Appendix K: Working with PROFS at a Displaywriter

To work with PROFS at your Displaywriter, the Host-Displaywriter Document Interchange (HDDI) application program must be installed on your host computer. It enables you to use the Displaywriter with your host computer. You can transfer a document that you have created and edited on your Displaywriter to PROFS for formatting, indexing, editing, and storing. You can also transfer a document that was created on PROFS to a Displaywriter for reviewing, editing, and printing, as well as short-term storage. You tell PROFS the name of the diskette you want to contain the document. The document is named by PROFS. You can keep this name, or change it. You can do all of this by just pressing a few PF keys.

This appendix discusses:

- Creating an RFT document on PROFS using the Displaywriter as a terminal
- Creating a DCF document on PROFS using the Displaywriter as a terminal
- Transferring an RFT document from PROFS to a Displaywriter using the XFER command
- Transferring an RFT document from a Displaywriter to PROFS using the XFER command
- Transferring a DCF document from PROFS to a Displaywriter
- Printing a document at the Displaywriter printer.

See "Notational conventions used for PROFS command formats" on page G-1 for information on the notation conventions used in this appendix.

Creating an RFT document on PROFS using the Displaywriter as a terminal

Note: DisplayWrite/370 is required for this function.

You can create an RFT document on PROFS using the Displaywriter as a terminal by following these steps:

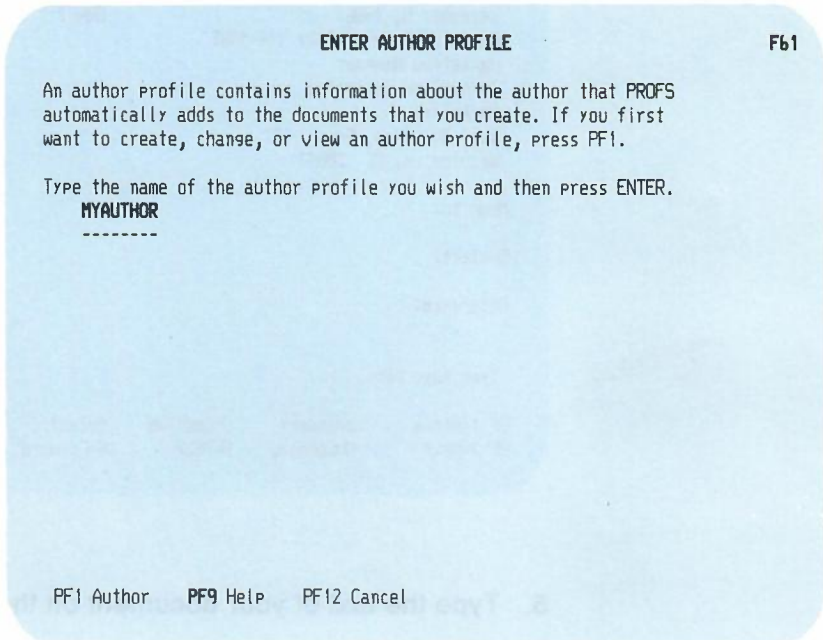
1. Sign on to PROFS.
2. Press **PF5** on screen A00, "PROFS Main Menu."

