

```
FORM Main menu
```

```
Options: WP, EM, DM, TM, IM, BA, COM, M, EX >WP <RETURN>
```

ALL-IN-1 displays the Word and document processing prompt and the contents of the current item block.

- 2 Enter the Select (SEL) option at the Word and Document Processing Options prompt and press RETURN:

```
FORM Word and Document Processing
```

```
Current Folder [...]
```

```
Current Title [...]
```

```
Current Number [...]
```

```
Date [...]
```

```
Options: SEL,C,E,D,P,R,I,RI,S,FC,DT,UD >SEL <RETURN>
```

ALL-IN-1 displays the Document selection prompt.

- 3 Enter the following at the Title prompt and press RETURN:

```
FORM Document Selection
```

```
Title > Product Announcement <RETURN>
```

ALL-IN-1 displays a message telling you that the document has been selected, and returns you to the Word and document processing options prompt. You can then proceed to edit, delete, read, or print the current document.

Hints:

- If your terminal operates in screen mode, you can improve response time by using hard copy mode
- If you are using a terminal that recognizes the ESC key sequences, you can interrupt hard copy mode for a quick look at a menu or form. Press the ESC key twice and ALL-IN-1 displays the screen image as it would have appeared in screen mode, minus the video attributes.

Getting Started with Hard Copy Mode

This chapter has been a brief introduction to using hard copy mode. For more information, see the *ALL-IN-1 User's Reference*.

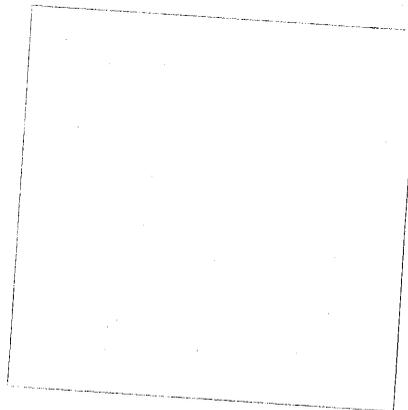
10

Combining ALL-IN-1 Features

This chapter takes you through a series of exercises designed to give you practice using more than one ALL-IN-1 subsystem at a time (as highlighted in Figure 10-1).

The exercises in this chapter show you how to:

- Attach a document to a mail message
- Read and file an attachment
- Select the document using the arrow keys
- Access the desk calculator from within the editor
- Use the Index option to create an index of possible addressees for a mail message



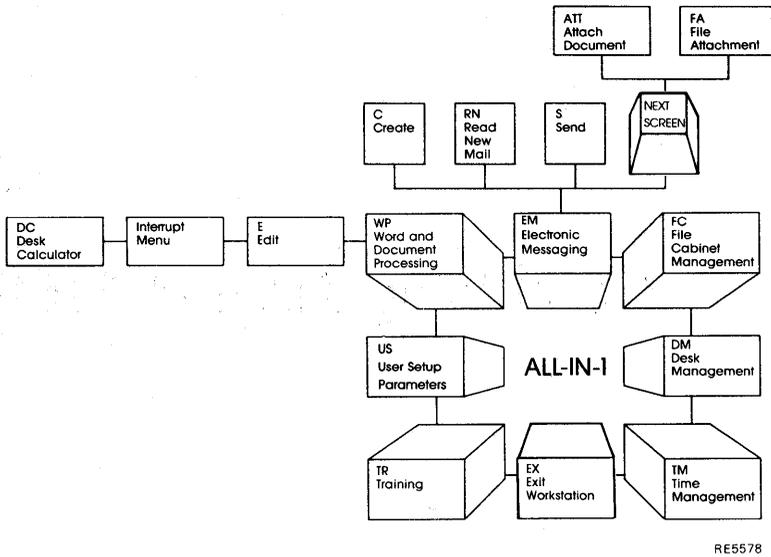


Figure 10-1 Combining Features Overview

Combining ALL-IN-1 Subsystems

So far in this book, you have used ALL-IN-1 features to perform specific office tasks one at a time. In reality, you probably do many tasks at the same time. For example, in the course of writing a letter or answering mail, you might use a calculator, make an appointment, make lists, and refer to other documents.

ALL-IN-1 lets you perform many tasks concurrently, using your computer system. You can move back and forth between menus and subsystems with just a few keystrokes, accessing various features quickly and easily. You can also access features of one subsystem while you are in another. The following exercises show you how.

Note that most of the exercises in this chapter are related to other exercises in this and previous chapters. Also, remember that EXIT takes you back to the last menu you used, and that you can obtain help at any time by pressing HELP. Finally, note that you can get to any subsystem menu from any other subsystem menu by entering the subsystem option mnemonic and pressing RETURN.

Additional Electronic Messaging Options

The Electronic Messaging menu continues over three screens. The chapter on Electronic Messaging described some of the options from the first screen of the Electronic Messaging menu, but there are more options on the other screens.

The options on the second screen, Electronic Messaging – continued (1), attach documents and messages and display information about a message.

The options on the third screen, Electronic Messaging – continued (2), set up and cancel automatic handling of your mail and provide access to other subsystems.

For full details of all the options on these screens, refer to the *ALL-IN-1 User's Reference*.

The following exercises show you how to attach a document to a mail message and how to file a copy of the attached document so you can edit it.

Exercise: Attaching a Document to a Mail Message

In this exercise, you send a message and a document to yourself, using options from both the Electronic Messaging menu and the Electronic Messaging – continued (1) menu.

To begin, start from the Electronic Messaging menu:

- 1 Enter the Create (C) option and press RETURN:

C <RETURN>

ALL-IN-1 displays the message header form.

- 2 Enter your own username (usually your surname) in the TO: field, and press TAB twice to move the cursor to the Subject field.

Combining ALL-IN-1 Features

- 3 Enter the following subject and press RETURN:

Subject: BUGS convention <RETURN>

ALL-IN-1 displays the editor form, where you enter the text of the message.

- 4 Type the following message:

As you know, I am leaving this afternoon for Boston for the Biggest in the Universe Games Show (BUGS). BUGS should be great for us this year. If the advance orders are any indication, the All Galaxy Video Blaster will be the hit of the convention.

As we discussed, would you send out the March Status Report to the group? I have attached it to this memo, but I think I may have miscalculated some of the figures in that report. Would you mind checking them before you send it out?

Please add the product announcement that Sales sent over too. I think the developers might like to see it.

Thanks a lot. See you in a few days.

Sandy

- 5 Press EXIT to file the message:

<EXIT>

ALL-IN-1 displays the Electronic Messaging menu with the message you just created displayed in the current item block.

- 6 Press NEXT SCREEN:

<NEXT SCREEN>

ALL-IN-1 displays the Electronic Messaging – continued (1) menu.

- 7 Enter the Attach document (ATT) option and press RETURN:

ATT <RETURN>

ALL-IN-1 displays the Select a Document to Attach form.

- 8 Complete the fields as follows and press RETURN:

Folder: Practice

Title: March Status Report <RETURN>

ALL-IN-1 attaches *March Status Report* to the mail message, and returns you to the Electronic Messaging – continued (1) menu.

- 9 Press EXIT to display the Electronic Messaging menu.
- 10 Enter the Send (S) option and press RETURN to mail the message and attachment:

S <RETURN>

Because you mailed the message to yourself, ALL-IN-1 displays messages telling you that you have new mail and that the mail message has been sent.

- 11 Enter the Read new mail (RN) option and follow the displayed instructions to see your message and attachment.

Exercise: Reading a Message and Filing the Attachment

In this exercise, you read your new mail and file the attached document in another folder.

From the Electronic Messaging menu:

- 1 Enter the Read new mail (RN) option and press RETURN:
RN <RETURN>
- 2 ALL-IN-1 displays the message you created in the last exercise, then returns you to the Electronic Messaging menu and files the message in the Read folder in your File Cabinet.
- 3 Press NEXT SCREEN:
<NEXT SCREEN>
ALL-IN-1 displays Electronic Messaging – continued (1) menu.
- 4 Enter the File attachment (FA) option and press RETURN:
FA <RETURN>
ALL-IN-1 displays the index of attachments form, showing the items attached to the BUGS convention message.

- 5 Enter the line number for the document *March Status Report* and press RETURN.

ALL-IN-1 displays the file attachment form.

- 6 Enter a new folder name and press RETURN:

PRODUCTS <RETURN>

ALL-IN-1 files a copy of the attached document under the title *March Status Report* in the *Products* folder, and returns you to the Electronic Messaging – continued (1) menu. The original attachment remains attached to the message.

- 7 Press EXIT to return to the Electronic Messaging menu.

Using the Arrow Keys to Select a Document

The arrow keys let you scan the contents of your File Cabinet to select a document. You can use them in place of the Select option and the Selecting a Current Document form.

When you press an arrow key, ALL-IN-1 displays the index information from one of the documents in your File Cabinet in the current item block. The displayed document automatically becomes the current document.

