

# Appendix Q:

## Converting a document

You convert a Document Composition Facility (DCF) document to a Revisable-Form Text (RFT) document so that you can use certain IBM products like the Displaywriter and DisplayWrite/370. You do this with Host-Displaywriter Document Interchange (HDDI) or the XFORM option of the RETRIEVE command.

You convert an RFT document to a DCF document so that you can send an RFT-D document for review to a site with a prior level of PROFS or a site without DisplayWrite/370 or HDDI (for instance, a line-mode user). You do this with the XFORM command or the XFORM option of the RETRIEVE command.

### **Converting a DCF document to an RFT document using a full screen interface**

You must have HDDI installed on your host computer to convert DCF documents to RFT documents. You can convert documents when:

- Processing a Draft document from incoming mail
- Processing a Draft document from the mail log
- Processing a Draft document found.

## Processing a Draft document from incoming mail

To process a Draft document from your incoming mail, follow these steps:

1. Press **PF2** on screen A00, "PROFS Main Menu."

PROFS shows you screen C00, "Open the Mail."

| OPEN THE MAIL  |  |                  |         |                |              | C00 |
|--|--|------------------|---------|----------------|--------------|-----|
| Press the PF key for the document you want. Or, if you want to view all of these documents, type ALL here and press ENTER==> |  |                  |         |                |              |     |
| PF   | FROM                                     | TO               | TYPE    | DUE DATE       | DOCUMENT NO. |     |
| PF1  | Riley, L. M.                             | Johnson, G. J.   | RFT-F   |                | 87002TST0012 |     |
|  | Subject: Report information in last memo |                  |         |                |              |     |
| PF2  | Smith, G.                                | Johnson, G. J.   | RFT-D   |                | 87002TST0008 |     |
|  | Subject: Monthly report                  |                  |         |                |              |     |
| PF3  | Doe, L. M.                               | Johnson, G. J.   | Paper   |                | 87002HDC0003 |     |
|  | Subject: Monthly sales and credits       |                  |         |                |              |     |
| PF4  | John Smith                               | George Johnson   | Meeting | 01/02/87 13:16 |              |     |
|  | Subject: Meeting with Marketing Group    |                  |         |                |              |     |
| PF5  | ROEMARY2--VMSYS1                         | JOHNSON --VMSYS1 | Reply   | 01/02/87 11:27 |              |     |
|  | Subject: Estimates for report            |                  |         |                |              |     |
| PF6  | David Richards                           | George Johnson   | Note    | 01/02/87 11:25 |              |     |
|  | Subject: Meeting schedule                |                  |         |                |              |     |
| PF7  | Smith, G.                                | Johnson, G. J.   | Draft   |                | 87002TST0002 |     |
|  | Subject: Monthly report                  |                  |         |                |              |     |
| PF8  | Smith, G.                                | Johnson, G. J.   | Final   | 01/02/87       | 87002TST0001 |     |

Screen 1 of 1

PF9 Help   PF10 Next Screen   PF11 Previous Screen   PF12 Return

2. Press the PF key on screen C00 corresponding to the Draft document you want to process.

**PROFS shows you screen C02, "Process the Incoming Mail."**

**PROCESS THE INCOMING MAIL** **C02**

From: Smith, G. Document No.: 87002TST0002  
Subject: Monthly report Type: Draft

---

Press one of the following PF keys, or press PF10 to view more choices.