   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
```

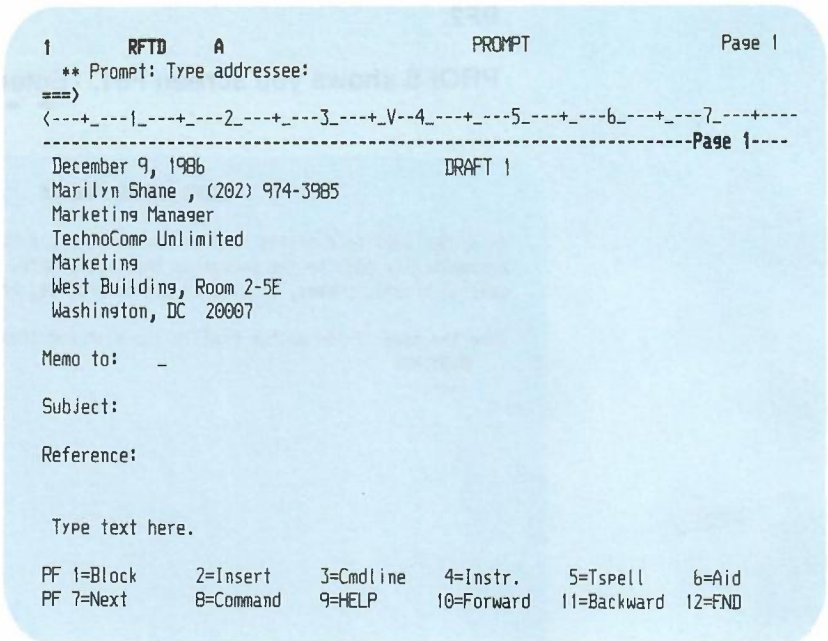
3. Press **PF1** to use the standard document style, or type the filename of the RFT document style you want to use in the blank line beneath the text of the **PF2** option, and press **PF2**.

   PROFS shows you screen F61, "Enter Author Profile."



4. Type the name of the author profile you wish to use, and press ENTER.

PROFS shows you the DisplayWrite/370 "Edit" screen.



5. Type the text of your document on the screen.
6. Press **PF12 = END** to file the document.

PROFS shows you screen F63, "Process the Document."

```
                          PROCESS THE DOCUMENT                          F63

Document No.: 1
Type: RFT-D
--------------------------------------------------------------------------------

Press one of the following PF keys.

PF1  View the document
PF2  Change the document
PF3  Assign a new document number
PF4  View or change index information
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 the Displaywriter

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

PF9 Help
===) _
```

7. Press **PF10**.

PROFS shows you screen TR02, "Transfer the Document."

```
                        TRANSFER THE DOCUMENT                        TR02

Document No.:  1
Type:          RFT-D
------------------------------------------------------------------------

Type the information below.  Then press the PF keys for the choices you
want, and press ENTER. To cancel a choice, press the PF key again.

Displaywriter Diskette Name:  _
Displaywriter Document Name:  1


PF1  Get the document from the Displaywriter
PF2  Send the document to the Displaywriter
PF5  Overwrite an existing Displaywriter document




