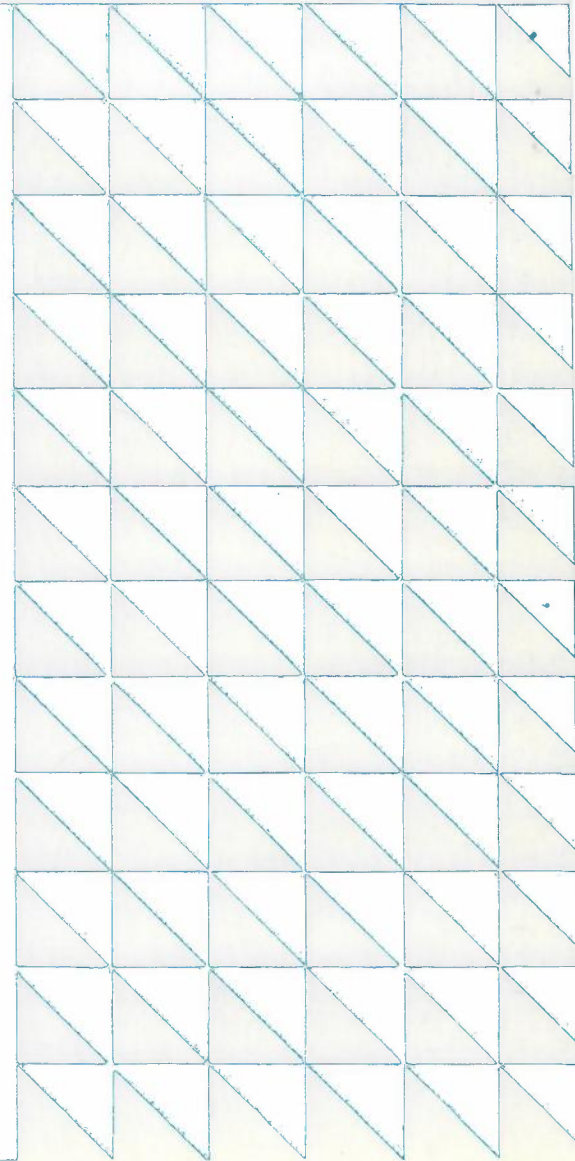




IBM  
Professional  
Office System



Advanced User's Guide



# IBM Professional Office System

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## Advanced User's Guide

### **First Edition (May 1984)**

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## PREFACE

This manual describes some of the advanced techniques which PROFS users might find useful.

The manual also discusses some other, PROFS related applications which should be helpful to PROFS users in special situations.

The manual is written for those who are already comfortable with the equipment they use and with PROFS. It is intended as a reference only, not as a substitute for PROFS training.

### Selectable Topics

- o Creating and changing nicknames
- o Creating and changing distribution lists
- o Notes, note text commands, and note logs
- o Techniques for preparing documents
- o Introduction to ENTRY ASSIST, DCF and XEDIT
- o Techniques for revising documents
- o Techniques for mailing documents
- o Follow-up techniques using the PROFS maillog
- o Tailoring the PROFS main menu
- o PROFS interrupt
- o PROFS and the Displaywriter
- o Basic VM commands
- o Glossary
- o List of publications

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## PROFS NICKNAME FILE

In PROFS, you can set up nicknames to use when you send notes, messages, documents, and to work with calendars. PROFS release 2.0 contains new menus which enable you to work with your nickname files.

In PROFS, your nickname files, author profiles and distribution lists all contain your personal control information.

1. The nickname file contains nicknames, the greeting and closing for your notes, and special instructions concerning the handling of your notes.
2. Author profiles contain information that is basic to creating and indexing PROFS documents
3. Distribution lists define groups of people that fit your personal communications needs.

You can go to the control files menu by pressing a PF key to process your personal control files or by typing the word **control** on the command line of the PROFS main or interrupt menus.

This will take you to the PROCESS YOUR PROFS CONTROL FILES menu.



PROCESS YOUR PROFS CONTROL FILES

T00

Press the PF key for the type of file you want.

- PF1 Process your main nickname file
- PF2 Process your alternate nickname file
- PF3            OFSMCNTL A1 Process an author profile
- PF4 Process a distribution list file

PF9 Help      PF12 Return

==>

ADDING NICKNAMES TO YOUR NICKNAME FILE

From the PROCESS YOUR PROFS CONTROL FILES menu, press the PF key to process your main or alternate nickname file. From the processing menu, press PF1 Add a new nickname.

ADD A NEW NICKNAME

T11

Type in the information below. Then press PF12.

Nickname:

-----

System name:

-----

User name:

-----

Private: (y or n)

-

Printer: (y or n)

-

Class:

-

Name/comments:

-----

PF8 Quit      PF9 Help      PF12 Return

====>

1. **Nickname:** Type the nickname you want to use for the person.
2. **System name:** Type the system name of the person.
3. **User name:** Type the user name of the person.
4. **Private:** If you type **y**, any notes you send using this nickname will be logged in a special log with the same name as the nickname.
5. **Printer:** If you type **y**, any note you send using this nickname will be sent as a 'printer' file. You would do this if the person were a VM user but not a PROFS user.
6. **Class:** If you want the notes you send using this nickname to go to a special output class, type the letter of the class.
7. **Name/comments:** The first 18 characters you type here will appear on the note heading when you use this nickname. You can use this area for the person's full name. The remaining 24 spaces can be used for comments (such as location or phone number). You will

see these when you look at the nickname information, but they will not appear on the notes.

## WORKING WITH NICKNAME INFORMATION

From the PROCESS YOUR MAIN NICKNAME FILE or PROCESS YOUR ALTERNATE NICKNAME FILE menu, you can also change (PF2), erase (PF3) or look at (PF4) a nickname's information. With any of these three tasks, if you type the nickname in the space before you press the PF key, you can work directly with the nickname. If you do not specify a nickname, you will go to the menu(s) containing all of the nicknames in that nickname file, and you can select the one you want by typing X next to it.

### Nickname File Control Information

The control information in your nickname file is used to tailor the PROFS note facility to your needs. See the section on 'Tailoring the PROFS Note Function' in the chapter on NOTES in this guide.

For more information about your nickname files, see Appendix B of **Using the Professional Office System (SH20-5604)**.

## DISTRIBUTION LISTS

In PROFS, a distribution list is a list of electronic addresses. You can send PROFS notes, messages and documents to several people at once by mailing to a distribution list. If you regularly correspond with groups that are always made up of the same individuals, you should create a distribution list for the group.

1. To work with distribution lists, type **control** on the command line of the PROFS main or interrupt menu, or press the PF key to process your personal control files.
2. From the PROCESS YOUR PROFS CONTROL FILES menu, press **PF4 Process a distribution list file**. This will take you to the PROCESS A DISTRIBUTION LIST menu.

PROCESS A DISTRIBUTION LIST		T30
Press one of the following PF keys.		
PF1	<u>        </u> Add a new distribution list	If you want to work with a specific distribution list, type in the name before you press the PF key.
PF2	<u>        </u> Change a distribution list	
PF3	<u>        </u> Erase a distribution list	
PF4	<u>        </u> Look at a distribution list	
PF9 Help	PF12 Return	
=>		

## ADDING A DISTRIBUTION LIST

To create a new distribution list, type the name of the list you want to create, and press **PF1 Add a new distribution list**.

This will take you to the menu where you can ADD THE \_\_\_\_\_  
DISTRIBUTION LIST. (The screen pictured below leads to  
a distribution list called 'DEPT'.)

```

                                ADD THE DEPT      DISTRIBUTION LIST
                                                                T31

Press one of the following PF keys.

PF1  Choose nicknames to add to the list from your OFS_____ OFSMCNTL A1
      nickname file.  If you want to select nicknames from
      another file, type the name you want over the
      highlighted name above before you press the PF key.
PF2  Add a name to the list

PF8  Quit      PF9  Help      PF12 File
=>

```

If you press PF1 on this menu, you will go to a menu which shows a list of the nicknames in your nickname file. Type X next to the names you want to be included in this distribution list, and press enter to add the nickname(s).

If you press PF2 on this menu, you will go to the menu titled ADD A NAME TO THE \_\_\_\_\_ LIST, where you can type in the electronic addresses.

ADD A NAME TO THE DEPT LIST

T33

Type in the system name(s) and user name(s) you want to add to the distribution list below. When you have finished, press PF12.

Name

Comments/Name

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PF1 Add More    PF8 Quit    PF9 Help    PF12 Return



1. **Name** means electronic address. You can add an electronic address in these ways:
  - a. If the person is in one of your nickname files, just type the **nickname**.
  - b. If the person is on the same PROFS system that you are on, type the **user name**.
  - c. If the person is on another PROFS system, type the **system name(username)**.
2. **Comments/Name** - This area is for your own use. It will not appear on the items you send using this distribution list.

Samples of Names in a Distribution List:

Name

Comments/Name

max \_\_\_\_\_  
 user1 \_\_\_\_\_  
 sysvm2(user2) \_\_\_\_\_

J. Anybody x2234 \_\_\_\_\_  
 IBM support center HELP line \_\_\_\_\_

## Changing a Distribution List

You can change an existing distribution list by adding or erasing names.

1. Go to the PROCESS A DISTRIBUTION LIST menu. (Press PF5 on the PROCESS YOUR PROFS CONTROL FILES menu).
2. If you type the name of a distribution list below **PF2 Change a distribution list** and then press PF2, you will go to a menu where you choose the action to be taken with individual names in the distribution list.
3. If you do not type the name of the list before you press PF2, you will go first to an intermediate menu where you can choose the distribution list you want to work with.

## Erasing a Distribution List

1. Go to the PROCESS A DISTRIBUTION LIST menu.
2. If you type the name of a distribution list below **PF3 Erase a distribution list** and then press PF3, the list will be erased.
3. If you do not type the name of the list before you press PF3, you will go first to an intermediate menu where you can choose the distribution list you want to erase.

## Looking At a Distribution List

1. Go to the PROCESS A DISTRIBUTION LIST menu.
2. If you type the name of a distribution list below **PF4 Look at a distribution list** and then press PF4, you will see the list.
3. If you do not type the name of the list before you press PF4, you will go first to an intermediate menu where you can first choose the distribution list you want to see.

## NOTES

### TAILORING THE PROFS NOTE FUNCTION

You can tailor the way PROFS note facility will work for you. Your main nickname file also functions as the control file for the notes you send. To tailor your note facility:

1. Press the PF key to process your PROFS personal control files or type **control** on the command line of the PROFS main menu or interrupt menu.
2. From the PROCESS YOUR PROFS CONTROL FILES menu, press PF1 Process your main nickname file.
3. From the PROCESS YOUR MAIN NICKNAME FILE menu, press PF5 Change your nickname file's control information. You will see this menu:

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     CHANGE MAIN NICKNAME FILE'S CONTROL INFORMATION                                     |
|                                                                                                                                           |
|                                     Type in the change(s) you want to make over the appropriate information                                     |
|                                     below. Then press PF12.                                                                              |
|                                                                                                                                           |
| Greeting: _____ |
|                                     _____ |
|                                     _____ |
|                                     _____ |
|                                                                                                                                           |
| Closing: _____ |
|                                     _____ |
|                                     _____ |
|                                     _____ |
|                                                                                                                                           |
| Name of note log: NOTE____ |
| Name of alternate nickname file: _____ |
|                                                                                                                                           |
| Print to whom note is being sent: Y           Send greeting with notes: Y |
| Print carbon copy list on notes: Y           Send closing with notes: Y |
| Banner for printing: _____ |
|                                                                                                                                           |
| PF8 Quit    PF9 Help    PF12 Return |
| ==> |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

- a. **Greeting** - Whatever you type after 'Greeting' will automatically be added to the top of notes you create. You can use up to four lines for your greeting.



If you want a Subject line on your notes, the last line of the greeting must contain the word **Subject:** and nothing else.

- b. **Closing** - Whatever you type after 'Closing' will automatically be added to the bottom of notes you create. You can use up to four lines for your closing.

It is a good idea to include your user name and location in either the greeting or closing of your notes. When a note is forwarded, the original user name and location are overwritten on the forwarded copy. Including the information in the greeting or closing will ensure that it will stay with the note.

- c. **Name of note log:** - This is the name of the note log to which all of your OUTGOING notes will be logged. You can change this name.

If you do not want your outgoing notes logged anywhere, type the word **nolog** here or make the line blank.

- d. **Name of alternate nickname file:** - If you use more than one nickname file, type the name of your first alternate nickname file here.

- e. **Print to whom note is being sent:**  
**Print carbon copy list on notes:**  
**Send greeting with notes:**  
**Send closing with notes:**

PROFS will automatically include each of these four things in your notes unless you specify **n** for 'no' on this menu.

