



## 8 Preparing DCF documents

# Contents

1 Choosing from the main menu .....	8-1
2 Writing a new document .....	8-3
3 Changing or editing an existing Draft .....	8-15
4 Processing documents .....	8-17
Fast Track .....	8-34



## 8 Preparing DCF documents

### 1 Choosing from the main menu

The memos, letters, and reports you write are more formal communications than notes. In PROFS, they are called **documents**. To use PROFS to prepare documents, press **PF5** on the main menu. PROFS shows you screen F00, "Prepare Documents."

PREPARE DOCUMENTS F00

Press one of the following PF keys.

**PF1** Prepare a document using the standard document style.

**PF2** Prepare a document using another document style. To view the list of available document styles, press the PF2 key. Or type the name of the style you want below and press the PF2 key.

-----

**PF3** Change a draft document. Type the document number below first. Then press the PF3 key.

-----

**PF9** Help    **PF12** Return

Now you can:

- Write a new document in any of several styles (see “Writing a new document” later in this chapter).
- Change or edit an existing Draft of the document (see “Changing or editing an existing Draft” later in this chapter).
- Process the document further (see “Processing documents” later in this chapter) including:
  - Viewing it
  - Proofreading it
  - Filing it in your personal storage
  - Sending a Draft to others to read, review, or change
  - Sending a Final version to others
  - Printing it
  - Erasing it.

However, before you prepare a document, you must create an **author profile**. “Appendix J: Working with author profiles” tells you how to do this.

“Appendix D: Using the System Product (SP) Editor (XEDIT)” tells you the commands to use to prepare Document Composition Facility (DCF) documents. “Appendix E: Using GML and DCF to format documents” explains the format commands that you can include in your DCF documents.

At the end of this chapter, you’ll find a “fast-track” diagram that summarizes the chapter pictorially.

## **2** **Writing** **a new** **document**

### **Choosing a document style**

PROFS comes with several styles or formats for memos or letters. Your PROFS administrator can add additional styles. When you write a new document, you can use the document style named STANDDCF, which is the format for an interoffice memo, or one of the other DCF styles.

Press **PF2** on screen F00, "Prepare Documents," if you want to use the STANDDCF document style. PROFS shows you screen F04, "List of Available Document Styles." Then press **PF4** on screen F04.

If you do not want the STANDDCF document style and you know which style you want, type the name of the style on the line under **PF2** and press **PF2**.

If you want to see a list of the available document styles, press **PF2** without filling in the line. PROFS shows you screen F04, "List of Available Document Styles."

LIST OF AVAILABLE DOCUMENT STYLES

F04

Press the PF key for the document style you want.

**PF1** STANDARD This is an RFT interoffice memo.

**PF2** DISTLIST This is an RFT memo beginning with "To: Distribution".

**PF3** BUSINESS This is an RFT formal letter to send outside your company.

**PF4** STANDDCF This is a DCF interoffice memo using the memo prompter.

**PF5** DISTDCF This is a DCF memo beginning with "To: Distribution".

**PF6** BUSDCF This is a DCF formal letter to send outside your company.

**PF7** BLANK This is an empty RFT format file.

**PF8** MEETING This is a DCF interoffice meeting notice.

**PF9** Help  
==> \_

**PF10** Next Screen

**PF11** Previous Screen

Screen 1 of 1  
**PF12** Return

The list you see may be different from this one, because your PROFS administrator may have included document styles that are appropriate to your company. Press the PF key for the style you want to use.

## Typing the document heading (STANDDCF document style)

If you choose the STANDDCF document style, you use one screen for the document heading and another screen for the document text. Press **PF2** on screen F00, "Prepare Documents." PROFS shows you screen F04, "List of Available Document Styles." Press **PF4** on screen F04. PROFS shows you screen F51, "Document Heading."

*You must type the name of an author profile here.*

*The PF keys are explained on the following pages.*

```
Document No.: 3          DOCUMENT HEADING          F51

Type the information below and then press PF7.
---- Beginning of document ----- Document Style: STANDDCF ----
Author profile name:
Typist's initials:
To:
Subject:
Reference:
Attachment? Y/yes, n/no, or your own text:
Copy list:

-----Part 1 of 2-----

|...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...
PF1 View   PF2 Add   PF3 Erase PF4 Tab   PF5 Split/Join PF6 Alternate PFs
PF7 Next Part PF8 Prev. Part PF9 Help PF10 Forward PF11 Backward PF12 File
====>
```

On this screen, you must type at least the name of the author profile. If you leave out the other information, those lines will not appear on the document.

**Note:** Do not use a colon (:) or semicolon (;) on screen F51. PROFS recognizes these characters as having special meanings.

**Author profile name:** Type the name of the author profile. You must have an author profile to type the document heading. If you do not have an author profile, you can create one easily. (See "Appendix J: Working with author profiles" for more information.)

**Typist's initials:** Type the typist's initials only if you want them to appear in the document. They will appear in lowercase at the end, following the author's initials in uppercase (for example, DJK:flr).

