

Appendix J: Working with author profiles

How to use author profiles

Before you can prepare a document, you must have an author profile. An author profile contains information about the author that PROFS automatically puts at the beginning and end of documents. After it is created, you can use the author profile over and over again in different kinds of documents.

You can create an author profile on screen T21, "Add a New Author Profile" by filling in the author's full name, title, initials, company and department, address and telephone number, and the system name and user name that identifies the author to PROFS.

At the end of this appendix, you'll find a "fast-track" diagram that summarizes the appendix pictorially.

To use an author profile in a DCF document, type the name of the profile next to "Author profile name" on screen F51, "Document Heading." (See "Chapter 8: Preparing DCF documents.") To use an author profile in an RFT document, type the name of the profile on screen F61, "Enter Author Profile." (See "Chapter 7: Preparing RFT documents.") The information from the profile will be included at the beginning or end of a document. Your PROFS administrator may have already set up an author profile for you.

Working with author profiles

Once you have created an author profile, you can add other author profiles, change parts of them, erase, or view them.

To begin working with an author profile, type **CONTROL** on the command line of the PROFS main menu, screen A00. If your PROFS administrator has set up a PF key for this function, just press the PF key. PROFS shows you screen T00, "Process Your PROFS Control Files."

```
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
----- OFSMCNL A_
PF3 Process an author profile
PF4 Process a distribution list file

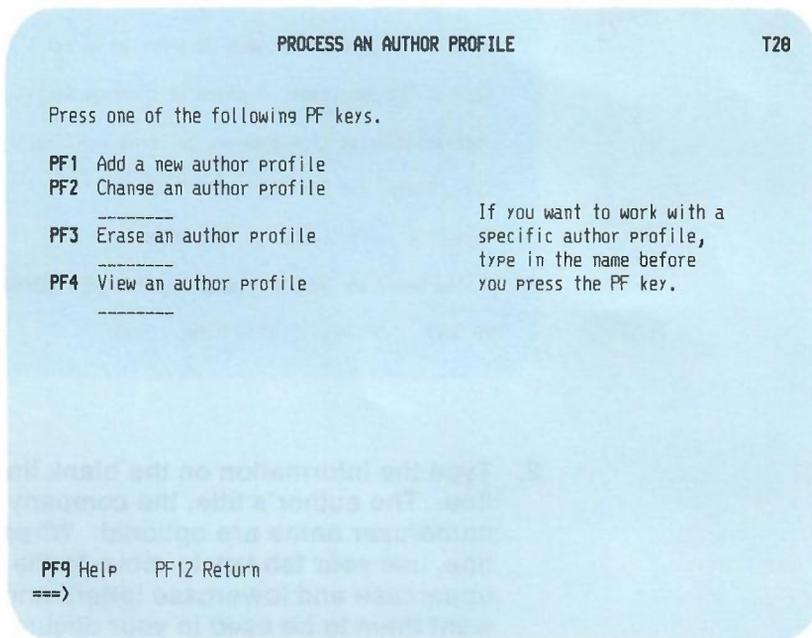
PF9 Help   PF12 Return
==>
```

Press **PF3** on screen T00.

PROFS shows you screen T20, "Process an Author Profile."

In addition to using **PF3** on T00, you can reach T20 by any of the following:

- You can type **AUTHOR** on the command line of the following screens:
 - Screen A00, "PROFS Main Menu"
 - Screen F51, "Document Heading"
 - Screen F53, "Change Document Text"
- You can press **PF1** on screen F61, "Enter Author Profile."
- You can press **PF1** on the alternate PF key selections on one of the following:
 - Screen F51, "Document Heading"
 - Screen F53, "Change Document Text"