- f. **Banner for Printing** - Whatever you type on this line will be printed on the cover page when you print information from PROFS on a 6640 or 6670 printer.

## SENDING NOTES

You can send notes and messages to any VM systems with which your computer system can communicate. They do not have to be PROFS systems.

## NOTE TEXT COMMANDS

Note text commands can be used to extend the note function of PROFS.

Note text commands can be typed anywhere in the body of the note with these restrictions:

1. They must always start at the left margin.
2. They must always be on a line by themselves.

If you press the ENTER key or PF6 after you type any of these commands, PROFS will no longer show you the commands (except the .im command which will not disappear) on your screen, but PROFS will process the commands when you send the note.

Following is a list of the note text commands with brief explanations.

- o .lf filename - Logs the note to a log of that File name.

Example: .lf problem

The note text command in the example would log the note in a special log called 'problem'.

- o .nl - does Not Log the note anywhere.

If you do not need to keep a record of an outgoing note, this command will prevent it from being logged.

- o .ad addressees - ADds the addressees on the line to the list of addressees.

Example: .ad user1 sysvm2(user2) ann managers

The SEND A NOTE menu only provides one line for addressees. By using .ad on each line, you can add as many lines of additional addressees as you need. You can use electronic addresses, nicknames and distribution lists with this command.

When you format the note (press PF6) or press ENTER, the '.ad' lines will no longer appear on the screen, and you cannot change what was in a line unless you cancel the note and start over.

- o .cc addressees - sends a Complimentary Copy to the addressees listed.

You can use electronic addresses, nicknames and distribution lists with this command. Each line of addressees who will receive a complimentary copy of the note must begin with '.cc'. You can have as many lines beginning with '.cc' as you wish.

Example: .cc user1 sysvm2(user2) don managers

When you format the note (press PF6) or press ENTER, the '.cc' lines will no longer appear on the screen, and you cannot change what was in a line unless you cancel the note and start over.

- o .wh - will tell you WHO will receive the note by listing all of the electronic addresses.

At any time during the preparation of a note, you can type `.wh` and press ENTER to see a complete list of all who will receive the note. The list will include the people on distribution lists and any added with `.ad` or `.cc` commands that are no longer visible on the screen.

- o `.at title` - Addressee Title given follows 'TO:' at the start of the note.

If you have a long list of addressees, you might want to replace it with a group name. When you use this command, the recipients of the note will see the title you have specified in place of a long list of individual addressees.

Example: `.at Department 83`

- o `.ct title` - Copy Title given follows 'CC:' on Complimentary Copy.

If you have a long list of people to copy with a note, you might want to replace it with a group name. When you use this command, those copied for a note will see the title you have specified in place of a long list of individual addressees.

Example: `.ct Department 83`

- o `.im fn ft fm` - will IMbed a copy of the file in the note.

If you have a file in your personal storage that you wish to include in a PROFS note, you can include it without retyping it by using the `.im` note text command.

Example: `.im letter script a`

The command in this example will copy the file called 'letter script' into the note.

When you use the `.im` command, you should be aware that:

1. The file is imbedded in the note when you send it. You will not see the note with the file in it before you send it.
2. If you have used script or GML commands in the file, they will appear in the note because the note facility does not format the file before it is imbedded.

- o `.pf filename` - will Put a copy of the subject and text of a note you are preparing into a File with the name you specify.

Example: `.pf temp script`

The `.pf` command in this example will put copy of the note in a file called 'temp script'.

This command will enable you to start a note and store it to be finished at a later time, or to write the text of a note and store

it to be used again. Type the command and then press ENTER to store the subject and text in the file you named.

After you have done that, you can cancel the note or send it. In either case, a copy of the note will be kept in the file. Later, you can use the .gf command (discussed in the next item) to bring the text back into the body of a note.

Remember to erase the temporary file from your personal storage when you have finished with it.

- o .gf filename - will Get the File your name from your personal storage and copy it to the note.

Example: .gf temp script

The .gf command in this example will copy the file 'temp script' into the body of the note.

Unlike the .im command, the .gf command actually writes the file into the note when you format the note (press PF6) or press ENTER so you can see and change it.

- o .ak - will instruct PROFS to place a notice in your PROFS mail to Acknowledge receipt of the note by the addressee(s).
- o .nak - will cancel the '.ak' command if you have already entered it, and you change your mind.

### Exercise: Using Note Text Commands

1. Create a short test note to send to several people.
  - a. The subject of the note is 'test note'.
  - b. The text of the note is:

```
+-----+
| This is a note to test note text commands. The commands I am |
| using will replace the addressee list with the group name,   |
| will keep the note from being logged, and will send a compli- |
| mentary copy.                                                 |
+-----+
```

2. Use the note text command to address the note to TEST NOTE RECEIVERS instead of listing individual electronic addresses.
3. Use the note text command to specify that the note should not be logged anywhere.

4. Use the note text command to send a complimentary copy (you can send it to yourself).
5. Use the note text command to acknowledge receipt of the note.

When you finish your note, it should look like this:

```

+-----+
|                                     SEND A NOTE                                     E04
|
| Send to: user1 user2 user3 etc.
| Subject: test note
| .at TEST NOTE RECEIVERS
| .nl
| This is a note to test note text commands. The commands I am using
| will replace the addressee list with the group name, will keep the
| note from being logged, and will send a complimentary copy.
| .cc user4
| .ak
|
|
|
|
| PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
| PF7 Send  PF9 Help   PF10 Next Screen  PF11 Previous Screen  PF12 Cancel
+-----+

```

Press PF6 to format the note. Your note text commands will disappear from the screen, but they will still be carried out by PROFS when you press PF7.

## TO LOG OR NOT TO LOG

PROFS makes it easy to log (save copies of) notes that you receive and send. Notes that you **receive** can be logged when you 'process the incoming mail'. Notes that you **send** are automatically logged unless you have specified that they should not be logged.

To use PROFS most efficiently, you should design a personal system for logging notes. There are two things to remember as you think about such a system.

1. If you log all notes, they will eventually use up your personal storage.

2. Notes that are logged should be saved in such a way that a specific note is easy to find when you need it.

### To Avoid Logging a Note you Receive

To prevent the logging of a note you have received in your mail, use **PF4 Erase from the incoming mail** on the **PROCESS THE INCOMING MAIL** menu for that note.

### To Avoid Logging All Notes That You Send

If you do not want to automatically log the notes that you send, you can adjust the control information in your main nickname file.

1. Go to the **CHANGE MAIN NICKNAME FILE'S CONTROL INFORMATION** menu.
2. Type **nolog** after the words **Name of note log:** \_\_\_\_\_.

If you specify **NOLOG** as the general procedure, you can follow these steps to save a copy of a particular outgoing note for yourself:

1. Type the note and addressee(s) in the normal way.
2. Send a complimentary copy to yourself. To do this, use the note text command **'cc'** in the body of your note. The command must begin at the left margin and be on a line by itself.

Example: `.cc user1`

3. When you receive the note in your mail, go to the **PROCESS THE INCOMING MAIL** menu and use **PF2** to file the note.

### To Avoid Logging a Particular Note that You Send

To prevent the logging of a particular outgoing note, use the note text command **'nl'** in the body of your note.

### USING SPECIAL NOTE LOGS

If you save many notes for future use, they will be easier to find later if they are logged in special note logs.

In the basic PROFS system as it is shipped, the NOTE log is the log that is automatically set up by the system. PROFS also lets you create and use other special note logs. You might want a special note log which contains correspondence with a particular person or about a particular subject. You might want to create note logs for future actions by using dates as the note log names. A note log can have any name you choose with these limitations:

1. The name cannot be more than eight characters long.
2. You use only letters and numbers (no special characters or blanks) in the name.

### Filing a Note You Receive in a Special Note Log

Follow these steps to file a note that you receive in a special log:

1. Press the PF key next to the note you want to file.
2. On the PROCESS THE INCOMING MAIL menu, type the name of the special note log over the word NOTE next to PF2. If the note log you have named does not yet exist, PROFS will create it.
3. Press PF2 to file the note and return to the OPEN THE MAIL menu.

### Filing All Notes You Send in a Special Note Log

You can name a special log to file all of your OUTGOING notes.

1. Go to the CHANGE MAIN NICKNAME FILE'S CONTROL INFORMATION menu.
2. Type a new name (for example, **outnote**) after the words **Name of note log:** \_\_\_\_\_.

### Filing a Particular Note You Send in a Special Log

Within the text of a particular note, you can use the note text command '.lf' followed by the name of a special note log.

Example: .lf problems

This would log this particular note in a note log called 'problems'.

## Filing Notes You Send to a Particular Person in a Special Note Log

You can mark individual nicknames in your nickname file as 'private'. When you send a note using a private nickname, PROFS will log that outgoing note in a special note log with the same name as the nickname.

## Working with Special Note Logs

To look at, change, or print a special note log:

1. Press the PF key on the PROFS Main Menu to PROCESS NOTES AND MESSAGES.

```
-----+-----
                                PROCESS NOTES AND MESSAGES                                E05
-----+-----

Press one of the following PF keys.

PF1 Send a note
PF2 Send a message
PF3 Look at the Note      Log      If you want to work with
      -----                another note log, type
PF4 Change the Note      Log      the log's name over the
      -----                highlighted name and then
PF8 Print the Note      Log      press the PF key.
      -----

PF9 Help    PF12 Return
-----+-----
```

2. On the PROCESS NOTES AND MESSAGES menu, type the name of the special log over the word NOTE next to the PF key you plan to use (PF3, PF4, or PF8).
3. Press the PF key. You can work with your special note logs just as you would with the regular NOTE log.



4. Maintain your note logs at least once every two weeks. Do not keep notes that you have no need to reference.

## PREPARING DOCUMENTS

### CREATING AND CHANGING AN AUTHOR PROFILE

Release 2.0 of PROFS provides menus that you can use to create or change author profiles. Author profiles are considered personal control files.

1. Type **control** on the command line of the PROFS main menu or interrupt menu, or press the PF key to process your personal control files.
2. From the PROCESS YOUR PROFS CONTROL FILES menu, press **PF3 Process an author profile**.
3. From the PROCESS AN AUTHOR PROFILE menu, choose the PF key for the task you want to perform.
  - a. If you want to create a new author profile, type the name in the space after PF1, and press PF1.
  - b. If you want to work with a specific author profile, type the name in the space after the PF key explanation, then press PF2 (change), PF3 (erase), or PF4 (look at).
  - c. If you press PF2 (change), PF3 (erase), or PF4 (look at) without typing the name of an existing profile, you will go to an intermediate menu where you can select the profile by name.

### RECOVERING DOCUMENTS

When you edit a document, the system periodically saves the work that you have done to that point. If the system goes down, or if you have somehow lost a document during editing, you should be able to recover most of your work by finding the last 'autosave' version.

1. Check your personal storage for a file with the filetype of AUTO-SAVE (for example '1 autosave').
2. Browse the document to see that it is the latest version. You might also have the original file (for example '1 script') in your personal storage. If you do, browse that to see which version you want to keep.
3. If you want the 'autosave' version, use the copy command to copy the autosave file into the original file, and 'replace' the old version.

Example: copy 1 autosave a 1 script a (replace

4. Erase the 'autosave' version from FILELIST.

## PRINTING A DOCUMENT

### Printing PROFS Documents at Various Stages

You can print a PROFS document at any stage - when you create it or update it (without finalizing it), when you finalize and mail it, or after it has already been mailed.

### Printing Selected Pages of a PROFS Document

In PROFS Release 2.0, the PRINT THE DOCUMENT menu (J00) contains this line:

Print from page \_\_\_\_\_ to page \_\_\_\_\_

If you have a long note or document and you wish to print part of it, first look at it on the terminal to determine the page numbers of the section you wish to print. Fill in the page numbers, then print the note or document as usual.

### Printing Documents with a Table of Contents

In processing ordinary PROFS documents, the system makes one pass through the document to execute the formatting commands and create a 'print' file, then prints that file.

If you want a table of contents in a document, you can use SCRIPT or GML formatting commands to tell the system what headings should be in the table. To generate this table of contents, the system must make two passes through the document - one pass to spot and organize the table of contents entries, and a second pass to create the print file with the table of contents at the beginning.

If you have a document that is set up to generate a table of contents, you can use a command to look at it or print it with the table of contents from the PROFS PROCESS THE DOCUMENT menu (F01).

1. To look at the document and its table of contents on your terminal, type:

**d (twopass)**

on the command line of the PROCESS THE DOCUMENT menu, and press ENTER.

2. To print the document and its table of contents, type:

**d p (twopass)**

on the command line of the PROCESS THE DOCUMENT menu, and press ENTER. This command will process the document for printing, then take you to the PRINT THE DOCUMENT menu (J00). From this menu, you print it as you would any PROFS document.