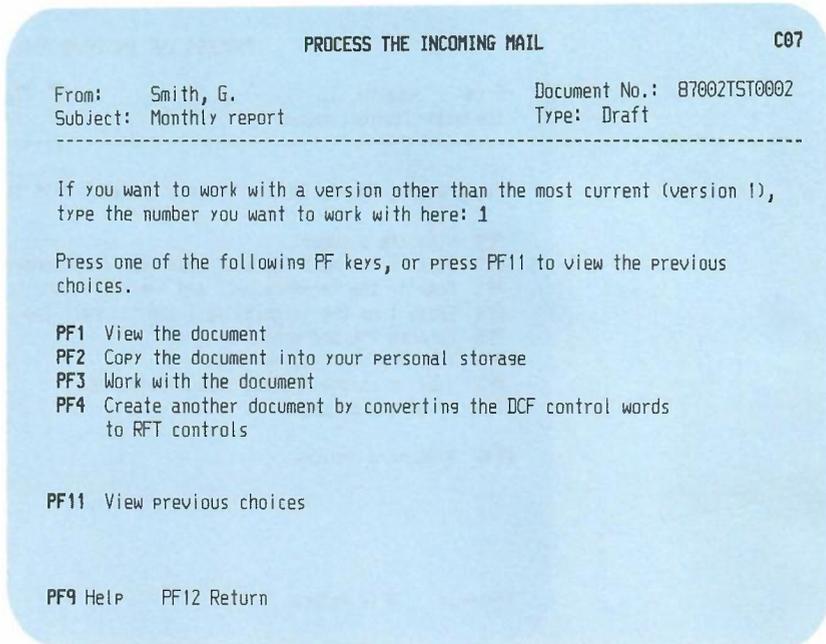
**PF1** View the document  
**PF2** File in the mail log and erase from the incoming mail  
**PF3** Keep in the incoming mail and the mail log  
**PF4** Erase from the incoming mail and the mail log  
**PF5** Forward the document  
**PF6** View the distribution list  
**PF7** View or change the mail log information  
**PF8** Print the document

**PF10** View more choices

**PF9** Help **PF12** Return

3. Press **PF10** on screen C02.

PROFS shows you screen C07, "Process the Incoming Mail."



4. Press **PF4** on screen C07.

PROFS shows you the following message:

EPRXFM007I The DCF control words in your document have been converted to RFT controls.

5. Clear your screen of the message.

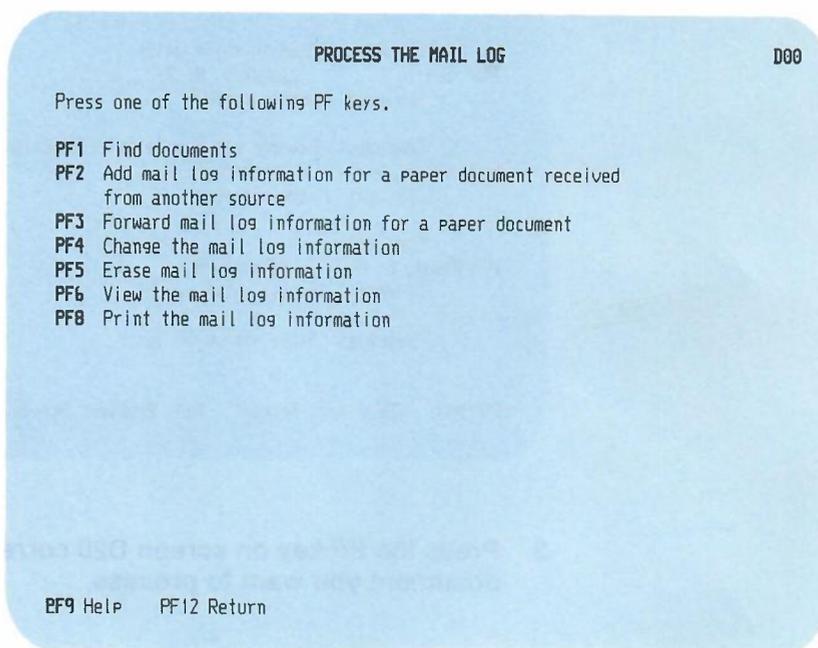
PROFS shows you screen F65, "Prepare a Converted Document." Continue with "Working with a converted RFT document" on page Q-14.

## Processing a Draft document from the mail log

To process a Draft document from the mail log, follow these steps:

1. Press **PF7** on screen A00, "PROFS Main Menu."

PROFS shows you screen D00, "Process the Mail Log."



2. Press **PF6** on screen D00.

PROFS shows you screen D20, "View the Mail Log Information."

**VIEW THE MAIL LOG INFORMATION** **D20**

Press the PF key for the document you want. Or, if you want to view all of these documents, type ALL here and press ENTER==>

|            | FROM  | TO             | ACTION | IDENT TYPE | DOCUMENT NO. |
|------------|---|----------------|--------|------------|--------------|
| <b>PF1</b> | Riley, L. M.                                | Johnson, G. J. |        | RFT-F      | 87002TST0012 |
|            | Subject: Report information in last memo    |                |        |            |              |
|            | Comments: Need to check dates               |                |        |            |              |
| <b>PF2</b> | Smith, G.                                   | Johnson, G. J. |        | RFT-D      | 87002TST0008 |
|            | Subject: Monthly report                     |                |        |            |              |
|            | Comments: Figures are far below last months |                |        |            |              |
| <b>PF3</b> | Smith, G.                                   | Johnson, G. J. |        | Draft      | 87002TST0002 |
|            | Subject: Monthly report                     |                |        |            |              |
|            | Comments:                                   |                |        |            |              |
| <b>PF4</b> | Riley, L. M.                                | Johnson, G. J. |        | Final      | 87002TST0001 |
|            | Subject: January sales report               |                |        |            |              |
|            | Comments: Sales are up in Texas             |                |        |            |              |

