

Upgrade Guide



Upgrade Guide

First Edition (June 1983)

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ABOUT THIS BOOK

Purpose and Audience

This book is intended for operators who use the IBM Displaywriter System.

Contents

This book describes how to continue training with new Textpacks once an operator has trained on the Displaywriter.

Related Publications

A description of related publications is provided in the *Operator Guide to Training*.

Data Security

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.



Prerequisites:

You must have completed the appropriate portions of the Operator Guide to Training



A significant benefit of the IBM Displaywriter System is its ability to grow as a company's needs increase. The system can grow not only by adding new components (hardware), but also by adding new programming instructions (software), which increase its capabilities.

WHO SHOULD READ THIS MANUAL?

You should read this manual if:

- You have read the *Operator Guide to Training*, and
- Your Displaywriter has had its text processing capabilities increased, or "upgraded," from one level Textpack to a higher level Textpack.

If you are not sure whether your Displaywriter has been upgraded to a new Textpack level, check with your supervisor.

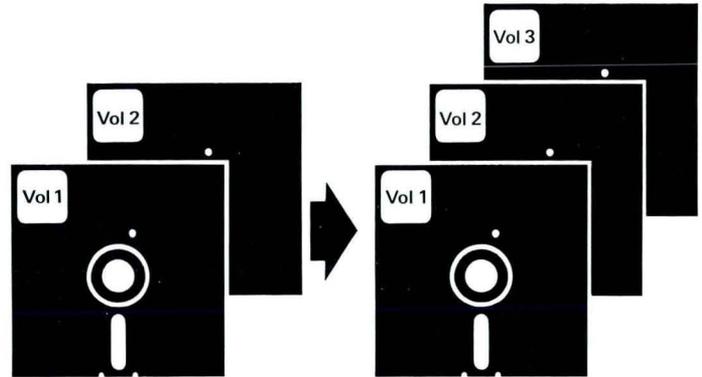
This guide is designed to help you, the experienced operator, learn as quickly as possible what these new text capabilities are and how to use them.

WHAT IS UPGRADING?

What actually happens when your Displaywriter is upgraded? Will it be more difficult to use? Will you have to relearn procedures?

Upgrading from one level Textpack to a higher level Textpack does not *significantly* change the way the Displaywriter works on current functions. However, you will see changes that give you faster means of processing text. With these new capabilities, you will see the following kinds of changes to your upgraded system:

- **The number of program diskettes you use may change.** You may have been using one or two program diskettes and now find that you have three or four. The program diskettes still serve the same purpose and they are used in the same way.



- **Menus may change.** You may find some familiar menus have new items, or the menu items have been rearranged. For example, menus with a lower level Textpack may show four items, whereas the same menu with a higher Textpack may offer six items.

TYPING TASKS

ID ITEM
a Create Document
b Revise Document
c Paginate Document
d Go to Task Selection

Type ID letter to choose ITEM; press ENTER:

TYPING TASKS

ID ITEM
a Create Document
b Revise Document
c Paginate Document
d Print Document
e Display Index of Diskette Contents
f Go to Task Selection

Type ID letter to choose ITEM; press ENTER:

- **New functions may be added.** New functions, which will be taught in new segments, are listed in your training profile which you'll see shortly.
- **Old functions may work differently.** If a function works differently for different Textpack levels, it is treated separately in the training.

WHAT NEW TRAINING DO YOU NEED?

This section guides you in tailoring the Displaywriter training program to your new Textpack level.



Perform the following steps. Refer to the illustrations to see how each step may be done.

Step 1: Identify Your Upgrade Number

- To determine which segments apply to your new Textpack level, you must know what Textpack you upgraded *from* (the Textpack you previously trained on) and what Textpack you are upgrading *to* (the Textpack you just received).
- Confirm these two Textpack numbers with your supervisor, then locate the appropriate Appendix in the back of this guide for your upgrade level as follows:

IF YOU ARE UPGRADING		USE
<i>From</i>	<i>To</i>	
E	2	Appendix A
E	4	Appendix B
E	6	Appendix C
2	4	Appendix D
2	6	Appendix E
4	6	Appendix F

Step 2: Copy the Appropriate Upgrade Training Profile Sheet

Make a photocopy of the master Upgrade Training Profile Sheet in *your* selected Appendix. Do not write on the master.

UPGRADING FROM TEXTPACK 4 TO TEXTPACK 6		
TRAINING UNIT	LESSON	SEGMENT
New Functions		
Special Text Applications	2	1,2,3,4,5
Special Text Applications	3	1,2,3,4
Special Text Applications	4	1,2,3,4,5
Spelling	1	4
Numeric Tables	2	1,2,3
Advanced Time Savers	1	3,4

Training Supplies

- Textpack 6 program diskettes (4)
- Work diskette(s)
- Keyboard template for Textpack 6

Step 3: Select Your Upgrade Training

- You may not want to learn all the advanced lessons available with your new Textpack. To help identify what lessons you will take, refer to the applications tables in your upgrade Appendix.
- Notice that the tables list two groups of training lessons:
 The *New Functions* group lists the lessons that teach the new functions on your new Textpack.
 The *Changed Functions* group lists the lessons that have changed from your old Textpack. You may not need to train on the changed function group. Reading the Main Idea or the *Job Aids* may be sufficient.
- Find the descriptions of your work in the first column of the tables. For each matching work description, circle the lesson and segment numbers from the tables onto your Upgrade Training Profile Sheet.
- In the tables, the asterisk means there are several segments to choose from when upgrading. Whenever you select a lesson that shows an asterisk in place of segment numbers, simply read the lesson or segment introduction to decide which segments you will train on.