## ADVANCED DOCUMENT PREPARATION TECHNIQUES

### Converting a Document File to a PROFS Document

The XEDIT editor has a command to 'get' a file from your personal storage and copy it into another file. You can use this command to add header and format file information to a non-PROFS file so that it becomes a PROFS file and can be updated or mailed through PROFS.

Follow these steps to put a document file from your personal storage into PROFS document form:

1. Know the file name and file type of the document file in your personal storage.
2. Go to the PREPARE DOCUMENTS menu.
3. Press PF1 or PF2 to choose a document style, and go to the DOCUMENT HEADING menu.
4. Fill in the information for part one of the document and press **PF7 Next Part** to go to the body of the document.
5. PROFS uses the XEDIT editor in preparing documents. XEDIT works in one of two modes, input mode for document creation and edit mode for document change. You must be in edit mode to use commands. If you do not have a command line (==>) on your screen, change to edit mode by pressing ENTER twice.
6. On the command line, type:

**get** \_\_\_\_\_

filling in the name of the document file that you want.

Example: get letter script

7. Press ENTER. The file will be copied into the body of the document. It will now have PROFS index information, and you can work with it as with any PROFS document.

### Placing a Document File in an Existing PROFS Draft Document

You can also copy a file into a document that already contains other words or paragraphs by using the 'get' command.

1. Go to the CHANGE DOCUMENT TEXT menu.
2. The file that you get will be placed AFTER the 'current line' of the document. Find the line you want the new information to follow, and make it the current line.
3. Press ENTER to move the cursor to the command line (==>).
4. Type:

get \_\_\_\_\_

filling in the name of the document file that you want.

Example: get letter script

5. Press ENTER. The file will be copied into the body of the document. You can then work with the document as with any PROFS document.

### Including Notes in a Document

This is a procedure to create a temporary file to hold selected PROFS notes, and insert this temporary file into a PROFS document. The notes you want must be in a note log to use this procedure.

1. From PROFS Main Menu press the PF key to Process Notes and Messages.
2. From the PROCESS MESSAGES AND NOTES menu, press the PF4 **Change the Note log.**
3. Use PF5 **Next Note** to access the note you want to include in a document

4. When you get to the note you want, on the command line type:

**put \* \_\_\_\_\_ script**

filling in a file name of your choice. The file type is 'script'.

Example: **put \* temp script**

Press the ENTER key. This will copy the note into the file you specified.

5. Continue pressing PF5 Next Note until you come to the next note you want included in the document.
6. When you get to the next note to be included, on the command line type **put \* \_\_\_\_\_** (same one as before) **script** and press the ENTER key.
7. Once all the notes have been 'put' into the new SCRIPT file, press **PF12 Return** to get back to the PROCESS NOTES AND MESSAGES menu.
8. Press PF12 again to return to the Main Menu
9. This temporary file is a non-PROFS document file in your personal storage. Follow the procedure to place this file in a new or existing PROFS document.
10. You may need to turn the formatting off to get a readable copy of the note. Use the PF key to Add a line at the top of your document. Starting in the first position of the new line, type: **.fo off**.
11. Edit the document if necessary.

### Reusing Parts of a Finalized Document

PROFS temporarily retains two levels of finalized PROFS documents. **Level 1** is the formatted MEMO version of the document; **Level 2** is the unformatted SCRIPT version.

If you want to reuse all or part of a finalized document to create a new document, you can do that by retrieving level 2 of the document.

1. Find the document through the Search function of PROFS.
2. From the COMPLETED SEARCH FOR DOCUMENTS menu, press **PF1 Look at the list of documents found with the mail log comments**.
3. From the LIST OF THE DOCUMENTS FOUND menu, press the PF key next to the document you want.

4. From the PROCESS THE DOCUMENT menu, press **PF10 Look at the next screen.**
5. Change the level number of the document from 1 to 2, and press **PF2 Copy the document into your personal storage.** Write down the name PROFS assigns to the document.
6. Return to the PROFS main menu.
7. Go to PROFS Prepare Documents function.
8. On the PREPARE DOCUMENTS menu, type the document name in the space after **PF3 Change a draft document...**, and press PF3.

You can work with the document as with any draft document. When you mail or file the 'new' document, it will be given a new document number and will be stored as a new document in the central storage.

Note that once the retention period (30 days unless you have specified otherwise) has passed, you can no longer retrieve the script level of a document.

## DOCUMENT PREPARATION AIDS

### POWER TYPING

Power typing lets you type documents as a continuous string of words with no regard for line endings. It allows you to concentrate on what, rather than how information is being entered and leaves the formatting (or how the finished document is going to look) up to PROFS.

These are guidelines to follow when you use power typing:

1. Receiving an immediate message can wipe out your text. When you plan to use power typing, first type:

**set msg off**

on the command line (==>) of the PROFS main menu and press ENTER.

To receive messages again when you finish preparing the document, type:

**set msg on**

on the command line (==>) of the PROFS main menu and press ENTER.

2. You enter power typing from the DOCUMENT TEXT menu. Press the PF key for **power**, or type the word **power** on the command line.
3. The top of the screen will say POWER TYPING, and the cursor will be positioned for you to begin typing.
4. Type the whole text as if it were one long line. The words, spaces, and commands will 'wrap around' to the next line on the screen as you type.
5. You can use GML formatting commands within the lines. For example, **:p.** is the GML symbol which will start a new paragraph. As you are typing, type this symbol where you want paragraph breaks.
6. Press the SPACE BAR twice at the end of each sentence.
7. Do NOT use the ERASE EOF key. The system will treat the whole document as one long input field, and erase everything.
8. When you fill a screen with typing, press ENTER for more space.
9. Press the ENTER key twice to leave power typing and return to input mode. The top of the screen should now say DOCUMENT TEXT.
10. As with any PROFS document, you can correct mistakes in the document, print it, place it in PROFS central storage as a final or draft document, or store it in your personal storage.



## ENTRY ASSIST

ENTRY ASSIST, like power typing, is designed to make it easier to enter the text of a document. ENTRY ASSIST, however, is not part of the PROFS/VM system. It must be ordered and installed separately, and it will only work with 3278 or 3279 terminals.

ENTRY ASSIST can be used with the XEDIT editor. It adds these functions to the document preparation function as you already know it in PROFS.

1. It enables you to set margins, tabs, and an end-of-line signal.
2. It enables you to display a scale line indicating margin, tab, and end-of-line indicators.
3. It gives you a 'word wrap' capability. If you begin typing a word near the end of a line and the word is too long to fit on that line, ENTRY ASSIST will move the whole word to the beginning of the next line.
4. It gives you repeating forward and reverse cursor control movement by WORD as well as character.
5. It gives you a 'word deletion' function.
6. It gives you typematic (repeating) character deletion.
7. It will define the position of the cursor by row and column.

Once ENTRY ASSIST is installed, you need to adapt your 3278 or 3279 keyboard by putting stick-on labels or new key tops on five of the keys. To turn ENTRY ASSIST on and off, press ALT (alternate function) and the key labelled 'DOC ON OFF'. When ENTRY ASSIST is on, you can use one of two modes:

1. Change Format mode - In this mode, you can see the scale line containing the current margin, tab, and end-of-line settings, and you can change these settings.
  - a. Position the cursor and press < to set the left margin.
  - b. Position the cursor and press > to set the right margin.
  - c. Position the cursor and press -->| to set each tab.
  - d. Position the cursor and press \* to set the audible end-of-line signal.

Press the key labelled 'CHG FMT' to turn the Change Format mode on and off.

2. Document mode - Use this mode to type your text. The word wrap, cursor control, word deletion, typematic character deletion, and cursor position indicator functions are available in Document mode.

ENTRY ASSIST is available from IBM free of charge.

For more information about ENTRY ASSIST and a tutorial in how to use it, see IBM 3270 Information Display System: Entry Assist RPQ(8K1147) User's Guide (GA23-0049).

## THE XEDIT EDITOR

XEDIT is the editor that PROFS uses in the document preparation function. Knowledge of the editor makes it much easier to move, change, add, delete and format information. This section gives a very basic introduction to the use of the XEDIT editor in PROFS.

XEDIT operates in two different modes:

1. **Input mode** sets up a blank screen where you can type lines of text. In PROFS, you are in input mode when you create a new document.
2. **Edit mode** makes it easier to change documents. In PROFS, you are in edit mode when you change documents.

### The XEDIT Screen

1. The top line on the screen contains information about the file with which you are currently working.
2. When you are in XEDIT, one of the lines of the file will be highlighted. This is called the 'current line', and XEDIT uses it as a reference point in executing some commands.
3. In input mode, the words INPUT MODE will be printed at the top of the screen.
4. In edit mode, there will be a command line somewhere on the screen. Its position can be changed at each installation, but you will recognize it as an arrow (==>).
5. You may also have a 'prefix command' area on your screen, depending upon the set up at your location. It is a column of five equal signs (====) or five numbers (00001, 00002, etc).
6. Depending on your location, you may also have PF keys listed at the bottom of the screen.

## Using Input Mode

When you create a new document or add a lot of information to an existing document, you may find the blank screen of input mode easier to use. If you are in edit mode and wish to change to input mode:

1. Find the line you wish the new text to follow and make it the current line.
2. Type the word **input** on the command line and press ENTER.

## Using the XEDIT Command Line

In PROFS, when you change a document text (edit the document), there are several XEDIT commands you might find particularly helpful. You will type these commands on the command line, and press ENTER to execute the command.

When you are in edit mode, XEDIT will have a command line (==>). To change from input mode to edit mode, press ENTER twice.

## To Look at Different Parts of a Document

1. **top** - will take you to the beginning of the text of the document.
2. **bottom** - will take you to the end of the text of the document.
3. **forward n** - will take you 'n' lines toward the end of the document ('n' is a number of your choice).
4. **backward n** - will take you 'n' lines toward the beginning of the document.
5. PF keys may be set up in an XEDIT profile to execute these commands. See the **IBM Virtual Machine / System Product Editor - User's Guide (SC24-5220)** for more information.

## To Change the Current Line

1. **:n** - will make the line 'n' become the current line on the screen. Replace 'n' with the number of the line you want.

Example: :200

The command in this example will scroll to line 200 of the file and make it the current line.

## To Work with Whole Lines

1. **add n** - will add 'n' blank lines after the current line.
2. **delete n** - will delete 'n' lines after the current line.
3. **join** - will join the current line and the line following into one line.
4. **split** - on a PF key will split a line at the cursor into two lines.
5. PF keys may be set up in an XEDIT profile to execute these commands. See the **IBM Virtual Machine / System Product Editor - User's Guide** (SC24-5220) for more information.

## To Work with Specific Words

1. **locate word** - will find the first occurrence of the word you have specified. It will search the text beginning with the 'current line'. Replace 'word' with any group of letters or numbers you want to locate.
2. **/ word** - will also find the first occurrence of the word you have specified. Replace 'word' with any group of letters or numbers you want to locate.
3. If you need to find the second or subsequent occurrences of the word, you can type an equal sign, =, on the command line and the command will be executed again.
4. **change/old word/new word/** - will change the first occurrence of the old word to the new word and adjust the space so the new word will fit. The search for the word will begin with the 'current line'.
5. If you need to change the second or subsequent occurrences of the word, you can type an equal sign, =, on the command line and the command will be executed again.
6. If you want to change all of the occurrences of the old word to the new word, you can do it all at once by the command:

change/old word/new word/ \* \*

Changes will begin at the current line and go to the end of the file.

## To Combine a Document with Another File

1. **get filename filetype** - will get the file or a specified part of the file you have named and place it after the 'current line'.

Example: **get** sample script

**get** sample script 100 50

The first example will copy the whole file 'sample script' into the document being edited, placing it after the 'current line'.

The second example will copy part of 'sample script', beginning with line 100 and continuing for 50 lines (through line 150), and place it after the 'current line'.

### To Cancel Changes You Have Started

1. **restore** - will cancel the last change you entered and restore the line to the way it was before you changed it.
2. **restore n** - will cancel the last 'n' changes you entered, restoring the lines. Replace 'n' with the number of changes you want cancelled.
3. **reset** - will cancel a pending prefix command.

### To End an Editing Session

1. **quit** - will end the session and cancel the changes you have made since the last time the document was filed.
2. **file** - will save the revised version of the file in your personal storage and end the editing session. **File** overwrites the old version with the changed version.

You can also change the name of the file when you use the 'file' command.