**PF9** Help    **PF10** Next Screen    **PF11** Previous Screen    **PF12** Return

3. Press the PF key on screen D20 corresponding to the Draft document you want to process.

PROFS shows you screen D24, "Process the Mail Log Information."

**PROCESS THE MAIL LOG INFORMATION** **D24**

From: Smith, G. Document No.: 87002TST0002  
Subject: Monthly report Type: Draft

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Press one of the following PF keys, or press PF10 to view more choices.

- PF1** View the document
- PF3** Keep in the mail log
- PF4** Erase from the mail log
- PF5** Forward the document
- PF6** View the distribution list
- PF7** View or change the mail log information
- PF8** Print the document

**PF10** View more choices

**BF9** Help **PF12** Return

4. Press **PF10** on screen D24.

PROFS shows you screen D27, "Process the Mail Log Information."

**PROCESS THE MAIL LOG INFORMATION** **D27**

From: Smith, G. Document No.: 87002TST0002  
Subject: Monthly report Type: Draft

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If you want to work with a version other than the most current (version 1), type the number you want to work with here: 1

Press one of the following PF keys, or press PF11 to view the previous choices.

**PF1** View the document  
**PF2** Copy the document into your personal storage  
**PF3** Work with the document  
**PF4** Create another document by converting the DCF control words to RFT controls

**PF11** View previous choices

**PF9** Help    **PF12** Return

5. Press **PF4** on screen D27.

PROFS shows you the following message:

EPRXFM007I The DCF control words in your document  
have been converted to RFT controls.

6. Clear your screen of the message.

PROFS shows you screen F65, "Prepare a Converted Document." Continue with "Working with a converted RFT document" on page Q-14.

## Processing a Draft document found

To process a Draft document that was searched for and found, follow these steps:

1. Press **PF3** on screen A00, "PROFS Main Menu."

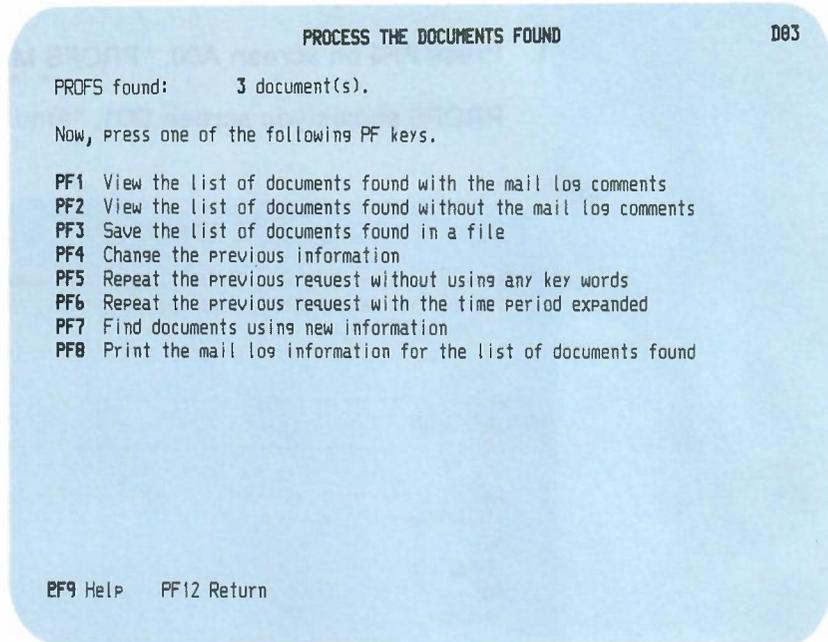
PROFS shows you screen D01, "Find Documents."

```

                                FIND DOCUMENTS                                D01
To search another mail log, type:      (user name or distribution list)
Type the information below.  To change the search, press the PF key(s).
Time period:  - - - - - / - - - - -
From:         - - - - - / - - - - - / - - - - -
AND
Key word:    - - - - - / - - - - - / - - - - -
AND
To:         - - - - - / - - - - - / - - - - -
AND
Identifier:  / / /
AND
Type:       / / /
AND
Action:     / / /
-----
PF1 Find documents due:  -----
PF2 Find the documents that have all the key words
PF3 Replace AND with OR in the search above
Now, press ENTER to start the search.
PF9 Help  PF12 Return
```

