

Appendix P: Creating RFT document styles

1 RFT document styles

A document style is a boiler plate Revisable-Form Text (RFT) document that you can use when you are creating a new document. Boiler plate means that you can use a copy of the style over and over again to create new documents with the same style. By creating your own document styles, you can be sure that those documents have the information you want. Also, you'll know that similar documents will have the same style, copy the same type of information from the author profile, and index the same type of information.

Note: Before you can create or tailor a document style, you must be able to use DisplayWrite/370. This appendix explains the variable tags and controls you can use to create or change a document style. See *Getting Started with DisplayWrite/370* and *Using DisplayWrite/370* for step-by-step instructions for using DisplayWrite/370.

The following topics in this appendix will be helpful when you are creating or tailoring your own document styles:

- Variable tags and controls for RFT documents
- Using an existing RFT document style to create a new RFT document style
- Creating a new RFT document style
- The PF keys on the DisplayWrite/370 "Document Format Creation" screen
- Getting HELP for document style creation
- Adding your new style to screen F04, "List of Available Document Styles."
- Adding your new style to screen F69, "List of Available RFT Styles."

This appendix shows you how to use two kinds of controls in your document style: variable controls and index controls. Variable controls show DisplayWrite/370 where to insert information from the author profile or from the system into your document. Index controls identify the information that is transferred to PROFS for indexing. Information about using index tags and controls is in "Appendix A: How to index documents in PROFS."

Controls are instructions embedded in your document that tell DisplayWrite/370 how you want your document to look and what special tasks you want DisplayWrite/370 to perform. You can insert controls in your document by choosing a tag from one of the selection menus. The tag you see on the selection menu and the control that is embedded in your document do not look exactly alike.

By using DisplayWrite/370, you can create your own document styles and tailor them to your needs.

When you are creating a new style, you can copy an existing style as the base style and modify it to your needs, or you can create a completely new style.

RFT document styles in PROFS

PROFS comes with four RFT document styles. Three of the four are standard business documents:

- A standard memo
- A business letter
- A memo addressed to a separate distribution list.

The fourth is a blank style.

You will probably want to create other RFT document styles; perhaps you use a particular letter style that is not on the list of available document styles. This appendix shows you how to use controls to create new RFT document styles and how to add them to screen F04, "List of Available Document Styles," and screen F69, "List of Available RFT Styles."

Using tags and controls

The INSERTVAR and INDEX commands that display the Tag Selection menus are assigned to PF keys on the DisplayWrite/370 "Document Format Creation" screen. Each of the variable and index tags has a DisplayWrite/370 control associated with it. The control, not the tag, appears in your document. See the table in "Variable tags and controls for RFT documents" later in this appendix for a complete listing of the INSERTVAR (variable) tags and controls.

DisplayWrite/370 processes the controls in your document by either inserting information into your document (variable controls) or by identifying index information (index controls). A complete explanation of the index tags and controls is in "Appendix A: How to index documents in PROFS."

INSERTVAR The variable controls mark the place in your document where you want to insert information from the author profile or the system. The INSERTVAR command is **PF5 = Insertvar** on the DisplayWrite/370 "Document Format Creation" screen.

INDEX The index controls mark index information to transfer to PROFS when you file your document. The INDEX command is **PF7 = Index** on the DisplayWrite/370 "Document Format Creation" screen.

Following is the STANDARD document style that comes with PROFS. The command VERIFY VARIABLE is in effect. With the VERIFY VARIABLE command you can see the variable and index controls in your document style. The information that DisplayWrite/370 copies appears in the same place in your document as the control appears in the document style.

This is the variable control that copies the current date into your document.

This variable control copies the company name from the author profile.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

```

NEWFORM @DOCFML3 A                               VARIABLE                               Page 1
                                                    Line 0
===)_
<---+_1_---+_2_---+_3_---+_V_4_---+_5_---+_6_---+_7_--->+-----
-----Page 1-----
<VAR: DATE1>                                     <VAR: DOCNUM>
<VAR: @BMC> <VAR: AUTHOR> <VAR: @ENDE> , <VAR: TELE>
<VAR: COMP>
<VAR: DEPT>
<VAR: ZIP>
<VAR: CITY>
<VAR: EADR>

Memo to: <VAR: @BAE>
<VAR: @ENDE>
Subject: <VAR: @BSO>
<VAR: @ENDE>
Reference: <VAR: @BRQ>
<VAR: @ENDE>

Type text here.

PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Insertvar    6=Aid
PF 7=Index      8=Command      9=HELP        10=Forward    11=Backward    12=END

```

Put index controls (@BN@ in this example) in front of the variable control (AUTHOR here) if you want to index the information.