PF9 Help    PF12 Return
```

The information you type and the PF keys you press determine how your document is transferred.

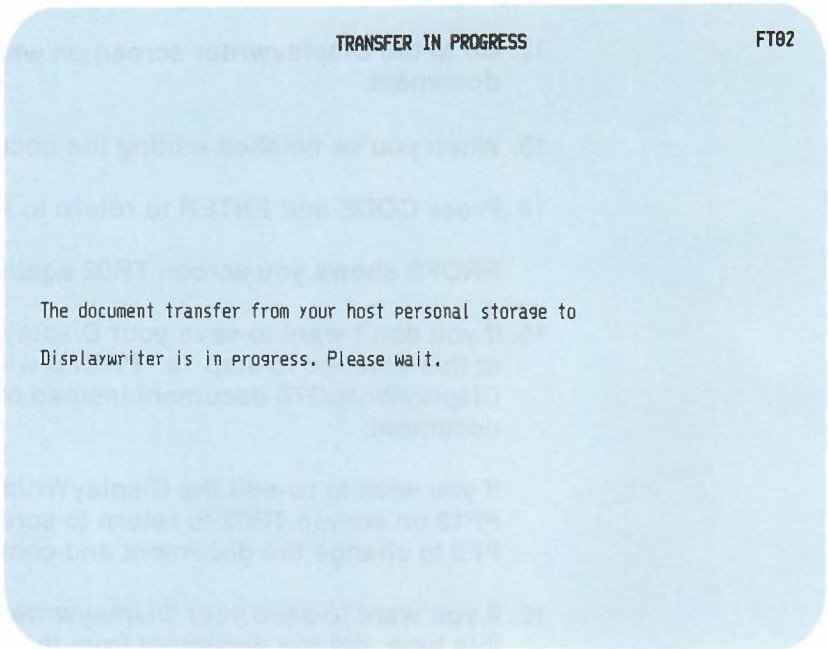
8. Type the name of the diskette to the right of "Displaywriter Diskette Name." The Displaywriter document name already appears so you don't need to type it unless you want to change its name on the Displaywriter.

9. Press **PF2**. The word SELECTED appears on the right side of the screen, on the same line as **PF2**.

   Note: If you change your mind after SELECTED appears, press the same **PF** key again. The word SELECTED disappears.

10. Press ENTER.

PROFS transfers you to HDDI, which shows you screen FT02, "Transfer in Progress."



Then PROFS shows you screen TR02 with a message that the transfer was successful.

If you don't wish to work with the document further using the Displaywriter, go to step 18.

To work with the document further using the Displaywriter:

11. Press CODE and ENTER to begin processing as a Displaywriter.

12. Go to the Displaywriter screen on which you can edit the document.

13. When you've finished editing the document, press END.

14. Press CODE and ENTER to return to PROFS.

    PROFS shows you screen TR02 again.

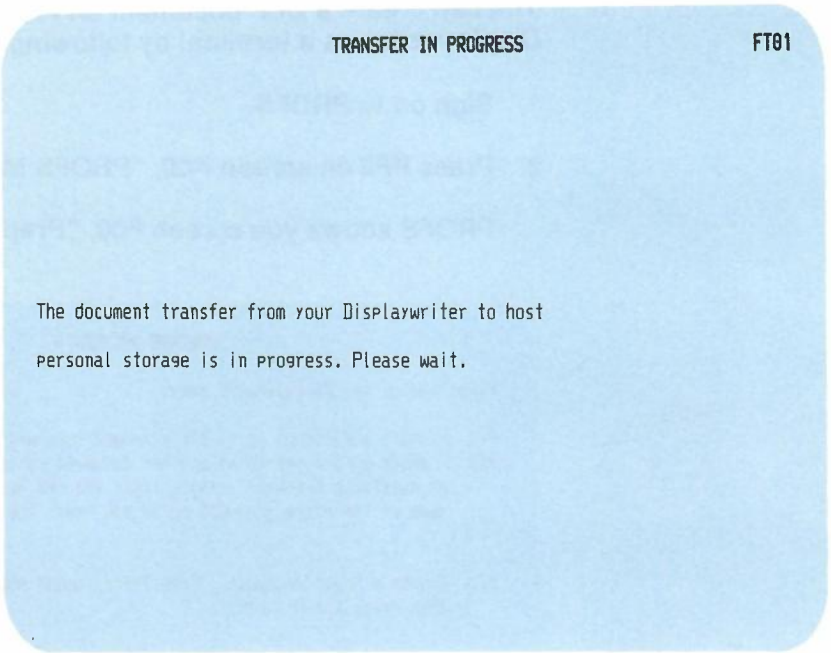
15. If you don't want to save your Displaywriter work in PROFS at this time, go to step 18. PROFS will save the DisplayWrite/370 document instead of the Displaywriter document.

    If you wish to re-edit the DisplayWrite/370 document, press **PF12** on screen TR02 to return to screen F63. Then press **PF2** to change the document and continue at step 5.

16. If you want to save your Displaywriter work in PROFS at this time, get the document from the Displaywriter by pressing **PF1** on screen TR02.

17. Press ENTER.

While the document transfer is in progress and the document from the Displaywriter replaces the original document created with DisplayWrite/370, HDDI shows you screen FT01, "Transfer in Progress."



PROFS shows you screen TR02 again, when the transfer is complete.

18. Press **PF12** on screen TR02 to return to screen F63, "Process the Document."

19. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

To print the document at the Displaywriter, see "Printing the document at the Displaywriter printer" at the end of this appendix.

Creating a DCF document on PROFS using the Displaywriter as a terminal

Note: DisplayWrite/370 is **not** required for this function.

You can create a DCF document on PROFS using the Displaywriter as a terminal by following these steps:

1. Sign on to PROFS.
2. Press **PF5** on screen A00, "PROFS 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
```