2. Type the information you want PROFS to use for the search. See "Chapter 5: Finding Documents" for information on how to fill in this screen.
3. Press **ENTER**.

PROFS shows you screen D03, "Process the Documents Found."



4. Press **PF1** to view the list of documents found.

**PROFS shows you screen D04, "List of the Documents Found."**

**LIST OF THE DOCUMENTS FOUND** **D04**

Press the PF key for the document you want. Or, if you want to view all of these documents, type ALL here and press ENTER==>

|            | -----FROM-----                              | -----TO-----   | ACTION | IDENT | TYPE    | DOCUMENT NO. |
|------------|---|----------------|--------|-------|---------|--------------|
| <b>PF1</b> | Riley, L. M.                                | Johnson, G. J. |        |       | RFT-F   | 87002TST0012 |
|            | Subject: Report information in last memo    |                |        |       |         |              |
|            | Comments: Need to check dates               |                |        |       |         |              |
| <b>PF2</b> | Smith, G.                                   | Johnson, G. J. |        |       | RFT-D   | 87002TST0008 |
|            | Subject: Monthly report                     |                |        |       |         |              |
|            | Comments: Figures are far below last months |                |        |       |         |              |
| <b>PF3</b> | Johnson, G. J.                              | Roe, J. J.     |        |       | Graphic | 87002TST0007 |
|            | Subject: January report of sales            |                |        |       |         |              |
|            | Comments:                                   |                |        |       |         |              |
| <b>PF4</b> | Doe, L. M.                                  | Johnson, G. J. |        |       | Paper   | 87002HDC0003 |
|            | Subject: Monthly sales and credits          |                |        |       |         |              |
|            | Comments: Good job of reporting the figures |                |        |       |         |              |

Screen 1 of 1

**PF9** Help    **PF10** Next Screen    **PF11** Previous Screen    **PF12** Return

5. Press the PF key on screen D04 corresponding to the Draft document you want to process.

PROFS shows you screen D11, "Process the Document Found."

PROCESS THE DOCUMENT FOUND D11

From: Smith, G. Document No.: B7002TST0002  
Subject: Monthly report Type: Draft

---

Press one of the following PF keys, or press PF10 to view more choices.

- PF1 View the document
- PF2 Erase from the list of documents found
- PF3 Keep in the list of documents found
- PF4 Erase from the list of documents found and the mail log
- PF5 Forward the document
- PF6 View the distribution list
- PF7 View or change the mail log information
- PF8 Print the document

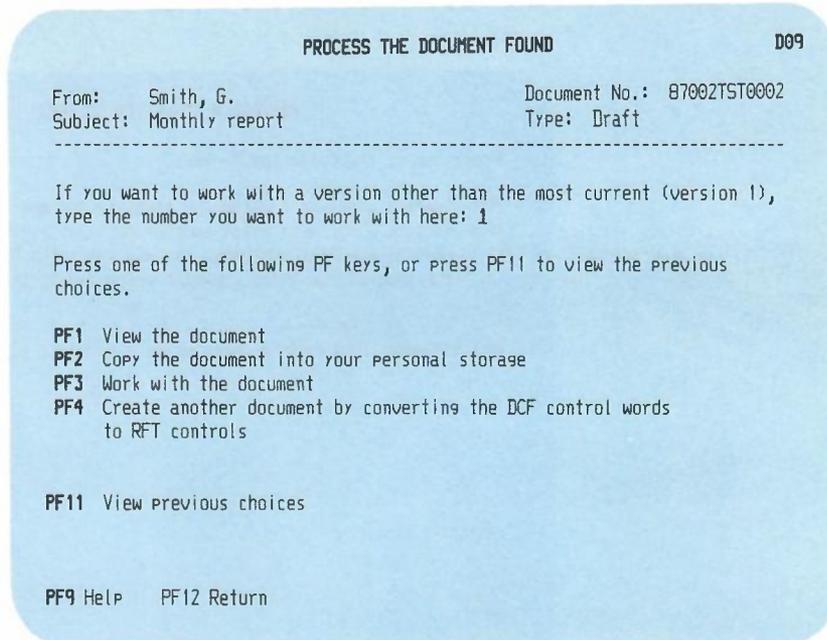
PF10 View more choices

PF9 Help    PF12 Return

6. Press **PF10** on screen D11.

PROFS shows you screen D09, "Process the Document Found."