ALL-IN-1 files your documents chronologically within folders, with the most recently created document first. Your folders are filed alphabetically within your File Cabinet. Thus, the “top” of your File Cabinet contains the most recently created document in the folder that is alphabetically first.

The Inbox folder is an exception, containing messages filed in chronological order.

Table 10-1 describes how to use the arrow keys to select a document.

Table 10-1 Using the Arrow Keys

Press	To
UP ARROW	Select the first document in the current folder
DOWN ARROW	Select the next document in the current folder
GOLD UP ARROW	Select the document at the top of the File Cabinet
GOLD DOWN ARROW	Select the first document in the next folder

Exercise: Selecting a Document with the Arrow Keys

If you completed the preceding exercise, you are currently at the Electronic Messaging menu. To go directly to the Word and document processing menu:

- 1 Enter the Word and Document Processing (WP) option from the Electronic Messaging menu and press RETURN:

WP <RETURN>

ALL-IN-1 displays the Word and Document Processing menu.

- 2 Press GOLD UP ARROW or GOLD TOP to move to the top of your File Cabinet.

ALL-IN-1 displays the index information for the most recently created document in the folder that is alphabetically first in your File Cabinet.

- 3 Press GOLD DOWN ARROW to move to the first document in the next folder. Continue to press GOLD DOWN ARROW until you reach your *Products* folder. Since *March Status Report* is the only document in that folder, it becomes the current document.

- 4 Enter the Edit (E) option and press RETURN:

E <RETURN>

ALL-IN-1 displays *March Status Report* in the editor form.

Using the Interrupt Menu

The *Interrupt menu* is a special ALL-IN-1 menu that you can access from anywhere within ALL-IN-1. You can use it, for example, to display the current time, read your new mail, and use the Desk calculator. You can then return to the task you were working on.

The document *March Status Report* contains some calculation errors. The exercise below shows you how to correct those errors while editing the document, using the Desk calculator option from the Interrupt menu.

Exercise: Accessing the Desk Calculator from Within the Editor

If you completed the previous exercises, you are currently in the editor and your *March Status Report* document is displayed for editing. To correct the percentage figure in *March Status Report*, use the Desk calculator to divide the total sales figure by the March sales figure.

Remember to use the keypad to enter numbers while using the Desk calculator.

To access the Desk calculator from the editor:

- 1 Press GOLD INTERRUPT.

ALL-IN-1 displays the Interrupt menu.

- 2 Enter the Desk calculator (DC) option and press RETURN:

DC <RETURN>

ALL-IN-1 displays the desk calculator form.

- 3 Enter the March sales figure: 1600.

- 4 Enter the Divide sign: /.

- 5 Enter the total sales figure: 4000.

- 6 Press RETURN.

The Desk Calculator displays the answer: 0.4000 (or 40%).

- 7 Press QUIT CALCULATOR to leave the Desk Calculator:

<QUIT CALCULATOR>

ALL-IN-1 returns you to the Interrupt menu.

- 8 Press EXIT to return to the editor form:
<EXIT>
ALL-IN-1 returns you to *March Status Report* in the editor.
- 9 Delete the 50% figure in the text and substitute 40% by pressing PASTE. Then use the editing techniques you learned in the Word and Document Processing chapter to reformat the paragraph.
- 10 Press EXIT to file the document when you finish editing it:
<EXIT>
ALL-IN-1 files the document and returns you to the Word and Document Processing menu.

Using FIND To Complete a Form

Use FIND to list possible entries you can make in a field on a form and to select an entry.

When you clear a field and press FIND, ALL-IN-1 displays a list of all possible choices for that field. FIND provides information for most forms and fields in ALL-IN-1.

For example, if you press FIND from the format style field on the printing document form, ALL-IN-1 displays a list of types of printers available to you. You select the printer type you want by entering the line number from the list and pressing RETURN.

FIND is especially helpful in Word and Document Processing when you cannot remember the full title of a document, or if you have only partial information for any of the fields. When you enter the information you have and press FIND, ALL-IN-1 searches your File Cabinet and lists your possible choices. For example, on the selecting current document form:

- If you leave all fields clear with the cursor in the folder field, FIND lists all the folders in your File Cabinet
- If you leave all fields clear with the cursor in the title field, FIND lists all items in your File Cabinet
- If you enter *P* in the title field with all other fields clear, FIND lists all documents in your File Cabinet with titles beginning with *P*

- If you enter *Product* in the title field with all other fields clear, FIND lists all documents in your File Cabinet with titles beginning with *Product*
- If you enter *Exercise* in the folder field with all other fields clear, FIND lists all folders in your File Cabinet with names beginning with *Exercise*

The list is as broad or as limited as you want to make it, depending on how much information you enter:

- If there is only one item that meets your search criteria, ALL-IN-1 automatically completes the entry form with that information for you
- If more than one item satisfies your search criteria, ALL-IN-1 displays a list from which you can make your selection, then automatically completes the entry form with the information you selected

In the following exercises, you will create a mail message using FIND to create a list of possible addressees, then you will use FIND to search for and select documents to attach to the mail message.

Exercise: Using FIND and Electronic Messaging

In this exercise, you create a message using FIND to list possible addressees.

To begin, start from the Electronic Messaging menu:

- 1 Enter the Create (C) option and press RETURN:
C <RETURN>
ALL-IN-1 displays the message header form.
- 2 Ensure that all fields are blank then press FIND:
<FIND>
ALL-IN-1 displays a list of possible addressees.

- 3 Enter the line number of an addressee and press RETURN.

ALL-IN-1 displays the message header form again and enters the surname of the addressee you selected in the first TO field on the form.

- 4 Press RETURN.

ALL-IN-1 enters additional information about that addressee, then moves the cursor to the next TO field on the form.

- 5 Enter additional addressees in the TO fields to practice multiple mailing, pressing RETURN after each entry.

- 6 Press TAB to move to the first CC field.

- 7 Enter your own username to send yourself a copy, and press RETURN.

- 8 Press TAB to move to the subject field, enter the following subject, and press RETURN:

Subject: Notes and news <RETURN>

ALL-IN-1 displays the editor form, where you enter the text of the message.

- 9 Type the following message:

To the group:

Sandy is in Boston for the BUGS convention and asked me to forward the March Status Report to you. I'm also attaching the Product Announcement the Sales group put together. See you all at the staff meeting tomorrow.

- 10 Press EXIT to file the message:

<EXIT>

ALL-IN-1 displays the Electronic Messaging menu with the message you just created displayed in the current item block.

Exercise: Listing Documents in Electronic Messaging

This exercise shows you how to use FIND to search for documents in your File Cabinet. You will attach the *March Status Report* document you just edited, and the *Product Announcement* document you created in the Word and Document Processing chapter in this book, to the message you just created, then send it.

From the Electronic Messaging menu:

- 1 Press NEXT SCREEN:

<NEXT SCREEN>

ALL-IN-1 displays the Electronic Messaging – continued (1) menu.

- 2 Enter the Attach document (ATT) option and press RETURN:

ATT <RETURN>

ALL-IN-1 displays the Select a Document To Attach form.

- 3 Clear the fields on the form, then with the cursor in the title field, press FIND:

<FIND>

ALL-IN-1 displays a list of all items in your File Cabinet.

- 4 Enter the line number for the *March Status Report* document from your *Products* folder, and press RETURN.

ALL-IN-1 displays the Select a Document To Attach form, with the information automatically entered.

- 5 Press RETURN.

ALL-IN-1 attaches *March Status Report* to your message and displays the Electronic Messaging – continued (1) menu.

- 6 Enter the Attach document (ATT) option again to attach another document, and press RETURN:

ATT <RETURN>

ALL-IN-1 displays the Select a Document To Attach form.

- 7 Clear all fields, then enter the following in the title field and press FIND:

Title: Product <FIND>

ALL-IN-1 displays the memo index form, listing all documents in your File Cabinet with titles beginning with *Product*. If you have only one version of *Product Announcement* in your File Cabinet, ALL-IN-1 displays the Select a Document To Attach form, with the information entered for you. If you have only one version, skip the next step in this exercise.

- 8 Enter the line number for the *Product Announcement* you created in the Word and Document Processing chapter, and press RETURN.

ALL-IN-1 displays the Select a Document To Attach form, and automatically enters the *Product Announcement* information for you.

- 9 Press RETURN to attach the document.

ALL-IN-1 attaches *Product Announcement* at the end of the message after the *March Status Report* attachment, and returns you to the Electronic Messaging – continued (1) menu.

- 10 Press EXIT to return to the Electronic Messaging menu.

- 11 Enter the Send (S) option and press RETURN to mail the message and attachment:

S <RETURN>

ALL-IN-1 notifies you when the procedure is complete.

If you had problems completing this chapter, or difficulties with any feature of ALL-IN-1, Help is always available. Just press HELP and follow the displayed instructions.

The *ALL-IN-1 User's Reference* provides in-depth information about all the topics covered in this book. In addition, for more practice and information about many of the subsystems and features, follow the computer-based, self-paced exercises offered through the Training option on many of the subsystem menus.