3. Type **STANDDCF** in the blank beneath the text of the **PF2** option and press **PF2**.

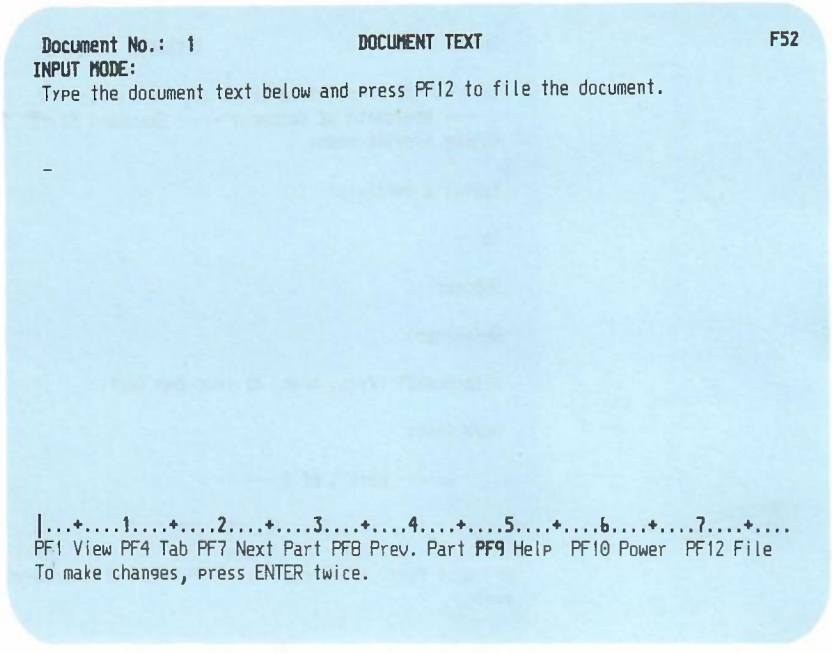
PROFS shows you screen F51, "Document Heading."

```
Document No.: 1                DOCUMENT HEADING                          F51

Type in 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
===> _
```

PROFS uses the information from this screen to index your document so that you can find the document later.

4. Press **PF7** to type the text of your document.

PROFS shows you screen F52, "Document Text."



5. Type the text of your document.

   (Remember that only Draft documents can be transferred and that the Draft document must have text. HDDI does not transfer an empty document to a Displaywriter.)

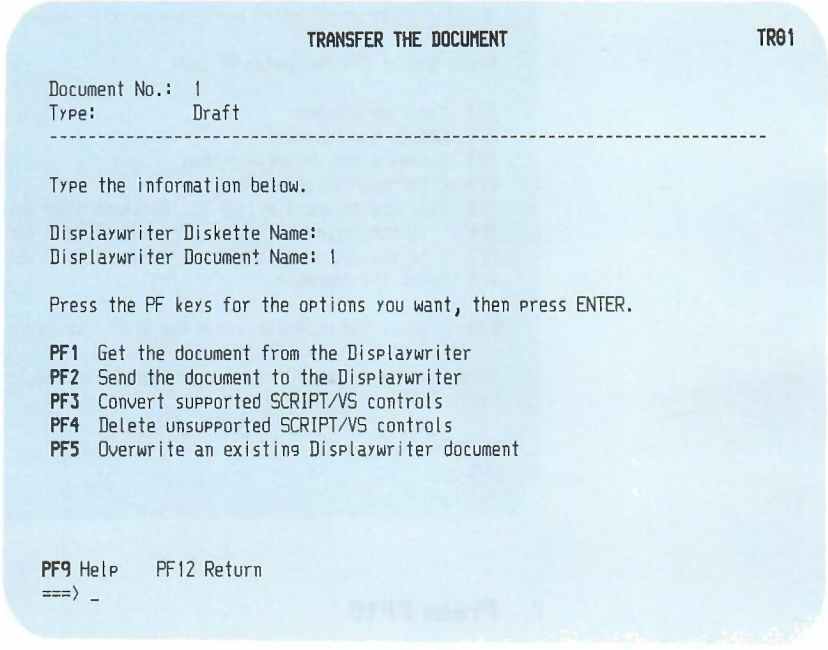
6. Press **PF12** to file the document.