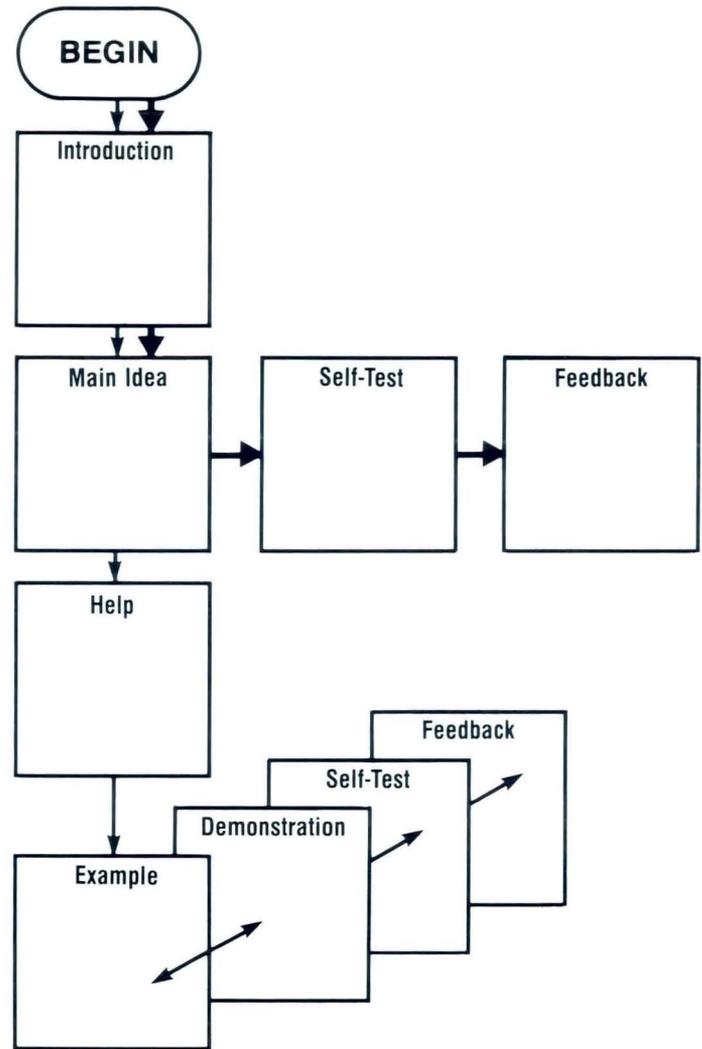
UPGRADING FROM TEXTPACK 4 TO TEXTPACK 6

IF YOU DO THIS KIND OF WORK	TAKE THESE LESSONS OR SEGMENTS
<p><i>New Functions</i></p> <p><input type="radio"/> Footnotes</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <p>_____ 1</p> <p>_____ 2</p> <p>_____ 1</p> <p>_____ 2</p> </div> <p style="margin-left: 150px;">Footnote references</p> <p style="margin-left: 150px;">Footnotes</p>	<p><i>Special Text Applications</i> Lesson 2,3, Segment *</p>
<p><input type="radio"/> Outlines</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <p>I _____</p> <p>II _____</p> <p>A _____</p> <p>1 _____</p> <p>2 _____</p> <p>B _____</p> <p>1 _____</p> <p>2 _____</p> </div>	<p><i>Special Text Applications</i> Lesson 4, Segment *</p> <p style="text-align: right; font-size: small;">* Read the lesson introduction to determine which segments you need.</p>

UPGRADING FROM TEXTPACK 4 TO TEXTPACK 6	LESSON	SEGMENT
TRAINING UNIT		
<i>New Functions</i>		
<input type="radio"/> Special Text Applications	②	1,2,3,4,5
<input type="radio"/> Special Text Applications	3	1,2,3,4
<input type="radio"/> Special Text Applications	④	1,2,3,4,5
<input type="radio"/> Spelling	1	4
<input type="radio"/> Numeric Tables	2	1,2,3
<input type="radio"/> Advanced Time Savers	1	3,4
Training Supplies		
• Textpack 6 program diskettes (4)		• Keyboard template for Textpack 6
• Work diskette(s)		

Step 4: Consider Your Training Approach

The training material is designed to let you control your learning. As explained in the *Operator Guide To Training*, you decide what and how much information you need by selecting the appropriate segment parts. (Refer to the *Operator Guide To Training* to review the purpose of each segment part.)



Step 5: Schedule Training

To effectively use the Displaywriter System, you should schedule time for your upgrade training.

- To compute your training time, add the number of segments you have circled on your Upgrade Training Profile Sheet. Multiply the total circled segments by 20 (each segment takes an *average* of 20 minutes). Then, divide this new total by 60 (to give you the number of hours).
This time is an estimate. Your actual training time will depend on how you use the segment parts.
- Prepare a calendar to organize your training hours.
- Confirm your completed training schedule with your supervisor, making any necessary changes.
- Let the people you support know when you will be training.

UPGRADING FROM TEXTPACK 4 TO TEXTPACK 6		
TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Special Text Applications	②	1,2,3,4,5
Special Text Applications	3	1,2,3,4
Special Text Applications	④	1,2,3,4,5
Spelling	1	4
Numeric Tables	2	1,2,3
Advanced Time Savers	1	3,4
Training Supplies		
• Textpack 6 program diskettes (4)		• Keyboard template for Textpack 6
• Work diskette(s)		

Step 6: Train

You are now ready to continue training with your new Textpack!

- Gather the training binders that contain the units you circled on your Upgrade Training Profile Sheet. *If you received new training binders for your new Textpack level, make sure you use those binders for your upgrade training!*
- Collect the training supplies listed on your Upgrade Training Profile Sheet.
- Train according to your schedule, using the list of segments you circled on your Upgrade Training Profile Sheet.
- Before you go to the first segment, read the introduction for the lesson in which the segment appears. It will tell you which diskettes to duplicate and the names you should assign to your work diskette(s).
- As you train, feel free to modify your training profile. As you become more familiar with the new Textpack capabilities, you may wish to add or delete segments on your Upgrade Training Profile Sheet.
- If you have a problem during training, refer to the *Problem Solver* or *Problem Determination Guide*. If you still need assistance, refer to the *OSCAC Guide*.

UPGRADING FROM TEXTPACK 4 TO TEXTPACK 6		
TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Special Text Applications	②	1,2,3,4,5
Special Text Applications	3	1,2,3,4
Special Text Applications	④	1,2,3,4,5
Spelling	1	4
Numeric Tables	2	1,2,3
Advanced Time Savers	1	3,4
Training Supplies		
• Textpack 6 program diskettes (4)		• Keyboard template for Textpack 6
• Work diskette(s)		

Enjoy your new text processing capabilities. More than ever, the Displaywriter will save you valuable time and energy and give you satisfaction in operating a sophisticated machine!