**To:** Type the names of the persons to whom the document is being written. Type one name per line. (If you need to add extra lines to the screen, see the description of **PF2** in "The PF keys on screen F51" later in this chapter.)

If you already have a list of names in a file and you want to use that list in the document, use the GET command. Just follow these steps:

1. Press **PF6** (alternate PFs).
2. Move the cursor to the line where you plan to add the names.
3. Press **PF4** to make that line the current line.
4. Press ENTER to move the cursor to the command line.
5. Type the following command:

**get filename filetype**

For example, if your file with a list of managers' names is called MANAGERS NAMELIST, you type:

**get managers namelist**

PROFS puts the list of names in the section you identified.

Now you can use the list as is, or you can add, erase, or sort names. For information on how to sort lists of names alphabetically, see "Appendix I: Typing names, dates, and times."



**Subject:** Type the subject of the document.

**Reference:** Type any references. Start each reference on a new line. This information will appear in the "Comments" portion of the mail log.

**Attachment:**

- If you type **No** or **N**, the word "Attachment" will not appear on the document.
- If you type **Yes** or **Y**, the word "Attachment" will appear at the end of the document.
- If you want your own text to appear, type it instead of Y or Yes.

**Copy list:** Type the names of people you want on the copy list of the document. Type one name per line. (If you need to add extra lines to the screen, see the description of **PF2** later in this chapter, "The PF keys on screen F51." If you want to use lists of names that you have already filed away, you can do it in the same way described for "To" above.)

When you have finished typing in the information on screen F51, "Document Heading," press **PF7** to move on to the document text. However, first review the functions of the PF keys later in this chapter, "The PF keys on screen F51."

## Typing the document heading (MEETING document style)

You can create a document that contains a meeting notice that can be added to a calendar. If you choose the MEETING document style, you use one screen for the document heading and another screen for the document text. After you type **Meeting** beside **PF2** on screen F00, "Prepare Documents," press **PF2**. PROFS shows you screen F51, "Document Heading."

*You must type the name of an author profile here.*

*Type information about the meeting here.*

*The PF keys are explained on the following pages.*

```
Document No.: 3          DOCUMENT HEADING          F51

Type the information below and then press PF7.
---- Beginning of document ----- Document Style: MEETING ----
Author profile name:
-
Typist's initials:
To:

Date(s) of the meeting, one per line (must be mm/dd/yy).
Press PF2 to add more dates:

Starting time (hh:mm AM or hh:mm PM):

Ending time (hh:mm AM or hh:mm PM):

Location of the meeting:

Subject of the meeting:
|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View   PF2 Add  PF3 Erase PF4 Tab  PF5 Split/Join PF6 Alternate PFs
PF7 Next Part PF8 Prev. Part PF9 Help PF10 Forward PF11 Backward PF12 File
====>
```

If you cannot see all of screen F51, use **PF10** and **PF11** to move back and forth on screen F51 before pressing **PF7** to move on to the text of the meeting notice.

*This is the F51 screen after you press PF10 to move forward.*

*Type information about the meeting here.*

Document No.: 3
DOCUMENT HEADING
F51

Type in the information below and then press PF7.

Starting time (hh:mm AM or hh:mm PM):

Ending time (hh:mm AM or hh:mm PM):

Location of the meeting:

Subject of the meeting:

Purpose of the meeting:

Copy list:

----- Part 1 of 2 -----

|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....

PF1 View PF2 Add PF3 Erase PF4 Tab PF5 Split/Join PF6 Alternate PFs

PF7 Next Part PF8 Prev. Part **PF9** Help PF10 Forward PF11 Backward PF12 File

====>

On this screen, you must type at least the name of the author profile, the time and date of the meeting, and a purpose and a location for the meeting, in the specified format.

When you have finished typing in the information on screen F51, "Document Heading," press **PF7** to move on to the meeting notice.

## The PF keys on screen F51

**PF1 View:** Use this key to view the formatted version of the document on screen I00, "View the Document." The document number you see on screen I00 will always have the word "Draft" in front of it until you store the document in PROFS storage.

**PF1 Author:** (Displayed with alternate PF keys only; see description of **PF6**.) Use this key to reach screen T20, "Process an Author Profile." See "Appendix J: Working with author profiles" for details on how to use this screen.

**PF2 Add:** Use this key to add a blank line:

1. Place the cursor at the beginning of the line you want the blank line to follow.
2. Press **PF2**.

PROFS adds a blank line below the cursor. Press **PF2** repeatedly if you want more than one blank line.

**PF3 Erase:** Use this key to erase a line:

1. Place the cursor under the line you want to erase.
2. Press **PF3**.

PROFS erases the line.

**PF4 Tab:** PROFS presets the tabs to stop the cursor every five spaces. **PF4** acts as a tab key.

If you want to reset the tabs, type the SET TABS command on the command line along with the settings. For example, to stop the cursor at columns 42 and 60, type:

**set tabs 42 60**

If you want to find out what the current tab settings are, type:

**query tabs**

**PF4 Current Line:** (Displayed with alternate PF keys only; see description of **PF6**.) When you use editing commands some of them require that you indicate the current line that the command should start with. See "Appendix D: Using the System Product (SP) Editor (XEDIT)," for more information. To indicate the current line:

1. Move the cursor to the line that you want to be the current line.
2. Press **PF4**.

The screen will then be positioned properly for carrying out your command.