This index control marks addressee index information.

This index control marks the end of the addressee index information.

PF7 = Index displays the Index Tag Selection menu.

PF5 = Insertvar displays the Insert Variable Selection menu.

2 Variable tags and controls for RFT documents

The following table lists the variable tags on the Insert Variable Selection menu, how they are displayed in your document, and the information that each one substitutes for the control in your document. The table is included to show you how the variable controls will appear in your document when you use the VERIFY VARIABLE command to display the controls.

The tag you choose from the list	The control DisplayWrite/370 inserts in your document	The information inserted in your document
Author	<VAR: AUTHOR>	Author*
City	<VAR: CITY>	City, State, and Zip code*
Comp	<VAR: COMP>	Company*
Date1	<VAR: DATE1>	Date in character style
Date2	<VAR: DATE2>	Date in numeric style
Dayofmth	<VAR: DAYOFMTH>	Day of the month
Dayofweek	<VAR: DAYOFWEEK>	Day of the week
Dept	<VAR: DEPT>	Department*

This information is copied from the author profile you choose for your document.

The tag you choose from the list	The control DisplayWrite/370 inserts in your document	The information inserted in your document
Docnum	<VAR: DOCNUM >	Document number#
Eadr	<VAR: EADR >	Electronic address*
Inits	<VAR: INITS >	Initials*
Month	<VAR: MONTH >	Month of the year
Sig	<VAR: SIG >	Signature of author*
Tele	<VAR: TELE >	Telephone number*
Title	<VAR: TITLE >	Author's title*
Year	<VAR: YEAR >	Year
Zip	<VAR: ZIP >	Internal address*

The default is type of document. DRAFT followed by the number (DRAFT 1, for example) is used if the document has not been filed in PROFS storage.

* This information is copied from the author profile you choose for your document.

3 Creating a new RFT document style by copying an existing RFT document style

You can create a new document style by copying an existing document style and using it as the base style of your new style.

To use an existing style as your base style, you use the **BUILD** command followed by the name of the new style and the base style.

In the following example, let's assume that you want to copy the **STANDARD** document style, tailor it to your needs, and name your copy **NEWFORM**:

1. Type **build newform standard** on the command line of screen A00, "PROFS Main Menu," or screen S00, "Interrupt and Process Other Jobs."
2. Press **ENTER**.

The system shows you the DisplayWrite/370 "Document Format Creation" screen and your new document style, **NEWFORM @DOCFML3**. The DisplayWrite/370 "Document Format Creation" screen does not show a title or a screen identifier. The **VERIFY VARIABLE** command is in effect on this screen. You see the controls for all of the variable and index tags in your document style.

Adding variables to a document style

After deciding where you want to put variable controls, use these steps to insert the controls into your document style:

1. Move the cursor to the place in the document style that you want the control to appear.
2. Press **PF5 = Insertvar** to display the Insert Variable Selection menu. The Insert Variable Selection menu lists each variable tag and its meaning.
3. Move the cursor under the tag you want to put in the document and press ENTER.

The Insert Variable Selection menu disappears and the control appears in the document. Repeat these steps for each control you want in the document style.

Note: If you want controls to appear on separate lines, press **PF2 = Insert** after DisplayWrite/370 places a control in your document style. Then press the DUP key. This moves the cursor to the next line before you add other controls or text.

Note: Special controls called Display Prompt and Stop controls (<DPS>) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. If you want to include more of these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the <DPS> controls.

This is the filename and filetype of your document style.

VERIFY VARIABLE is in effect.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

```

NEWFORM @DOCFML3 A                               VARIABLE                               Page 1
                                                    Line 0
===)_
<---+---1_---+---2_---+---3_---+---4_---+---5_---+---6_---+---7_--->+-----
-----Page 1-----
<VAR: DATE1>                                     <VAR: DOCNUM>
<VAR: @BN@> <VAR: AUTHOR> <VAR: @END@> , <VAR: TELE>
<VAR: COMP>
<VAR: DEPT>
<VAR: ZIP>
<VAR: CITY>
<VAR: EADR>

Memo to: <VAR: @BA@>
<VAR: @END@>
Subject: <VAR: @BS@>
<VAR: @END@>
Reference: <VAR: @BR@>
<VAR: @END@>

Type text here.

PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Insertvar    6=Aid
PF 7=Index      8=Command     9=HELP        10=Forward    11=Backward    12=END

```

Put index controls (@BN@ in this example) in front of the variable control (AUTHOR here) if you want to index the information.

