Glossary

A-disk. Your personal storage.

author profile. See *profile*.

base style. The style you choose to copy and modify when you are creating a new document style.

beginning tag. Any of six index tags that mark the beginning of index information in an RFT document.

CMS. Conversational Monitor System.

column. The division of a line into segments. See *scale line*.

command. A word, phrase, or abbreviation that you type on a screen to tell PROFS to do something. Some commands tell PROFS to show you another screen, or do something with a file. You type these commands on a command line. Some commands give PROFS instructions about how to format a note or document. You type these commands in the text of the note or document.

command line. The blank line next to the arrow ===> on the screen. The command line appears only on those screens where you can use it.

control. An instruction embedded into the text that tells DisplayWrite/370 how you want your document to look and what special tasks you want DisplayWrite/370 to perform. See *tag*.

Conversational Monitor System (CMS). The component of VM/SP that lets you interactively run application programs from a terminal.

cursor. The cursor looks like an underscore character (__) or a box (□), and moves along on the screen as you type. It shows you where the next character that you type will appear. You can move the cursor to another position by using certain keys on your keyboard.

cursor under cron. The capability to place the cursor under the document number and view a document that is referenced in a note or another document. (See also, DOCVIEW.)

DCF. Document Composition Facility.

dictionary. A list of words used for reference when proofreading documents for spelling errors, synonyms, hyphenation instructions, and for a grade level check. Also referred to as PROFS dictionary and DisplayWrite/370 dictionary.
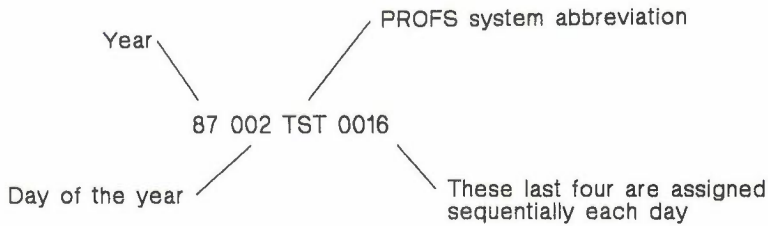
DisplayWrite/370. The DisplayWrite Editor of the IBM System/370 which allows you to create RFT documents and format them as you create.

distribution list. A list of nicknames, user names, or system name (user name) combinations. You use a distribution list to send notes, messages, or documents to, or schedule meetings with, the same groups of people. Using a distribution list allows you to do this without typing names again and again.

document. A formal communication, such as a memo, meeting notice, or letter. You keep documents in PROFS storage or your personal storage. You keep information about your documents in your mail log. There are several types of documents: (DCF) Drafts and RFT-Ds (draft documents are documents you can change); (DCF) Finals and RFT-Fs (final documents are documents you can't change). Paper documents are hardcopy documents that were not created with PROFS. Other documents include softcopy (electronic), or Graphic documents that were not created with PROFS.

Document Composition Facility (DCF). An IBM program product that formats documents with its SCRIPT/VS formatter component.

document number. The number PROFS assigns to each document. The full number has 12 characters, for example:

Year

PROFS system abbreviation

87 002 TST 0016

Day of the year

These last four are assigned sequentially each day

The document number 87002TST0016 is the sixteenth document put in PROFS storage of system TST on January 2 (the 2nd day) of 1987.

The 8-character version leaves out the first character and the system letters, in our example: 70020016. The 7-character form includes only the code for day and the last four digits, in our example: 0020016.

document style. A file in which certain elements are preset (for example, margin, tabs, controls). The file is used as the basis for creating a new document or a new document style. A document style is also called a document format file.

DOCVIEW. A command which allows you to view a document referenced in another document.