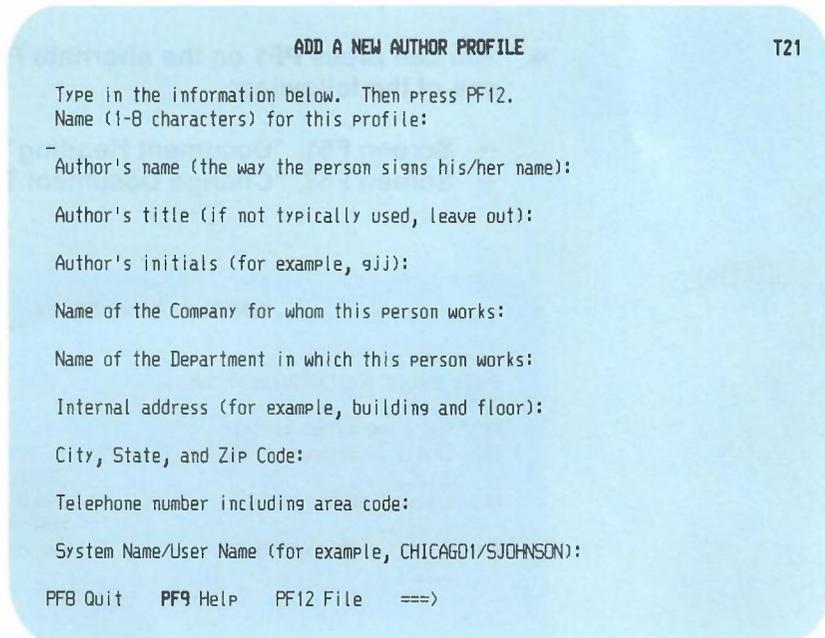
From this screen you can begin to add (create), change, erase, or view author profiles.

Creating an author profile

You can create an author profile by typing in information about a specific author. To create an author profile, follow these steps:

1. Press **PF1** on screen T20.

PROFS shows you screen T21, "Add a New Author Profile."



ADD A NEW AUTHOR PROFILE T21

Type in the information below. Then press PF12.
Name (1-8 characters) for this profile:
_

Author's name (the way the person signs his/her name):
_

Author's title (if not typically used, leave out):
_

Author's initials (for example, gjj):
_

Name of the Company for whom this person works:
_

Name of the Department in which this person works:
_

Internal address (for example, building and floor):
_

City, State, and Zip Code:
_

Telephone number including area code:
_

System Name/User Name (for example, CHICAGO1/SJOHNSON):
_

PF8 Quit PF9 Help PF12 File ==>

2. Type the information on the blank lines below each prompt line. The author's title, the company name, and the system name/user name are optional. When you have filled in one line, use your tab key to move to the next blank line. Use uppercase and lowercase letters and punctuation as you want them to be used in your document. Use letters or numbers when filling in the author profile information.

Name (1-8 characters) for this profile: Type a name to identify the profile. This need not be the name of the author. It is a name to identify the information about a particular author. Each author profile must have a unique name.

Author's name: Type the author's name as it should appear on the signature line of a letter.

Author's title: Type a title (up to 44 characters) if the author uses one (optional).

Author's initials: Type the author's initials. Here you can use either uppercase or lowercase letters (PROFS will use uppercase in the document).

Name of the Company for whom this person works: Type the name of the company.

Name of the Department in which this person works: Type the name of the department.

Internal address: Type a room number, building, or street address.

City, State, and Zip Code: Type the city, state, and zip code.

Telephone number: Type the telephone number.

System Name/User Name: Type the system name and user name that identifies the person. For example, CHICAGO/SJOHNSON (optional).

3. When you have finished, press **PF12**.

PROFS files your new author profile and returns you to screen T20, "Process an Author Profile."

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** that you don't want to add the author profile, press **PF8**. *PROFS* shows you screen T20. None of the information you typed on screen T21 will be saved.

Changing an author profile

There are two ways to change information in your author profiles, depending on whether or not you have one specific author profile in mind.

If you only want to make changes in one author profile, type the name of the author profile in the blank space under **PF2** on screen T20, and press **PF2**. *PROFS* takes you directly to screen T23, "Change the Author Profile." You can then change the information and press **PF12** to file it.