Appendix A: Upgrading from Textpack E to Textpack 2

Displaywriter Upgrade Training Profile Sheet

UPGRADING FROM TEXTPACK E TO TEXTPACK 2

TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Starting Your Training	4	5
Spelling	1	1,2
Spelling	2	1,2,3,4,5,6
Spelling	3	1
Printing	1	11
<i>Changed Functions</i>		
Starting Your Training	1	4
Starting Your Training	2	4
Starting Your Training	3	2
Diskettes	1	3
Printing	1	3,6,8

Training Supplies

- Textpack 2 program diskettes (2)
- Work diskette(s)
- Keyboard template for Textpack 2

IF YOU DO THIS KIND OF WORK

New Functions

Proofread for Typographical Errors in Your Document

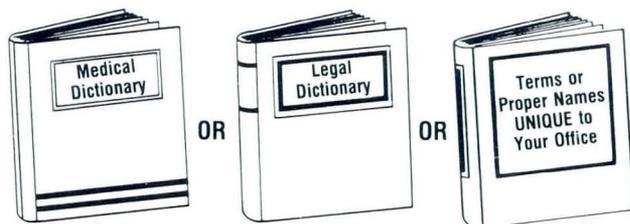
TAKE THESE LESSONS OR SEGMENTS

Spelling
Lesson 1, Segment *



Proofread Special Terms

Spelling
Lesson 2, Segment *

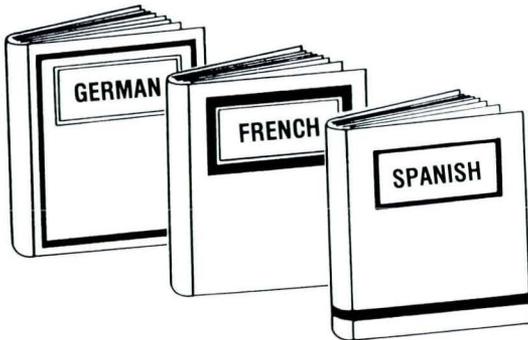


* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Proofread Foreign Languages



TAKE THESE LESSONS OR SEGMENTS

Spelling

Lesson 3, Segment 1

The following segments teach new functions but have no accompanying pictures. To determine if the function will help you, read the segment introduction.

Display Codes

Starting Your Training

Lesson 4, Segment 5

Printer Sharing

Printing

Lesson 1, Segment 11

IF YOU DO THIS KIND OF WORK

Changed Functions

Moving Through Menus

Printing

Paginating

Printing and Displaying the Diskette Index

Print Job Management

Trail Printing

Key-To-Print

TAKE THESE LESSONS OR SEGMENTS

Starting Your Training
Lesson 1, Segment 4

Starting Your Training
Lesson 2, Segment 4

Starting Your Training
Lesson 3, Segment 2

Diskettes
Lesson 1, Segment 3

Printing
Lesson 1, Segment 3

Printing
Lesson 1, Segment 6

Printing
Lesson 1, Segment 8



Appendix B: Upgrading from Textpack E to Textpack 4

Displaywriter Upgrade Training Profile Sheet

UPGRADING FROM TEXTPACK E TO TEXTPACK 4

TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Starting Your Training	4	5
Common Text Applications	3	7
Common Text Applications	4	3
Common Text Applications	5	2
Special Text Applications	1	1,2,3
Special Text Applications	5	3
Diskettes	4	1,2,3
Spelling	1	1,2,3,5,6
Spelling	2	1,2,3,4,5,6
Spelling	3	1,2
Printing	1	7
Numeric Tables	1	1,2,3,4,5
Numeric Tables	3	1,2,3,4,5,6
Creating Documents from Stored Text Using Merge	1	1,2,3,4,5
Creating Documents from Stored Text Using Merge	2	1,2,3,4,5,6
Advanced Time Savers	1	1,2,5
<i>Changed Functions</i>		
Starting Your Training	1	4
Starting Your Training	2	4
Starting Your Training	3	2
Common Text Applications	4	2
Diskettes	1	2
Printing	1	2,4,5

Training Supplies

- Textpack 4 program diskettes (3)
- Keyboard template for Textpack 4
- Work diskette(s)



IF YOU DO THIS KIND OF WORK

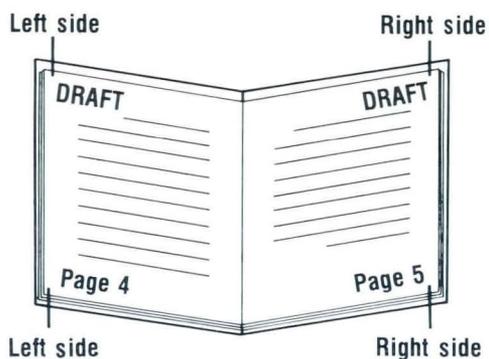
New Functions

Alternating Headers and Footers

TAKE THESE LESSONS OR SEGMENTS

Common Text Applications

Lesson 5, Segment 2



Column Layout for Text Applications

Special Text Applications

Lesson 1, Segment *



* Read the lesson introduction to determine which segments you need.

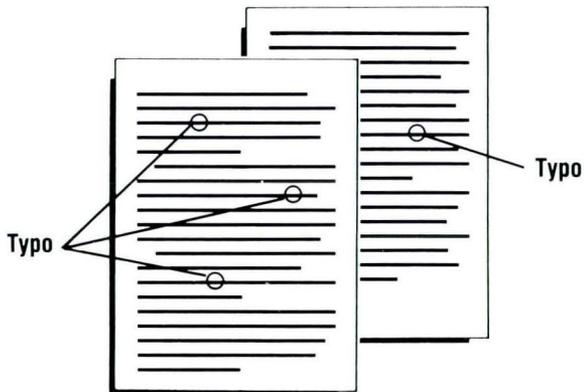
IF YOU DO THIS KIND OF WORK

New Functions

Block Overstrike



Proofread for Typographical Errors in Your Document



TAKE THESE LESSONS OR SEGMENTS

Special Text Applications

Lesson 5, Segment 3

Spelling

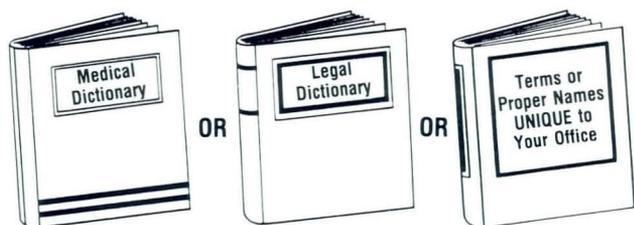
Lesson 1, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