For example, when you tailor your main menu, you can XEDIT a file called OFSSAMP \$SYSPROF C, then save it as your personal copy by filing it as OFS \$PROFILE A.

```
xedit ofssamp $sysprof
```

```
(make changes)
```

```
file ofs $profile a
```

3. **save** - will save the revised version of the document, but will not end the editing session.
4. PF keys may be set up in an XEDIT profile to execute these commands. See the **IBM Virtual Machine / System Product Editor - User's Guide** (SC24-5220) for more information.

## Using Prefix Commands

In edit mode, there are several XEDIT commands that can be typed in the prefix command area. Type the command next to the line it will affect, and press ENTER to execute the command. If you use prefix commands, they do not have to be used in conjunction with the highlighted 'current line'.

You may have a 'prefix command' area on your screen, depending upon the set up at your location. It is a column of five equal signs (====) or five numbers (00001, 00002, etc). If you do not have a prefix area, you can put one on your screen. On the XEDIT command line type:

**set prefix on**

To show numbers in the prefix area, type the command:

**set num on**

### To Change the Current Line

1. / - typed in the prefix area next to a line will make that line the current line. You would need to do this if you intended to use a command on the command line that begins at the current line.

### To Add Lines

1. a - typed in the prefix area of a line will add a blank line after the line you type it next to.
2. an - will add 'n' blank lines after the line. Replace 'n' with the number of lines you want to add.
3. i - will insert lines after the line you type it next to. It works just like 'a'.
4. in - will insert more than one line after the line. Replace 'n' with the number of lines you want to add.

### To Delete Lines

1. d - typed in the prefix area next to a line will delete that line.
2. dn - will delete 'n' lines starting with the one it is typed next to. Replace 'n' with the number of lines you want to delete.
3. dd...dd - will delete a block of lines. Type dd in the prefix area next to the first line you want deleted and again next to the last line you want deleted. It will delete the first and last lines and all of the lines between.

## To Copy Lines

1. " - will duplicate the line it is next to. A copy of the line will be placed immediately after the line.
2. "n - will repeat a line 'n' times. Replace 'n' with with the number of times you want the line repeated.
3. c - will copy a line to another place.
  - a. Type c in the prefix area next to the original line.
  - b. To tell XEDIT where to put the copy of the line, type p for 'preceding' in the prefix area next to the line you want the copied line to precede, or type f for 'following' next to the line you want the copied line to follow. This command will leave the original line in place.
4. cc....cc - will copy a block of several lines.
  - a. Type cc in the prefix area next to the first and last lines you wish to copy.
  - b. To tell XEDIT where to put the copy of the lines, type p for 'preceding' in the prefix area next to the line you want the copied lines to precede or type f for 'following' next to the line you want the copied lines to follow.

Example: cc001 line 1  
          00002 line 2  
          00cc3 line 3  
          0000f line 4

will result in:

00001 line 1  
00002 line 2  
00003 line 3  
00004 line 4  
00005 line 1  
00006 line 2  
00007 line 3

## To Move Lines

1. m - will move a line and erase it from its original position.
  - a. Type m in the prefix area next to the line to be moved. .

- b. Type **p** for 'preceding' in the prefix area next to the line you want it to precede or type **f** for 'following' next to the line you want it to follow.
2. **mm....mm** will move a block of lines.
- a. Type **mm** in the prefix area next to the first and last lines you want moved.
  - b. Type **p** for 'preceding' in the prefix area next to the line you want it to precede or type **f** for 'following' next to the line you want it to follow. The group of lines will be erased from the original position.

Example: p0001 line 1  
 00002 line 2  
 0mm03 line 3  
 000mm line 4

will result in:

00001 line 3  
 00002 line 4  
 00003 line 1  
 00004 line 2

For more information about XEDIT, see IBM Virtual Machine / System Product Editor User's Guide (SC24-5220).

## DOCUMENT COMPOSITION FACILITY

Document Composition Facility (DCF) provides formatting commands that you can use within documents. When a document (such as a PROFS document) is formatted for viewing or printing, these commands are executed and affect the appearance of the document.

There are two types of DCF commands, SCRIPT commands, and GML (Generalized Markup Language) tags.

### SCRIPT Commands

SCRIPT commands are commands that format lines of text. They begin with a period (ex. '.sp'), and can be used anywhere in a document provided that they start at the left margin. It is not necessary to use script commands within PROFS documents, but they will give you added flexibility.



## Spacing Between Lines

1. **.ds** - will double space (leave one space between) the lines that follow.
2. **.ss** - will single space the lines that follow.
3. **.sp** - creates one space after a line of text.
4. **.sp n** - creates 'n' spaces after a line of text (where 'n' is replaced by a number).

Example: `.sp 10`

5. **.sk** - creates one space after a line of text unless the line of text is the last one on the page. In that case, it does not do anything.
6. **.sk n** - creates 'n' spaces after a line of text unless the line of text is the last one on the page. In that case, it does not do anything.
7. **.br** - will cause the line that follows to be written on a new line. It is a way to prevent the formatter from combining specific lines to equal the full line length.

For example, given this file:

```
==== Line 1
==== Line 2
```

the formatter would combine the two short lines to form:

```
==== Line 1 Line 2
```

But if the **.br** command were used:

```
==== Line 1
==== .br
==== Line 2
```

the formatted text would look like this:

```
==== Line 1
==== Line 2
```

8. **.pa** - puts the following text on a new page.

## Formatting a Page

1. **.fo on** - turns formatting on for the following lines. It will make the right margin even and drop extra spaces from the text.

With formatting on, the system will keep the lines within paragraphs of uniform length.

2. **.fo off** - turns the formatting off for the following lines. When the document is processed, these lines will stay as you typed them, (as long as you do not exceed the line length that has been set). You would want to turn the formatting off if you were creating tables or charts.
3. **.hy on** - turns the hyphenation on. Words close to the right margin may be hyphenated and completed on the next line.
4. **.hy off** - turns the hyphenation off. Words will not be divided at the right margin.
5. **.in n** - indents the lines of text that follow 'n' spaces from the left margin. An '.in' commands stays in effect until the next '.in' command gives another value for 'n'.

Example: .in 8

To bring the text back out to the left margin, use **.in 0**.

6. **.ll n** - resets the line length. The 'n' represents the number of characters you want in a line of printed text. Normal line length is between 50 and 80 characters.

Example: .ll 65

### Emphasizing words

1. **.us** - will underscore (underline) the text that follows on that line.

Example: .us Text that follows

2. **.ce** - will center the text that follows on that line.

Example: .ce Text that follows

3. **.ce n** - will center the next 'n' lines of text. Replace 'n' with the number of lines you want to have centered.

### Generalized Markup Language (GML)

Generalized Markup Language (GML) formats groups of lines within a document. GML tags can be used anywhere in a line of text, they do not have to begin at the margin. GML tags all begin with a colon (:) and end with a period.

You can use the GML 'starter set' tags to format paragraphs, various types of lists, parts of documents (such as preface, table of contents, body, appendix), and many other things. You can also create your own GML tags to format in specialized ways.

Following are a few GML tags that PROFS users will find handy.

1. **New Paragraph** - `:p.` will skip a line and start a new paragraph.
2. **Ordered list** - An ordered list is a list in which each item is numbered. If you use GML to create an ordered list, you can add or remove items without retyping the other items in the list.

GML uses a set of three commands to create a list: a beginning tag, a tag for each line item, and an ending tag.

- a. `:ol.` will begin an ordered list.
- b. `:li.` will denote each list item.
- c. `:eol.` will end the ordered list.

```
Example: :ol.  
         :li. item one  
         :li. item two  
         :li. item three  
         :eol.
```

Will create a list that looks like this:

1. item one
2. item two
3. item three

3. **Simple list** - A simple list is formatted like an ordered list (with indentation and spacing), but items are not numbered.

- a. `:sl.` will begin a simple list.
- b. `:li.` will denote each list item.
- c. `:esl.` will end the simple list.

```
Example: :sl.  
         :li. item one  
         :li. item two  
         :li. item three  
         :esl.
```

Will create a list that looks like this:

- item one
- item two
- item three

4. **Unordered list** - An unordered list is also formatted with indentation and spacing. Dots, called "'bullets", appear before each item.

- a. **:ul.** will begin a unordered list.
- b. **:li.** will denote each list item.
- c. **:eul.** will end the unordered list.

Example: **:ul.**  
**:li.** item one  
**:li.** item two  
**:li.** item three  
**:eul.**

Will create a list that looks like this:

- o item one
- o item two
- o item three

The three types of lists can all be in the same document, and lists can be placed within other lists.

Ordinarily, the items of a list will be separated by spaces. If you do not want spaces between the items, you can specify 'compact' when you start the list, (before the period). You can do this for all three types of lists.

Example: **:ol compact.**  
**:li.** item one  
**:li.** item two  
**:li.** item three  
**:eol.**

Will create a list that looks like this:

1. item one
2. item two
3. item three

**Highlighting Words** - A highlighted word or phrase is printed in a way that will attract attention.

GML includes several tags that will cause words to be highlighted, but the exact nature of the highlighting may vary with printer setup.

The tag set below (made up of a begin tag and an end tag) is recommended in PROFS because it will cause **bold face** print with most printer setups.

**:hp3.your words:ehp3.**

The **IBM Virtual Machine / System Product: CMS Primer** (SC24-5236) contains a good basic introduction to SCRIPT and GML.

For people who would like to learn more about DCF (SCRIPT and GML), there is an self-study course called the **Document Composition Facility Student Text** (SC20-1894).

For complete, technical information about SCRIPT and GML, see the **Document Composition Facility User's Guide** (SH20-9161).

## REVISING DOCUMENTS

### REVISING PROFS DRAFT DOCUMENTS

If you have received a draft document for review and revision, a message (Document #\_\_\_\_\_ sent by \_\_\_\_\_ ready for review) will display when you open your mail. A draft document in your mail will have the word 'DRAFT' in the STATUS column.

1. Select the document by pressing the appropriate PF key. This will bring you to the PROCESS THE INCOMING MAIL menu. The menu options actually cover two screens. To change the document, press PF10 Look at the next screen.
2. Press PF3 Change the Document.
3. The system will retrieve your document and place it in your personal storage for revision. CLEAR the screen and you will see the PROCESS THE DOCUMENT menu. Press PF2 Change the document.
4. You can work from here as you would with a document you created.
5. When you finish, press PF12 File to return to the PROCESS THE DOCUMENT menu.
6. To return the document to PROFS central storage in draft form, press PF7 File the document for further changes by you and the reviewers.

**IF YOU DO NOT RETURN THE DOCUMENT THIS WAY, NO ONE ELSE WILL BE ABLE TO GET IT AND CHANGE IT.**

You can also finalize and mail the document at this point if all of the revisions have been made.

NOTE: PROFS draft documents cannot be sent through PROFS to a person on another computer system for revision. If you want to send a draft document to someone on another computer system, you must file it in your personal storage and then send from there. See 'Sending a File from your Personal Storage to Another VM User' in the chapter MAILING DOCUMENTS of this guide.

### REVISING ELECTRONIC NON-PROFS DOCUMENTS

You may receive document files outside of PROFS that you need to review and change.

When you open your PROFS mail, you will be notified of non-PROFS files in your reader as well. To work with the non-PROFS files, you must first load them from your reader to your personal storage. Be sure you note the file name and file type of the file.

## Using PROFS Document Preparation Function

If the file has a file type of 'SCRIPT', you can change it using PROFS document preparation function:

1. On the PROFS main menu, press the PF key to Prepare documents.
2. On the PREPARE DOCUMENTS menu, move the cursor to the blank after **PF3 Change a draft document . . .**, and type the file name of the file.
3. Work with it as you would with any PROFS document. Remember, it is not a PROFS document, but a script document. When you finish working with it, you must return it to your personal storage (PF6).
4. You can create a mail log entry and file the document in PROFS central storage as a non-PROFS document file by using PROFS 'Process documents from other sources' function. See chapter 8 of USING THE PROFESSIONAL OFFICE SYSTEM for more information.
5. If you want to convert the file into a PROFS document, see the section of this manual, 'Converting a Document File to a PROFS Document', in the chapter on PREPARING DOCUMENTS.
6. If you want to add the file to an existing PROFS draft document, see the section of this manual, 'Placing a Document File in an Existing PROFS Document', in the chapter on PREPARING DOCUMENTS.
7. If you want to send the file on to someone else, see the section of this manual 'Sending a file from your Personal Storage to Another VM User' in the chapter on MAILING DOCUMENTS.

## Using the XEDIT Editor

You can edit a file in your personal storage directly from the command line of the PROFS main menu. Type:

```
xedit _____
```

replacing the blanks with the file name and file type of the file. The DOCUMENT PREPARATION AIDS chapter of this manual contains basic XEDIT information. For complete information about using XEDIT, see

### Using the Displaywriter

If you have extensive changes to make, and you are comfortable with the text editing capabilities of the Displaywriter, you can transfer the document from your personal storage to the Displaywriter diskette, make your changes using the Displaywriter, then transfer the document back to your personal storage.