A

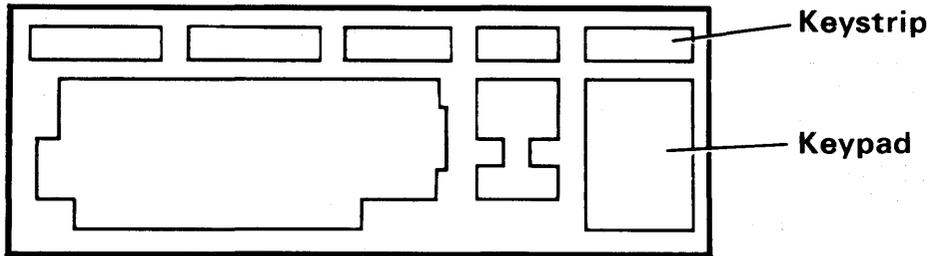
LK201 Keyboards

This appendix shows the locations of the ALL-IN-1 and WPS-PLUS function keys on the LK201AA and LK201BA keyboards. Make sure your keyboard is one of these types before referring to this appendix. (The underside of your keyboard is labeled with its type.)

Use ALL-IN-1 function keys at menus, forms and indexes, and when reading documents. Use WPS-PLUS function keys only when editing.

If your keyboard is not one of the types included in the appendixes, ask your ALL-IN-1 administrator for information on the locations of function keys.

Figure A-3 shows the different areas on an LK201 keyboard



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Figure A-3 Areas on an LK201 Keyboard

Table A-1 shows the locations of ALL-IN-1 function keys on the LK201AA and LK201BA keyboards. Make sure your keyboard is one of these types before referring to this table. (The underside of your keyboard is labeled with its type.) Use these function keys at menus, forms, and indexes, and when reading documents.

Table A-1 ALL-IN-1 Functions on LK201 Keyboards

ALL-IN-1 Function	Key Location
CANCEL	Keystrip 8
DELETE	⊠
DOWN ARROW	↓
DO	Do
ERASE LINE	Keystrip 13
EXIT	Keystrip 10
FIND	Find
HALT	Ctrl/C
HELP	Help
INSERT	Keystrip 14
INTERRUPT	Keystrip 6
LEFT ARROW	←
MAIN SCREEN	Keystrip 9
NEXT SCREEN	Next Screen
OVERSTRIKE	PF3
PREV FIELD	Keystrip 12

(Cont.)

Table A-1 ALL-IN-1 Functions on LK201 Keyboards (Cont.)

ALL-IN-1 Function	Key Location
PREV SCREEN	Prev Screen
QUIT CALCULATOR	Keystrip 10
REFRESH	Ctrl/W
RESUME	Keystrip 7
RETURN	Return
RIGHT ARROW	→
SELECT	Select
TAB	Tab
UDP17 to 20	Keystrip 17 to 20
UP ARROW	↑
GOLD BOTTOM	PF1 B
GOLD CALCULATOR	PF1 #
GOLD COPY SCREEN	PF1 P
GOLD DATE & TIME	PF1 \
GOLD DCL	PF1 \$
GOLD DESELECT	PF1 Select
GOLD DOWN ARROW	PF1 ↓
GOLD EMBEDDED SEARCH	PF1 S
GOLD EXIT LESSON	PF1 X
GOLD FILE	PF1 F
GOLD LEFT ARROW	PF1 ←
GOLD MENU	PF1 M
GOLD MESSAGE	PF1 W
GOLD RIGHT ARROW	PF1 →
GOLD SCRATCH PAD	PF1 *
GOLD SCROLL	PF1 C
GOLD STATUS	PF1 Z
GOLD TOP	PF1 T
GOLD UP ARROW	PF1 ↑
GOLD UDP17 to 20	PF1 Keystrip 17 to 20
GOLD VIEW	PF1 V
GOLD WIDE SCREEN	PF1 E

Table A-2 shows the locations of WPS-PLUS function keys on the LK201AA and LK201BA keyboards. Make sure your keyboard is one of these types before referring to this table. (The underside of your keyboard is labeled with its type.) Use these function keys only when editing.

Table A-2 WPS-PLUS Functions on LK201 Keyboards

WPS-PLUS Function	Key Location
ADVANCE	Keypad 0
ALT CHAR	Keystrip 11
BACK UP	Keypad 1
BOLD	Keypad 6
CANCEL	Keystrip 8
CUT	Remove OR Keypad -
COMPOSE	Compose Character
DEL CHAR	PF4
DELETE	⊠
DEL WORD	PF3
DO	Do
DOWN ARROW	↓
ENTER	Enter
EXIT	Keystrip 10
FIND	Find
HELP	Help
HYPH PUSH	Keystrip 12
INSERT/OVERSTRIKE	Keystrip 14
INTERRUPT	Keystrip 6
LEFT ARROW	←
LINE	Keypad 2
MAIN SCREEN	Keystrip 9
NEXT SCREEN	Next Screen
PAGE	PF2
PARA	Keypad 5
PASTE	Insert Here OR Keypad ,
PREV SCREEN	Prev Screen
REFRESH	Ctrl/W
RESUME	Keystrip 7
RETURN	Return
RIGHT ARROW	→
RUB CHAR	⊠
RUB WORD	Keystrip 13
SEL	Select OR Keypad .
SENT	Keypad 7
TAB	Tab

(Cont.)

Table A-2 WPS-PLUS Functions on LK201 Keyboards (Cont.)

WPS-PLUS Function	Key Location
TAB POS	Keypad 8
UDP17 to 20	Keystrip 17 to 20
UNDER LINE	Keypad 9
UP ARROW	↑
UPPER CASE	Keypad 3
WORD	Keypad 4
GOLD ABBRV	PF1 =
GOLD ADVANCE	PF1 Keypad 0
GOLD ALT CHAR	PF1 Keystrip 11
GOLD BACK UP	PF1 Keypad 1
GOLD BOLD	PF1 Keypad 6
GOLD BOT DOCMT	PF1 B
GOLD CENTER	PF1 C
GOLD CHANGE EDITOR	PF1]
GOLD CMND	PF1 [
GOLD CONT SRCH	PF1 .
GOLD CONT SRCH & SEL	PF1 /
GOLD CUT	PF1 Remove OR PF1 Keypad -
GOLD DATE & TIME	PF1 \
GOLD DCL	PF1 \$
GOLD DEAD KEY	PF1 D
GOLD DEL CHAR	PF1 PF4
GOLD DEL WORD	PF1 PF3
GOLD DOWN ARROW	PF1 ↓
GOLD EXIT LESSON	PF1 X
GOLD FOOTNOTE	PF1 Y
GOLD GET DOCMT	PF1 G
GOLD GLOBAL REPLC	PF1 ;
GOLD HYPH PULL	PF1 Keystrip 12
GOLD INDENT TAB	PF1 TAB
GOLD LANGUAGE AIDS	PF1 J
GOLD LEFT ARROW	PF1 ←
GOLD LIBRY	PF1 L
GOLD LINE	PF1 Keypad 2
GOLD NEW PAGE	PF1 N
GOLD NONBREAKING SPACE	PF1 Space Bar
GOLD PAGE	PF1 PF2
GOLD PAGE MARKER	PF1 P
GOLD PARA	PF1 Keypad 5
GOLD PARA MARKER	PF1 Return
GOLD PASTE	PF1 Insert Here OR PF1 Keypad ,

(Cont.)

Table A-2 WPS-PLUS Functions on LK201 Keyboards (Cont.)

WPS-PLUS Function	Key Location
GOLD PRINT HYPH (Breaking Hyphen)	PF1 -
GOLD PRINT HYPH (Invisible Hyphen)	PF1 Shift/-
GOLD REPLC	PF1 '
GOLD RIGHT ARROW	PF1 →
GOLD RUB LINE	PF1 ☒
GOLD RUB SENT	PF1 Keystrip 13
GOLD RULER	PF1 R
GOLD SPELL CHECK	PF1 S
GOLD SUB SCRIPT	PF1 A
GOLD SUPER SCRIPT	PF1 Q
GOLD SWAP	PF1 Enter
GOLD TAB POS	PF1 Keypad 8
GOLD TOP DOCMT	PF1 T
GOLD UDP17 to 20	PF1 Keystrip 17 to 20
GOLD UNDER LINE	PF1 Keypad 9
GOLD UP ARROW	PF1 ↑
GOLD UPPER CASE	PF1 Keypad 3
GOLD WRITE DOCMT	PF1 W

B

VT100 Keyboards

This appendix shows the locations of the ALL-IN-1 and WPS-PLUS function keys on the VT100AA, VT100WA, and VT100WW keyboards. Make sure your keyboard is one of these types before referring to this appendix. (The underside of your keyboard is labeled with its type.)

Use ALL-IN-1 function keys at menus, forms, and indexes, and when reading documents. Use WPS-PLUS function keys only when editing.