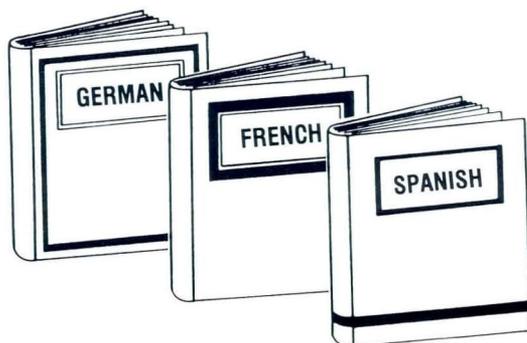
Proofread Special Terms



TAKE THESE LESSONS OR SEGMENTS

Spelling
Lesson 2, Segment *

Proofread Foreign Languages



Spelling
Lesson 3, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

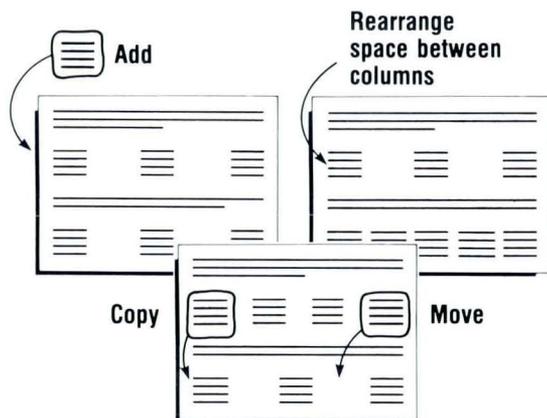
Tables

Columns of Numbers

TAKE THESE LESSONS OR SEGMENTS

Numeric Tables

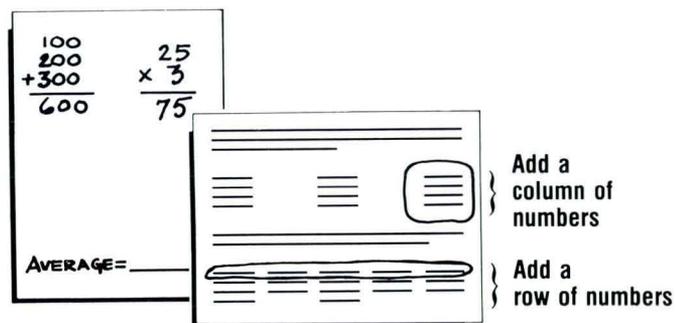
Lesson 1, Segment *



Math

Numeric Tables

Lesson 3, Segment *

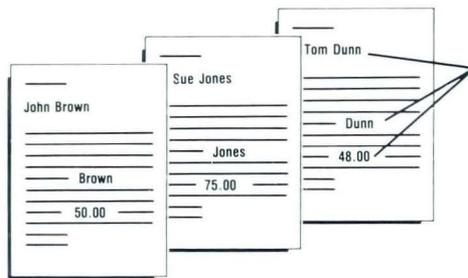


* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Repetitive Documents



Names and amounts are different for each letter.

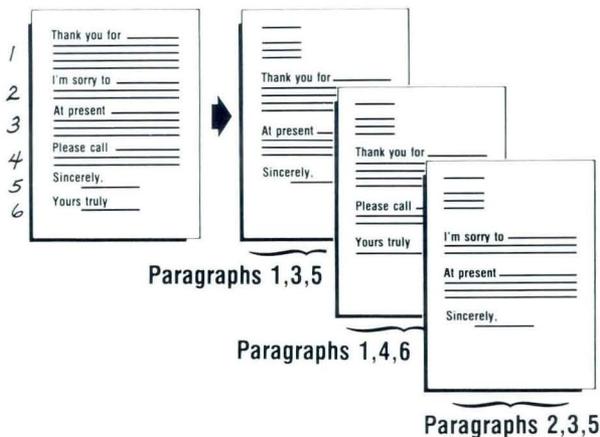
Text is same for each letter.

TAKE THESE LESSONS OR SEGMENTS

Creating Documents from Stored Text Using Merge
Lesson 1, Segment *

Use Different Combinations of Standard Paragraphs

Creating Documents from Stored Text Using Merge
Lesson 2, Segment *



*Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

The following segments teach new functions but have no accompanying pictures. To determine if the function will help you, read the segment introduction where a segment number is listed and read the lesson introduction where an asterisk (*) appears.

Display Codes

Screen Movement Keys

Insert/Replace

Combining Program Diskettes

Printer Sharing

Global Replace/Delete

Key Save/Playback

Using Menu Shortcuts

TAKE THESE LESSONS OR SEGMENTS

Starting Your Training

Lesson 4, Segment 5

Common Text Applications

Lesson 3, Segment 7

Common Text Applications

Lesson 4, Segment 3

Diskettes

Lesson 4 Segment *

Printing

Lesson 1, Segment 7

Advanced Time Savers

Lesson 1, Segment 1

Advanced Time Savers

Lesson 1, Segment 2

Advanced Time Savers

Lesson 1, Segment 5

IF YOU DO THIS KIND OF WORK

Changed Functions

Using Menus to Load Tasks

Printing

Pagination

Get

Printing and Displaying the Diskette Index

Trail Printing

Key-To-Print

TAKE THESE LESSONS OR SEGMENTS

Starting Your Training
Lesson 1, Segment 4

Starting Your Training
Lesson 2, Segment 4

Starting Your Training
Lesson 3, Segment 2

Common Text Applications
Lesson 4, Segment 2

Diskettes
Lesson 1, Segment 2

Printing
Lesson 1, Segment 4

Printing
Lesson 1, Segment 5

Appendix C: Upgrading from Textpack E to Textpack 6



Displaywriter Upgrade Training Profile Sheet

UPGRADING FROM TEXTPACK E TO TEXTPACK 6

TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Starting Your Training	4	5
Common Text Applications	3	7
Common Text Applications	4	3
Common Text Applications	5	2
Special Text Applications	1	1,2,3
Special Text Applications	2	1,2,3,4,5
Special Text Applications	3	1,2,3,4
Special Text Applications	4	1,2,3,4,5
Special Text Applications	5	3
Diskettes	4	1,2,3
Spelling	1	1,2,3,4,5,6
Spelling	2	1,2,3,4,5,6
Spelling	3	1,2
Printing	1	7
Numeric Tables	1	1,2,3,4,5
Numeric Tables	2	1,2,3
Numeric Tables	3	1,2,3,4,5,6
Creating Documents from Stored Text Using Merge	1	1,2,3,4,5
Creating Documents from Stored Text Using Merge	2	1,2,3,4,5,6
Advanced Time Savers	1	1,3,4,5
<i>Changed Functions</i>		
Starting Your Training	1	4
Starting Your Training	2	4
Starting Your Training	3	2
Common Text Applications	4	2
Diskettes	1	2
Printing	1	2,4,5