1. Make sure you are on a Displaywriter, using it as a PROFS terminal, with the 'hot key' function operating.
2. On the PROFS main menu, either press the PF key for HDDI or type **HDDI** on the command line.
3. Follow the instructions on the HDDI menu to send the document from host personal storage in host form to the Displaywriter.

To return the document to your personal storage, you will use this menu to send the document from the Displaywriter to host personal storage in host form.

4. For more detailed information and instruction on the use of the HDDI menu, see the **Host-Displaywriter Document Interchange User's Guide** (SC09-1024).





## MAILING DOCUMENTS

### SENDING A FINAL DOCUMENT TO A NON-PROFS VM USER

You can send a finalized PROFS document to another person in your VM network even if that person does not have PROFS.

From the PROCESS THE DOCUMENT menu, press **PF8** **Print the document**.

Notice the line in the middle of the print screen that looks like this:

Send a copy to: \_\_\_\_\_ (user name) at \_\_\_\_\_ (location)

You can use this line to send a copy that is ready for printing to a non-PROFS VM user or printer on another computer system. Type in the user name of the person or printer after 'send to' and the location (computer system name) after 'at', and press ENTER.

### SENDING A PREVIOUSLY FINALIZED DOCUMENT TO A PROFS USER

If you wish to mail a document that has been previously finalized and stored in the central data base, you can do that in one of two ways:

1. FORWARD the Document
  - a. Find the document through the Search for Documents function.
  - b. From the COMPLETED SEARCH FOR DOCUMENTS menu, press **PF1** **Look at the list of documents found with comments**.
  - c. From the LIST OF THE DOCUMENTS FOUND menu, press the PF key next to the document you want.
  - d. From the PROCESS THE DOCUMENT FOUND menu, press **PF5** to **Forward** the document.
  - e. On the FORWARD THE DOCUMENT menu, enter the addressee on the Forward To: ----- line in one of the following ways:

To send the document to a PROFS user on the same computer system that you are using:

**user1**

To send the document to a PROFS user on a different system:

**user1 at sysvm1**

f. Press ENTER to mail the document.

Note: You can also use nicknames to forward a document. You cannot, however, use a distribution list.

2. Use the PROFS.MAIL command:

a. Get the full document number of the document you wish to mail.

b. On the command line (==>) of the PROFS main menu, type **mail** and press ENTER.

c. Type the full document number in the spaces at the top of the ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION menu.

d. You can type USER NAMES (local), USER NAMES LOCATIONS (remote), nicknames, or distribution list names on the addressee lines.

e. Press ENTER to send the document.

## SENDING A DRAFT DOCUMENT TO A NON-PROFS VM USER

PROFS does not offer a direct way to send a PROFS draft document to a non-PROFS VM user for revision. You must place the document in your personal storage and then send the file as a document file. Read 'Sending a File from your Personal Storage to Another VM User' below.

## SENDING A DRAFT DOCUMENT TO ANOTHER PROFS SYSTEM

PROFS draft documents cannot be filed for changes by reviewers who are on a different computer system from the one you are using. To send a draft document to someone on another system, you must place the document in your personal storage and then send the file as a document file. Read 'Sending a File from your Personal Storage to Another VM User' below.

## SENDING A FILE FROM YOUR PERSONAL STORAGE TO ANOTHER VM USER

The 'sendfile' command lets you send a file from your personal storage to another VM user's personal storage. The command works independently of PROFS.

Your personal storage may contain several different types of files from many different sources.

1. Files which you have stored in your personal storage.
2. Files you have created directly by using the XEDIT command and stored in your personal storage.
3. Displaywriter files which you send to host personal storage (not a PROFS document), are stored in your personal storage.
4. Softcopy files created outside PROFS and sent to your reader are stored in your personal storage.

Each file in a VM system has a unique three part identification:

```
file name
file type
file mode
```

To use the sendfile command, you need to know the filename, filetype and filemode of each file you want to send and the user name and location of the person who will receive the file.

1. On the command line (==>) of the PROFS Main Menu, type:

**sendfile**

and press ENTER.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     SENDFILE                                     |
| File(s) to be sent      (use * for Filename, Filetype and/or Filemode      |
|                          to select from a list of files)                    |
| Enter filename :                                               |
|   filetype :                                                  |
|   filemode :                                                  |
| Send files to :                                               |
| Type over YES or NO to change the options:                    |
| NO   Request acknowledgement when the file has been received?  |
| YES  Make a log entry when the file has been sent?             |
| YES  Display the file name when the file has been sent?       |
| NO   This file is actually a list of files to be sent?        |
| 1= Help           3= Quit           5= Send           12= Cursor  |
| ==>                                                       |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

2. On the SENDFILE menu, type the filename, filetype and filemode in the spaces:

Example: Enter filename: test  
          filetype: script  
          filemode: a

3. To send the file to someone on the same system you are using, type the user name after the words SEND FILE TO:

Example: Send files to: user1

4. To send the file to someone on a different computer system: type: **username at location.**

Example: Send files to: user1 at sysvml

5. Press the PF key to execute the command.

To send the file directly from the PROFS main menu, type:

**sendfile** fn ft fm to user at location

on the command line (==>) of the PROFS main menu.  
( 'fn' is the file name, 'ft' is the file type, 'fm' is the file mode, 'user' is the recipient's user name, and 'location' is the name of the recipient's computer system.)

For more information about the sendfile command, press the PF key for HELP from the SENDFILE menu.

## FOLLOW-UP TECHNIQUES

### PROFS MAIL LOG / TICKLER FUNCTION

PROFS search function includes the ability to search by DUE DATE for items due or past due (PF1 on the SEARCH FOR DOCUMENTS menu).

#### Adding a DUE DATE to a Maillog Entry

You can type a DUE DATE when you update a maillog entry for a PROFS document or add an entry for a non-PROFS document. PROFS will use the DUE DATE to search for items that are due or past due.

#### Using the PROFS Mail Log Function as a TODO List

You can use your PROFS maillog as a TODO list by creating entries for paper documents which reflect follow-up activities rather than actual paper documents.

1. Press the PF key to 'Process Documents from Other Sources' from the PROFS main menu.
2. Press PF1 Add mail log information for a document printed on paper.
  - a. Use the subject area for the 'todo' item description
  - b. Fill in the DUE DATE when action is to be done.
3. This entry will be listed with the real documents when you search for documents using PF1 Find the documents due today (includes past due).

#### Retrieving Documents Flagged for Follow-up

1. From the SEARCH FOR DOCUMENTS menu, press PF1 Find the documents due today (includes past due).

All the documents with a DUE DATE that is current or expired, will be retrieved.

You can search for documents due by using PF1 only or by using PF1 in combination with other search areas on this menu.

2. When the follow-up has been handled, update the mail log information by deleting the DUE DATE so the item will no longer appear when you search for documents due.

### Items Due in the Future

PROFS does not provide a specific way to search for items due at some future date. If you have a need to search for items due in the future, you might consider using one specific area of the maillog (for example, the action field or the comment field). If you use this technique, remember that PROFS will only search for the date as if it were a word. The form must match exactly (for example, searching for 02/04/85 would not find 2/4/85), and you would not be able to search between a range of dates.

## PROFS MAIN MENUS

### USING COMMANDS IN PROFS

Commands are specific instructions which the user of a system can send to the system. Commands can be issued from the main menus in either of two ways:

1. By typing the command on the command line (==>) at the bottom of the main menu screen.
2. By pressing a PF key defined to execute the command.

Several types of commands can be used in PROFS:

PROFS main menu commands

PROFS function commands

EXEC' names

Module names

VM commands

### PROFS Main Menu Commands

You can use PROFS main menu commands to make certain changes on the main menus. If you type one of these commands on the command line of the main menu and press ENTER, the command will be in effect until you change it or until you log off.

**set clock on**  
**set clock off**

There is a clock in the upper right section of the PROFS main menu. If you set the clock off, the clock will not be automatically updated every minute by the system, and you will not get reminders automatically at the specified time. If the clock is on, it will be updated every minute, and reminders will display when the clock changes to the specified display time for the reminder.

**set title text**

To change the title at the top of your main menus, type the command SET TITLE followed by the words you would like at the top of your main menus.



Example: SET TITLE ABC Shoe Company

### **set separ text**

To change the separator line below the PF key descriptions, type the command SET SEPAR followed by the words or characters you would like for a separator line.

Example: SET SEPAR ----- MAIN MENU -----

You can highlight the separator line (make it brighter) by using the command SET SEPAR Y.

Example: SET SEPAR Y ----- MAIN MENU -----

### **set PFn 'command' text**

You can use the SET PF command to define a PF key to execute a function.

Replace "n" with the number of the PF key you are defining. You cannot define PF keys 9 and 12 because PROFS reserves these keys for HELP (PF9) and RETURN (PF12), but you can use any other number from 1 to 11.

Replace "command" with a PROFS command, a VM command or the name of an exec or program. The command must be in capital letters surrounded by single quotes and cannot be longer than 16 characters.

Replace "text" with the explanation you wish to appear on the main menu next to the PF key.

Example: SET PF3 'AUTHOR' Create an Author Profile

## **PROFS Function Commands**

PROFS function commands are commands that will take you directly to specific screens in PROFS. These commands can save quite a bit of time, once you are familiar with PROFS and know exactly which screens you need to perform a task. When you press PF12 to return from a PROFS command, you will usually be returned directly to the PROFS main menu.

### **author**

This command will take you to the PROCESS AN AUTHOR PROFILE menu (F40).

## **appointm**

This command will take you to the PROCESS SCHEDULES (B00) menu.

## **create**

This command will take you to the menu to PREPARE DOCUMENTS (F00) to create a new document or to continue work on a document you have filed in your personal storage.

**create filename** (example: CREATE 2)

This command will take you directly to the PROCESS A DOCUMENT (F01) menu to work with a document that you have previously stored in your personal storage.

The filename is the number or name of a document that you have created and filed in your personal storage.

## **create new**

This command will take you to the DOCUMENT HEADING menu to create a new **standard** format document.

**create new format file name**

This command will take you to the DOCUMENT HEADING menu to create a new document in the format you have specified by the format file name.

## **cron**

You can find out information about a document stored in PROFS central storage by issuing the CRON command. You will first see the LOOK AT THE DISTRIBUTION LIST (K20) menu. When you enter a document (cron) number and press ENTER from this menu, you will see a second LOOK AT THE DISTRIBUTION LIST screen (K21) which contains information about the document.

**cron** 7-character-document-number (example: cron 0890135)

**cron** 8-character-document-number (example: cron 30890135)

**cron** full document number (example: cron 84090MAH 0001)

When you include the document number in the command you enter on the command line, PROFS will take you directly to the second LOOK AT THE DISTRIBUTION LIST screen (K21).

## delete

This command will take you to a menu where you can erase a DRAFT document originated by you from PROFS central storage. You must know the document number.

## logview notelog

This command will take you to the menu to LOOK AT THE \_\_\_\_\_ LOG (E08). Replace 'notelog' with the name of one of your note logs.

## mail

**mail** 7-character-document-number (example: mail 0890135)

**mail** 8-character-document-number (example: mail 40890135)

**mail** full document number (example: mail 84089MAH 0135)

Use this command to mail a document that has been previously stored in PROFS central storage. You need to know the document number. The command will display the ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION menu (H00), where you can fill in the document number and the electronic mailing information to send the document.

## mail notice

This command will mail a draft document to those you specify and also send a separate notice that the document is ready for review. You need to know the document number. The command will display the ASSIGN THE REVIEWER DISTRIBUTION INFORMATION menu (H05), where you can fill in the document number and the electronic address(es).

## maillog

This command will take you to the PROCESS THE MAIL LOG menu (D00). From this menu, you can:

- search for documents

- add a mail log entry for a paper document

- forward a mail log entry for a paper document to another PROFS user

- change a mail log entry

- erase a mail log entry

- look at your mail log

- print your mail log

## maillog add

This command will take you to the menu called ADD MAIL LOG INFORMATION FOR A PRINTED DOCUMENT (D15). You use this screen to add information about a paper document to your mail log. Use the STORE command to add information about a document file created outside of PROFS.

### **maillog delete**

This command will take you to a menu to ERASE MAIL LOG INFORMATION (D19). From this screen you can delete one or more documents from your mail log. You need to know the document number(s).

### **maillog search**

This command will take you to the SEARCH FOR DOCUMENTS menu (D01)

### **maillog update**

The MAILLOG UPDATE command will take you to the first CHANGE THE MAIL LOG INFORMATION menu (D17). When you enter a document number on this menu, PROFS will go to a second CHANGE THE MAIL LOG INFORMATION menu (D18) where you actually make your changes.