Draft. A DCF document that can be changed.

echo area. The area on the main menu screen (A00) below the calendar and list of tasks where messages and reminders are displayed.

editing session. An activity using an editor that begins when you call up a document and ends when you enter QUIT, QQUIT, CANCEL, END, or FILE.

end tag. A tag that marks the end of index information in an RFT document.

field. An area of data or an area (of a file) reserved for data of a certain type; its length is usually specified in numbers of characters. For example, you would need a 12-character field to type the 12 characters of a document number.

file. A collection of data, such as a list, document, index, note, set of procedures, and so forth. Every file has a three part label: filename filetype filemode (sometimes abbreviated as fn ft fm). The filename and filetype can each be up to eight characters long (usually just letters and numbers). The filemode (which is often omitted) is usually a single letter, or a letter and a number. For example:

```
10          SCRIPT      B

MANAGERS    OFSMLIST    A

OFS         OFSMCNTL

GEORGE      MEMO        A1
```

file. Putting the document into PROFS storage.

Final. A DCF document that cannot be changed.

floating command line. A command line that you call up by pressing a PF key whenever you want to type a command without moving the cursor from the text.

formatted. In PROFS a formatted document is one that has been laid out by one of two programs: either the Document Composition Facility (DCF) Text Processing program or the Revisable-Form Text (RFT) Document program. It means the text has been arranged with preset margins and page lengths. Any DCF or RFT commands that were included in the text are translated and used in the formatted document.

formatting control. An instruction embedded into the text that tells DisplayWrite/370 (and a printer) how to present the text of an RFT document.

Graphic. A document created with the Graphical Data Display Manager.

hardcopy document. See *Paper*.

HDDI. Host-Displaywriter Document Interchange.

Host-Displaywriter Document Interchange (HDDI). The component of VM/SP that works with PROFS to transfer documents between PROFS disks and Displaywriter diskettes. HDDI allows a user to convert DCF to Displaywriter revisable form using a subset of formatting controls.

incoming mail. The file in which PROFS keeps information about the documents and notes that are sent to you until you put the information in your mail log or note log.

index control. See *control*.

index information. Information in RFT and DCF documents that PROFS uses to find documents in PROFS storage.

index tag. A PROFS command that marks index information in the text of an RFT document. Each tag has a control associated with it. The controls are inserted into the text of your document.

intelligent workstation. A workstation that contains some storage that allows it to either process some data before sending it to the computer or perform some standalone processing (A PC or Displaywriter, for example).

key word. Any word you remember from the Subject or Comments lines in your mail log which you can use to pinpoint a document search. This word is typed at the key word location on screen D01, "Find Documents."

location. The name of a computer system. You use a location when you are sending material to someone who uses a different computer system. (Also known as system name.)

Mail Waiting. Reminds you that a note, memo, letter, or other document has been sent to you. It appears on the right-hand side of the PROFS main menu.

mail log. Your personal file of information about documents that are in PROFS storage. You can add information to your mail log about the documents that you receive or about non-PROFS documents.

menu. A panel that offers you choices with PF keys.

message. A short, quick and informal way to communicate with other people. You cannot keep copies of messages. The person to whom you are sending a message receives the message only if he or she is logged on to the computer system when you send it.

Messages Waiting. There are other messages you need to view. You can press CLEAR to erase what is there and to see the messages that are not shown on the main menu screen (A00).

nickname. A name that you can sometimes use in place of a user name and a system name (location). Nicknames are usually easier to remember than user names. You can use nicknames only if you or your administrator has set up a nickname file. (See "Appendix B: Working with nickname files.")

nodeid. The system name. (Also known as location.)

nonrestricted. Allows anyone to work with your document(s) or schedule(s).

note. An informal way to communicate with other people. When you send a note, PROFS puts it in the other person's incoming mail. You can keep copies of the notes that you send and receive in note logs.

note log. A file in which you keep notes. You can keep notes in the note log that comes with PROFS or set up as many other note logs as you need.

Other. An electronic (softcopy) file or document that was not created using PROFS.

outgoing mail. Draft or final documents (not notes) that you have sent to others.

owner. The owner of a document is any person who revises a draft document.