Training Supplies

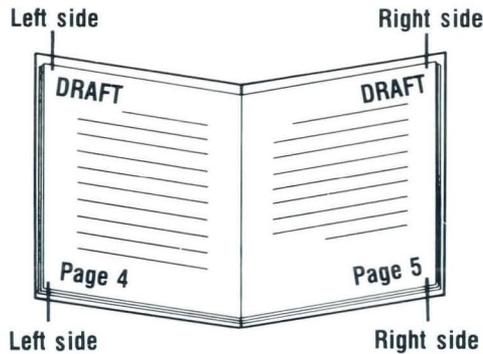
- Textpack 6 program diskettes (4)
- Keyboard template for Textpack 6
- Work diskette(s)



IF YOU DO THIS KIND OF WORK

New Functions

Alternating Headers and Footers



TAKE THESE LESSONS OR SEGMENTS

Common Text Applications
Lesson 5, Segment 2

Block Overstrike

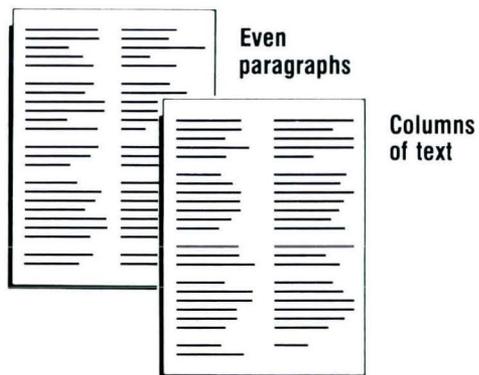


Special Text Applications
Lesson 5, Segment 3

IF YOU DO THIS KIND OF WORK

New Functions

Column Layout for Text Applications

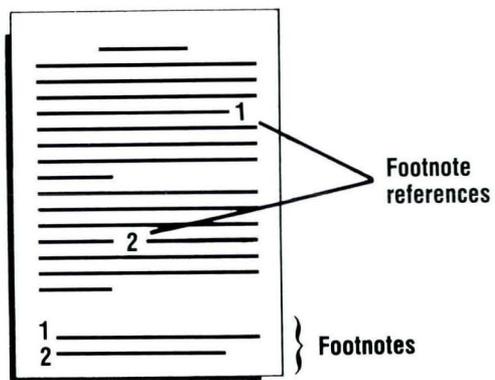


TAKE THESE LESSONS OR SEGMENTS

Special Text Applications

Lesson 1, Segment *

Footnotes



Special Text Applications

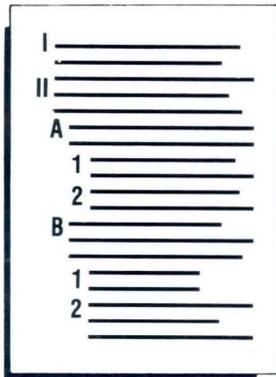
Lessons 2 and 3, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Automatic Outline

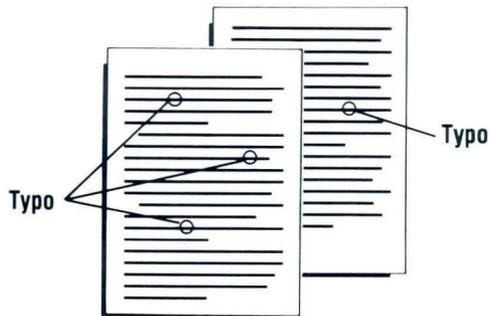


TAKE THESE LESSONS OR SEGMENTS

Special Text Applications

Lesson 4, Segment *

Proofread for Typographical Errors in Your Document



Spelling

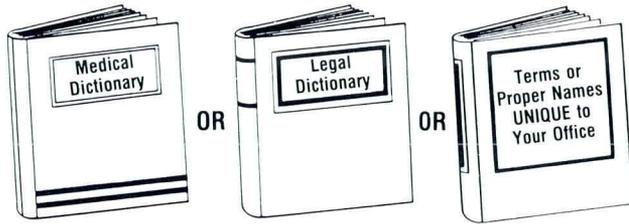
Lesson 1, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