7. Press **PF4** on screen D09.

PROFS shows you the following message:

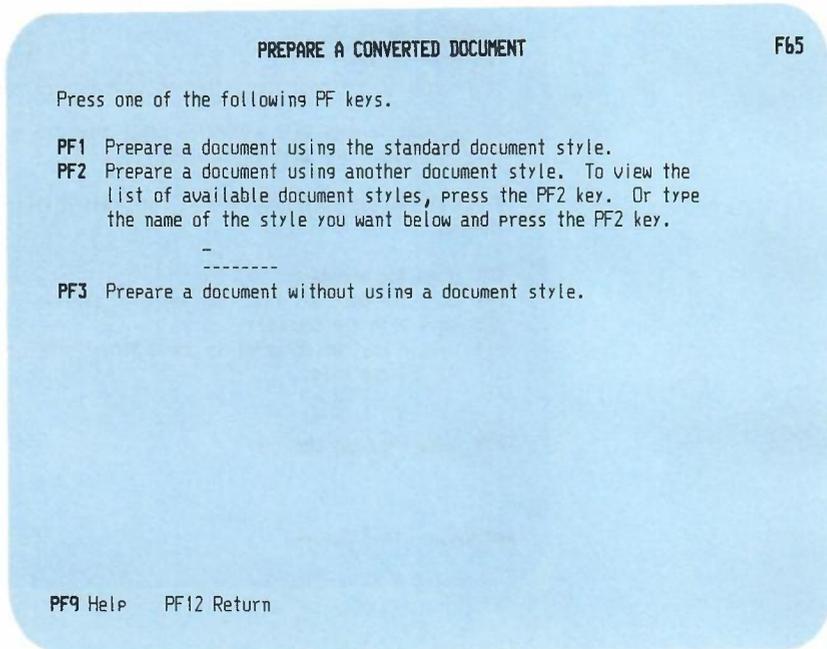
EPRXFM007I The DCF control words in your document  
have been converted to RFT controls.

8. Clear your screen of the message.

PROFS shows you screen F65, "Prepare a Converted Document." Continue with "Working with a converted RFT document" on page Q-14.

## Working with a converted RFT document

Once the document has been converted to RFT format, PROFS shows you screen F65, "Prepare a Converted Document."



You can:

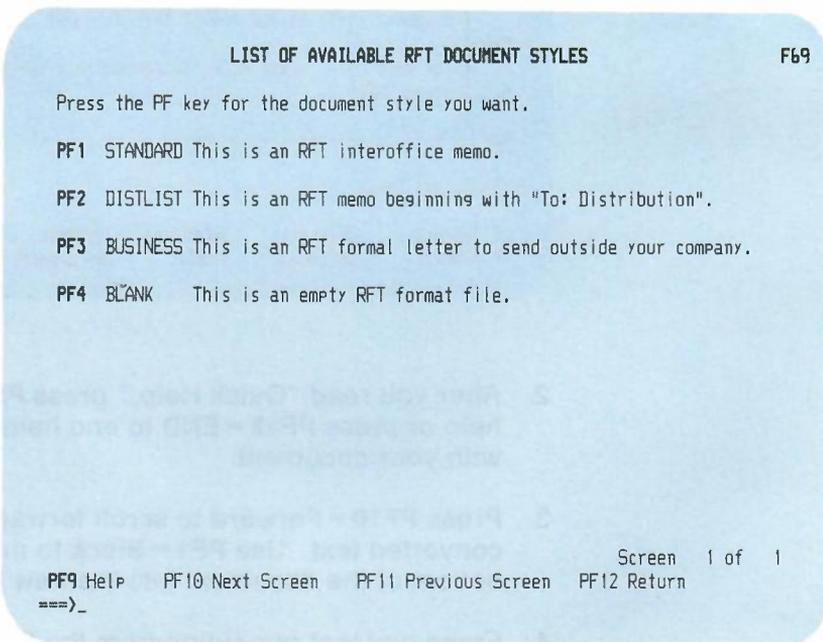
- Place the converted document into a standard format.
- Place the converted document into another format.
- Work with the converted document as it is.