**PF5 Split/Join:** Use this key to split a line or to join two lines. To split a line:

1. Move the cursor to the place where you want to split the line.
2. Press **PF5**.

PROFS moves the text to the right of the cursor to a new line. This gives you room to insert extra words.

To join two lines:

1. Move the cursor to the place where you want the following line of data to be joined.
2. Press **PF5**.

PROFS moves the following line of data to the place where you positioned the cursor.

**PF6 Alternate PFs:** Use this key to get an alternate set of PF keys. When you press **PF6**, **PF1** becomes "Author," **PF2** becomes "Add Line," **PF4** becomes "Current Line," and **PF6** becomes "Base PFs." No other key names change. When you press **PF6** again, the original PF key names return.

**PF7 Next part:** Use this key to see the next part of your document if it covers more than one part or section. This depends on your document style. For example, when you have finished typing the document heading (first part) of a STANDDCF style document, press **PF7** to move on to the next part, the document text. The third part of a document may contain attachments or other back matter. Each part of the document may contain several screens. Use **PF10** and **PF11** to move back and forth among screens within a single part. If you are on the last part when you press **PF7**, nothing happens.

**PF8 Prev. Part:** Use this key to see the previous part of your document (see **PF7** above). If you are on the first part when you press **PF8**, nothing happens.

**PF9 Help:** Use this key to view the HELP screen.

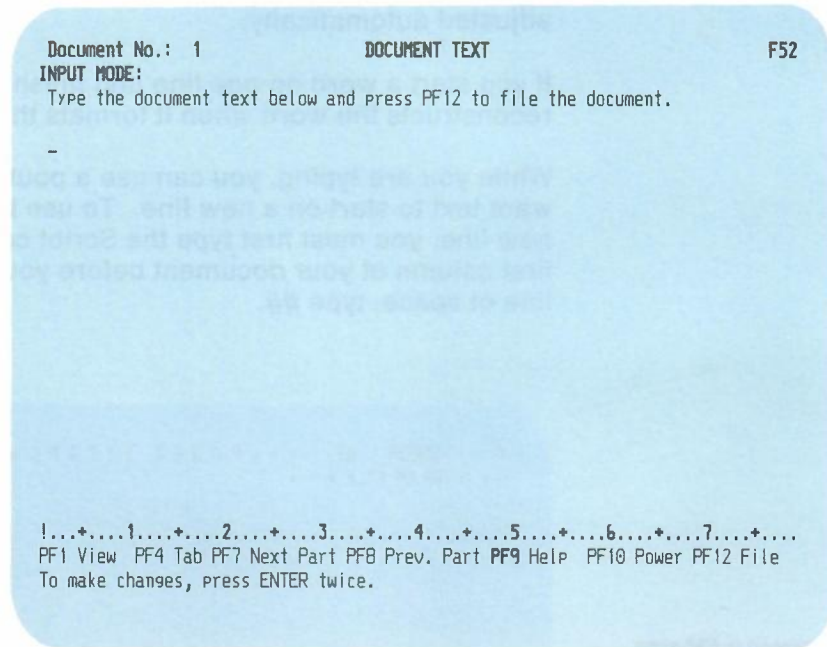
**PF10 Forward:** Use this key to move one-half screen forward (towards the end of the document).

**PF11 Backward:** Use this key to move one-half screen backward (towards the beginning of the document).

**PF12 File:** Use this key when you are finished typing in the document. PROFS shows you screen F01, "Process the Document." (See "Processing documents" later in this chapter.)

## Typing the document text

When you press **PF7** on screen F51, "Document Heading," PROFS shows you screen F52, "Document Text." Use this screen to type the text of your document.



PROFS formats the document after you file it. You can also use DCF commands and Generalized Markup Language (GML) tags (format controls) for additional text placement. These tags are explained in "Appendix E: Using DCF and GML to format documents."

**PF1**, **PF4**, **PF7**, and **PF8** on this screen are used the same way they are on screen F51, "Document Heading," and are explained earlier in this chapter. (See "The PF keys on screen F51" earlier in this chapter.)



Press **PF10** to use power typing. PROFS shows you screen F54, "Power Typing," (neither the screen id nor any PF keys appear on this screen). You can type a long paragraph on this screen without worrying about line length. When you reach the end of a line, the text is automatically continued on the next line. Therefore, you should not divide words with hyphens at the ends of lines, because the lines will be adjusted automatically.

If you start a word on one line and finish it on the next, PROFS reconstructs the word when it formats the text.