This variable copies the author's name from the author profile.

Index controls identify information for indexing.

PF7 = Index displays the Index Tag Selection menu.

PF5 = Insertvar displays the Insert Variable Selection menu.

If the entire document style does not appear on one screen, press **PF10 = Forward** to view the rest of it.

This variable control copies the author's title from the author profile.

This variable control copies the author's signature information from the author profile.

```
NEWFORM @DOCFML3 A                               VARIABLE                               Page 1
===)_
<---+---1_---+---2_---+---3_---+V--4_---+---5_---+---6_---+---7_--->+-----
-----Page 1-----

<VAR: SIG>
<VAR: TITLE>

<VAR: INITS>

-----End of Document-----
```

PF 1=Block 2=Insert 3=Cm dline 4=Instr. 5=Insertvar 6=Aid
PF 7=Index 8=Command 9=HELP 10=Forward 11=Backward 12=END

Copying, deleting, or moving document controls

You can use the DisplayWrite/370 BLOCK commands to copy, delete, or move controls. You can also use **PF6 = Aid** and the ERASE EOF key to delete controls. See *Getting Started with DisplayWrite/370* for information about using the BLOCK and AID commands.

See “Getting HELP for document style creation” later in this appendix. If you need more information about index tags and controls, see “Appendix A: How to index documents in PROFS.”

Note: Special controls called Display Prompt and Stop controls (<DPS>) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. When you are copying, moving, or deleting variables, you should copy, delete, or move the <DPS> controls also. For more information on these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the <DPS> controls.

Changing an existing RFT document style

If you need to change a document style after you create and file it, type the BUILD command followed by the name of the document style you want to change. For example, to change an existing document style called INTERNAL, type **build internal** on the command line of screen A00, “PROFS Main Menu,” or screen S00, “Interrupt and Process Other Jobs,” and press ENTER.

4 Creating a new RFT document style

To create a new document style, use the BUILD command. The BUILD command shows you the DisplayWrite/370 "Document Format Creation" screen. The PF keys on the DisplayWrite/370 "Document Format Creation" screen can help you create a new document style. For this example, let's assume that you want to call the new style RFTMEMO.

1. Type **build rftmemo** on screen A00, "PROFS Main Menu," or screen S00, "Interrupt and Process Other Jobs."
2. Press ENTER.

The system shows you the DisplayWrite/370 "Document Format Creation" screen.

The name you type on A00 or S00 after BUILD is the filename of the new style. PROFS automatically adds @DOCFML3 as the filetype. You are now ready to create your own document style.

If you need more space in the document to create your new style, press **PF2 = Insert**. The system will insert additional lines into your document style. In addition to the index and variable controls, you can include text (for example, Subject:, Reference:, Type text here) in your document style.

Note: If you press ENTER for any reason (for example, to format your text or select a control from a menu), or if you press **PF12 = END**, DisplayWrite/370 will remove the unused lines in your document. You must press **PF2 = Insert** to get additional space to add more controls or text.

**VERIFY
VARIABLE
is in effect.**

**Although DisplayWrite/370 does
not show a title or a screen id,
this is the DisplayWrite/370
"Document Format Creation"
screen.**

**This is the filename
and filetype of your
document style.**

RFTMEMO @DOCFML3 A

VARIABLE

Page 1

Line 0

==>

<--+_1_--+_2_--+_3_--+_V_4_--+_5_--+_6_--+_7_-->+---

-----Page 1-----

**Press PF2 = Insert
to insert more
space in your
style.**

PF 1=Block 2=Insert 3=Cmdline 4=Instr. 5=Insertvar 6=Aid
PF 7=Index 8=Command 9=HELP 10=Forward 11=Backward 12=END

For this example, you want to create a document style that is tailored to your needs for an internal memo. Include the following:

- The date
- The document number
- Your initials

- Information about the author
 - The author's name
 - Title
 - Department
 - Internal address
 - Electronic address.