## Working with a converted document using a document style

If you choose to prepare a document using a document style, follow these steps:

1. Choose a document style by pressing **PF1** for a standard format or by typing a valid RFT format filename in the blank at the end of **PF2** and pressing **PF2**.

If you press **PF2** without entering a format filename and there is an RFTDCA MANLIST file in your disk search space, PROFS shows you screen F69, "List of Available RFT Document Styles."



Press the PF key to choose the document style you want.

After you have chosen your document style, PROFS shows you the DisplayWrite/370 "Edit" screen with the document style you specified and the converted text.

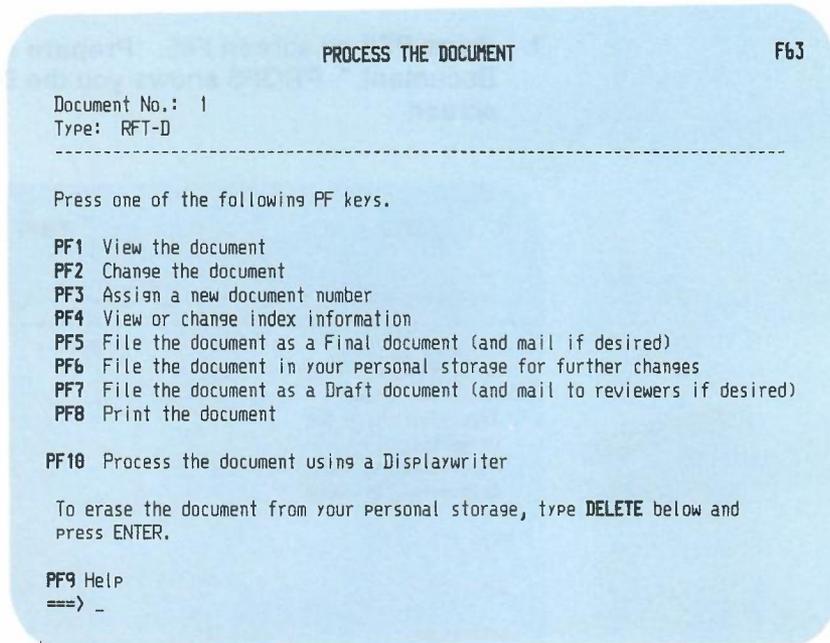
```

1      RFTD  A                                PROMPT                                Page 1
                                           Line 0
===>
<---+---1_---+---2_---+---3_---+_V--4_---+---5_---+---6_---+---7_)---+---
-----Page 1-----
December 9, 1986                                DRAFT 1
Marilyn Shane , (202) 974-3985
Marketing Manager
TechnoComp Unlimited
Ma
We |               Quick Help: Converting a Document
Wa |               Move the converted text from the bottom of this document into the
Mem |               document style at the top of this document.
Sub |               For more help, press HELP. To remove this quick help window,
Ref |               press END.
Type text here.
PF 1=Block    2=Insert    3=Cmndline    4=Instr.    5=Tspell    6=Aid
PF 7=Next     8=Command    9=HELP    10=Forward    11=Backward    12=END

```

2. After you read "Quick Help," press **PF9 = HELP** to see more help or press **PF12 = END** to end help and continue working with your document.
3. Press **PF10 = Forward** to scroll forward. You will see your converted text. Use **PF1 = Block** to move your text from the bottom of the document into the new RFT document style.
4. Erase any text remaining from the DCF document style only (for example, duplicate date, internal address, and so forth).
5. Edit the document, if you wish.

6. After you have finished preparing your document, press **PF12 = END** to end work with the DisplayWrite/370 "Edit" screen. PROFS shows you screen F63, "Process the Document."



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

PROFS returns you to the screen you began converting the document with.

- C02, "Process the Incoming Mail"
- D24, "Process the Mail Log Information"
- D11, "Process the Document Found."