While you are typing, you can use a pound sign (#) when you want text to start on a new line. To use the # to put text on a new line, you must first type the Script command **.fo off** in the first column of your document before you press **PF10**. To add a line of space, type **##**.

```
1  SCRIPT  A1  ***POWER TYPING***  ALT=1
*** TOP OF FILE ***
```

*This screen is F54 even though the screen id is not shown.*



### 3 Changing or editing an existing Draft

If you fill up the screen and want to continue typing using power typing, press ENTER. The last line you typed will be shown at the top of a new power typing screen and you can continue typing.

Press ENTER twice when you are finished power typing. PROFS takes you back to screen F52, "Document Text."

You can do minor editing on screen F52, "Document Text" and screen F54, "Power Typing" by typing over text and using the INS (insert) and DEL (delete) keys on the keyboard. If you want to do more extensive editing, press ENTER twice (or once if you have typed in nothing since you last pressed ENTER). PROFS shows you screen F53, "Change Document Text." See the following section for more information on using this screen.

Press **PF12** on screen F52, "Document Text," when you have finished typing. PROFS shows screen F01, "Process the Document." (See "Processing documents" later in this chapter.)

Screen F53, "Change Document Text," allows you to edit a Draft document by using the XEDIT commands. You reach this screen from one of three possible paths:

- If you are editing **a document you have just written**, press ENTER twice on screen F52.
- If you are editing **a document you have just filed**, press **PF2** on screen F01, "Process the Document." PROFS shows you screen F51. Press **PF7** on screen F51.
- If you are editing **a document you have filed** in PROFS storage or your personal storage, type the 7-, 8-, or 12-character document number or the filename filetype of the document, and press **PF3** on screen F00. (The filetype of a DCF document must be SCRIPT.)

PROFS shows you screen F01. Press **PF2** on screen F01. PROFS shows you screen F51. Press **PF7** on screen F51.

If you take any of these paths, PROFS shows you screen F53, "Change Document Text."

```
DOCUMENT No.: 1          CHANGE DOCUMENT TEXT          F53

Press PF12 when you have finished changing the document text.

* * * TOP OF RANGE (LINE=nn) * * *

* * * END OF RANGE (LINE=nn) * * *


|...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...
PF1 View   PF2 Add   PF3 Erase  PF4 Tab   PF5 Split/Join PF6 Alternate PFs
PF7 Next Part PF8 Prev. Part PF9 Help PF10 Forward PF11 Backward PF12 File
====> _
```

The PF keys on this screen are used the same way as those on screen F51, "Document Heading." (See "Writing a new document" earlier in this chapter.)

The XEDIT commands that you can use to edit your text and GML tags that you can use to format your text are described in "Appendix D: Using the System Product (SP) Editor (XEDIT)" and in "Appendix E: Using GML and DCF to format documents."

You can include Info Center/1 documents in PROFS documents. (See "Appendix M: Working with Info Center/1 files" for information about Info Center/1 documents.) Type **getr filename** on the command line of screen F53 to include an Info Center/1 document in your PROFS document.

## 4 Processing documents

**Note:** If you get a message telling you that you have run out of storage, you can do only one of two things. You can type **command file** on the command line, which will save everything that you've done to the document. Or, you can type **command quit** on the command line, which will erase only your changes but will keep the original file.

**Note:** If you are creating a new document and you get a message telling you that you have run out of storage, the whole document will be erased. None of the PF keys will work.

If you press **PF12** on screen F51, "Document Heading," screen F52, "Document Text," or screen F53, "Change Document Text," you reach screen F01, "Process the Document."

PROCESS THE DOCUMENT

F01

Document No.: 1  
Type: Draft

-----

Press one of the following PF keys.

PF1

View the document

PF2

Change the document

PF3

Assign a new document number

PF4

Proofread the document

PF5

File the document as a Final document (and mail if desired)

PF6

File the document in your personal storage for further changes

PF7

File the document as a Draft document (and mail to reviewers if desired)

PF8

Print the document

PF10

Process the document using an intelligent workstation

To erase the document from your personal storage, type **DELETE** below and press ENTER.

PF9

Help

====> \_

On screen F01, you can:

- View, change, or proofread a document.
- Give it a new number.
- File it in three different ways:
  - As a Final document in PROFS storage
  - As a Draft document in PROFS storage
  - As a Draft document in your personal storage.
- Print it.
- Erase it entirely.
- Process it using an intelligent workstation.

You do these tasks primarily with PF keys, although a few require that you type commands on screen F01. In addition to the commands discussed in this section, the following commands (except for the HELP for the commands) can be used on screen F01: Assign, Draft, Mail, Edit, SPellchk, Postpone, Stow, and Update. For a detailed description of these commands see *Using Line-Mode Support with the Professional Office System*.

## Viewing the document

Press **PF1** on screen F01, "Process the Document," if you want to view the document but not change it. PROFS will show you screen I00, "View the Document," with the document formatted in the document style you chose.

VIEW THE DOCUMENT

I00

Memo to: PROFS dept.