- The text:
 - Memo to:
 - Subject:
 - Type text here.

Adding variables to a document style

Depending on what you want your document to look like, you can put each control on a separate line, or you can put several controls on the same line. The information that DisplayWrite/370 copies appears in the same place in your document as the control appears in the document style. (Press the DUP key after a control in your document if you want to put the next control on a separate line.) After you decide where you want to put these variables in your document style, these steps show you how to insert the controls:

1. Move the cursor to the place in the document style where you want the control to appear.
2. Press **PF5 = Insertvar** to display the Insert Variable Selection menu.
3. Move the cursor under the tag you want to put in the document and press ENTER.

The Insert Variable Selection menu disappears and the control you want appears in the document.

Repeat these steps for each control you want in the document style.

Note: If you want controls to appear on separate lines, press **PF2 = Insert** after DisplayWrite/370 places a control in your document style. Then press the DUP key. This moves the cursor to the next line before you add other controls or text.

Note: Special controls called Display Prompt and Stop controls (<DPS>) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. If you want to include some of these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the <DPS> controls.

VERIFY VARIABLE is in effect.

Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.

This is the filename and filetype of your document style.

```

RFTHEMO @DOCFML3 A                               VARIABLE                               Page 1
===)
<---+---1_---+---2_---+---3_---+_V--4_---+---5_---+---6_---+---7_--->-----
-----Page 1-----

```

Choose the control you want in your document style.

Insert Variable Selection			
TAG	MEANING	TAG	MEANING
Author	Author name	Eadr	Electronic address
City	City, state, zip code	Inits	Author's initials
Comp	Company name	Month	Example: May
Date1	Example: May 1, 1987	Sig	Author's signature
Date2	Example: 05/01/87	Tele	Telephone number
Dayofmth	Day of the month	Title	Author's title
Dayofweek	Day of the week	Year	Example: 1987
Dept	Department name	Zip	Internal address
Docnum	Document number		

```

-----End of Document-----
PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Insertvar    6=Aid
PF 7=Index      8=Command      9=HELP         10=Forward    11=Backward    12=END

```

When you finish inserting the variable controls for this example, your new document style might look like this one:

The screenshot shows a document style editor window with a light blue background. At the top left, it displays 'RFTMEMO @DOCFML3 A' and 'Page 1'. Below this is a series of control characters: '===)_
<---+---1_---+---2_---+---3_---+---4_---+---5_---+---6_---+---7_---+---
-----Page 1-----'. A list of variable controls is shown: '<VAR: DATE1>', '<VAR: AUTHOR>', '<VAR: TITLE>', '<VAR: DEPT>', '<VAR: ZIP>', and '<VAR: EADR>'. Below these are the labels 'Memo to:', 'Subject:', and 'Type text here.'. At the bottom, there is a signature variable '<VAR: SIG>' and a list of index controls: 'PF 1=Block', '2=Insert', '3=Cmdline', '4=Instr.', '5=Insertvar', '6=Aid', 'PF 7=Index', '8=Command', '9=HELP', '10=Forward', '11=Backward', '12=END'. The text '-----End of Document-----' is centered at the bottom. Annotations with arrows point to various parts of the screen: 'This is the filename and filetype of your document style.' points to 'RFTMEMO @DOCFML3 A'; 'VERIFY VARIABLE is in effect.' points to 'VARIABLE'; 'Although DisplayWrite/370 does not show a title or a screen id, this is the DisplayWrite/370 "Document Format Creation" screen.' points to 'Page 1'; 'Put variable controls in your style where you want the information to appear in your document.' points to the list of variable controls; 'Include text in your document style where you want it to appear in your documents.' points to 'Memo to:', 'Subject:', and 'Type text here.'; and 'Put variable controls in your style where you want the information to appear in your document.' points to '<VAR: SIG>'.

To finish the document style, you should add index controls to mark information for PROFS to use when storing your document.

Mark the addressee (Memo to), the subject (Subject), and the signature variable (<VAR: SIG >) for indexing. (For an explanation of the index tags and controls, see "Appendix A: How to index documents in PROFS.")

1. Move the cursor after the colon (:) following "Memo to"
2. Press **PF7 = Index** to display the Index Tag Selection menu. (The Index Tag Selection menu lists each of the index tags and the control that DisplayWrite/370 puts in your document.)
3. Move the cursor under the "Addree" index tag and press ENTER.