PROFS shows you 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 the Displaywriter

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

PF9 Help
===> _
```

7. Press **PF10**.

PROFS transfers you to HDDI which shows you screen TR01, "Transfer the Document," with the document number filled in. Since the document originated in PROFS, it already has a heading and the search information has been indexed.



8. Type the name of the diskette to the right of "Displaywriter Diskette Name," and type the name of the document to the right of "Displaywriter Document Name." If the Displaywriter document name already appears, you don't need to type it unless you want to change its name on the Displaywriter.

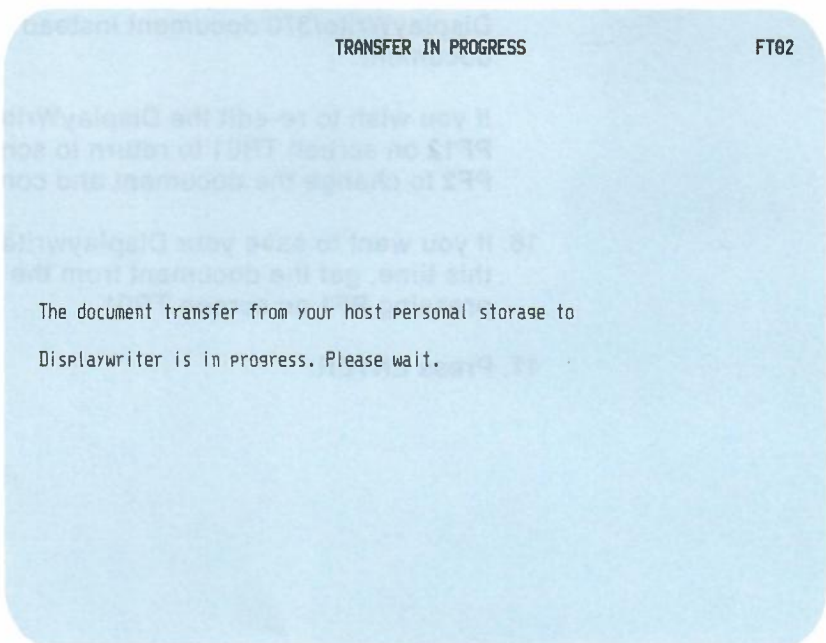
9. Press **PF2**. SELECTED appears on the right side of the screen, on the same line as **PF2**.

The Displaywriter does not recognize SCRIPT commands the way PROFS does. If you plan to print a PROFS document on the Displaywriter printer, you must also press **PF3**. (If you don't press **PF3** and the document has unrecognized commands and control words in it, these commands and control words appear in the text of the paper document.) SELECTED appears on the right side of the screen, on the same line as **PF3**.

Note: If you change your mind after SELECTED appears, press the same **PF** key again. The word SELECTED disappears.

10. Press ENTER.

    HDDI shows you screen FT02, "Transfer in Progress," with a message that says the transfer process has started.



    Then HDDI shows you screen TR01 with a message that the transfer was successful.

If you don't wish to work with the document further, go to step 18.

To work with the document further using the Displaywriter:

11. Press CODE and ENTER to begin processing as a Displaywriter.

12. Go to the Displaywriter screen on which you can edit the document.

13. When you've finished editing the document, press END.

14. Press CODE and ENTER to return to HDDI.

    HDDI shows you screen TR01 again.

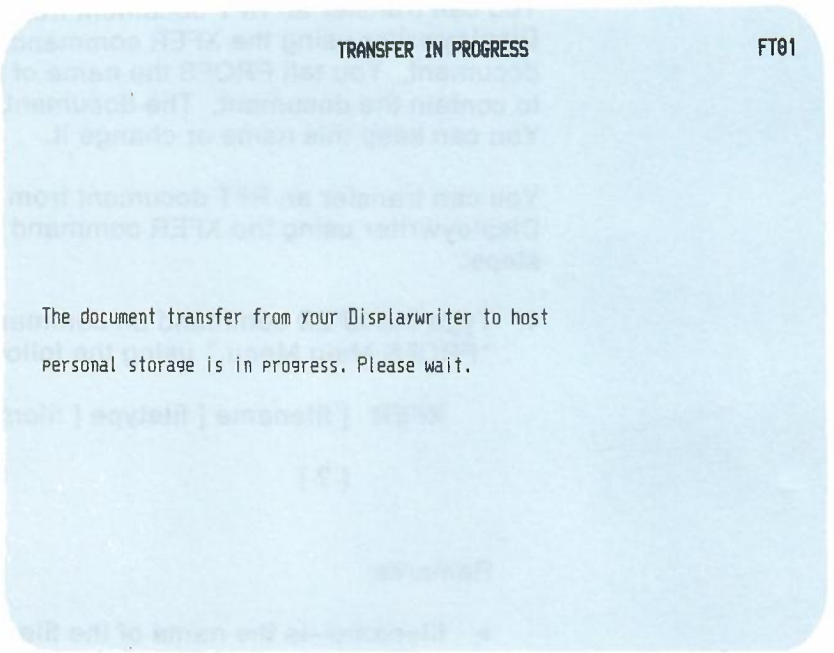
15. If you don't want to save your Displaywriter work in PROFS at this time, go to step 18. PROFS will save the DisplayWrite/370 document instead of the Displaywriter document.

    If you wish to re-edit the DisplayWrite/370 document, press **PF12** on screen TR01 to return to screen F01. Then press **PF2** to change the document and continue at step 5.

16. If you want to save your Displaywriter work in PROFS at this time, get the document from the Displaywriter by pressing **PF1** on screen TR01.

17. Press ENTER.

While the document transfer is in progress and the document from the Displaywriter replaces the original document created with DisplayWrite/370, HDDI shows you screen FT01, "Transfer in Progress."



PROFS shows you screen TR01 again, when the transfer is complete.

18. Press **PF12** on screen TR01 to return to screen F01, "Process the Document."

19. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

To print the document at the Displaywriter, see "Printing the document at the Displaywriter printer" at the end of this appendix.

Transferring an RFT document from PROFS to a Displaywriter using the XFER command

Note: DisplayWrite/370 is **not** required for this function.

You can transfer an RFT document from PROFS to a Displaywriter using the XFER command. It remains an RFT document. You tell PROFS the name of the diskette you want to contain the document. The document is named by PROFS. You can keep this name or change it.

You can transfer an RFT document from PROFS to a Displaywriter using the XFER command by following these steps:

1. Type the **XFER** command on command line of screen A00, "PROFS Main Menu," using the following format:

   XFER [filename [filetype [filemode]]]

   [**?**]

   Remarks:

   - filename—is the name of the file you want to obtain.
   - filetype—is the type of the file you want to obtain. The default is RFTD.
   - filemode—is the mode of the file you want to obtain. The default is A.
   - **?**—shows you a HELP screen for this command.

   PROFS shows you screen TR02, "Transfer the Document."

2. Type the name of the diskette on which you want to store this document to the right of "Displaywriter Diskette Name."

3. If you want to rename the document, type the new document name (up to 44 characters) over the name shown.

4. If you want to copy this document over an existing document on the diskette, press **PF5** to select that option.

5. Press **PF2** to send the document to the Displaywriter.

6. Press ENTER.

   PROFS shows you screen FT02 while the transfer is taking place.

   After the transfer is complete, PROFS shows you screen TR02, "Transfer the Document" with a message informing you whether the transfer was successful or not. If the transfer was successful, you may press CODE and ENTER to return to the Displaywriter mode and edit the document. If the transfer was not successful, the message on screen TR02 includes an error return code. Look up the error return code in the *HDDI Reference Manual* for advice.

   When you have finished editing the document, press CODE and ENTER to return to screen TR02, "Transfer the Document."

7. Press **PF12** to return to screen A00, "PROFS Main Menu."

Transferring an RFT document from a Displaywriter to PROFS using the XFER command

Note: DisplayWrite/370 is **not** required for this function.

You can transfer an RFT document from a Displaywriter to PROFS using the XFER command. It remains an RFT document. You tell PROFS the name of the diskette that contains the document.

You can transfer an RFT document from a Displaywriter to PROFS using the XFER command by following these steps:

1. Type the **XFER** command on the command line of screen A00, "PROFS Main Menu," using the following format:

   XFER [filename]

   [**?**]

   Remarks:

   - filename—is the name of the file you want to obtain.
   - **?**—shows you a HELP screen for this command.

   PROFS shows you screen TR02, "Transfer the Document."

2. Type the name of the diskette on which the document is stored next to "Displaywriter Diskette Name."

3. Type the name of the document next to "Displaywriter Document Name."

4. Press **PF1** to select getting the document from the Displaywriter.

5. Press ENTER.

   HDDI shows you screen FT01 while the transfer is taking place.

   Then PROFS shows you a message telling you the transfer was successful and returns you to screen TR02, "Transfer the Document."

6. Press **PF12** to return to screen A00, "PROFS Main Menu."

Note: Use the PROFS MEMO command or press **PF3** on screen F00, "Prepare Documents," to assign index information and store the document in PROFS.

Transferring a DCF document from PROFS to a Displaywriter

Note: DisplayWrite/370 is **not** required for this function.

You can transfer a DCF document from PROFS to a Displaywriter by following these steps:

1. Sign on to PROFS.

2. Type **MEMO** and the document number or the filename of the DCF document you want to transfer on the command line of screen A00, "PROFS Main Menu."

   PROFS shows you screen F01, "Process the Document."

3. Press **PF10** on screen F01.

   PROFS transfers you to HDDI which shows you screen TR01, "Transfer the Document," with the document number filled in. Since the document originated in PROFS, it already has a heading and the search information has been indexed.

4. Press **PF2** on screen TR01 to send the document to the Displaywriter. SELECTED appears on the right side of the screen, on the same line as **PF2**.

   The Displaywriter does not recognize SCRIPT commands the way PROFS does. If you plan to print a PROFS document on the Displaywriter printer, you must also press **PF3** to convert the SCRIPT commands. (If you don't press **PF3** and the document has unrecognized commands and control words in it, these commands and control words appear in the text of the printed document.) SELECTED appears on the right side of the screen, on the same line as **PF3**.

5. Press ENTER.

   HDDI shows you screen FT02, "Transfer in Progress," with a message that says the transfer process has started.

   Then HDDI shows you screen TR01 with a message that the transfer was successful.

6. Press **PF12** on screen TR01.

   HDDI returns you to PROFS, which shows you screen F01, "Process the Document."

7. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

Printing a document at the Displaywriter printer

After you have created a document on either the Displaywriter or PROFS, and edited and stored it, you can print a high-quality letter or manuscript on a Displaywriter printer.

To print your document on a Displaywriter printer, press **PF8** on screen F01 or F63, "Process the Document." PROFS shows you screen J00, "Choose a Printer."