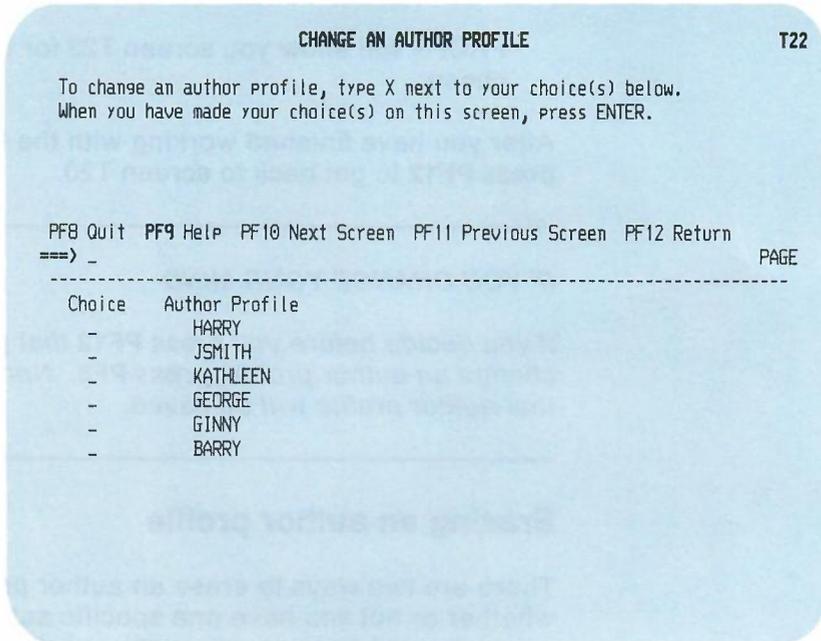
```
                                CHANGE THE AUTHOR PROFILE                                T23

Type in your changes below. Then press PF12.
Profile name:
JJDOE
Author's name:
Mr. J. J. Doe
Author's title:
Manager
Author's initials:
jjd
Company name:
M. Y. COMPANY
Department name:
Personnel
Internal address:
U01/1234
City, State, and Zip Code:
Anytown, Anystate 11111
Telephone number:
222-234-4444
System Name/User Name:
MSNVH2AA/JJDOE
PFB Quit  PF9 Help  PF12 File  ==>
```

If you want to **change more than one author profile**, or if you **can't remember the name of the author profile** you want to work with:

1. Press **PF2** on screen T20 without typing anything under **PF2**.

PROFS shows you screen T22, "Change an Author Profile."



2. Type **X** next to the names of the author profiles you want to change.

You may have more author profiles than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the choices you have made before showing you another list of author profiles on screen T22.

3. Press **ENTER**.

PROFS shows you screen T23 for each author profile you chose to change. View the author profile to make sure you want to change it.

4. Make the changes by typing over the highlighted information.

5. Press **PF12**.

PROFS will show you screen T23 for the next profile you chose.

After you have finished working with the last author profile, press **PF12** to get back to screen T20.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** that you don't want to change an author profile, press **PF8**. None of the changes for that author profile will be saved.*

Erasing an author profile

There are two ways to erase an author profile, depending on whether or not you have one specific author profile in mind. **If you only want to erase one author profile**, type the name of the author profile in the blank space under **PF3** on screen T20, and then press **PF3**.

PROFS shows you screen T25, "Erase the Author Profile."

```

                                ERASE THE AUTHOR PROFILE                                T25

Press PF12 to erase the following author profile.
Profile name:
JJDOE
Author's name:
Mr. J. J. Doe
Author's title:
Manager
Author's initials:
jjd
Company name:
M. Y. Company
Department name:
Personnel
Internal address:
U01/1234
City, State, and Zip Code:
Anytown, Anystate 11111
Telephone number:
222-234-4444
System Name/User Name:
MSNVM2AA/JJDOE
PF8 Quit  PF9 Help  PF12 Erase  ==> _
```

Look over the information you see on screen T25 to make sure that this is the author profile you want to erase. If it is, press **PF12**. PROFS erases the author profile and returns you to screen T20.