The Index Tag Selection menu disappears and the control you want appears in your document.

Now, mark the end of the index information.

4. Move the cursor to the first space on the next line.
5. Press **PF7 = Index** to display the Index Tag Selection menu.
6. Move the cursor under the "End" index tag and press ENTER.

The Index Tag Selection menu disappears and the control you want appears in your document.

Repeat the same steps to index the subject of your document. This time choose the "Subject" index tag from the Index Tag Selection menu.

If you want to index information in one of the variable tags, you must put the index control in front of the variable control:

1. Move the cursor **in front of** the variable information that you want PROFS to index, <VAR: SIG> for this example.
2. Press **PF7 = Index** to display the Index Tag Selection menu.
3. Move the cursor under the "Aname" index tag and press ENTER.

The Index Tag Selection menu disappears and the control you want appears in your document.

Now, mark the end of the index information.

4. Move the cursor to the first blank space after the signature variable, <VAR: SIG > .
5. Press **PF7 = Index** to display the Index Tag Selection menu.
6. Move the cursor under the "End" index tag and press **ENTER**.

The Index Tag Selection menu disappears and the control you want appears in your document.

```
NEWFORM @DOCFML3 A                               VARIABLE                               Page 1
===)_
<---+_---1_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+_---7_--->+-----
-----Page 1-----

<VAR: DATE1>                                     <VAR: DOCNUM>
<VAR: AUTHOR>
<VAR: TITLE>
<VAR: DEPT>
<VAR: ZIP>
<VAR: EADR>

Memo to: <VAR: @BA@>
<VAR: @END@>
Subject: <VAR: @BS@>
<VAR: @END@>
Type text here.

<VAR: @BN@> <VAR: SIG> <VAR: @END@>

<VAR: INITS>
-----End of Document-----
PF 1=Block    2=Insert    3=Cmdline    4=Instr.    5=Insertvar  6=Aid
PF 7=Index    8=Command    9=HELP      10=Forward  11=Backward  12=END
```

You can use the **AUTHOR** or **SIG** variable to index the author of the document.

Always end your index information with the **END** tag.

Use **PF5** and **PF7** to display the selection menus for Insert Variable and Index.

In this example, the **@BN@** control indicates that the information from the **SIG** variable will be used to index the author of the document.

When you are finished creating your new document style, press **PF12 = END** to save it.

See “Adding your new style to screen F04, ‘List of Available Document Styles’,” and “Adding your new style to screen F69, ‘List of Available RFT Styles’,” later in this appendix to learn how to add your new document style to the list of available document styles.

See “Chapter 7: Preparing RFT documents” to learn how to use your new document style to create a document.

Copying, deleting, or moving document controls

You can use the DisplayWrite/370 BLOCK commands to copy, delete, or move controls. You can also use **PF6 = Aid** and the ERASE EOF key to delete controls. See *Getting Started with DisplayWrite/370* for information about using the BLOCK and AID commands.

See “Getting HELP for document style creation” later in this appendix. If you need more information about index tags and controls, see “Appendix A: How to index documents in PROFS.”

Note: Special controls called Display Prompt and Stop controls (<DPS>) are included in the document styles that come with PROFS. These special controls allow you to press **PF7 = Next** to move from one prompt in the document to the next when you are using the document style to create or change an RFT document. When you are copying, moving, or deleting variables, you should copy, delete, or move the <DPS> controls also. For more information on these commands, see Display Prompt and Stop in *Using DisplayWrite/370*. You will have to use the TCON command to see the <DPS> controls.

Changing an existing RFT document style

If you need to change a document style after you create and file it, type the BUILD command followed by the name of the document style you want to change. For example, to change an existing document style called INTERNAL, type **build internal** on the command line of screen A00, “PROFS Main Menu,” or screen S00, “Interrupt and Process Other Jobs,” and press ENTER.

5
The PF keys
on the
“Document
Format
Creation”
screen

See *Using DisplayWrite/370* for a complete explanation of the DisplayWrite/370 commands assigned to the PF keys on this screen.

PF5 = Insertvar and **PF7 = Index** are special commands that are not part of the standard DisplayWrite/370 editor. See “Appendix A: How to index documents in PROFS” for information about INDEX. This appendix describes the INSERTVAR (variable) tags.