## Working with a converted document without using a document style

If you choose to prepare a document without using a document style, follow these steps:

1. Press **PF3** on screen F65, "Prepare a Converted Document." PROFS shows you the DisplayWrite/370 "Edit" screen.

```
1      RFTD  A      PROMPT      Page 1
                                           Line 0
===>
<---+---1_---+---2_---+---3_---+V--4_---+---5_---+---6_---+---7_---+---
-----Page 1-----
December 9, 1986      DRAFT 1
Marilyn Shane , (202) 974-3985
Marketing Manager
TechnoComp Unlimited
Marketing
West Building, Room 2-5E
Washington, DC 20007

Memo to:

Subject:

Reference:

Type text here.

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

2. After you have finished preparing your document, press **PF12 = END** to end work with the DisplayWrite/370 "Edit" screen. PROFS shows you screen F63, "Process the Document."
3. Press **PF5**, **PF6**, or **PF7**, as is applicable, and select the options you want, to file the document.

PROFS returns you to the screen you began converting the document with,

- C02, "Process the Incoming Mail"
- D24, "Process the Mail Log Information"
- D11, "Process the Document Found."

## Converting a document using the XFORM option of the RETRIEVE command

Use the RETRIEVE command to get either the most recent version (version 1) of a document or a previous version (versions 2, 3, or 4) of a draft document in PROFS storage to work with. Use one of the three XFORM options to convert the document being retrieved from one format to another.

Type the **RETRIEVE** command using the following format. See "Notational conventions used for PROFS command formats" on page G-1 for information on the notation conventions used.

```
RETRieve [ document number [ (n)[ Xform [ RFT ] ] ]  
[ STrip | SCript ]  
[ New ]
```

Remarks:

- **RETR**ieve typed with nothing else shows you screen X01, "Process a Document."
- document number—is the number of the document you are retrieving. You may type a 7-, 8-, or 12-character document number.

- **(n)**—is a number from 1 to 4. Type the version number that you want—1, 2, 3, or 4. If you type a number, you must also type the parentheses. PROFS keeps up to four versions of draft documents, if it has been told to do so, and one version of final documents. If you get a notice to review a document, and PROFS has been told to save four versions, you can get any one of the four to review. The default is version 1, the most recent version.
- **Xform**—converts the document being retrieved to one of the following formats:
  - **RFT**—retrieves a DCF document and converts it to RFT format. HDDI is required for this function. PROFS shows you screen F65, “Prepare a Converted Document.” Continue with “Working with a converted RFT document” on page Q-14.
  - **STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.
  - **SCript**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function. If you do not specify RFT, STRIP, or SCRIPT, the default is SCRIPT for an RFT document and RFT for a DCF document.
- **New**—creates a new document using the retrieved RFT document as the base. A copy of the document is renamed and placed in your personal storage. DisplayWrite/370 is required for this function.

## Converting an RFT document to a DCF document using the XFORM command

**Note:** DisplayWrite/370 is required for this function.

Use the XFORM command to convert an RFT document from your search space or from PROFS storage to DCF and to store the converted file in your personal storage. DisplayWrite/370 either strips out the RFT controls or converts them into DCF control words, depending on the options you select. When the conversion is completed, the converted file is placed in your personal storage with a filetype of SCRIPT.

You can store the converted document back into PROFS storage by using the DBPUT command.

Type the **XFORM** command using the following format. See "Notational conventions used for PROFS command formats" on page G-1 for information on the notation conventions used.

```
XFORM [ filename [ filetype [ filemode ] ] [ (STrip | (SCRIPT ) ]  
      [ document number [ (STrip | (SCRIPT ) ]  
      [ ? ]
```

### Remarks:

- filename—is the name of the file you are converting.
- filetype—is the type of the file you are converting. The default is RFTD.
- filemode—is the mode of the file you are converting. The default is A.
- document number—is the number of the document you are converting. You may type a 7-, 8-, or 12-character document number.

- **(STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before STRIP.
- **(SCRipt**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before SCRIPT.

If you do not specify STRIP or SCRIPT, the default is SCRIPT.

- **?**—shows you HELP text for this command.

Use the DBPUT command to store a document from your personal storage into PROFS storage.

Type the DBPUT command using the following format:

```
DBPUT [ filename [ filetype [ filemode ] ] ]
[ ? ]
```

Remarks:

- **filename**—is the name of the file you want to store.
- **filetype**—is the type of the file you want to store. The default is SCRIPT.
- **filemode**—is the mode of the file you want to store. The default is A.
- **?**—shows you HELP text for this command.