Requester: John Smith

Date to be scheduled 01/02/87

Starting time: 3:00pm

Ending time: 4:00pm

Location: 10J17

Subject: PROFS Users Meeting

Purpose: Discuss new uses for this office product

\*\*\*\*\* Additional comments \*\*\*\*\*

We will be having an open forum at the end of this meeting to discuss any ideas you might have regarding other ways of using PROFS. Joining us will be Mr. J. Q. Public, of International Office Products. His company has been using PROFS quite effectively for several years. He will present some data on productivity gains with PROFS.

PF1 Top PF2 Bottom PF4 Up PF5 Down PF6 Note Screen 1 of 1

PF7 Add to Calendar PF9 Help PF10 Next PF11 Previous PF12 Return

==> \_

If PROFS shows you the entire document on one screen, you don't need to use the PF keys. However, if the document is larger than one screen, use the PF keys to see all of it. The following explains what you tell PROFS when you press each key:

**PF1 Top.** Show the document with the beginning at the top of the screen.

**PF2 Bottom.** Show the document with the end at the top of the screen.

**PF4 Up.** Move the document one line toward the end.

**PF5 Down.** Move the document one line toward the beginning.

**PF6 Note.** Send a note in response to this document.

**PF7 Add to Calendar.** Add a meeting notice to your calendar. (PROFS shows you this PF key only if you're viewing a meeting notice.)

**PF9 Help.** Show the HELP screen.

**PF10 Next Screen.** Move the document one full screen toward the end.

**PF11 Previous Screen.** Move the document one full screen toward the beginning.

If you are viewing one document on screen I00, "View the Document," in which another document is referred to and you want to view the second one, put the cursor anywhere under the document number and press ENTER. The document you are now viewing will be replaced by the new document for viewing. Press **PF12** to return to the previous document you were viewing.

You can **print the document** this way, too. While still viewing it on screen I00, "View the Document," type **print** on the command line, put the cursor under the document number and press ENTER. PROFS shows you screen J00, "Choose a Printer." See "Printing copies of notes and documents" in "Chapter 4: Opening the mail," to learn how to use this screen.

When you have finished viewing the document, press **PF12** to return to screen F01.

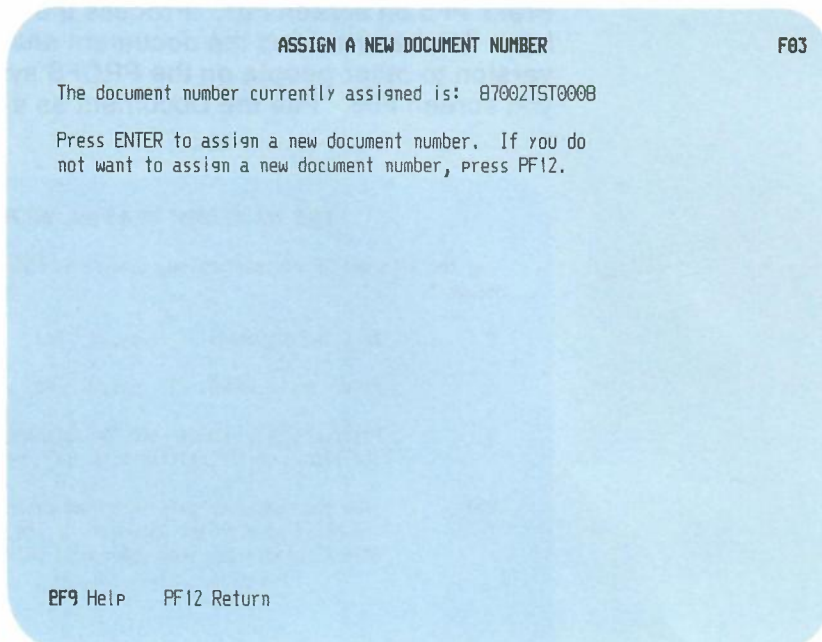
## Changing the document

Press **PF2** on screen F01, "Process the Document," if you want to edit or change the document. PROFS shows you screen F51, "Document Heading." Press **PF7** on screen F51. PROFS shows you screen F53, "Change Document Text." You can then edit the document by using PF keys and the XEDIT commands. (See "Changing or editing an existing Draft" earlier in this chapter.)



## Assigning a new document number

Normally, PROFS assigns a document number when you place the document in PROFS storage. (See “Storing information” in “Chapter 1: Communicating with PROFS.”) If you want to assign a document number while the document is still in Draft form, press **PF3** on screen F01, “Process the Document.” PROFS shows you screen F03, “Assign a New Document Number.”



**ASSIGN A NEW DOCUMENT NUMBER** **F03**

The document number currently assigned is: 87002TST0008

Press ENTER to assign a new document number. If you do not want to assign a new document number, press PF12.

**PF9** Help    **PF12** Return

On this screen, press ENTER to assign a new document number that has the current date. You can assign a new number as long as the document is a Draft. This number will not change if you later make the document Final and put it in PROFS storage.

## Proofreading the document

Press **PF4** on screen F01, "Process the Document," if you want to check the document for spelling or word usage. PROFS shows you screen F05, "Proofread the Document." See "Chapter 13: Proofreading notes and documents" for a detailed explanation of how PROFS proofreading works.