If your keyboard is not one of the types included in the appendixes, ask your ALL-IN-1 administrator for information on the locations of function keys.



Table B-1 shows the locations of ALL-IN-1 function keys on the VT100AA, VT100WA, and VT100WW keyboards. Make sure your keyboard is one of these types before referring to this table. (The underside of your keyboard is labeled with its type.) Use these function keys at menus, forms and indexes and when reading documents.

Table B-1 ALL-IN-1 Functions on VT100 Keyboards

ALL-IN-1 Function	Key Location
DELETE	DELETE or RUB CHAR OUT
DO	PF1 U
DOWN ARROW	↓
ERASE LINE	LINE FEED or LF
EXIT	Keypad 0
FIND	PF1 L
HALT	CTRL/C
HELP	PF1 H
INSERT	PF1 PF3
INTERRUPT	PF1 I
LEFT ARROW	←
NEXT SCREEN (at a form)	PF1 A
NEXT SCREEN (reading documents)	PF1 TAB
OVERSTRIKE	PF3
PREV FIELD	BACKSPACE
PREV SCREEN (reading only)	PF1 BACKSPACE
QUIT CALCULATOR	PF1 Q
REFRESH	CTRL/W
RETURN	RETURN
RIGHT ARROW	→
SELECT	Keypad .
TAB	TAB
UP ARROW	↑
GOLD BOTTOM	PF1 B
GOLD CALCULATOR	PF1 #
GOLD COPY SCREEN	PF1 P
GOLD DATE & TIME	PF1 \
GOLD DCL	PF1 \$
GOLD DESELECT	PF1 Keypad .
GOLD DOWN ARROW	PF1 ↓
GOLD EMBEDDED SEARCH	PF1 S
GOLD EXIT LESSON	PF1 X
GOLD FILE	PF1 F
GOLD LEFT ARROW	PF1 ←

(Cont.)

VT100 Keyboards

Table B-1 ALL-IN-1 Functions on VT100 Keyboards (Cont.)

ALL-IN-1 Function	Key Location
GOLD MENU	PF1 M
GOLD MESSAGE	PF1 W
GOLD RIGHT ARROW	PF1 →
GOLD SCRATCH PAD	PF1 *
GOLD SCROLL	PF1 C
GOLD STATUS	PF1 Z
GOLD TOP	PF1 T
GOLD UP ARROW	PF1 ↑
GOLD VIEW	PF1 V
GOLD WIDE SCREEN	PF1 E

Table B-2 shows the locations of WPS-PLUS function keys on the VT100AA, VT100WA, and VT100WW keyboards. Make sure your keyboard is one of these types before referring to this table. (The underside of your keyboard is labeled with its type.) Use these function keys only when editing.

Table B-2 WPS-PLUS Functions on VT100 Keyboards

WPS-PLUS Function	Key Location
ADVANCE	Keypad 0
ALT CHAR	CTRL/E
BACK UP	Keypad 1
BOLD	Keypad 6
CUT	Keypad -
CANCEL	PF1 K
COMPOSE	CTRL/K
DEL CHAR	PF4
DELETE	DELETE or RUB CHAR OUT
DEL WORD	PF3
DOWN ARROW	↓
DO	PF1 U
ENTER	ENTER
EXIT (to file a document)	PF1 F
EXIT (to return to editing, or to the previous menu or form)	Keypad 0
FIND	PF1 ,
HELP	PF1 H
HYPH PUSH	BACK SPACE
INSERT/OVERSTRIKE	CTRL/A
INTERRUPT	CTRL/C
LEFT ARROW	←
LINE	Keypad 2
MAIN SCREEN	PF1 M
PAGE	PF2
PARA	Keypad 5
PASTE	Keypad ,
REFRESH	CTRL/W
RETURN	RETURN
RIGHT ARROW	→
RUB CHAR	DELETE
RUB WORD	LINE FEED
SEL	Keypad .
SENT	Keypad 7
TAB	TAB
TAB POS	Keypad 8

(Cont.)

Table B-2 WPS-PLUS Functions on VT100 Keyboards (Cont.)

WPS-PLUS Function	Key Location
UNDER LINE	Keypad 9
UP ARROW	↑
UPPER CASE	Keypad 3
WORD	Keypad 4
GOLD ABBRV	PF1 =
GOLD ADVANCE	PF1 Keypad 0
GOLD ALT CHAR	PF1 CTRL/E
GOLD BACK UP	PF1 Keypad 1
GOLD BOLD	PF1 Keypad 6
GOLD BOT DOCMT	PF1 B
GOLD CENTER	PF1 C
GOLD CHANGE EDITOR	PF1]
GOLD CMND	PF1 [
GOLD CONT SRCH	PF1 .
GOLD CONT SRCH & SEL	PF1 /
GOLD CUT	PF1 Keypad -
GOLD DATE & TIME	PF1 \
GOLD DCL	PF1 \$
GOLD DEAD KEY	PF1 D
GOLD DEL CHAR	PF1 PF4
GOLD DEL WORD	PF1 PF3
GOLD DOWN ARROW	PF1 ↓
GOLD EXIT LESSON	PF1 X
GOLD FOOTNOTE	PF1 Y
GOLD GET DOCMT	PF1 G
GOLD GLOBAL REPLC	PF1 ;
GOLD HYPH PULL	PF1 BACK SPACE
GOLD INDENT TAB	PF1 TAB
GOLD LANGUAGE AIDS	PF1 J
GOLD LEFT ARROW	PF1 ←
GOLD LIBRY	PF1 L
GOLD LINE	PF1 Keypad 2
GOLD NEW PAGE	PF1 N
GOLD NONBREAKING SPACE	PF1 Space Bar
GOLD PAGE	PF1 PF2
GOLD PAGE MARKER	PF1 P
GOLD PARA	PF1 Keypad 5
GOLD PARA MARKER	PF1 RETURN
GOLD PASTE	PF1 Keypad ,
GOLD PRINT HYPH (Breaking Hyphen)	PF1 -
GOLD PRINT HYPH (Invisible Hyphen)	PF1 Shift/-
GOLD REPLC	PF1 ' ,

(Cont.)

Table B-2 WPS-PLUS Functions on VT100 Keyboards (Cont.)

WPS-PLUS Function	Key Location
GOLD RIGHT ARROW	PF1 →
GOLD RUB LINE	PF1 DELETE
GOLD RUB SENT	PF1 LINE FEED
GOLD RULER	PF1 R
GOLD SPELL CHECK	PF1 S
GOLD SUB SCRIPT	PF1 A
GOLD SUPER SCRIPT	PF1 Q
GOLD SWAP	PF1 Enter
GOLD TAB POS	PF1 Keypad 8
GOLD TOP DOCMT	PF1 T
GOLD UNDER LINE	PF1 Keypad 9
GOLD UP ARROW	PF1 ↑
GOLD UPPER CASE	PF1 Keypad 3
GOLD WRITE DOCMT	PF1 W

Glossary

account

The allocation of ALL-IN-1 facilities to each user. A user must have an account to use the *system*. Each user has a separate account, identified by a *username* and a *password*.

account details

The ALL-IN-1 accounting file. Each ALL-IN-1 user is identified by an entry in the personal details form. These entries contain personal context information and *privilege* settings.

administrator

The person responsible for the operation of an ALL-IN-1 *system*, the allocation of user accounts, and maintenance of the system files.

arrow key

One of four keys that may be used to move the *cursor* up, down, left, or right.

attachment

A *document* or *message* that is sent or forwarded as part of another document or message.

backup

An additional copy of documents or software made for safekeeping in case the original copy is accidentally damaged or destroyed.

Business Applications

The ALL-IN-1 *subsystem* that contains applications that are specific to a user's business or profession.

Calculations

The ALL-IN-1 *subsystem* containing the *Desk Calculator*.

calculator mode

The *mode* in the *Desk Calculator* that allows the user to perform simple arithmetic computations.

calendar

See *Time Management*.

carriage return

An invisible *character* that forces all following *text* to the next line. This term is also known as RETURN. A carriage return character can be supplied by the system or by the operator and usually is not displayed on the screen.

character

A single letter, composite character, digit, or symbol, produced by pressing a key on the *main keyboard*.

Certain invisible markers that take up the same amount of storage space in a *document* as a single letter. For example, a *carriage return*.

Communications Control

The *subsystem* for communicating with other users on another computer network and for transferring documents between systems.

control key

The key marked CTRL on the *main keyboard*. When pressed along with another key, performs a predefined function. For example, holding down the CTRL key and pressing W will cause ALL-IN-1 to restore the screen.

copy

To make a duplicate of a *document, folder, or VMS file*.

create

The ALL-IN-1 *option* that causes the *system* to know that a new *document, folder, or other item* is to be produced.

