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## **Using This Summary Card**

To locate the information you need, use the table of contents on the front panel. For more detailed information, refer to Book 3, *Using the Control Program*.

#### **Special Notation**

The following notation is used in some of the sections on this card.

Means a blank. Press the spacebar once.

#### **CAPITALS**

Words shown in capital letters are keywords and must be typed exactly as shown.

#### Italics

Italics indicate the **type** of information, rather than the exact information. What you actually type in replaces the italic entry.

[]

Brackets indicate optional information. If you want to include optional information you must type only the information, **inside** the brackets — not the brackets themselves.

#### Commas and Parentheses

These must be entered as shown. If they are inside brackets, they are optional and are used only if you decide to specify the bracketed information.

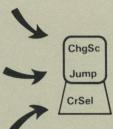
## Using the Keyboard

For keys with several functions:

To get the uppercase function, press shift with the key you want.

To get the lowercase function, press the key by itself.

To get the alternate case function, press
Alt with the



## **Displaying Help**

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press Help.

key you want.

- 3. Press Alt with the black up or down cursor movement keys to page through Help.
- 4. When done, press Help and then WS Ctrl.

## Topic\*

On this summary card, when you see an asterisk next to a topic, it means that the function (Autokey is an example) is optional; you only have the function if it was specified when your control program was customized.

## **Using Windows**

To save your windows, use "Saving and Restoring Screen Profiles" on page 16.

### Selecting a Window

- · Press the Jump key or
- Press WS Ctrl and then press the short name of the selected window (A-Z).

### Sizing a Window

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) you want to size.
- 3. Press PF12 (Size).
- 4. Use the black cursor movement keys to move the right and bottom window borders.
- 5. When done, press WS Ctrl.

### Moving a Sized Window

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) you want to move.
- 3. Press PF11 (Move).
- 4. Use the black cursor movement keys to move the window.
- 5. When done, press WS Ctrl.

## **Using Windows**

### Cornering a Sized Window

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) you want to corner.
- 3. Press PF10 (Corner). Repeat this step to move the window to the desired corner.
- 4. When done, press WS Ctrl.

### **Enlarging a Sized Window**

- 1. Select the window you want to enlarge using the Jump key.
- 2. Press the □↔□ (Enlarge) key.
- 3. Press the □↔□ (Enlarge) key again to return the window to the previous size.

#### **Hiding Windows**

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) you want to hide.
- 3. Press PF9 (Hide).
- 4. When done, press WS Ctrl.

## **Using Windows**

### **Browsing a Window**

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) you want to browse.
- 3. Press PF3 (Browse).
- 4. Use the black cursor movement keys to browse the data inside the sized window.
- 5. When done, press the short name of your original window (A-Z) then press WS Ctrl.

## **Using Screen Profiles**

To save your screen profiles, use "Saving and Restoring Screen Profiles" on page 16.

# Getting a List of Screen Profiles and Windows

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press PF1 (List).
- 3. Press PF1 again to remove the list.
- 4. When done, press WS Ctrl.

### Selecting a Screen Profile

#### Either:

• Press WS Ctrl and then the number (0-9) of the desired screen Profile. (If there are no windows present, see "Adding Windows to a Screen Profile")

When done, press WS Ctrl.

Or

 If the screen profile has already been defined, press ChgSc with the shift key to jump through the available screen profiles.

## **Using Screen Profiles**

# Adding Windows to a Screen Profile

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the number of the screen profile that you want to add the window to (1-9).
- 3. Press the short name(s) of the window(s) (A-Z) you want to add.
- 4. When done, press WS Ctrl.

# Deleting Windows from a Screen Profile

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the number of the screen profile where you want to delete the window (1-9).
- 3. Press the short name of the Window you want to delete.
- 4. Press Alt with (delete window).
- 5. When done, press WS Ctrl.

## **Using Notepads\***

To save your notepads, use "Saving and Restoring Notepads" on page 15.

To clear a notepad, press Clear

### Typing in Multicolor

- 1. Press the Jump key to select the notepad you want to enter data into.
- 2. Press Alt with one of PF13 through PF20 to select the color you want to type text in.
- 3. To turn off color and get back to the base text (green), press Alt with PF21.

# Typing in Reversed, Blinking, or Underlined Text

- 1. Press the Jump key to select the notepad you want to enter data into.
  - For reversed text, press ALT with PF9.
  - For blinking text, press ALT with PF10.
  - For underlined text, press ALT with PF11.
- 2. To turn return to normal text, press ALT with PF12.

## **Changing Colors**

To save your color changes, use "Saving and Restoring Screen Profiles" on page 16.

# Changing the Color of the Window Foreground

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) that you want to change.
- 3. Press PF23 (FrGnd).
- 4. To select the color, press Alt with one of PF13 through PF20.
- 5. When done, press WS Ctrl.

# Changing the Color of the Window Background

- Press WS Ctrl to get into WS Ctrl
  mode
- 2. Press the short name of the window (A-Z) that you want to change.
- 3. Press PF24 (BkGnd).
- 4. To select the color, press Alt with one of PF13 through PF20.
- 5. When done, press WS Ctrl.

## **Changing Colors**

# Changing the Color of the Screen Behind the Windows

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) that you want to change.
- 3. Press PF22 (Screen).
- 4. To select the color, press Alt with one of PF13 through PF20.
- 5. When done, press WS Ctrl.

# Getting the Base Colors for a Window

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name of the window (A-Z) that you want to change.
- 3. Press PF21 (Base).
- 4. When done, press WS Ctrl.