Paper. A document that is on paper, rather than in electronic form. Also known as hardcopy.

password. A combination of letters, or letters and numbers, that you use when you log on to the computer system. Your password is a security measure that helps to prevent unauthorized people from working with your files.

personal storage. The space in PROFS where documents are put while you are changing them after you filed them in PROFS storage, or where you keep documents if you are not ready to put them in PROFS storage.

PF key. A numbered key that you press to tell PROFS to do something. PF stands for "programmable function." A PF key enables you to give PROFS complex instructions with one keystroke. The instructions you are giving PROFS when you press a particular PF key vary from screen to screen.

profile. A file or set of information that is called up or used at a particular time. When you type an author profile name on screen F51, for example, information about the author will automatically be inserted into the proper place of a document. To take another example, all of the settings for various proofreading functions (such as AUTOSAVE ON, or whichever dictionaries are used), are specified in a system profile. You can override the system profile and choose other settings or dictionaries, if you create and use your own user profile.

PROFS storage. Where most documents in PROFS are filed. PROFS storage is like a central file cabinet. When you want to work with a document, you can get it from PROFS storage by using the information about the document that is in your incoming mail or mail log.

prompt. A word or message that asks you to respond in some way, usually by typing some information in the following field.

proofread. The capability in PROFS to check the spelling, spelling in context, phrasing, and the grade level of the text in your DCF document or note. In DisplayWrite/370, proofreading is the capability to check the spelling in the text of your document by using **PF5 = Tspell** and **PF6 = Aid** on the DisplayWrite/370 "Edit" screen, F62.

real name. A person's given name, such as John M. Doe.

restricted. A document is restricted when only certain people are allowed to work with it. The author of the document may specify who these people are when he or she first puts the document in PROFS storage or sends the document to someone. Only the author of a restricted document can forward it to others and only the people on the document's distribution list can view it.

RFT. Revisable-Form Text. A document form that allows the users of IBM office systems to communicate in a universally understood manner.

RFT-D. An RFT document that can be changed in PROFS.

RFT-F. An RFT document that can't be changed in PROFS.

scale line. A line that is displayed at the top or bottom of a CMS file that divides the line into columns. In the following example, "This" begins in column 1 and ends in column 4. The entire sentence begins in column 1 and ends in column 19.

```
|...+....1....+....2....+....3....+....4....+....5....
This is an example.
```

screen id. Screen identifier. The number in the upper right corner of a PROFS screen that is used to identify the screen.

SCRIPT/VS. The formatter component of the Document Composition Facility. SCRIPT/VS provides capabilities for text formatting and processing.

softcopy. An electronic document that is stored in your computer, but was not created with PROFS. It includes Graphic but not Paper documents.

split screen. Two panels that appear together on your screen, one above the other, in a condensed format.

store. To file a document or to put it into PROFS storage.

style. See *document style.*

system name. The name of your computer system. You often use a system name/user name combination when you are sending material to someone who uses a different computer system. Also called a location or nodeid.

tag. A representation of the control that is placed in a document to control indexing, format, substitution, and the like. You see tags on the selection menus (Index and Insertvar) and in the PROFS and DisplayWrite/370 manuals.

userid. Your user name.

user name. A name that your PROFS administrator assigns to you so that your computer system recognizes and identifies you uniquely. You use your user name to log on to PROFS and to identify the documents, notes, and messages that you send and receive. You use other people's user names to send documents, notes, and messages to them.

user profile. See *profile.*

variable tag. A set of special PROFS commands that substitute information in your RFT document in place of the variable controls.

version. A number (from 1-4). PROFS can keep up to four copies of an RFT-D or Draft document at different stages of revision. Of the four copies, version 1 is the most recent version. There is only one copy of an RFT-F document (with format controls). For a Final document, version 1 is the most recent, formatted version, and version 2 is the same version but includes format controls.

VM/SP. Virtual Machine/System Product.

Virtual Machine/System Product (VM/SP). An IBM interactive, multiple-access operating system consisting of a control program and the conversational monitor system. It can be used with separate licensed programs to provide additional services.

window. A box containing information or a menu that appears on your screen over the document you are working with.