```
                          CHOOSE A PRINTER                              J00

Press the PF key to select the printer you want, or send a print file
to a user or printer not listed.  Press PF8 to see additional printer
options.  Press ENTER when you have made your choices.


Send a print file to: _        (name) at          (location)
                      --------           --------

Number of copies:  1           Special print class:
                   --                              -

PF1  SYS3203 3203 SYSTEM PRINTER - CLASS A                        SELECTED
PF2  SYS3287 3287 SYSTEM PRINTER - CLASS A
PF3  SYS3800 3800 SYSTEM PRINTER - CLASS Y
PF4  6670 East Tower, 9th Floor
PF5  6670 East Tower, 17th Floor
PF6  6670 West Tower, 2nd Floor
PF7  Print at your Displaywriter
                                                    Screen    1 of    1

PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
===>
```

Now, follow these steps:

1. Press **PF7** on screen J00 to print at your Displaywriter.
2. Press ENTER.

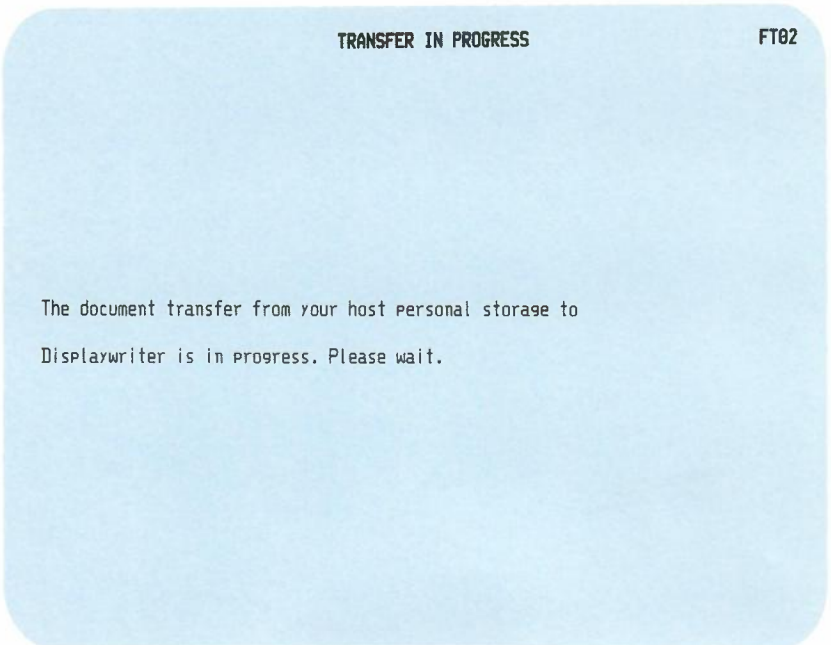
PROFS transfers you to HDDI, which shows you a screen PR01, "Send the Document to Displaywriter for Printing," similar to the following:

```
                SEND THE DOCUMENT TO DISPLAYWRITER FOR PRINTING          PR01

Document No.: 60390017
Type:         Final
------------------------------------------------------------------------------

Type the information below.

Using-
Displaywriter Document Format Filename: BUDGET   OFSHDDI  A-

Send to-
Displaywriter Diskette Name:
Displaywriter Document Name: 3rd Quarter

Press PF1 to change the option, then press ENTER.

PF1 Overwrite an existing Displaywriter document     SELECTED



PF9 Help    PF12 Return
===>
```

If this is the first time you have transferred this document, type the "Displaywriter Diskette Name." Otherwise, the "Displaywriter Document Format Filename," "Displaywriter Diskette Name," and "Displaywriter Document Name" are already filled in.

3. Press ENTER.

HDDI shows you screen FT02, "Transfer in Progress," indicating that the transfer process has started.



Then HDDI shows you screen PR01 with a message that your request has been completed. Now you can either print the document from the Displaywriter or return to PROFS by pressing **PF12**.