The following 24 PF key assignments are the ones supplied with PROFS. The first 12 keys can be used with terminals having 12 PF keys. The additional PF keys (13 through 24) can be used with terminals having 24 PF keys.

If your terminal does not have 24 PF keys, you can use the commands assigned to PF13 through PF24 by typing the command assigned to the PF key on the command line or the floating command line and pressing ENTER.

For the examples in this appendix, you will see the DisplayWrite/370 “Document Format Creation” screen with 12 PF keys.

The following explains what you tell PROFS when you press each key:

- | | |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PF1 = Block | Mark the beginning or end of a block of text and display the DisplayWrite/370 BLOCK command menu. See <i>Getting Started with DisplayWrite/370</i> . |
| PF2 = Insert | Insert a fixed number of blank lines in your document. |
| PF3 = Cmdline | Display the floating command line at the cursor position in your document. |
| PF4 = Instr. | Display the DisplayWrite/370 INSTRUCTION control menu. You can choose a format control from a menu to put in your document (for example, Tab, Page End, Center). See <i>Getting Started with DisplayWrite/370</i> . |

PF5 = Insertvar	Display the Insert Variable Selection menu. INSERTVAR is explained in this appendix.
PF6 = Aid	Use the DisplayWrite/370 AID command to show correct spelling for a word at the cursor or to show a document control at the cursor in a window. See <i>Getting Started with DisplayWrite/370</i> .
PF7 = Index	Display the Index Tag Selection menu. See "Appendix A: How to index documents in PROFS."
PF8 = Command	Display the DisplayWrite/370 COMMAND menu. You can choose one of the DisplayWrite/370 commands on this menu by moving the cursor to it and pressing ENTER. See <i>Getting Started with DisplayWrite/370</i> .
PF9 = HELP	Display the DisplayWrite/370 main HELP menu. See <i>Getting Started with DisplayWrite/370</i> .
PF10 = Forward	Move the document one screen toward the end. See <i>Getting Started with DisplayWrite/370</i> .
PF11 = Backward	Move the document one screen toward the beginning. See <i>Getting Started with DisplayWrite/370</i> .
PF12 = END	End document style creation and save the document style. PROFS shows you screen F63, "Process the Document."
PF13 = Cursor	Move the cursor to the first input field on the screen.
PF14 = Goto	Use the DisplayWrite/370 GOTO command. See <i>Getting Started with DisplayWrite/370</i> .

- PF15 = Quit** Use the DisplayWrite/370 QUIT command. (DisplayWrite/370 does not save your style.) See *Getting Started with DisplayWrite/370*.
- PF16 = Addenda** Add a new term to your DisplayWrite/370 addenda dictionary. See *Getting Started with DisplayWrite/370*.
- PF17 = Tspell** Use the DisplayWrite/370 TSPELL command. See *Using DisplayWrite/370*.
- PF18 = Synonym** Provide a synonym for the word at the cursor location.
- PF19 = Left** Move the document one-half screen to the left.
- PF20 = Right** Move the document one-half screen to the right.
- PF21 = HELP** Display the DisplayWrite/370 main HELP menu. See *Getting Started with DisplayWrite/370*.
- PF22 = Format** Use the DisplayWrite/370 FORMAT command. See *Using DisplayWrite/370*.
- PF23 = Previous** Locate the previous word identified using the VERIFY command.
- PF24 = END** End document style creation and save the document style. PROFS shows you screen F63, "Process the Document."

You can change the PF key assignments on this screen by tailoring the FORMATPFS CLIST. See "Appendix O: Using DisplayWrite/370 and CLISTs" for more information about FORMATPFS.

6 Getting HELP for document style creation

You can get help from the system when you are creating or tailoring a document style. Follow these steps if you need help in using the BUILD command:

1. Type **build** on screen A00, "PROFS Main Menu," or on screen S00, "Interrupt and Process Other Jobs."
2. Press ENTER.

The system shows you the HELP information for the BUILD command.

Follow these steps if you need help with a command, INSERTVAR, or INDEX:

1. Type the command you need help for on the command line or on the floating command line of the DisplayWrite/370 "Document Format Creation" screen.
2. Press **PF9 = HELP**.

The system shows you the HELP information for the command you typed.