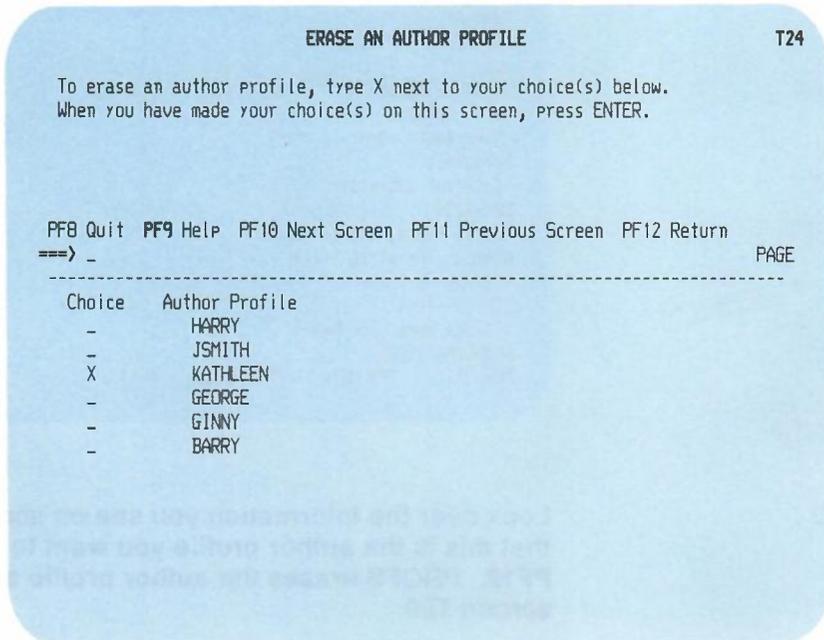
IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** that you don't want to erase the author profile, press **PF8**. PROFS returns you to screen T20. Nothing will be erased.*

If you want to **erase more than one author profile**, or if you **can't remember the name of the author profile** you want to erase:

1. Press **PF3** on screen T20 without typing anything under **PF3**.

PROFS shows you screen T24, "Erase an Author Profile."



2. Type **X** next to the names of the author profiles you want to erase.

You may have more author profiles than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the names you chose before showing you another list of author profiles on screen T24.

3. Press **ENTER**.

PROFS shows you screen T25 for each of the author profiles you chose to erase. After you look at the author profile to make sure you want to erase it, press **PF12**. PROFS will show you screen T25 for the next profile you chose.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** that you don't want to erase an author profile, press **PF8**. That author profile will not be erased. PROFS will show you screen T25 for each author profile you chose.*

After you have finished working with the last author profile, press **PF12** to get back to screen T20.

Viewing an author profile

There are two ways you can view author profiles, depending on whether or not you have one specific author profile in mind.

If you know the name of the author profile you want to view, type it in the blank under **PF4** on screen T20, and press **PF4**. PROFS shows you screen T27, "View the Author Profile."

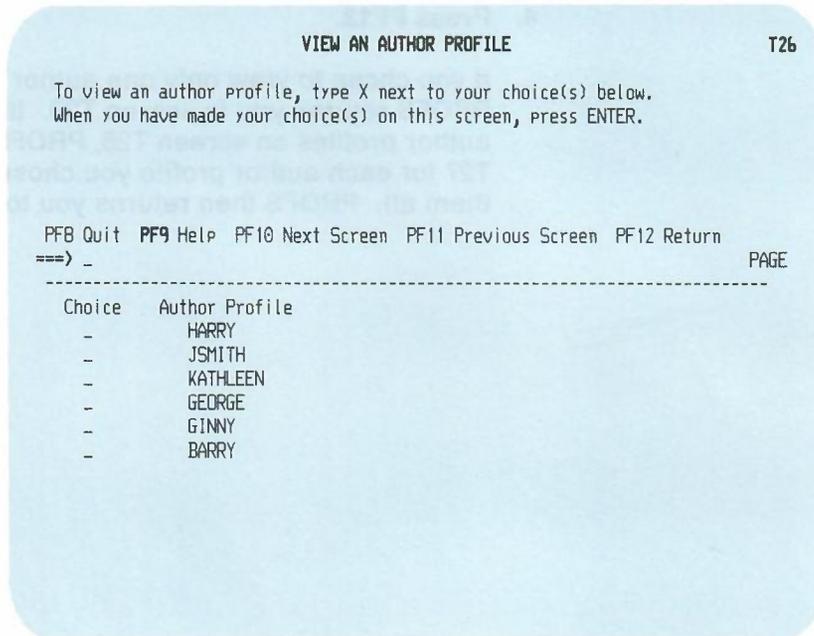
```
                VIEW THE AUTHOR PROFILE                                T27

The following information is in the author profile.
Profile name:
JJDOE
Author's name:
Mr. J. J. Doe
Author's title:
Manager
Author's initials:
jjd
Company name:
M. Y. Company
Department name:
Personnel
Internal address:
U01/1234
City, State, and Zip Code:
Anytown, Anystate 11111
Telephone number:
222-234-4444
System Name/User Name:
MSNVM2AA/JJDOE
PF9 Help   PF12 Return  ==> _
```