### **maillog view**

This command will take you to a screen or series of screens called LOOK AT THE MAIL LOG INFORMATION (D20). You can look at all of the document information in your mail log.

### **maillog list**

This command will take you to the PRINT THE MAILLOG INFORMATION menu (F30) to print your entire mail log in the sequence you specify.

### **mailman status**

This command will take you to the CHECK THE OUTGOING MAIL (G03) screen where you can check to see whether PROFS documents you have sent have reached the addressee(s).

### **memo**

This command will take you to the PREPARE DOCUMENTS (F00) menu where you can begin preparation of a new document or to continue work with a document you have filed in your personal storage.

**memo filename** (example: MEMO 2)

This command will take you directly to the PROCESS THE DOCUMENT (F01) menu where you can work with a document that you have previously filed in your personal storage.

The filename is the number or name of a document that you have created and filed.

## **msg**

This command will take you to the menu to SEND A MESSAGE (E07).

## **newprofs**

This command will show you a newsletter detailing the changes and new functions that became part of the product with the particular version you are using. This will be valuable when your location installs a new release of PROFS.

## **note**

**note** userid (example: note user1)  
**note** nickname (example: note don)  
**note** distribution list (example: note managers)

This command will take you to the menu to SEND A NOTE (E04).

If you specify the addressee(s), the "Send to:" line will be filled in for you.

## **openmail**

This command will take you to the OPEN THE MAIL (C00) menu to work with your electronic mail.

## **proofread**

Use this command to apply the proofreading function to a non-PROFS file in your personal storage. The command will take you to the PROOFREAD A DOCUMENT menu where you can specify the file you want to proofread and the proofreading options you want to use (spelling check, grade level check, spelling in context, or phrasing within a sentence).

## **reminder**

This is the basic reminder command. It will take you to the menu to ADD AN AUTOMATIC REMINDER (X03).

### **Reminder Commands**

The following reminder commands will enable you to see or change reminders you have already set.

#### **1. reminder view**

Displays ALL reminders you have set that are waiting to occur. If the message area is full, the MESSAGES WAITING note is issued by PROFS.

2. **reminder view 11/8 11/10**

Lists all pending reminders from the first date through the second. The example above will list all pending reminders from November 8 through November 10. If you type only one date, PROFS will show you the reminders for that date.

3. **reminder change 10/06 230 10/06 330**

Changes time of reminder for 10/06 from 2:30 to 3:30. You can only change the date or times of a reminder -- Interval times and the text of the reminder cannot be changed.

4. **reminder next**

Displays the reminder you have set that is scheduled to be displayed next.

5. **reminder delete 10/06 330**

Deletes the reminder set for 10/06 at 3:30.

6. **reminder cancel**

Erases a repeating reminder already in progress.

**restrict**

**restrict** full document number (example: 84089MAH 0135)

Use the RESTRICT command to restrict access to an existing document or to remove the restriction from a previously restricted document.

To use the restrict command, you need to know the document number, and you must be the owner of the document. To use the command, type the word **restrict** on the command line (==>) of the PROFS main menu. You will see the RESTRICT DISTRIBUTION OF A DOCUMENT (F20) menu where you can enter the document number and restrict or remove restriction from a document.

RESTRICT DISTRIBUTION OF A DOCUMENT

F20

Type the number of the document you want to work with here==>

Now, press one of the following PF keys.

- PF1 Restrict the distribution of the document to only those people on the distribution list
- PF2 Remove the restriction placed on the document

PF9 Help      PF12 Return

You can also restrict or unrestrict documents directly from the command line of the PROFS main menu.

Use '**restrict r** 7-character-document-number' to restrict a document.

Example: restrict r 0890135

Use '**restrict u** 7-character-document-number' to remove a previous restriction (unrestrict a document).

Example: restrict u 0890135

**retrieve**

**retrieve** 7-character-document-number (example: retrieve 0890135)

**retrieve** 8-character-document-number (example: retrieve 40890135)

**retrieve** full document number (example: retrieve 84089MAH 0135)

Use the RETRIEVE command to look at, get a copy of, or print a document stored in PROFS central storage.

You need to know the document number, and you can only retrieve documents you have access to.

PROCESS A DOCUMENT X01

Type the number of the document you want to work with below.  
Document No.==>  
                  -----

You will be working with the current copy. To work with another draft copy,  
type in the copy number here first==> 1

Now, press one of the following PF keys.

PF1 Look at the document in the document style chosen for it  
PF2 Look at the document the way it was typed  
PF3 Copy the document into your personal storage to make changes  
PF4 Copy the document into your personal storage  
PF8 Print the document

PF9 Help     PF12 Return

**search**

This command will take you to the menu to SEARCH FOR DOCUMENTS (D01).

**store**

This command will take you to the menu ADD AND CHANGE A DOCUMENT FILE AND ITS MAIL LOG INFORMATION (F13) where you can add information to your mail log about a document file created outside of PROFS. To add information about a paper document, use the MAILLOG ADD command.



## **upinq**

This command will list draft documents that you have retrieved for changes and filed in your personal storage and have not returned to the PROFS central storage.

## **updel**

If you have retrieved a PROFS draft document and placed it in your personal storage, this command will release the document in central PROFS storage from "out for change" status and erase the copy you have in your personal storage. You can use this command to cancel changes you have made. You must know the document number

## **Names of EXECs**

EXEC names are the names of special programs called EXECs that might be on your particular VM system.

## **Names of Modules**

Module names are the names of other programs that might be on your particular VM system.

## **VM Commands**

VM commands are commands that the VM operating system recognizes. SENDFILE, FILELIST, and RDRLIST are examples of VM commands.

## **TAILORING PROFS MAIN MENUS**

PROFS has three main menus. When it is installed, the first menu is set up to access the major PROFS functions through PF keys. The second and the third menus are blank, and thus easy to tailor to local needs.

The PROFS systems administrator can change or add to these main menu definitions in the PROFS common storage, and the tailored menus will be available to all PROFS users of that common storage.

PROFS users can further change the menus by creating a file called OFS \$PROFILE on their personal storage (A-disk). PROFS will combine the

main menu definitions that are automatically provided for you on your system with the specific tailoring you do in OFS \$PROFILE. Because changes you make in OFS \$PROFILE will override the PROFS system definitions, you should check to be sure that you do not lose functions when you redefine menus or PF keys.

The PROFS PP system comes with a file called OFSSAMP \$SYSPROF that you can use to create your own OFS \$PROFILE.

### Exercise: Tailoring Your PROFS Main Menu

1. To create the file called OFS \$PROFILE to tailor your main menus, you can copy and change a file called **ofssamp \$sysprof** which is on your PROFS common disk. On the command line (==>) of the PROFS main menu type:

**xedit ofssamp \$sysprof**

2. Change the title of your main menus.
3. Set up PF keys on the third main menu to:
  - a. Send a message ('MSG')
  - b. look at your A-disk ('FILELIST')
  - c. XEDIT a follow up file ('X FU SCRIPT')
4. To save the file as OFS \$PROFILE on your personal storage (A-disk), type:

**file ofs \$profile a**

on the xedit command line (==>).

5. Press PF12 to leave PROFS.
6. Type **PROFS** to set up the new main menus and return to PROFS.
7. Test your tailored PF keys.
8. Once OFS \$PROFILE is in your personal storage, you can XEDIT the file to change it.

**xedit ofs \$profile**

For more information about commands in PROFS, see **Managing the Professional Office System (SH20-5605)**.



## PROFS INTERRUPT MENUS

PROFS interrupt allows you to interrupt a PROFS function, do something else, and return to the PROFS function at the point you left it.

1. There are three interrupt menus which look like, and are used like, the three main menus. From these menus, you can press the PF key associated with the function you want or type commands after the arrow (==>) at the bottom of the menu.
2. You cannot use PROFS interrupt from the main and interrupt menus.
3. From most other menus, you can get to PROFS interrupt menus by pressing the key labelled PA2 or FIELD MARK. You cannot use the PA2 or FIELD MARK key from the following functions:

Process Documents from other sources (A05)  
Document Preparation (F51, F52, F53, F54)  
Author Profile definition (F40)  
Proofreading (F10)  
Change the note log (E53)

You can interrupt these functions by typing:

### PROFS ofsmain subset

on the command line of these menus.

4. When you interrupt a function, you cannot access that same function.
5. If you have keyed in information when you decide to interrupt, be sure you press ENTER before you perform the interrupt, or you may lose the information you have just typed.
6. PROFS interrupt menus can be tailored in the same way that PROFS main menus are tailored. The name of the interrupt (subset) menu file is OFSSAMP \$SUBSET.



## USING PROFS AND THE DISPLAYWRITER

### USING THE DISPLAYWRITER AS A PROFS TERMINAL

A Displaywriter with the right configuration can be used both as a Displaywriter and as a PROFS terminal with a 'hot key' connection. The hot key lets you switch between Displaywriter mode and PROFS terminal mode by pressing two keys.

If you are using a Displaywriter that is set up for '3277 or 3278 emulation', you can follow these steps to use the Displaywriter as a terminal:

1. Turn on the Displaywriter and load the combined program diskette and your work diskette.
2. Use the steps your location has outlined to establish the emulation mode and 'hot key' connection.
3. Log on to the PROFS system.
4. You can go back and forth between PROFS and the Displaywriter easily with the 'hot key' function. Press CODE and ENTER to go from PROFS to Displaywriter or Displaywriter to PROFS.
5. With this setup, the Displaywriter and PROFS are still two separate systems. Emulation simply makes it easier for you to use the same keyboard and screen to work with either system.

To end the terminal session:

1. Logoff from the PROFS system.
2. Press CODE and ENTER to go to Displaywriter mode.
3. Complete the Displaywriter session as you normally do.

### HOST DISPLAYWRITER DOCUMENT INTERCHANGE (HDDI)

Host Displaywriter Document Interchange (HDDI) is a set of programs that makes it possible to transfer documents back and forth between the Displaywriter and the PROFS/VM system. Using HDDI, you can:

1. Send the body of a PROFS document to a Displaywriter diskette for revision.
2. Copy a Displaywriter document into a PROFS document for electronic distribution.

3. Print PROFS notes, documents, and maillog on the Displaywriter printer.
4. Send Displaywriter documents to your personal storage as document files.
5. Send VM files from your personal storage to your Displaywriter.

When you 'send' documents, you actually send a copy. The original will remain where it is, as it is, unless you later erase it, change it, or overwrite it with a revised version.

## HDDI Document Conversion

PROFS/VM and the Displaywriter format documents in entirely different ways. The HDDI conversion translates the formatting commands for a document from commands which are meaningful to the Displaywriter to 'script' commands which are meaningful to PROFS, and vice versa. The Displaywriter user chooses whether to convert documents that are transferred.

1. When HDDI converts a Displaywriter document to a PROFS/VM document, it changes Displaywriter formatting to SCRIPT commands, (commands that start with a period, such as .sp, .in, .br).
2. When HDDI converts a SCRIPT (PROFS/VM) document to Displaywriter format, it only converts certain SCRIPT commands, (there is a list of the commands that can be converted in the HOST-DISPLAYWRITER DOCUMENT INTERCHANGE USER'S GUIDE). It does not convert any GML tags if they have been used in the original document.

## Sending a PROFS Document to the Displaywriter for Revision

If you have a PROFS document that needs only minor changes, it is best to leave it in PROFS and change it with the editor. If, however, you have a document that needs extensive revision and you are more comfortable using a Displaywriter, you may want to send the body of the document to the Displaywriter. There are two ways to do this:

### Using the TRANSFER THE DOCUMENT Menu

1. Load the diskette you want to receive the document.
2. Retrieve the PROFS document you want to transfer to the Displaywriter.
3. From the PROFS PROCESS THE DOCUMENT menu, press **PF10 Process the document using the Displaywriter**. This will take you to the TRANSFER THE DOCUMENT menu.

TRANSFER THE DOCUMENT

TR01

Document No.: 9  
Type: Draft

Type the information below.

Displaywriter Diskette Name:  
Displaywriter Document Name: 9

Press the PF keys for the options you want, then press ENTER.

PF1 Get the document from Displaywriter  
PF2 Send the document to Displaywriter  
PF3 Convert supported SCRIPT/VS controls  
PF4 Delete unsupported SCRIPT/VS controls  
PF5 Overwrite an existing Displaywriter document

PF9 Help PF12 Return

==>

4. Fill in the diskette and Displaywriter document name.
5. Press PF2 Send the document to Displaywriter.
6. Press PF3 Convert supported SCRIPT/VS controls to convert the document to Displaywriter form.
7. If you intend to leave the document as a Displaywriter document, press PF4 Delete unsupported SCRIPT/VS controls.
8. If you want the document to overlay a Displaywriter document with the same name, press PF5 Overwrite an existing Displaywriter document.
9. Press ENTER.
10. The body of the PROFS document will be copied to the Displaywriter diskette with the name you have specified.