## Making a Final version and sending it

Press **PF5** on screen F01, "Process the Document," when you have finished revising the document and want to send the Final version to other people on the PROFS system. PROFS shows you screen F06, "File the Document as a Final Document."

FILE THE DOCUMENT AS A FINAL DOCUMENT

F06

Type the information you want below, then press ENTER to file the document.

Y	Mail the document. (Y - yes, N - no)
-	
N	Print the document. (Y - yes, N - no)
-	
N	Restrict those who can see the document to you and the people on the mailing list. (Y - yes, N - no)
-	
R30	Type the number of days (preceded by an R) you want to keep the draft copy of the document, or the date. After this time only the final copy will be kept.
-----	

PF9 Help

PF12 Cancel



When you make a document Final, PROFS also keeps the most recent Draft version. PROFS is set up to keep the Draft for 30 days. If you want to change the number of days, type a new number over the 30 (next to the "R") on the screen , or type the date when this Draft copy can be erased.

Also, you can restrict who can work with the document to you and those to whom you mail it (type **Y** for restrict), you can mail the document (type **Y** to mail), and you can print the document (type **Y** to print). You can type any combination of these selections: one, two, all three, or none. Press ENTER after you have made your selections. PROFS now assigns the document a permanent number unless you previously assigned a document number by pressing **PF3** on F01, "Process the Document."

If you typed **Y** for all three selections, PROFS handles the tasks for you in this order:

- Printing
- Distributing
- Restricting.

**Printing.** Screen J00, "Choose a Printer," appears first. For more information on using this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

**Distributing.** Screen H00, "Assign the Document Distribution Information," appears next.

H00

**ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION**

Document No.: 87002TST 0001  
-----

Location: VMSYS1  
-----

Type in the information below and press PF1 or PF2 to send the document.

USER NAME at	LOCATION	USER NAME at	LOCATION
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

**PF1** Send the document and attach a routing slip  
**PF2** Send the document without a routing slip

**PF10** Add more names to the list

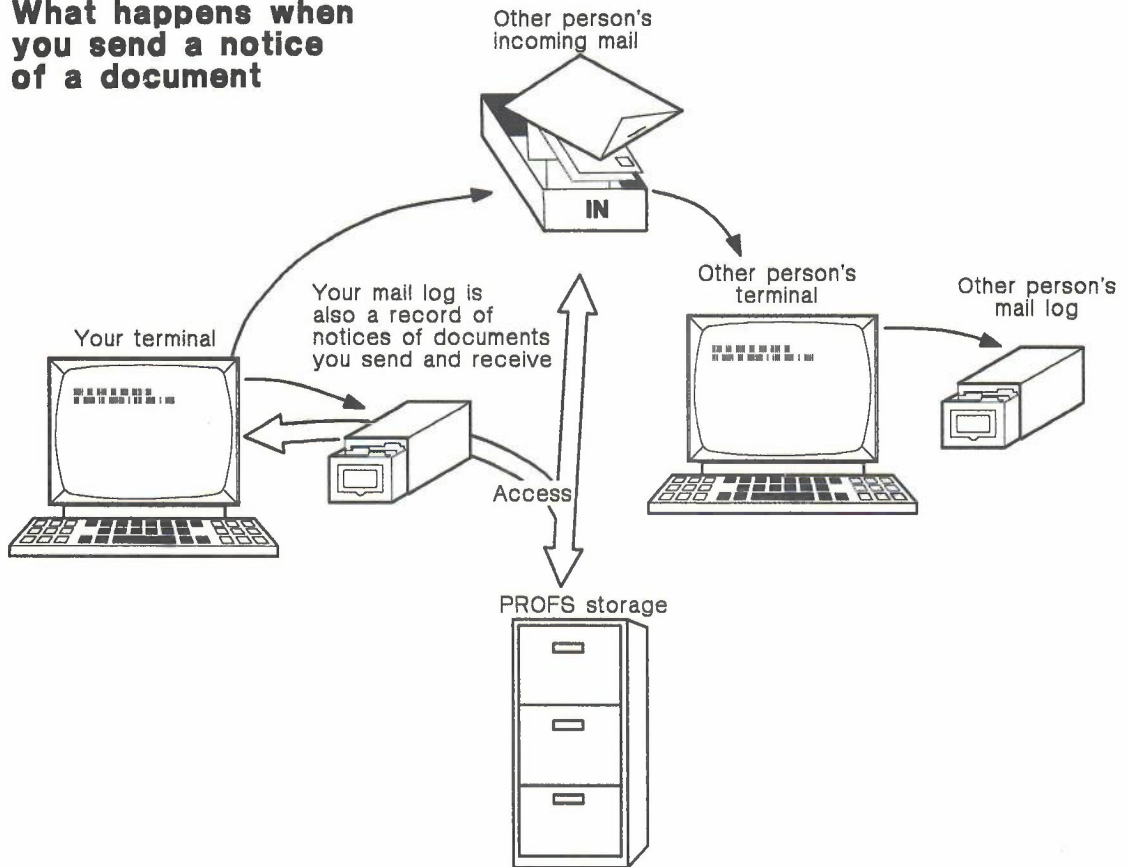
**PF9** Help      **PF12** Return

On this screen you can type the user names and locations of the people who will receive the document. If you are sending the document to someone on your local system, you do not have to include the LOCATION information. If you are sending the document to another system, you can use the 3-character location identifier of the location you are sending the document to, rather than the system name. If you are sending a notice of the document to someone whose name is in your nickname file (see "Appendix B: Working with nickname files"), you can type a nickname instead of a user name and location. Also, you can type the name of a distribution list (see "Appendix C: Working with distribution lists") in the USER NAME column.