Follow these steps if you need help with an INSERTVAR or INDEX tag:

1. Press **PF5 = Insertvar** or **PF7 = Index** on the DisplayWrite/370 "Document Format Creation" screen.

The system shows you the selection menu for the command you typed.

2. Move your cursor under the tag you want help for.
3. Press **PF9 = HELP**.

The system shows you the HELP information for the tag you selected.

7 Adding your new style to screen F04, “List of Available Document Styles”

PROFS uses the information in the FORMATS MANLIST file to display screen F04, “List of Available Document Styles.” From screen F04, you can select the style you want to use by pressing the PF key assigned to the style. Adding your new document style to the FORMATS MANLIST file gives you a convenient display of all the available document styles.

To add the name and description of your document style to the FORMATS MANLIST file, follow these steps:

1. Type **copy formats manlist b = = a** on the command line of screen A00.

This command copies the FORMATS MANLIST file from SYSADMIN's 399-disk to your A-disk with the same filename and filetype.

Note: This file is located on the PROFS administrator's 399-disk, which is usually identified as your B-disk. If this command does not copy the FORMATS MANLIST, contact your PROFS administrator to find out how the 399-disk is identified.

2. Press ENTER.

After you have copied the file to your A-disk, you can modify it to include the name and description of any new styles you create.

3. Type **xedit formats manlist** on the command line and press ENTER.
4. Type **set case mixed** on the command line and press ENTER.
5. Go to the end of the file and add your new document style to the list of files. For this example, let's assume you want to add your new document style, RFTMEMO, to the list. Follow these steps:
 - a. Make the last line of the FORMATS MANLIST file the current line.

- b. Type **input** on the command line and press ENTER.

CMS inserts blank lines into the FORMATS MANLIST file.

- c. Type the name of the new document style in the first 8 positions, starting with column 1.
- d. Type the description of the new document style starting in column 9 and ending in or before column 72.

6. Type **file** on the command line and press ENTER.

In the example, the word RFTMEMO appears in columns 1 through 7. The description, "This is an interdepartmental RFT memo," starts in column 9 and ends in column 45.

If you have the scale line displayed above your new document style description, the new line in the FORMATS MANLIST file looks like this:

```
|...+...1...+...2...+...3...+...4...+..  
RFTMEMO This is an interdepartmental RFT memo
```

See the *IBM VM/System Product CMS PRIMER* for more information about XEDIT and changing CMS files.

Screen F04 displays 8 document styles on each screen. When there are more than 8 styles in the FORMATS MANLIST, you will have to view the next screen on screen F04 to see the remaining styles. Press **PF10** to move through the screens of F04.

You can use two lines of description for your new document style. Follow the previous steps for changing the FORMATS MANLIST until you get to step 5.

Follow these steps if you want a two-line description of your new style:

1. Go to the end of the file and add your new document style to the list of files. For this example, let's assume you want to add a two-line description about your new document style, RFTMEMO:
 - a. Make the last line of the FORMATS MANLIST file the current line.
 - b. Type **input** on the command line and press ENTER.

CMS inserts blank lines into the FORMATS MANLIST file.
 - c. Type the name of the new document style in the first 8 positions, starting with column 1.
 - d. Type the first line of description starting in column 9.
 - e. Separate the first line of description from the second line of description with a percent sign (%).
2. Type **file** on the command line and press ENTER.

In this example, the word RFTMEMO appears in columns 1 through 7. The first line of description, "An informal RFT memo," starts in column 9. A percent sign (%) separates it from the second line of description, "This is an interdepartmental memo."

If you have the scale line displayed above your new document style description, your new line in the FORMATS MANLIST file looks like this:

```
|...+...1...+...2...+...3...+...4...+...5...+...6...  
RFTMEMO An informal RFT memo%This is an interdepartmental memo
```

You can use **PF10** on screen F04 to move through the screens until you see your new style.

In this example, the second line of the description began in column 30. You can use the percent sign (%) as a separator. Without the percent sign, you would have to move your cursor to column 73 before beginning to type the second line of description.

The following shows how the information is divided if you do not use a percent sign to separate the first line of the description from the second line. The lines are separated as defined in the following:

Column	Description
1-8	The filename (You can type the filename in mixed case.)
9-72	First line of the style description in mixed case
73-136	Second line of the style description in mixed case.