#### Using the 'Sendto' Command

You can also send a copy of the body of a PROFS document to the Displaywriter by using the HDDI **sendto** command.

1. Load the diskette you want to receive the document.



2. Go to the PROFS 'Prepare documents' function and create a new document or change a draft document.
3. PROFS uses the XEDIT editor in preparing documents. XEDIT works in one of two modes: input mode for document creation and edit mode for document change. You must be in edit mode to use commands. If you do not have a command line (==>) on your screen, change to edit mode by pressing ENTER twice.
4. On the command line of the CHANGE DOCUMENT TEXT menu, type the command **sendto** followed by the Displaywriter diskette name and the Displaywriter document name.

Example: sendto work letter1

5. The body of the PROFS document will be copied to the Displaywriter diskette (work) with the name you have specified (letter1). If the document already exists on the diskette, it will be overwritten during the process.

### Sending a Displaywriter Document to PROFS

You may want to send a copy of a Displaywriter document to PROFS so it can be distributed electronically or filed as a PROFS document.

1. Know the name of a document that you have prepared on the Displaywriter and the name of the diskette on which it resides. Load the diskette.
2. From the PROFS main menu, press the PF key to Prepare documents.
3. Choose the document style (see chapter 7 of USING THE PROFESSIONAL OFFICE SYSTEM if you need instruction).

The HDDI/PROFS system has a special PROFS document style called **DW** that enables you to set up the physical appearance of the document on the Displaywriter. The DW document style lets you add PROFS mail log information, but it will not change the appearance of the document as it was created on the Displaywriter.

To use this document style, type the name, **DW**, after **PF2 Prepare a document using another document style...** on the PREPARE DOCUMENTS menu, and press PF2.

4. Fill in the information on the DOCUMENT HEADING menu. This information will create the index information in the mail log for this document. It may or may not appear on the document itself, depending on the style you have chosen. (If you have chosen the 'DW' document style, the information will not appear on the document.)
5. At this point, there are two ways of getting the document:

- Using the TRANSFER THE DOCUMENT Menu
  - a. Press PF12 to file the index material you have typed.
  - b. On the PROCESS THE DOCUMENT menu, press PF10 PROCESS THE DOCUMENT USING THE DISPLAYWRITER.
  - c. Fill in the Displaywriter document information, and press PF1 Get the document from Displaywriter.
  
- Using the 'Getfrom' Command
  - a. Press PF7 to go to the DOCUMENT TEXT menu.
  - b. PROFS uses the XEDIT editor in preparing documents. XEDIT works in one of two modes: input mode for document creation and edit mode for document change. You must be in edit mode to use commands. If you do not have a command line (==>) on your screen, change to edit mode by pressing ENTER twice.
  - c. On the command line, type the command **getfrom** followed by the Displaywriter diskette name, followed by the Displaywriter document name and press ENTER.
 

Example: getfrom work letter1
  - d. The Displaywriter document will be converted and copied into the body of the PROFS document.
  
- 6. Whether you use the TRANSFER THE DOCUMENT menu or the 'getfrom' command, go to the beginning of the document text and delete the line

#### .IM STARTUP

This is a script command that will imbed a file called 'startup' in the document. It is not necessary if you are already using a PROFS format file, and if you send this document to someone who does not have HDDI, it will cause an error when he or she tries to read the document.

- 7. Once the document is part of PROFS, you can change it, mail it, send it out for update, etc. just like any PROFS document.
  
- 8. One thing to remember is that the Displaywriter document comes into PROFS as the body of the document. If you have any other text already in the body, it will be overwritten during the process. So, if you want to combine the Displaywriter document with any other text, get the Displaywriter document first, then add the rest of the material.

## Using the Displaywriter Printer

You can print several different types of PROFS information on the Displaywriter printer.

- o Draft and final documents you have created in PROFS
- o Draft and final documents you have received in your PROFS mail
- o Your PROFS maillog
- o Notes you have received in your PROFS mail
- o Note logs
- o Script files you have placed in your personal storage

The paper in the Displaywriter printer must be wide enough for 70 characters in order to get readable information.

## Sending a PROFS Item to a Diskette for Printing

1. If you have Release 2.0 of PROFS and Release 2.0 of HDDI, you can print PROFS items on the Displaywriter printer from the PROFS print menu. The process actually stores the PROFS item temporarily on your diskette so you can later print it from the Displaywriter.
2. First retrieve the PROFS item you wish to print (draft or final document, mail log, note or document file) and press the PF key that will take you to the PRINT THE DOCUMENT menu (J00).
3. Press **PF8 Print at the Displaywriter**. This will take you to the menu titled SEND THE DOCUMENT TO DISPLAYWRITER FOR PRINTING.

Document No.: 9  
Type: Final

Type the information below.

Using-  
Displaywriter Document Format File Name: PRINT    FORMAT    \*

Send to-  
Displaywriter Diskette Name: WORK  
Displaywriter Document Name: LETTER1

Press PF1 to change the option, then press ENTER.

PF1 Overwrite an existing Displaywriter document

PF9 Help    PF12 Return  
==>

4. Fill in the menu information to define the way you want the item stored on the diskette.
5. If you want to overlay a Displaywriter document that already has the name you specify on this menu, press **PF1 Overwrite an existing Displaywriter document** to SELECT it.
6. Press ENTER.
7. To print the item, use the 'hot key' to switch to Displaywriter mode, and print the document using the Displaywriter's 'Print Request Task'.

### Printing Directly from PROFS

If your Displaywriter emulates a 3278 terminal (rather than a 3277 terminal), there are additional things that you can do.

1. The Displaywriter printer can be used as a PROFS printer directly from the PROFS print screen. It can set up in the same way as any other printer for the PROFS system (ie. 6670), and can be used to print notes, draft and final documents, the PROFS maillog, and non-PROFS electronic files. To use the Displaywriter printer,

press the PF key listed next to the Displaywriter printer on the PRINT THE DOCUMENT menu (J00).

2. The Displaywriter printer can also be used as a printer to print the daily calendars from PROFS PRINT THE SCHEDULE menu (B04).
3. With 3278 emulation, you can also print individual PROFS screens (for example, a monthly calendar) by pressing the Displaywriter PRINT key.

## **Sending a Displaywriter Document to Personal Storage**

You can send a copy of a Displaywriter document directly to your personal storage. You would need to do so in these instances:

1. If work on a Displaywriter document has been suspended for a time, you can send it to your personal storage in Displaywriter form and then store it in the PROFS data base as a non-PROFS document file.
2. If you want to send the Displaywriter form of the document to another Displaywriter user for revision, you can send it to your personal storage in Displaywriter form, and then send it on, as a document file, to the other Displaywriter user's VM user name. Because it is in Displaywriter form, the recipient would have to send it to a Displaywriter to work with it.
3. If you want to send a Displaywriter document to people on another PROFS system in draft form, you can send it to your personal storage in host form, and then send it on to another VM user name for updates.

The discussion of sending files from personal storage is in the section called 'Sending a File from your Personal Storage to Another VM User' in the chapter called MAILING DOCUMENTS of this guide.

## **Sending a Document File to the Displaywriter**

You might want to send a copy of a document from your personal storage to your Displaywriter in these instances:

- o If a Displaywriter document in Displaywriter form has been sent to you electronically, you can send it to your Displaywriter to work with it.
- o If you have a document file in your personal storage and you want to work with it on your Displaywriter, you can send it to your Displaywriter.

1. To send documents directly between personal (host) storage and the Displaywriter, type **HDDI** on the command line of the PROFS main menu, or press the PF key assigned to the HDDI function on the PROFS main menu.

DISPLAYWRITER JOB SELECTION

MN01

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Press one of PF1 to PF4 to indicate where the document is now.

PF1 From host personal storage, in host final form  
PF2 From host personal storage, in host revisable form  
PF3 From host personal storage, in Displaywriter form  
PF4 From Displaywriter diskette

Next, press one or two of PF5 to PF7 to indicate where you want a copy of the document sent.

PF5 To host personal storage, in host revisable form  
PF6 To host personal storage, in Displaywriter form  
PF7 To Displaywriter diskette

Now, press ENTER.

PF9 Help      PF12 Return

==>

2. On this menu, you can use PF keys to tell the system where the document is now, where it will be sent to, and whether it should be converted from Displaywriter form to script (host) form or from script form to Displaywriter form. When you have made your choices, press ENTER.
3. You will see a menu where you can supply the names of the document in personal storage and on the diskette.
4. When a Displaywriter document is sent to host personal storage in host form, it acquires a line near the beginning of the file which looks like this:

**.IM STARTUP**

This line will imbed a file called 'startup' during the formatting process. Locations which have HDDI will have 'startup' and can format the file as is. If the file is sent to another system that does not have HDDI, the '.IM STARTUP' command will result in an error. In that case, erase the line containing '.IM STARTUP'

For more detailed information and instruction in the combinations on this menu, see the **Host-Displaywriter Document Interchange User's Guide** (SC09-1024).

## VM COMMANDS

PROFS is a system that runs within an operating system called VM. Because of the relationship between PROFS and VM, you can enter commands to VM on the command line of the PROFS Main menus and Interrupt menus. VM will temporarily take over, perform the function you have asked for, and return you to the PROFS menu.

For PROFS users, the VM commands that enable you to work directly with files in your personal storage may be useful. Your personal storage may contain several different types of files from many different sources:

- o Files that you have placed in your personal storage.
- o Files that you have created directly by using the XEDIT command and stored in your personal storage.
- o Displaywriter documents which you send to the host are stored as files in your personal storage.
- o Document files created outside PROFS and sent to your reader are stored in your personal storage.
- o The PROFS system creates files in your personal storage for such things as reminders, your mail log, your note logs, your in-basket, and so on.

You should NEVER work directly with these files:

```
(note)  OFSLOGfl  - note logs
OFSMAIL OFSDATA  - incoming mail
OFSMAIL OFSLOGfl - incoming mail log
OFSINDEX OFSDATA - PROFS mail log
OFS      $REMIND  - reminder file
```

There will also be other files that are part of your PROFS/VM system in your personal storage. Unless you know exactly what you are doing, you should work with your files through PROFS rather than through VM. PROFS has built-in protection against erasing or changing important files.

Each file in a VM system has a unique three part identification:

filename filetype filemode

```
Examples: 1 script a
           profile exec a
           ofs ofsmcntl b
```



The following VM commands can be typed on the command line (==>) of the PROFS main menus or interrupt menus. They can be typed in upper or lower case. Press the ENTER key to initiate a command.

## COPY COMMAND

Use the copy command to make a duplicate copy of a file. Changing one copy will not affect the other. When you use the copy command, you must give the new copy of the file a new name to distinguish it from the old one.

This example will copy a file called "1 script a" and create a duplicate file called "newname script a":

```
copy 1 script a newname script a
```

You can use equal signs if you wish the new file to have the same file name, file type and/or file mode as the old file. This example will perform the same function as the first example:

```
copy 1 script a newname = =
```

The third example will copy a file from the PROFS common disk (B-disk in this example) called "follow4 script b" and create a duplicate file in personal storage (A-disk) with the same file name and file type:

```
copy follow4 script b = = a
```

## ERASE COMMAND

Use the erase command to erase a file you no longer need.

```
erase 1 script a
```

## XEDIT COMMAND

Use the xedit command to create a new file or to edit an existing file.

```
xedit 1 script a
```

## RENAME COMMAND

Use the rename command to give an existing file a new name.

```
rename l script a newname script a
```

You can use equal signs if you wish the renamed file to have the same file type and/or file mode as the old file.

```
rename l script a newname = =
```

## SENDFILE COMMAND

The sendfile command may be used to send documents from your personal storage to another VM user.

To use the sendfile command, you need to know the filename, filetype and filemode of each file you want to send and the user name and location of the person who will receive the file.

Follow these steps to use the SENDFILE menu:

1. On the command line (==>) of the PROFS Main Menu, type:

```
sendfile
```

and press ENTER.

```

----- SENDFILE -----
File(s) to be sent      (use * for Filename, Filetype and/or Filemode
                        to select from a list of files)
Enter filename :
    filetype :
    filemode :

Send files to :

Type over YES or NO to change the options:

    NO    Request acknowledgement when the file has been received?

    YES   Make a log entry when the file has been sent?

    YES   Display the file name when the file has been sent?

    NO    This file is actually a list of files to be sent?

    1= Help          3= Quit          5= Send          12= Cursor

====>

```

2. On the SENDFILE menu, type the filename, filetype and filemode after the prompts.

```

Example: Enter filename: test
          filetype:  script
          filemode:  a

```

3. To send the file to someone on the same system you are using, type the user name after the words SEND FILE TO:

```

Example: Send file to:  user1

```

4. To send the file to someone on a different computer system, type username **at** location.

```

Example: Send file to:  user1 at sysvml

```

5. Press the PF key assigned to execute the command.

To send the file directly from the main menu, type:

```

sendfile fn ft user at location

```

on the command line (====>) of the PROFS main menu. ('fn' is the file name, 'ft' is the file type, 'user' is the recipient's user name, and 'location' is the recipient's computer system name.