Created

In the *Electronic Messaging* subsystem, the *folder* where messages you have created are stored until they are sent.

cross-file

The ALL-IN-1 *option* that allows the user to assign more than one *folder name* to a *document* or group of documents.

current item block

On a subsystem menu, the box in the top right hand corner of the screen that displays information identifying the current item.

cursor

A movable, flashing pointer on the *terminal* screen showing where the next *character* typed will appear. Some terminals display the cursor as an underline, some as a rectangular block.

cut

To remove a section of *text* from a *document* by using the CUT key. The text is placed into a *paste buffer* and can be reinserted into a document by using PASTE. See *paste*.

default

The value or setting that ALL-IN-1 automatically uses unless you specify a different value. For example, the first ruler ALL-IN-1 displays when you create a document is the default ruler.

delete

To remove a *character* or word at or to the right of the *cursor*. Typically, delete keys are used to remove previously typed *text* from the *document*.

To remove a *document*, file, or directory from storage on a *disk* or *diskette*.

Desk Calculator

The ALL-IN-1 application that lets the user use the *keypad* as a pocket calculator. This application also lets the user perform more complex computations when in *formula mode*.

Desk Management

The ALL-IN-1 *subsystem* that lets the user manage daily office activities.

direction key

Any key that changes the direction in which the *cursor* moves, for example, BACK UP, ADVANCE.

DIGITAL Standard Runoff (DSR)

A document formatter used to prepare and highlight printed documents.

Directories

The ALL-IN-1 *subsystem* that allows the user to access the phone directories, the *Nickname Management* subsystem, and the *Distribution List Management* subsystem.

disk

A storage medium for computer information. For example the documents in your File Cabinet are stored on disk. Information on disk is usually *on-line* and therefore is immediately available.

diskette

A small *disk* that can be removed from your computer

display register

An area on the *Desk Calculator* form into which the numbers the user enters and the results of the computations are displayed.

distance key

Any one of the keys on the *keypad* that defines the distance the *cursor* can move in one keystroke.

Distribution List

A list of people to whom you frequently send messages.

Distribution List Management

The ALL-IN-1 *subsystem* that allows the user to create and maintain *distribution lists* for use as addresses in *Electronic Messaging* and *Time Management*.

document

A memo, report, proposal, specification, message, or other piece of text, stored in the File Cabinet.

document destination

A *field* on the Printing Document entry form that determines which printer will *print* a selected *document*.

document number

A number ALL-IN-1 assigns to a new *document* when it is created.

document title

The name that you give to a document when you create it. This is displayed in the current item block and also on indexes of documents. You use the title to identify documents.

Document Transfer

The ALL-IN-1 subsystem for copying documents between ALL-IN-1 and other systems.

edit

An ALL-IN-1 *option* that lets the user make changes to the current item.

To make changes to a *document*, *message*, and so on.

Editor menu

A *menu* containing *options* relevant to editing. Invoked by pressing GOLD MENU while creating or editing a *document*.

Electronic Messaging

The ALL-IN-1 *subsystem* that allows messages and documents to be sent to and received from other users on the same or remote computer systems.

erase

To remove characters from the *text*. Use the rubout keys to remove text to the left of the *cursor*. Use the *delete* keys to remove characters at and to the right of the cursor.

error message

Text displayed when an incorrect response is entered. The error message explains the problem and usually indicates what to do next.

event

An event is an activity which has a start and end time, for example, a meeting. Use the Create option within the *Time Management Events subsystem* to schedule an event.

Exit

When you are editing a document, this function ends the editing session and saves all your changes to the document.

At all other times, this function abandons the current screen, discarding any changes you have made, and redisplayes the last menu used.

On some keyboards, this function is bound to different keys according to what the function is doing. See your *Keyboard Reference cards* and *Keyboard Diagram cards* for more details.

field

An area on a *form* in to which you enter information.

field name

A label enabling both the user and the *system* to identify a particular *field*.

File Cabinet

The ALL-IN-1 subsystem containing the options for filing documents. This is also the place where ALL-IN-1 stores documents and messages.

filing

The act of storing an item or *document* in the electronic *File Cabinet*.

folder

The unit of the ALL-IN-1 filing *system* that contains documents. There are two kinds of folders: personal and system. Personal folders are created and named by individual ALL-IN-1 users; system folders are created by ALL-IN-1 and cannot be deleted or renamed by the user. Some examples of system folders are *Inbox*, *Outbox*, and *Wastebasket*.

folder name

An optional *field* the user can include in a document's *index information* to specify a particular *folder*.

form

A screen display comprising *fields*, which you complete with the information needed for performing the current option. A form can also be used for showing relevant information to the current option.

form field

The area of a *form* that is used to display information, or to accept and display information entered by the user.

format

The way information is arranged in a *form*, *document*, or file.

In a document or *message*, the page arrangement as determined by rulers, spacing, and page breaks.

formula

A combination of operations in a logical computation in the *Desk Calculator* application.

formula functions

The mathematical functions in the *Desk Calculator*, such as ACOS, SIN, TAN, ATAN.

formula mode

In the *Desk Calculator*, the operating state that lets the user perform algebraic operations, such as finding the log (LOG) or square root (SQRT) of a number, or trigonometric functions, such as finding the cosine (COS) or arc sine (ASIN) of a triangle.

function key

Any key that causes the *system* to perform a function, such as clearing the *screen* or executing a program. Some function keys, such as DELETE, HYPH PUSH, and the arrow keys, have predefined actions.

Global Search-and-Replace

An editing step that locates every occurrence of a word or phrase defined by the user, deletes it, and in its place inserts new *text* also defined by the user. The contents of a *paste buffer* can be specified as the replacement text.

GOLD key

The gold colored key, or PF1 key, on the keypad, which has an effect only when pressed before another key. For instance, if you press the GOLD key and then the BOT DOCMT function, ALL-IN-1 displays the bottom of the current document or form.

hard copy

Anything printed on paper on a printer.

hard copy mode

One of two modes in which ALL-IN-1 can operate. Instead of displaying full screen menus and forms, ALL-IN-1 displays single line menus and prompts. (See also *screen mode*.)

hard return

A return or *carriage return* inserted by pressing the *RETURN* key.

hardware

The physical equipment in a computer *system*, for example, the central processor, terminals, printers, and *disk* drives.

header

Text that appears in the top *margin* of printed pages, such as a *document title*, page number, or date. Use WPS-PLUS or *DIGITAL Standard Runoff* to create headers.

The delivery information, such as address, on a message.

Help

Messages displayed on the screen that explain how to use a subsystem, or option, or how to complete a form.

highlight

To center, underline, bold, or capitalize *text* in a *document*.

Inbox

In the *Electronic Messaging* subsystem, the *folder* where received messages created are held until they are read.

Index

A list of items, such as the documents in a *folder*. You can select several items from an index and use a multiple option on all of them together.

index information

A document title, subject, author, folder name, document number, keywords, creation date and other information that identifies a document.

Information Management

The ALL-IN-1 *subsystem* that lets the user access the *Calculations*, *Communications Control*, and *Directories* subsystems.

insert

To place new *text* in a *document*.

Interrupt menu

A menu that you display from anywhere in ALL-IN-1, by pressing INTERRUPT.

invoke

To call features or menus to the *screen*.

To start an ALL-IN-1 application.

justify

To *print* a *document* with a straight *right margin* so that the last *character* on each line falls in the same column position.

keyboard

The part of the *terminal* on which the user types instructions and *text*. The keyboard consists of the *main keyboard* and the *keypad*.

keypad

The smaller set of keys on the *keyboard* containing the editing keys.

keystrip

The strip of keys at the top of some *keyboards*, such as an LK201, containing function keys.

keyword

A word that reminds you what subjects a document covers. You can enter what you like for keywords, even if they are not in the document. Keywords can help you find the document later. If you have forgotten its title, you can build an *index* containing all the documents with the same keyword, using the Index option.

left margin

The column position marking the start of each line.

log in

To perform the necessary actions at a *terminal* that identify the user to the ALL-IN-1 *system*.

log out

To perform the necessary actions at a terminal that end your working session in ALL-IN-1.

mail

See *Electronic Messaging*.

main keyboard

The set of keys on the *keyboard* that looks like a typewriter keyboard.

Main menu

The initial ALL-IN-1 form from which you can display any of the major ALL-IN-1 menus.

margin

The space between the edge of the paper and the main body of the *text* on the page.

memory register

An area on the *Desk Calculator* form in which you can store numbers or the results of calculations.

menu

A displayed list of available *options* or choices associated with an ALL-IN-1 *subsystem*.

message

A type of document that has a message header, which contains delivery information such as addresses. You work with messages in the *Electronic Messaging* subsystem

mode

One of two or more possible operating states within ALL-IN-1. For example, the *Desk Calculator* can operate in either *calculator mode* or *formula mode*.

Nickname Management

The ALL-IN-1 *subsystem* that allows the user to *create* and maintain a list of nicknames for use as addressees in *Electronic Messaging* and *Time Management*.

on-line

Information that exists on the computer *system* and is accessible while you are logged on.

options

The choices displayed on a menu in ALL-IN-1.