Your distribution list may include other distribution list names, nicknames, user names, or system name (user name) combinations. If you run out of space and want to add more names, press **PF10**. When you have finished typing the names, press **PF1** or **PF2**. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." See "Forwarding the document" in "Chapter 4: Opening the mail" for information about attaching a routing slip. The people you mailed the document to will receive a notice in their incoming mail about the document.

If you type **mailroom** (or **mr** for short) instead of a user name, you will see a message that asks you for the name and mailing address of the person you're sending it to. A copy will be printed with a header sheet containing that information on it.

## What happens when you send a notice of a document



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

**Restricting a document.** You will not see a screen if you choose to restrict the document. The document will be restricted to you and the people you mail it to. They can see the document but cannot forward it. Only you, the author, can forward it.

If you want to add or remove a restriction after you have pressed ENTER, go back to the main menu and type the command RESTRICT. PROFS shows you screen F20, "Restrict Distribution of a Document." Type the document number (in either the 7-, 8-, or 12-character format). Press **PF1** to restrict the document, or press **PF2** to remove the restriction.

RESTRICT DISTRIBUTION OF A DOCUMENT

F20

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

Now, press one of the following PF keys.

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

**PF9** Help    **PF12** Return

## Filing the document in your personal storage

Press **PF6** on screen F01, "Process the Document," if you want to keep the Draft in your personal storage. Use your personal storage rather than PROFS storage if you are not finished typing the document and you plan to return to it soon. No one else can see a document that is in your personal storage.

When you file a document in your personal storage, PROFS uses the temporary number (1 to 99) assigned to the document when it was created and shows you the number on the screen. You will type the number as the filename and a filetype of SCRIPT under **PF3** on screen F00, "Prepare Documents," to continue to work with the Draft.

If you move the document to PROFS storage, PROFS assigns the document a number. (For more information, see "Sending and receiving information" in "Chapter 1: Communicating with PROFS.")

## Filing a Draft for further changes by you and the reviewers

Press **PF7** on screen F01, "Process the Document," to file a Draft in PROFS storage so that either you or other people can change it. PROFS shows you screen F08, "File the Document as a Draft Document."

FILE THE DOCUMENT AS A DRAFT DOCUMENT

F08

Type the information you want below, then press ENTER to file the document.

Y	Mail the document. (Y - yes, N - no)
-	
N	Print the document. (Y - yes, N - no)
-	
N	Restrict those who can see the document to you and the people on the distribution list. (Y - yes, N - no)
-	
2	Type the number of draft versions of the document you want to keep. (Choose 1, 2, 3, or 4.)
-	
R30	Type the number of days (preceded by an R) you want to keep all draft versions of the document, or type the date. After this time only the most current version will be kept.
-----	

PF9 Help

PF12 Cancel

You can tell PROFS how long to keep copies of the Draft. PROFS is set up to keep the Draft for 30 days. If you want to change the number of days, type a new number over the 30 (next to the "R") on the screen, or type the date when all copies can be erased.

You can also tell PROFS to keep up to 4 versions of the Draft. PROFS is set up to keep 2 versions. To change this number, type the number **1**, **3**, or **4** over the "2."

Also, you can send notices that the Draft is ready for review and change (type **Y** to mail the document), you can restrict who can work with the document to you and those to whom you send the notices (type **Y** to restrict the document), and you can print the Draft (type **Y**). You can type **Y** or **N** for one, two, or all three selections. Press ENTER after you have made your selections. PROFS now assigns the document a number.

If you type **Y** for all three, PROFS handles the tasks for you in this order:

- Printing
- Distributing
- Restricting.

**Printing.** Screen J00, "Choose a Printer," appears first. For more information on how to use this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."



**Distributing.** Screen H00, "Assign the Document Distribution Information," appears next.

**ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION** H00

Document No.: 87002TST 0001      Location: VMSYS1

Type in the information below and press PF1 or PF2 to send the document.

USER NAME at	LOCATION	USER NAME at	LOCATION
-			
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

**PF1** Send the document and attach a routing slip  
**PF2** Send the document without a routing slip

**PF10** Add more names to the list

**PF9** Help    **PF12** Return

On this screen you can type the user names and locations of the people who will receive the document. You can use the 3-character location identifier of the location you are sending the document to, rather than the system name. If you are sending the document to someone whose name is in your nickname file (see "Appendix B: Working with nickname files"), you can type a nickname instead of a user name and location. Also, you can type the name of a distribution list (see "Appendix C: Working with distribution lists") in the USER NAME column.