## Using Autokey\*

To save your autokey recordings, use "Saving and Restoring Autokey Recordings" on page 16.

# Getting a List of Your Autokey Recordings

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press Auto, then press PF1 (List).
- 3. When done, press PF1 then WS Ctrl.

### Making an Autokey Recording

- 1. Make sure you are **not** in WS Ctrl mode.
- 2. Move the cursor to where you want to make the recording.
- 3. Press WS Ctrl to get into WS Ctrl mode.
- 4. Press PF16 (Record).
- 5. Type in a name for the recording. and then press Enter.
- 6. Type the information you want to record.
- 7. If you want to insert variable information, press Alt with Pause.

  Then press Alt with Pause again to continue.
- 8. When you are done typing in the information, press Finish to end the recording.

## **Using Autokey\***

### Playing an Autokey Recording

- 1. Make sure you are **not** in WS Ctrl mode.
- 2. Press the Jump key to go to the window where you want the recording to play.
- 3. Move the cursor to where you want the recording to begin playing.
- 4. Press WS Ctrl to get into WS Ctrl mode.
- 5. Press PF4 (Play).
- 6. Type the recording name. and then press Enter.
- 7. If you inserted a pause, type in the variable information then press Alt with Pause to resume playing.

### **Erasing an Autokey Recording**

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press Alt with ErInp.
- 3. Type the name of the recording you want to erase.
- 4. Press Enter.
- 5. When done, press WS Ctrl.

## Saving and Restoring

The personal computer window must be active and contain the DOS prompt.

### Saving and Restoring Everything

- To save your notepads, screen profiles, and autokey recordings recordings:
  - 1. Type: indsave
  - 2. Press Enter.
- To restore your notepads, screen profiles, and autokey recordings:
  - 1. Type: indrstr
  - 2. Press Enter.

### Saving and Restoring Notepads

- To save your notepads:
  - 1. Type: indsave notepad
  - 2. Press Enter.
- To restore your notepads:
  - 1. Type: indrstr notepad
  - 2. Press Enter.

## Saving and Restoring

# Saving and Restoring Screen Profiles

- Saving screen profiles:
  - 1. Type: indsave ■screen
  - 2. Press Enter.
- Restoring screen profiles:
  - 1. Type: indrstr ■screen
  - 2. Press Enter.

# Saving and Restoring Autokey Recordings

- To save your autokey recordings:
  - 1. Type: indsave autokey
  - 2. Press Enter.
- To restore your autokey recordings:
  - 1. Type: indrstr■autokey
  - 2. Press Enter.

## Copying Data\*

This function allows you to copy data from one place to another within a window or into a different window.

#### First, Define the Source

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name (A-Z) of the window you want to copy from.
- 3. Press PF13 (Source).
- 4. Use the black cursor movement keys to move the cursor under the first character position of the data you want to copy. Make sure you allow for the longest line.
- 5. Press Alt with CrSel.
- 6. Use the black cursor movement keys to move the cursor under the last character position of the data you want to copy. Make sure you allow for the longest line.
- 7. Press Alt with CrSel.

If the source is not what you want it to be, follow steps 3 through 5 again to remark the source.

8. Now, define where you want the copy to go (the target).

## Copying Data\*

### Second, Define the Target

- 1. If you are copying data inside the same window, skip to step 3 below.
- 2. If you are copying data to a different window, press the short name of the target window (A-Z) that you want to copy to.
- 3. Press PF14 (Target).
- 4. Use the black cursor movement keys to move the cursor to the top left corner of where you want the copy to go.
- 5. Press Alt with Cr Sel to mark the target.

If the target is not where you want it to be, follow steps 3 through 5 again to remark the target.

- 6. Press Enter to complete the copy.
- 7. When done, press WS Ctrl.

## **Printing**

#### Printing on the Work Station-Attached Printer\*

To print what is on the screen:

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press Print.

To print what is in a window:

- 1. Press WS Ctrl to get into WS Ctrl mode.
- 2. Press the short name (A-Z) or press
  Jump to select the window you want to
  print.
- 3. If your window is smaller than full screen, press the □↔□ key to enlarge the window.
- 4. Press Print.
- 5. When done, press WS Ctrl.

# Printing on the 3274-Attached Printer

- 1. Use the Jump key to go to the host window you want to print.
- 2. The host window must be active.
- 3. Press Print.

## **Transferring Files**

Log on to your host session then type the desired command at DOS prompt.

- Transferring files from a personal computer session to a VM/CMS host session:
  - 1. Type on one line:

```
[a:]SEND \blacksquare [d:][path]filename[.ext] \blacksquare [id:]fn \blacksquare ft \blacksquare [fm] \blacksquare [(options]
```

- 2. Press Enter.
- Transferring files from a VM/CMS host session to a personal computer session:
  - 1. Type on one line:

```
[a:]RECEIVE \blacksquare [d:][path]filename[.ext] \blacksquare [id:]fn \blacksquareft \blacksquare [fm] \blacksquare [(options]
```

- 2. Press Enter.
- Transferring data sets from a personal computer session to a TSO host session.
  - 1. Type on one line:

```
[a:]SEND ■[d:][path]filename[
.ext ■[id:] data set name [(member name)][ /password] ■[options]
```

- 2. Press Enter.
- Transferring data sets from a TSO host session to a personal computer session.
  - 1. Type on one line:

```
[a:]RECEIVE ■ [d:][path]filename[
.ext ■ [id:] data set name [(member name)][ /password] ■ [options]
```

2. Press Enter.