Outbox

In *Electronic Messaging* the *folder* that contains the messages you have sent.

overstrike

To superimpose a *character* on top of the current character. This erases the current character.

overwrite

To put *text* in a *document*, replacing whatever text was there before. When a user files a document at the end of an editing session, ALL-IN-1 overwrites the previous version of the document.

page size

The total number of single-spaced lines of *text* that can fit on a piece of paper.

password

A string of characters that, together with your *username*, uniquely identifies you to ALL-IN-1. You must enter your password whenever you log in.

paste

To insert the contents of a *paste buffer* into the *document* being typed or edited by pressing PASTE. First, *text* must be *cut* into a paste buffer.

paste buffer

An area used to store text temporarily. For example, when you press CUT, selected text moves to a paste buffer, where it is stored until you press PASTE.

print

To direct ALL-IN-1 to produce a *hard copy* of a *document*.

print settings

Settings that control the manner in which a *document* is printed, such as the printer *margin* and the pitch.

printout

See *hard copy*.

privilege

Values that determine the computer resources that you can use. Ask your ALL-IN-1 administrator if you need more privileges.

Profession Specific

The ALL-IN-1 subsystem that contains applications specific to your profession.

prompt

A message ALL-IN-1 displays indicating that the user must enter *text* or a command, or answer a question.

read

An ALL-IN-1 *option* that allows the user to view a *document*, *message*, or *Time Management* item, but not to make changes to it.

Read

In the *Electronic Messaging* subsystem, the *folder* where messages you have read are stored until they are filed in other folders.

replace

To make ALL-IN-1 *delete* selected *text* in a *document* and insert the text in the *paste buffer* in its place. (See also *Global Search-and-Replace*.)

RETURN

See *carriage return*.

right margin

The column position at which the last *character* of each line may appear.

ruler

The marker that defines the margins, tabs, indents, and vertical line spacing of all *text* following it. Any number of rulers may be placed in a *document*.

screen

The display area of the *terminal*.

screen mode

One of two modes in which ALL-IN-1 can operate. In this mode, ALL-IN-1 displays full screen menus and forms, instead of single line menus and prompts. (See also *hard copy mode*.)

scroll

To move forward or backward through a *document*, moving *text* up or down on the *screen* as though it were a scroll of paper; also, moving text left and right across screen windows.

search

To make ALL-IN-1 find a particular word or phrase in a *document* and place the *cursor* at that point.

select

An option that makes the specified item the current item.

send

An ALL-IN-1 *option* that allows the user to transfer documents or messages to another user or *system*.

SET-UP key

The key on the *main keyboard* that allows the user to change the characteristics of the *terminal*.

stored print settings

A set of *print settings* saved for later use.

stored ruler

Ruler settings saved for later use.

subsystem

A component of ALL-IN-1 for performing related tasks, for example, the *Electronic Messaging* (EM) subsystem for working with messages.

swap

To exchange or transpose the *character* at the *cursor* with the one to its right.

system

An entire ALL-IN-1 *system*, including the central processor, its software, terminals, printers, storage units, and other devices under its control.

TAB

To move the *cursor* a predetermined number of spaces across the line.

To move the cursor to the next *field* on an entry form.

task

A Time Management activity that is not associated with a specific time.

terminal

A device that consists of a *keyboard* and either a video screen or a printer.

text

The words, characters, numbers, and information that constitute a *document* or other item the user creates.

time

An ALL-IN-1 *option* that displays the current date and time.

Time Management

The ALL-IN-1 *subsystem* for maintaining your daily *calendar* of events and tasks.

Training

Lessons that you can select from the *Main menu* and complete at your own pace at the *terminal*. The lessons are presented in a *step-by-step format*.

Lessons are also available through the TR *option* from many of the *subsystem* menus.

UDP

See *User-Defined Process*.

User-Defined Process (UDP)

A set of steps that you define and store for future use. A UDP may include commands, keystrokes, and text.

username

The name that you type to log in to ALL-IN-1.

The name of your ALL-IN-1 account. The username is usually the same as your surname (last name), but if your surname is not unique, the username can be a combination of your surname, given (first) name and initials.

User Setup Parameters

The ALL-IN-1 *subsystem* for tailoring the behavior of your ALL-IN-1 account.

VMS

Virtual Memory System; the VAX operating system.

VMS filename

The name of a file in the user's VAX/VMS directory.

Wastebasket

An ALL-IN-1 *folder* into which documents deleted from the user's ALL-IN-1 *File Cabinet* are placed.

Word and Document Processing

The ALL-IN-1 *subsystem* for creating, displaying, editing, and/or printing documents. You can also list and search for documents in the *File Cabinet*.

word processing system

A software system that processes *text*, performing such functions as text editing, paragraphing, paging, left and right justification, rearrangement of lines, and printing. Also called a word processor.

word wrap

The automatic dropping to the next line of any word a user types if it extends past the *right margin* of the *text*.

WPS editor

Another editor that you can use for changing and correcting documents, instead of using WPS-PLUS.

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How to Order Additional Documentation

Technical Support

If you need help deciding which documentation best meets your needs, call 800-343-4040 before placing your electronic, telephone, or direct mail order.

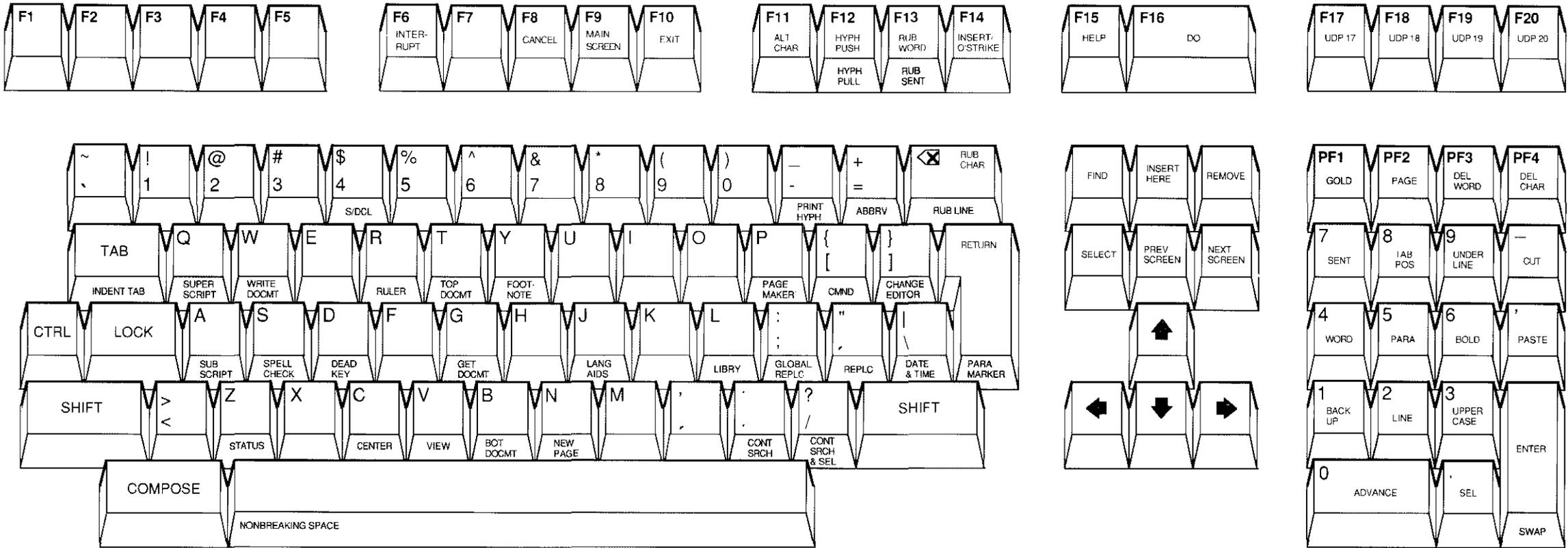
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Continental USA, Alaska, or Hawaii	800-DIGITAL	Digital Equipment Corporation P.O. Box CS2008 Nashua, New Hampshire 03061
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Canada	800-267-6215	Digital Equipment of Canada Attn: DECdirect Operations KAO2/2 P.O. Box 13000 100 Herzberg Road Kanata, Ontario, Canada K2K 2A6
International	_____	Local DIGITAL subsidiary or approved distributor
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¹For internal orders, you must submit an Internal Software Order Form (EN-01740-07).