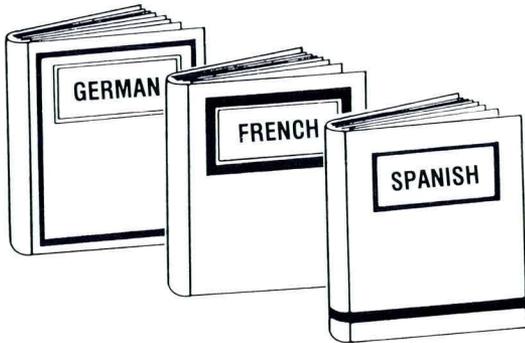
Proofread Special Terms



TAKE THESE LESSONS OR SEGMENTS

Spelling
Lesson 2, Segment *

Proofread Foreign Languages



Spelling
Lesson 3, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

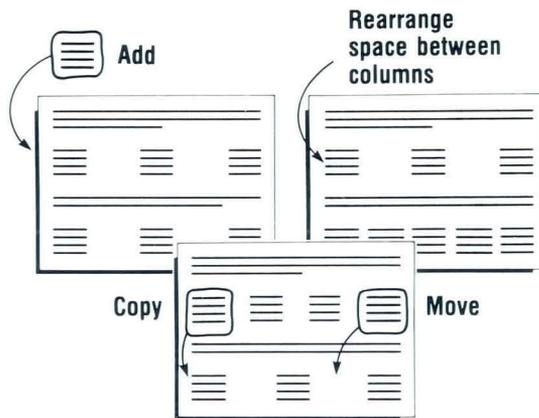
Tables

Columns of Numbers

TAKE THESE LESSONS OR SEGMENTS

Numeric Tables

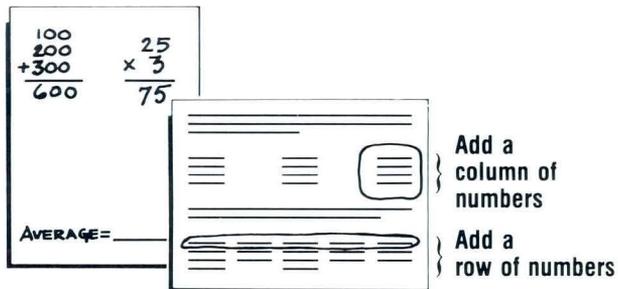
Lesson 1, Segment *



Math

Numeric Tables

Lesson 3, Segment *

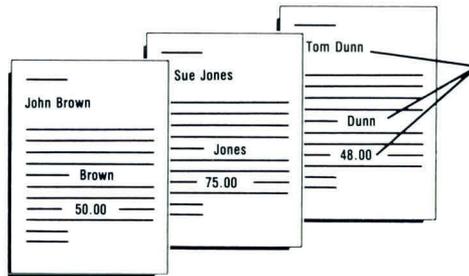


* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Repetitive Documents



**Names and amounts
are different for
each letter.**

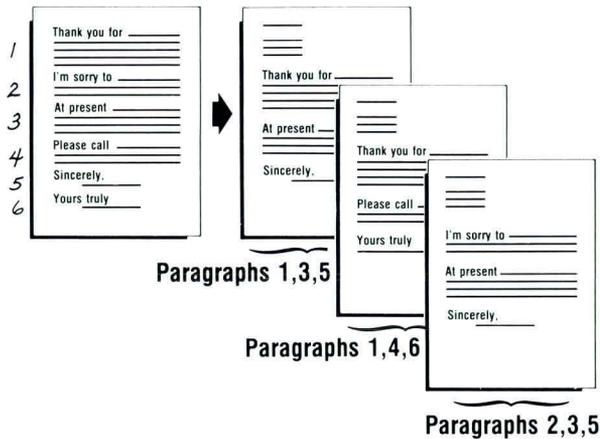
**Text is same for
each letter.**

TAKE THESE LESSONS OR SEGMENTS

Creating Documents from Stored Text Using Merge
Lesson 1, Segment *

Use Different Combination of Standard Paragraphs

Creating Documents from Stored Text Using Merge
Lesson 2, Segment *



Paragraphs 1,3,5

Paragraphs 1,4,6

Paragraphs 2,3,5

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

The following segments teach new functions but have no accompanying pictures. To determine if the function will help you, read the segment introduction where a segment number is listed and read the lesson introduction where an asterisk (*) appears.

Display Codes

Screen Movement Keys

Insert/Replace

Combining Program Diskettes

Global Replace/Delete

Keystroke Store

Menu Shortcuts

Printer Sharing

Column Reference

TAKE THESE LESSONS OR SEGMENTS

Starting Your Training
Lesson 4, Segment 5

Common Text Applications
Lesson 3, Segment 7

Common Text Applications
Lesson 4, Segment 3

Diskettes
Lesson 4, Segment *

Advanced Time Savers
Lesson 1, Segment 1

Advanced Time Savers
Lesson 1, Segment *

Advanced Time Savers
Lesson 1, Segment 5

Printing
Lesson 1, Segment 7

Numeric Tables
Lesson 2, Segment *

IF YOU DO THIS KIND OF WORK

Changed Functions

Using Menus to Load Tasks

Printing

Pagination

Get

Printing and Displaying the Diskette Index

Print Job Management

Trail Printing

Key-To-Print

TAKE THESE LESSONS OR SEGMENTS

Starting Your Training
Lesson 1, Segment 4

Starting Your Training
Lesson 2, Segment 4

Starting Your Training
Lesson 3, Segment 2

Common Text Applications
Lesson 4, Segment 2

Diskettes
Lesson 1, Segment 2

Printing
Lesson 1, Segment 2

Printing
Lesson 1, Segment 4

Printing
Lesson 1, Segment 5

Appendix D: Upgrading from Textpack 2 Textpack 4

Displaywriter Upgrade Training Profile Sheet

UPGRADING FROM TEXTPACK 2 TO TEXTPACK 4

TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Common Text Applications	3	7
Common Text Applications	4	3
Common Text Applications	5	2
Special Text Applications	1	1,2,3
Special Text Applications	5	3
Diskettes	4	1,2,3
Numeric Tables	1	1,2,3,4,5
Numeric Tables	3	1,2,3,4,5,6
Creating Documents from Stored Text Using Merge	1	1,2,3,4,5,
Creating Documents from Stored Text Using Merge	2	1,2,3,4,5,6
Advanced Time Savers	1	1,2,5
<i>Changed Functions</i>		
Common Text Applications	4	2
Spelling	1	1,2,3,5,6
Spelling	2	2,5,6
Spelling	3	1,2

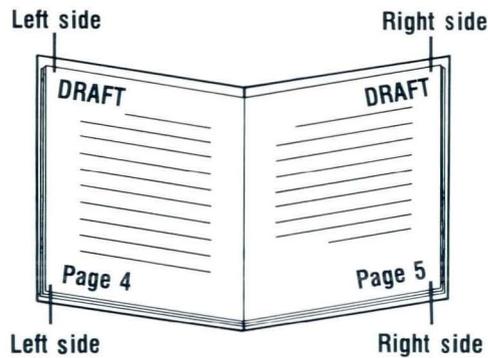
Training Supplies

- Textpack 4 program diskettes (3)
- Keyboard template for Textpack 4
- Work diskette(s)

IF YOU DO THIS KIND OF WORK

New Functions

Alternating Headers and Footers



Text Columns



TAKE THESE LESSONS OR SEGMENTS

Common Text Applications
Lesson 5, Segment 2

Special Text Applications
Lesson 1, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Block Overstrike



TAKE THESE LESSONS OR SEGMENTS

Special Text

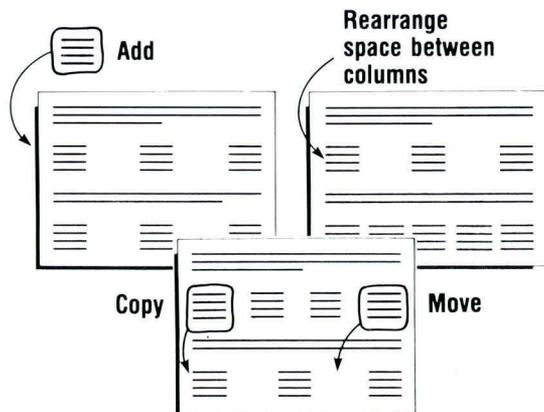
Lesson 5, Segment 3

Tables

Columns of Numbers

Numeric Tables

Lesson 1, Segment *



* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Math

The diagram shows two mathematical operations on the left:

$$\begin{array}{r} 100 \\ 200 \\ +300 \\ \hline 600 \end{array}$$
 and

$$\begin{array}{r} 25 \\ \times 3 \\ \hline 75 \end{array}$$
 To the right is a table with several rows and columns. A bracket on the right side of the table points to a new column being added, with the text "Add a column of numbers". Another bracket points to a new row being added at the bottom, with the text "Add a row of numbers". Below the table, the text "AVERAGE=" is followed by a blank line.