If you don't know the name of the author profile, or if you want to view more than one:

1. Press **PF4** on screen T20 without typing anything under **PF4**.

PROFS shows you screen T26, "View an Author Profile."



2. Type **X** next to the names of the author profiles you want to view.

PROFS shows you screen T27, "View an Author Profile," with the detailed information on the author profile you chose.

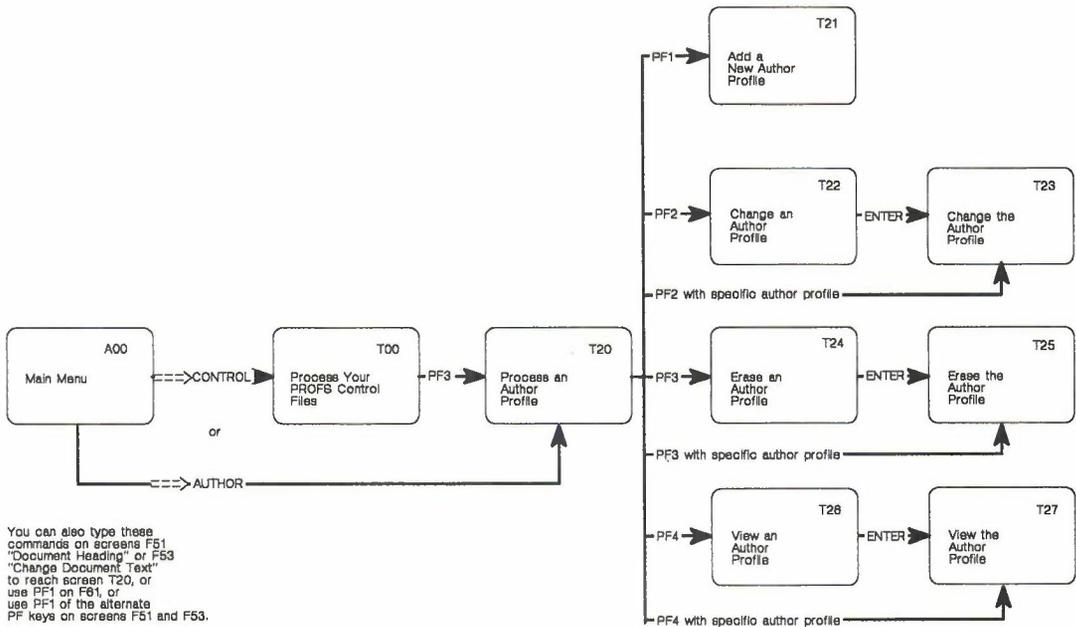
You may have more author profiles than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the names you chose before showing you another list of author profiles on screen T26.

3. Press **ENTER**.
4. Press **PF12**.

If you chose to view only one author profile on screen T26, PROFS returns you to screen T20. If you chose several author profiles on screen T26, PROFS shows you screen T27 for each author profile you chose, until you have seen them all. PROFS then returns you to screen T26.

Appendix J: Working with author profiles

Fast Track



You can also type these commands on screens F51 "Document Heading" or F53 "Change Document Text" to reach screen T20, or use PF1 on F61, or use PF1 of the alternate PF keys on screens F51 and F53.