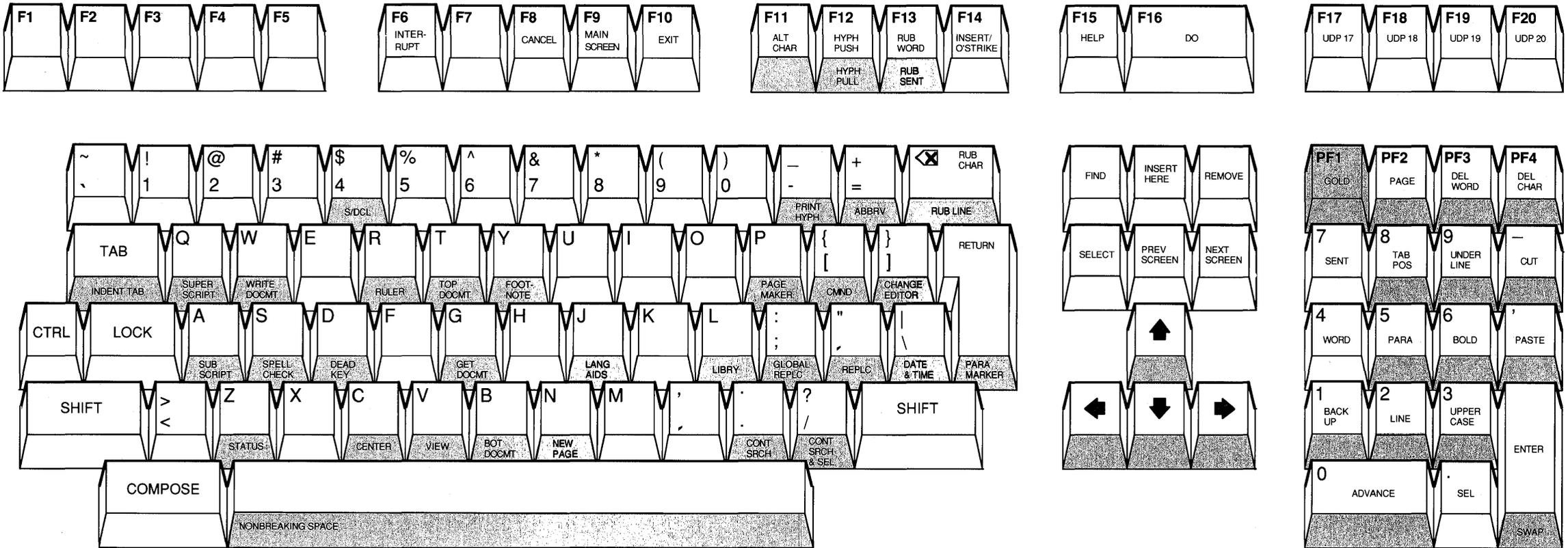


To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

S/ Means hold down the SHIFT key while you press the function key

RE5861

Figure A-2 WPS-PLUS Functions on LK201 Keyboards

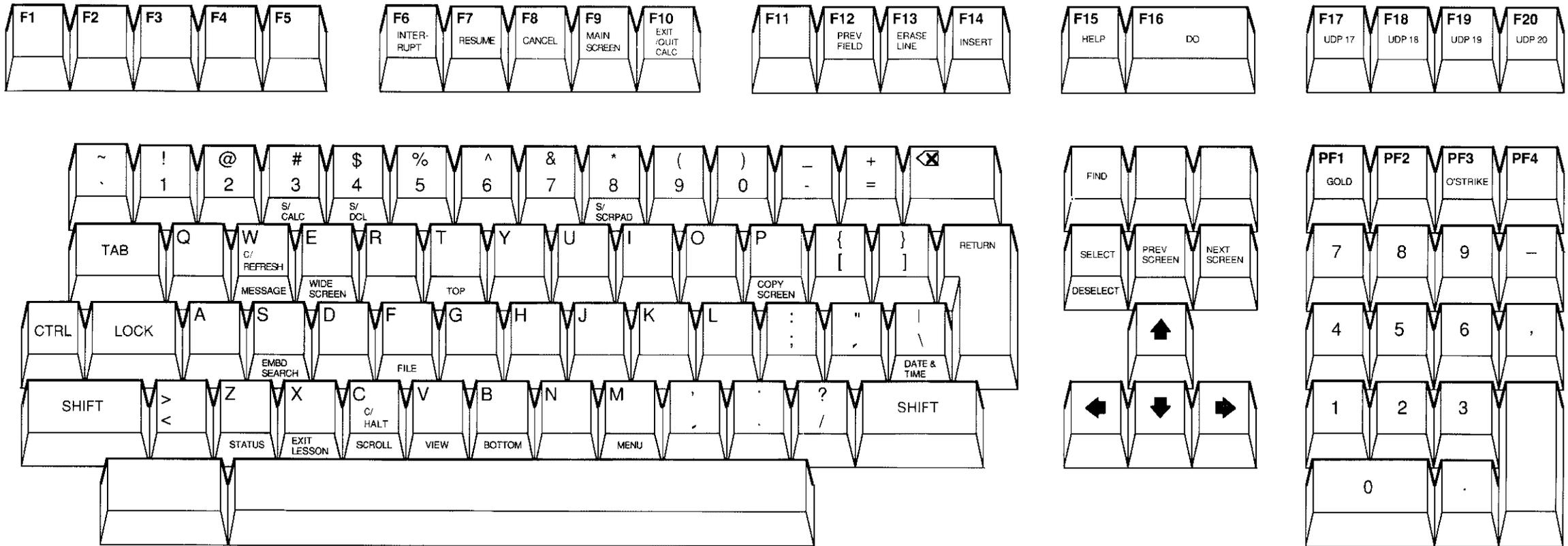


To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

S/ Means hold down the SHIFT key while you press the function key

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Figure A-2 WPS-PLUS Functions on LK201 Keyboards

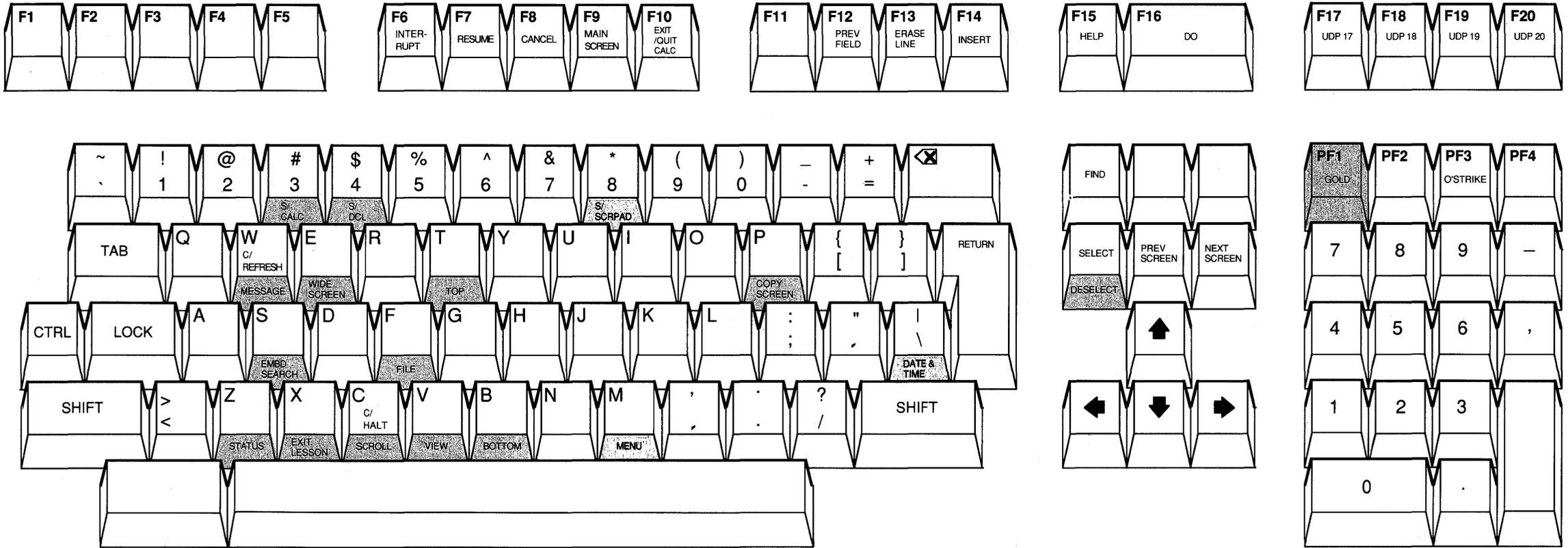


To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

S/ Means hold down the SHIFT key while you press the function key
 C/ Means hold down the CTRL key while you press the function key