TAKE THESE LESSONS OR SEGMENTS

Numeric Tables

Lesson 3, Segment *

Repetitive Documents

The diagram shows three overlapping document forms. The first form is for "John Brown" with an amount of "50.00". The second is for "Sue Jones" with an amount of "75.00". The third is for "Tom Dunn" with an amount of "48.00". A callout box with arrows pointing to the names and amounts in the third form contains the text: "Names and amounts are different for each letter." Below this, another callout box contains the text: "Text is same for each letter."

Creating Documents from Stored Text Using Merge

Lesson 1, Segment *

* Read the lesson introduction to determine which segments you need.

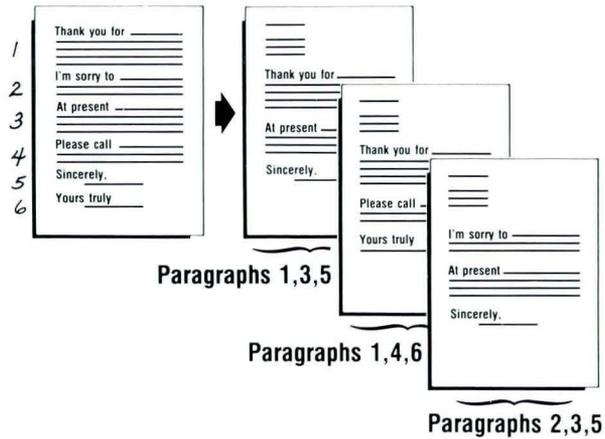
IF YOU DO THIS KIND OF WORK

New Functions

Use Different Combinations of Standard Paragraphs

TAKE THESE LESSONS OR SEGMENTS

Creating Documents from Stored Text Using Merge
Lesson 2, Segment *



* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

The following segments teach new functions but have no accompanying pictures. To determine if the function will help you, read the segment introduction where a segment number is listed and read the lesson introduction where an asterisk (*) appears.

Screen Movement Keys

Insert/Replace

Combining Program Diskettes

Using Menu Shortcuts

Global Replace/Delete

Key Save/Playback

TAKE THESE LESSONS OR SEGMENTS

Common Text Applications
Lesson 3, Segment 7

Common Text Applications
Lesson 4, Segment 3

Diskettes
Lesson 4, Segment *

Advanced Time Savers
Lesson 1, Segment 5

Advanced Time Savers
Lesson 1, Segment 1

Advanced Time Savers
Lesson 1, Segment 2

IF YOU DO THIS KIND OF WORK

Changed Functions

Get

Spelling

Supplemental Dictionaries

Checking Foreign Language Spelling

TAKE THESE LESSONS OR SEGMENTS

Common Text Applications

Lesson 4, Segment 2

Spelling

Lesson 1, Segment 1,2,3,5,6

Spelling

Lesson 2, Segment 2,5,6

Spelling

Lesson 3, Segment *

* Read the lesson introduction to determine which segments you need.

Appendix E: Upgrading from Textpack 2 to Textpack 6

Displaywriter Upgrade Training Profile Sheet

UPGRADING FROM TEXTPACK 2 TO TEXTPACK 6

TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Common Text Applications	1	3,4
Common Text Applications	3	7
Common Text Applications	4	3
Special Text Applications	1	1,2,3
Special Text Applications	2	1,2,3,4,5
Special Text Applications	3	1,2,3,4
Special Text Applications	4	1,2,3,4,5
Special Text Applications	5	3
Diskettes	4	1,2,3
Numeric Tables	1	1,2,3,4,5
Numeric Tables	2	1,2,3
Numeric Tables	3	1,2,3,4,5,6
Creating Documents from Stored Text Using Merge	1	1,2,3,4,5,
Creating Documents from Stored Text Using Merge	2	1,2,3,4,5,6
Advanced Time Savers	1	1,3,4,5
<i>Changed Functions</i>		
Common Text Applications	4	2
Spelling	1	1,2,3,4,5,6
Spelling	2	2,5,6
Spelling	3	1,2

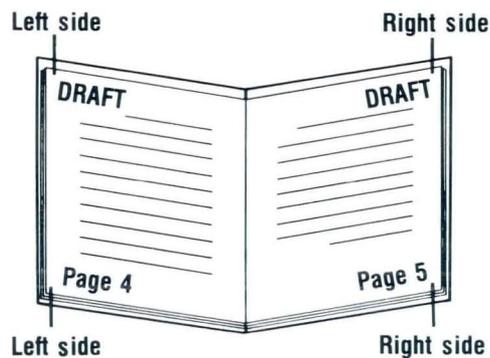
Training Supplies

- Textpack 6 program diskettes (4)
- Keyboard template for Textpack 6
- Work diskette(s)

IF YOU DO THIS KIND OF WORK

New Functions

Alternating Headers and Footers



TAKE THESE LESSONS OR SEGMENTS

Common Text Applications

Lesson 5, Segment 2

Text Columns



Special Text Applications

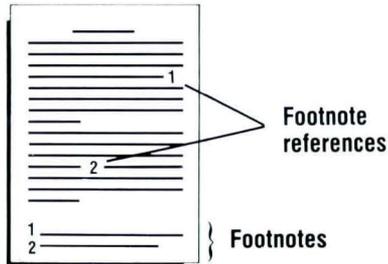
Lesson 1, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Footnotes

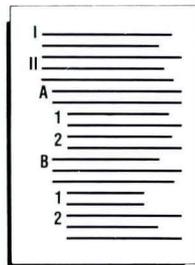


TAKE THESE LESSONS OR SEGMENTS

Special Text Applications

Lessons 2 and 3, Segment *

Automatic Outline



Special Text Applications

Lesson 4, Segment *

Block Overstrike



Special Text Applications

Lesson 5, Segment 3

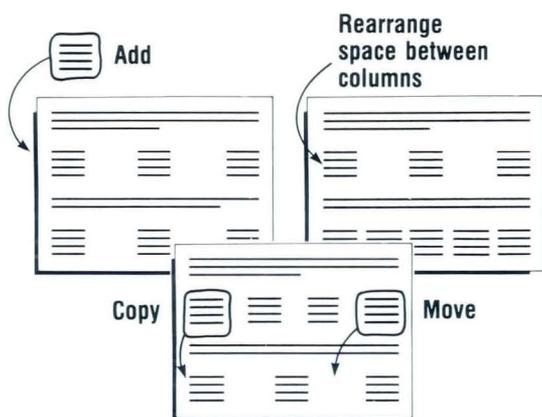
* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Tables