Viewing the changes to screen F04, “List of Available Document Styles”

To view screen F04, following these instructions:

1. Press **PF5** on screen A00, “PROFS Main Menu.” PROFS shows you F00, “Prepare Documents.”
2. Press **PF2**. PROFS shows you screen F04, “List of Available Document Styles.” (The screen indicator will show “Screen 1 of 2.”)
3. Press **PF10** until you see the information you typed about your new document style.

8 Adding your new style to screen F69, “List of Available RFT Document Styles”

PROFS uses the information in the RFTDCA MANLIST file to display screen F69, “List of Available RFT Document Styles.” From screen F69, you can select the style you want to use by pressing the PF key assigned to the style. Adding your new document style to the RFTDCA MANLIST file gives you a convenient display of the available RFT document styles you can use when you are converting a Document Composition Facility (DCF) document to an RFT document using HDDI.

To add the name and description of your document style to the RFTDCA MANLIST file, follow these steps:

1. Type **copy rftdca manlist b = = a** on the command line of screen A00.

This command copies the RFTDCA MANLIST file from SYSADMIN's 399-disk to your A-disk with the same filename and filetype.

Note: This file is located on the PROFS administrator's 399-disk, which is usually identified as your B-disk. If this command does not copy the RFTDCA MANLIST, contact your PROFS administrator to find out how the 399-disk is identified.

2. Press ENTER.

After you have copied the file to your A-disk, you can modify it to include the name and description of any new styles you create.

3. Type **xedit rftdca manlist** and press ENTER.

When CMS shows you the file,

4. Type **set case mixed** on the command line and press ENTER.

5. Go to the end of the file and add your new document style to the list of files. For this example, let's assume that you want to add your new document style, RFTMEMO, to the list. Follow these steps:
 - a. Make the last line of the RFTDCA MANLIST file the current line.
 - b. Type **input** on the command line and press ENTER.

CMS inserts blank lines into the RFTDCA MANLIST file.
 - c. Type the name of the new document style in the first 8 positions, starting with column 1.
 - d. Type description of the new document style starting in column 9 and ending in or before column 72.
6. Type **file** on the command line and press ENTER.

In the example, the word RFTMEMO appears in columns 1 through 7. The description, "This is an interdepartmental RFT memo," starts in column 9 and ends in column 45.

If you have the scale line displayed above your new document style description, your new line in the RFTDCA MANLIST file looks like this:

```
|...+....1....+....2....+....3....+....4....+..
RFTMEMO This is an interdepartmental RFT memo
```

See the *IBM VM/System Product CMS PRIMER* for more information about XEDIT and changing CMS files.

The RFTDCA MANLIST file comes with 4 styles. Screen F69 displays a maximum of 8 document styles on each screen. When there are more than 8 styles in the RFTDCA MANLIST, you will have to use **PF10** to see the additional RFT document styles.

You can use two lines of description for your new document style. Follow the previous steps until you get to step 5. Follow these steps if you want a two-line description of your new style, RFTMEMO:

1. Go to the end of the file and add your new document style to the list of files:
 - a. Make the last line of the RFTDCA MANLIST file the current line.
 - b. Type **input** on the command line and press ENTER.
CMS inserts blank lines into the RFTDCA MANLIST file.
 - c. Type the name of the new document style in the first 8 positions, starting with column 1.
 - d. Type the first line of description starting in column 9.
 - e. Separate the first line of description from the second line of description with a percent sign (%).
2. Type **file** on the command line and press ENTER.

In this example, the word RFTMEMO appears in columns 1 through 7. The first line of description, "An informal RFT memo," starts in column 9. A percent sign (%) separates it from the second line of description, "This is an interdepartmental memo."

If you have the scale line displayed above your new document style description, your new line in the RFTDCA MANLIST file looks like this:

```
|...+....1....+....2....+....3....+....4....+....5....+....6....  
RFTMEMO An informal RFT memo%This is an interdepartmental memo
```

You can see your new style on F69. You will have to press **PF10** if there are more than 8 styles in the RFTDCA MANLIST file.

In this example, the second line of the description began in column 30. You can use the percent sign (%) as a separator. Without the percent sign, you would have to move the cursor to column 73 before beginning to type the second line of description.

The following shows how the information is divided if you do not use a percent sign to separate the first line of the description from the second line. The lines are separated as defined in the following:

Column	Description
1-8	The filename (You can type the filename in mixed case.)
9-72	First line of the style description in mixed case
73-136	Second line of the style description in mixed case.