For more information about the sendfile command, press the PF key for HELP from the SENDFILE menu.

## FILELIST COMMAND

The filelist command will enable you to list the files in your VM system so you can work with them.

To display all files in your personal storage, on the command line of the PROFS main menu type:

**filelist**

You can further specify the files to be displayed by adding information to the filelist command. To display a specific file in your personal storage, type:

**filelist fn ft fm**

where 'fn' is the name of the file, 'ft' is the type of file (for example, 'script') and 'fm' is the file mode (usually 'a').

An asterisk (\*) typed in the position of the filename, filetype and/or filemode in a filelist command means "all". For example, to see all script files in your personal storage, type:

**filelist \* script a**

If you do not type in the filemode, the system will assume a filemode of A, which is your personal storage (A-disk). You can also list files on other storage disks to which you have access. For example, to see all of the files which have the name PROFILE, in your personal storage and any disks to which you have access, type:

**filelist profile \* \***

For more information about the filelist command, press the PF key for HELP from the FILELIST screen.

## Using VM Commands from Your File List

When you display files in this way, you can work with a specific file by typing any of the preceding VM commands on the line containing the file name. Use the TAB key (-->|) to position the cursor in the command column ('Cmd') next to the file name. You can type the command over the information that is displayed on the line. Since the system

knows what line you are on, you can generally use a '/' in place of the full name of the file.

Use the PF key listed at the bottom of the screen to EXECUTE the command. If you have more than one screen in your file list, execute the commands you have typed on one screen before you scroll to the next screen.

o **copy**

Use the copy command to make another copy of a file. The old copy will keep the original name, and the new copy will take the name you specify in the command.

```
copy / newfile script a
```

You can use equal signs if you want some part of the new file name to be the same as the old file name.

```
copy / = = a
```

o **erase**

To erase a file, type the word **erase** on the same line as the filename.

o **discard**

In FILELIST, you can erase files by typing **discard** on the same line as the filename.

o **xedit**

Use the xedit command to edit an existing file in the filelist. You may type the word **xedit** next to the file name or position the cursor on the line containing the file name and press the PF key for XEDIT that is listed on the screen.

o **rename**

Use the rename command to change the name of a file. The file will take the name you specify in the command.

```
rename / newname script a
```

You can use equal signs if you want some part of the new file name to be the same as the old file name.

```
rename / newname = =
```

o **sendfile**

Use the sendfile command to send a file from your personal storage to another VM user. Type the 'sendfile' command, including the user name for someone on your VM system or the user name, followed

by the word **at**, followed by the location (computer system) for someone on a different VM system.

**sendfile / username**

**sendfile / username at location**

## RDRLIST COMMAND

You can use the RDRLIST command to display a list of the files in your VM reader. The list will contain all PROFS notes and non-PROFS electronic files that have come to your reader that you have not yet opened or 'received'.

As a PROFS user, you might use the RDRLIST command in these instances:

- o If you want to look at a file before you place it in your personal storage, you can peek at it from the reader list.
- o If you want to select only certain files from your reader to place into your personal storage, you can select them from the reader list.
- o If you want to erase certain files and not read them into your storage at all, you can discard them from your reader list.
- o If you know you have been sent a number of non-PROFS files, the RDRLIST will enable you to load them in groups rather than one at a time.
- o If you know that you want to change the file name, file type, or file mode of a file before you place it into your personal storage, you can do so from the reader list.

You should not use the reader list to receive PROFS notes. RDRLIST works under VM outside of PROFS. If you use it to receive a PROFS note, you cannot work with the note using PROFS functions.

When you open your PROFS mail, you will also receive notes that were created using the VM note facility. If you receive VM notes in PROFS, (rather than directly from your reader), you will be able to work with them just as if they were PROFS notes.

To see your reader list, on the command line of the PROFS main menu type:

**rdrlist**

To look at the contents of a file in the reader list, place the cursor on the line with the file name, and press the PF key to **peek**.

## Using Commands from the RDRLIST

To type commands on the RDRLIST screen, use the TAB key (-->|) to position the cursor in the command column ('Cmd') next to the file name. You can type the command over the information that is displayed on the line. Since the system knows what line you are on, you can generally use a '/' in place of the full name of the file.

Follow the instruction at the bottom of the screen to EXECUTE the command. If you have more than one screen in your file list, execute the commands you have typed on one screen before you scroll to the next screen.

1. **discard** - to erase a file from the reader and prevent it from being placed in your personal storage, type **discard** on the line containing the file name.
2. **receive** - to receive the file with its original name, type **receive** on the line containing the file name.

If you have several files to receive, type 'receive' in the 'Cmd' area in front of the first one, and type '=' in the 'Cmd' area in front of each of the others.

If you want it to replace a file of the same name in your personal storage, add the word 'replace' to the command. Type:

```
receive / (replace
```

To receive the file and change part or all of the name, type:

```
receive / fn ft fm
```

replacing 'fn' with the filename you want, 'ft' with the file type, and 'fm' with the filemode. You can use '=' for parts of the name you do not want to change:

```
receive / newname = =
```

For more information on the RDRLIST facility, press the PF key for HELP from the RDRLIST screen.

## GLOSSARY

- ACCESS** In the VM/PROFS environment, access means the authorization to see or work with something in the overall system. For example, you might have access to certain areas of storage or to another PROFS user's calendar.
- A-DISK** Your A-disk is your private storage area. Under normal circumstances, you are the only one who can read or change things stored on your A-disk. The term is synonymous with the PROFS term 'personal storage'.
- COMMAND** A command is an instruction that you give to the computer system. You can enter PROFS and VM commands from the command line (==>) of the PROFS main and interrupt menus. You can enter XEDIT (editing) commands from the document preparation menu.
- CURRENT LINE** When you use the XEDIT editor, the current line is the line that is highlighted on your screen. The current line is important if you enter XEDIT commands from the command line because it serves as the starting point for executing the commands.
- DCF** DCF stands for Document Composition Facility. DCF actually includes SCRIPT and GML. For complete, technical information about DCF, see the **Document Composition Facility User's Guide** (SH20-9161).
- DISK** A disk is an area of storage within the VM system. Your A-disk is your personal storage. You may also use other disks such as a B-disk or a common disk.
- DOCUMENT** In PROFS, a document is any piece of work that is created using the document preparation function. It could be a letter or memo, a foil presentation, a chart, etc.
- FILE (noun)** In the PROFS/VM system, a file is a block of stored information that has a specific name.
- FILE (verb)** In PROFS, filing something means storing it, whether in your personal storage or in the PROFS data base.
- FILE NAME** The file name is the first part of the three part name that defines a file in your VM system.



**FILE TYPE** The file type is the second part of the three part name that defines a file in your VM system. The file type usually specifies the use of the file. For example, a SCRIPT file can be formatted by a text processing program called SCRIPT/VS which is part of the PROFS/VM system.

**FILE MODE** The file mode is the third part of the three part name that defines a file in your VM system. It specifies the disk (area of defined storage) where the file resides. For example, files in your personal storage have the file mode, A.

**FINAL DOCUMENT** In PROFS, a document becomes a final document or a finalized document when it is mailed or filed as a final document. That means that a permanent, unchangeable copy of the document is in the PROFS data base.

**GML** GML stands for Generalized Markup Language. GML commands format the overall document. These commands begin with a colon (ex. ':li.'). The **IBM Virtual Machine / System Product: CMS Primer** (SC24-5236) contains a good basic introduction to GML.

**NODEID** A nodeid is the name of a computer system. When files are mailed electronically, the sending computer uses the nodeid of the receiving computer to route the files. In PROFS, the nodeid is called the LOCATION.

**PASSWORD** In the VM/PROFS environment, a password is a string of 5-8 characters that a user must supply in order to sign on to the system. Whereas anyone can know a person's user name, no one else should know his or her password. Passwords are required for system security, and must be treated as confidential information.

**PERSONAL STORAGE** Personal storage is your private storage where files such as your note logs, mail log, postponed documents, tailored files, etc. are stored. Under normal circumstances, you are the only one who can read or change things stored in your personal storage. The term is synonymous with the VM term 'A-disk'.

**SCRIPT COMMANDS** SCRIPT commands are special symbols that you can use to format lines of text within PROFS documents. SCRIPT commands begin with a period (ex. '.sp'). A good introduction to basic SCRIPT commands is in the **IBM Virtual Machine / System Product: CMS Primer** (SC24-5236).

**SCRIPT FILE** A SCRIPT file is special type of file that can be formatted by a text-processing program in VM called SCRIPT/VS. A SCRIPT file can have any file name, but must have a file type of 'script'. Within a SCRIPT file, you can use SCRIPT and GML (DCF) formatting commands.

**SCRIPT/VS** SCRIPT/VS is the system program that processes SCRIPT files to produce formatted documents.

**USERID** A userid identifies a specific user of a system. You must use your userid to sign on to the system, and those who wish to communicate with you through the system must supply your userid in your electronic address. In PROFS, the userid is called the USER NAME.

**VM** VM is the acronym for Virtual Machine. It is the name of the computer operating system under which PROFS operates.

**XEDIT** XEDIT is the editor that PROFS uses in the document preparation function. Knowledge of the editor makes it easy to move, change, add, delete and format information. For information about XEDIT see *IBM Virtual Machine / System Product Editor User's Guide* (SC24-5220).



## PROFS-RELATED DOCUMENTATION

Manuals marked with \* are recommended as basic material for the specific subject area.

### PROFS

Professional Office System Self-Study Course	SC20-2020 *
Using the Professional Office System Binder for above	SH20-5604 * SB30-0480 *
Quick Reference to PROFS	GX20-2408 *
Introducing the Professional Office System	GH20-5601
Getting Started with the Professional Office System Binder for above	SH20-5602 SB30-0480
Managing the Professional Office System Binder for above	SH20-5605 SB30-0480
Programmer's Guide to the Professional Office System Binder for above	SH20-5606 SB30-0480
Using Line-Mode Support with the Professional Office System Binder for above	SH20-5607 SB30-0480
Planning and Installing the Professional Office System Binder for above	SH20-5603 SB30-0480
Set of binders and inserts only	SH20-5627
Set of PP documents with binders and inserts Introducing the Professional Office System Quick Reference to PROFS Getting Started with the Professional Office System Using the Professional Office System Managing the Professional Office System Programmer's Guide to the Professional Office System Using Line-Mode Support with the Professional Office System Planning and Installing the Professional Office	SBOF-1216

### ENTRY ASSIST

Entry Assist RPQ User's Guide	GA23-0049 *
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### VM/SP

IBM Virtual Machine / System Product: CMS Primer	SC24-5236 *
IBM Virtual Machine / System Product: Introduction	GC19-6200
VM/SP Terminal User's Guide	GC19-6206
VM/SP CMS User's Guide	SC19-6210
VM/SP Quick Guide for Users - Reference Summary	SX20-4400

## XEDIT

IBM Virtual Machine / System Product: System Product Editor - User's Guide	SC24-5220 *
IBM Virtual Machine / System Product: System Product Editor and Command Macro Reference	SC24-5221
IBM VM / System Product: SP Editor Command Language Reference Summary	SX24-5122

## 6670

6670 Information Distributor General Information Manual	G544-1006
Printing/Recording/Communicating Operating Instructions	S544-0574
BSC Quick Reference Card	S544-3004

## SCRIPT / GML / DCF

Document Composition Facility (SCRIPT/VS) Student Text	SC20-1894 *
Document Composition Facility: Training Course Student Materials	SH20-6131
Document Composition Facility: Introduction to the Generalized Markup Language: Using the Starter Set	SH20-9186
GML: Starter Set Reference	SH20-9187
Document Composition Facility: User's Guide	SH20-9161
DCF: User's Quick Reference Summary	SX26-3723

Document Composition Facility:  
GML Quick Reference Summary

SX26-3719

## HDDI

Host-Displaywriter Document Interchange  
User's Guide

SC09-1024 \*

Introducing Host-Displaywriter Document Interchange

GC09-1037

Host-Displaywriter Document Interchange;  
Reference Card

SX09-1013

Host-Displaywriter Document Interchange  
Reference Manual

SC09-1025