Your distribution list can include other distribution list names, nicknames, user names, or system name (user name) combinations. If you run out of space and want to add more names, press **PF10**. When you have finished typing in the names, press **PF1** or **PF2**. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." The people you named will receive a notice in their incoming mail about the document.

**Restricting a document.** You will not see a screen if you choose to restrict the document. The document will be restricted to you and the people to whom you send it.

If you want to remove a restriction after you have pressed ENTER, go back to the main menu and type the command RESTRICT. PROFS will show you screen F20, "Restrict Distribution of a Document." Type the document number and press **PF2** to remove the restriction.

**RESTRICT DISTRIBUTION OF A DOCUMENT** F20

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

Now, press one of the following PF keys.

**PF1** Restrict the distribution of the document to only those people on the distribution list

**PF2** Remove the restriction placed on the document

**PF9** Help    **PF12** Return

You can send Draft documents for review to another PROFS installation. Screen H00, "Assign the Document Distribution Information," allows you to specify locations (system names) as well as user names. A new document number will be assigned after the document is sent to another location.

## Printing the document

You can print a document by pressing **PF8** on screen F01, "Process the Document." You can also print a document by typing **Y** on screen F06, "File the Document as a Final Document" or by typing **Y** on screen F08, "File the Document as a Draft Document." Screen J00, "Choose a Printer," appears. If you want to make additional choices about the printer, press **PF8** on screen J00. PROFS shows you screen J01, "Choose Printer Options." For more information on how to use this screen, see "Printing copies of notes and documents" in "Chapter 4: Opening the mail."

## Erasing the document

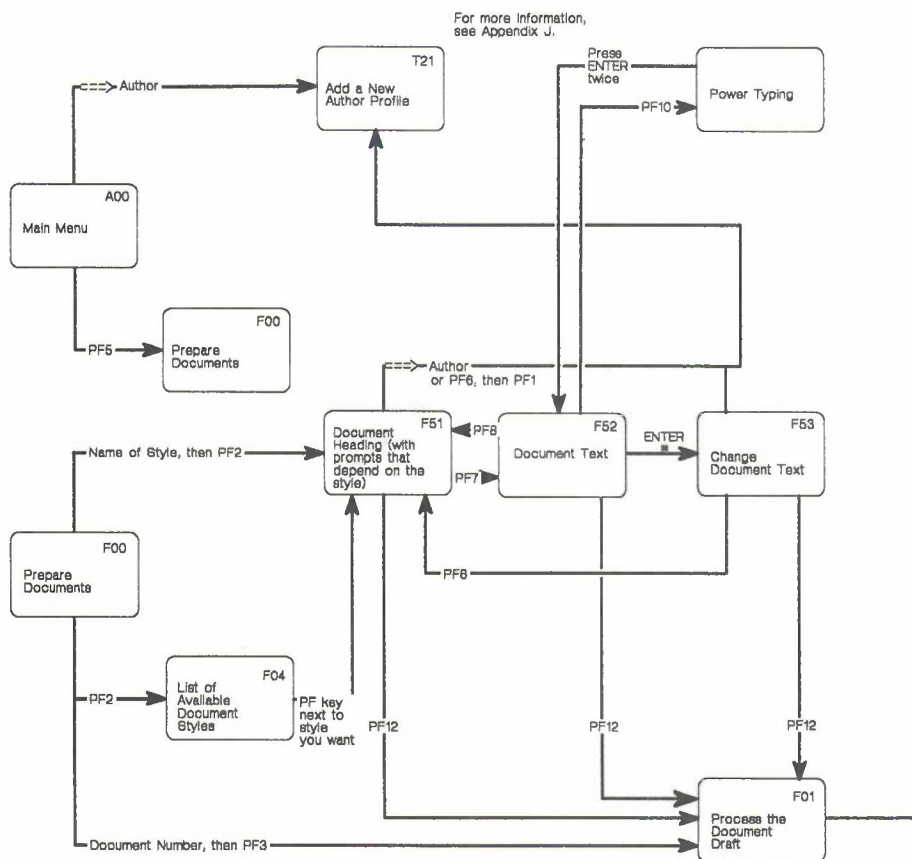
To erase a document from your personal storage, but not from PROFS storage, type **delete** on the command line of screen F01, "Process the Document," and then press ENTER.

**Note:** If the document has not been filed in PROFS storage, using the DELETE command for a document in your personal storage will erase the only copy of the document. You will have to recreate the document if you need it later.



# 8 Preparing DCF Documents

## Fast Track



On all screens

PF8 Help

PF12 Return (except PF12 "End" on A00 and PF12 "File" on F51, F52, F53; PF12 on F01 is unassigned.)

If you have typed something since you last pressed ENTER, you will just be entering that typing. Press ENTER again to change screens.

You can also get to screen F01 from C07, PF8 D08, PF3 D27, PF3