RE5860

Figure A-1 ALL-IN-1 Functions on LK201 Keyboards

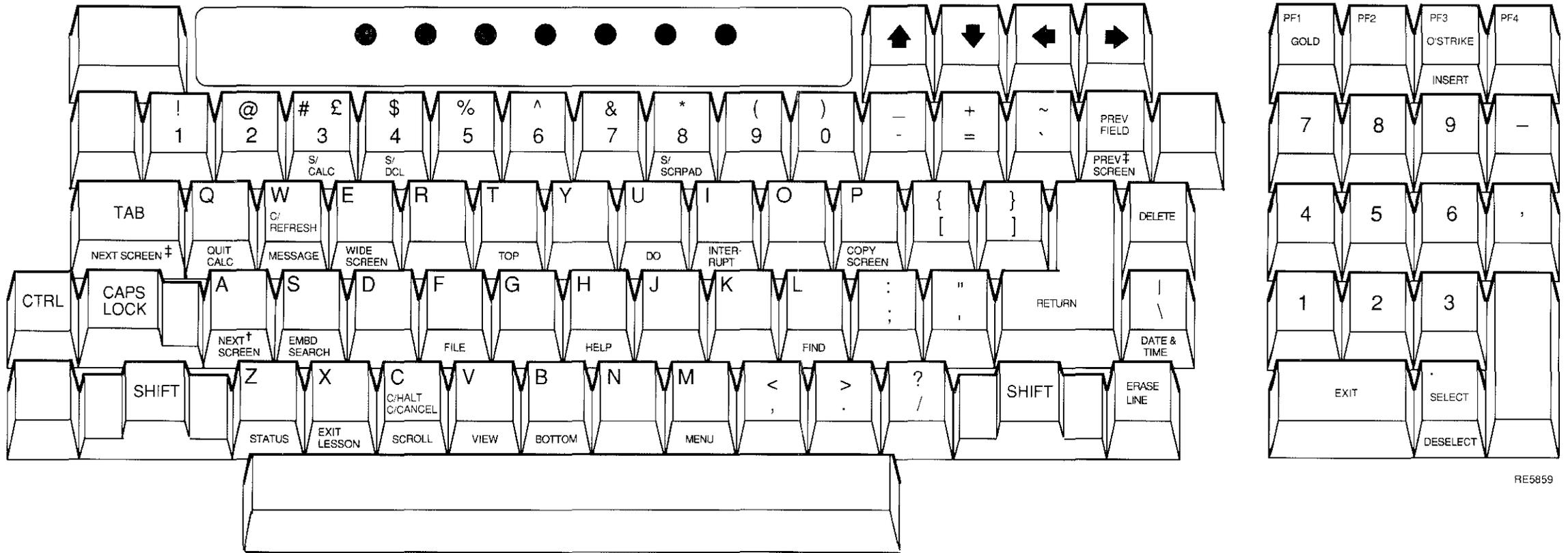


To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

S/ Means hold down the SHIFT key while you press the function key
 C/ Means hold down the CTRL key while you press the function key

RE5860

Figure A-1 ALL-IN-1 Functions on LK201 Keyboards



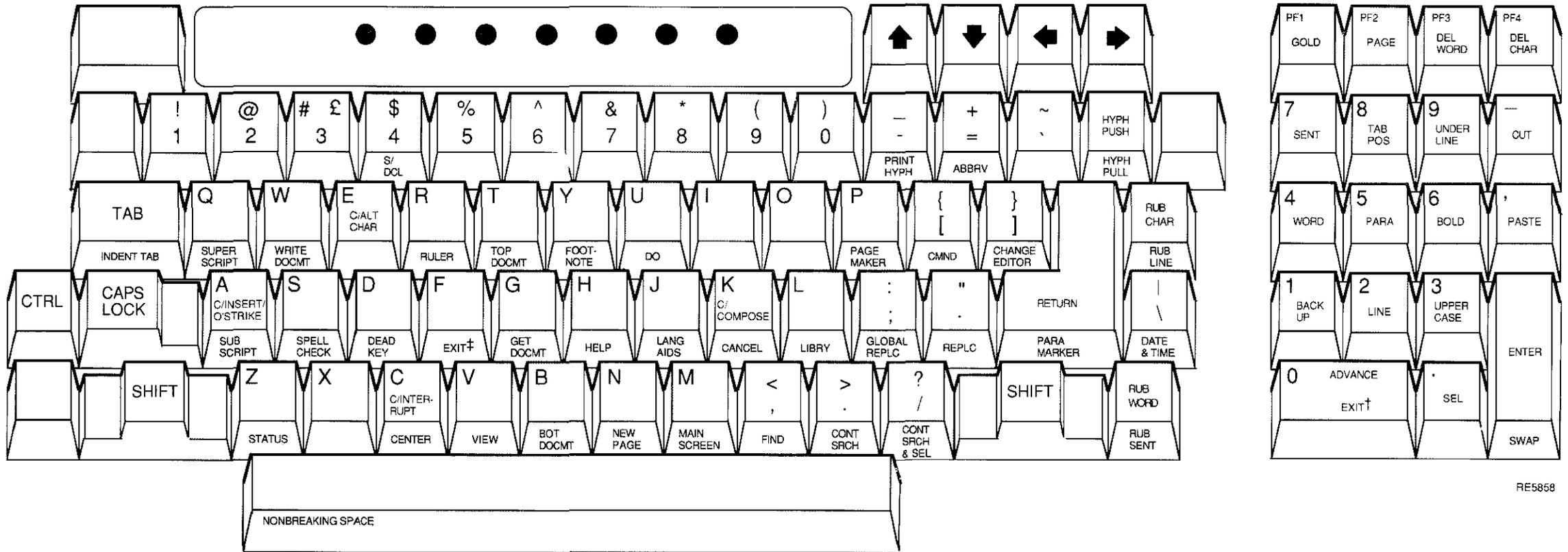
RE5859

To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

‡ Press this NEXT or PREV SCREEN key when reading a document
 † Press this NEXT SCREEN key when at a menu or form

S/ Means hold down the SHIFT key while you press the function key
 C/ Means hold down the CTRL key while you press the function key

Figure B-1 ALL-IN-1 Functions on VT100 Keyboards



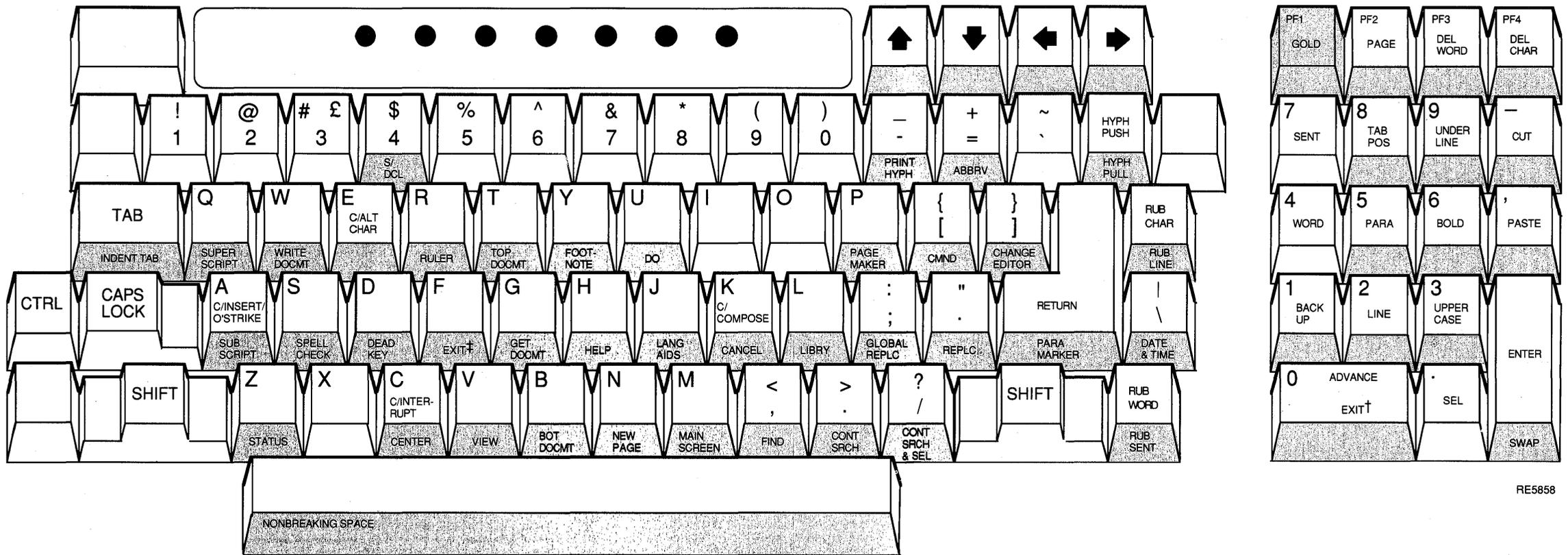
RE5858

To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

‡ Press this EXIT key to file a document
 † Press this EXIT key to exit a menu or form

S/ Means hold down the SHIFT key while you press the function key
 C/ Means hold down the CTRL key while you press the function key

Figure B-2 WPS-PLUS Functions on VT100 Keyboards



RE5858

To use a GOLD function key:
 1 Press the GOLD (PF1) key
 2 Press one of the GOLD function keys

‡ Press this EXIT key
 to file a document

† Press this EXIT key
 to exit a menu or form

S/ Means hold down the SHIFT key
 while you press the function key

C/ Means hold down the CTRL key
 while you press the function key

Figure B-2 WPS-PLUS Functions on VT100 Keyboards