Columns of Numbers

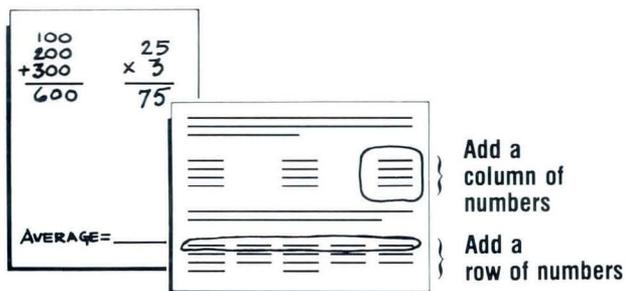


TAKE THESE LESSONS OR SEGMENTS

Numeric Tables

Lesson 1, Segment *

Math



Numeric Tables

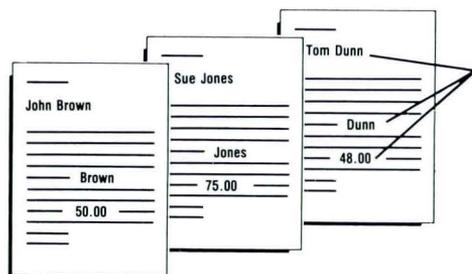
Lesson 3, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

Repetitive Documents



Names and amounts are different for each letter.

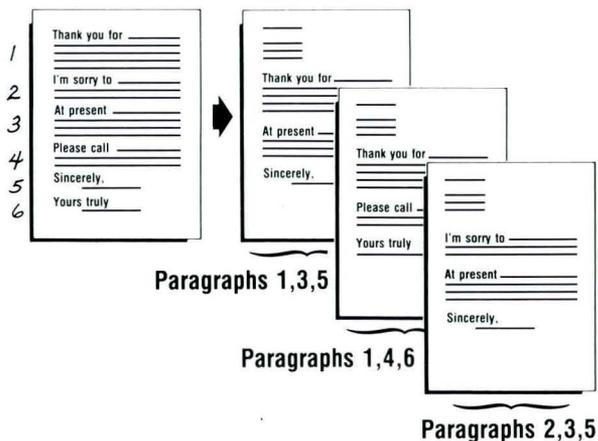
Text is same for each letter.

TAKE THESE LESSONS OR SEGMENTS

Creating Documents from Stored Text Using Merge
Lesson 1, Segment *

Use Different Combinations of Standard Paragraphs

Creating Documents from Stored Text Using Merge
Lesson 3, Segment *



* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

The following segments teach new functions but have no accompanying pictures. To determine if the function will help you, read the segment introduction where a segment number is listed and read the lesson introduction where an asterisk (*) appears.

Screen Movement Keys

Insert/Replace

Combining Program Diskettes

Column Reference

Using Menu Shortcuts

Global Replace/Delete

Keystroke Store

Changed Functions

Get

Spelling

Spelling Supplements

Checking Foreign Language Spelling

TAKE THESE LESSONS OR SEGMENTS

Common Text Applications
Lesson 3, Segment 7

Common Text Applications
Lesson 4, Segment 3

Diskettes
Lesson 4, Segment *

Numeric Tables
Lesson 2, Segment *

Advanced Time Savers
Lesson 1, Segment 5

Advanced Time Savers
Lesson 1, Segment 1

Advanced Time Savers
Lesson 1, Segment 3,4

Common Text Applications
Lesson 4, Segment 2

Spelling
Lesson 1, Segment 1,2,3,4,5,6

Spelling
Lesson 2, Segment 2,5,6

Spelling
Lesson 3, Segment 1,2



Appendix F: Upgrading from Textpack 4 to Textpack 6



Displaywriter Upgrade Training Profile Sheet

UPGRADING FROM TEXTPACK 4 TO TEXTPACK 6

TRAINING UNIT	LESSON	SEGMENT
<i>New Functions</i>		
Special Text Applications	2	1,2,3,4,5
Special Text Applications	3	1,2,3,4
Special Text Applications	4	1,2,3,4,5
Spelling	1	4
Numeric Tables	2	1,2,3
Advanced Time Savers	1	3,4

Training Supplies

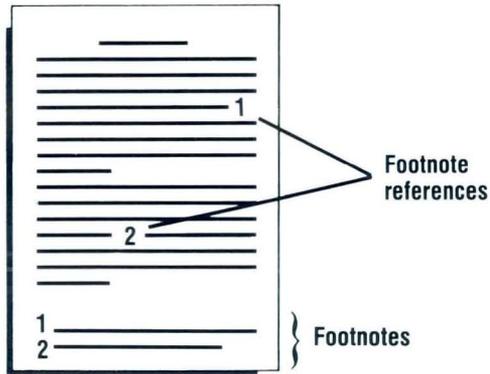
- Textpack 6 program diskettes (4)
- Work diskette(s)
- Keyboard template for Textpack 6



IF YOU DO THIS KIND OF WORK

New Functions

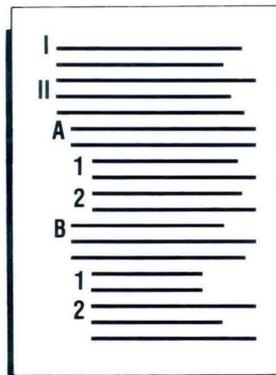
Footnotes



TAKE THESE LESSONS OR SEGMENTS

Special Text Applications
Lesson 2,3, Segment *

Outlines



Special Text Applications
Lesson 4, Segment *

* Read the lesson introduction to determine which segments you need.

IF YOU DO THIS KIND OF WORK

New Functions

The following segments teach new functions but have no accompanying pictures. To determine if the function will help you, read the segment introduction where a segment number is listed and read the lesson introduction where an asterisk (*) appears.

Spelling Correction Aid

Column Reference Area

Keystroke Store

TAKE THESE LESSONS OR SEGMENTS

Spelling

Lesson 1, Segment 4

Numeric Tables

Lesson 2, Segment 1,2,3

Advanced Time Savers

Lesson 1, Segment 3,4

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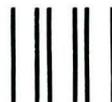
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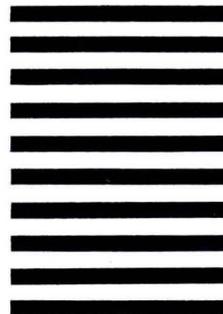


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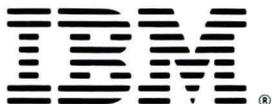
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