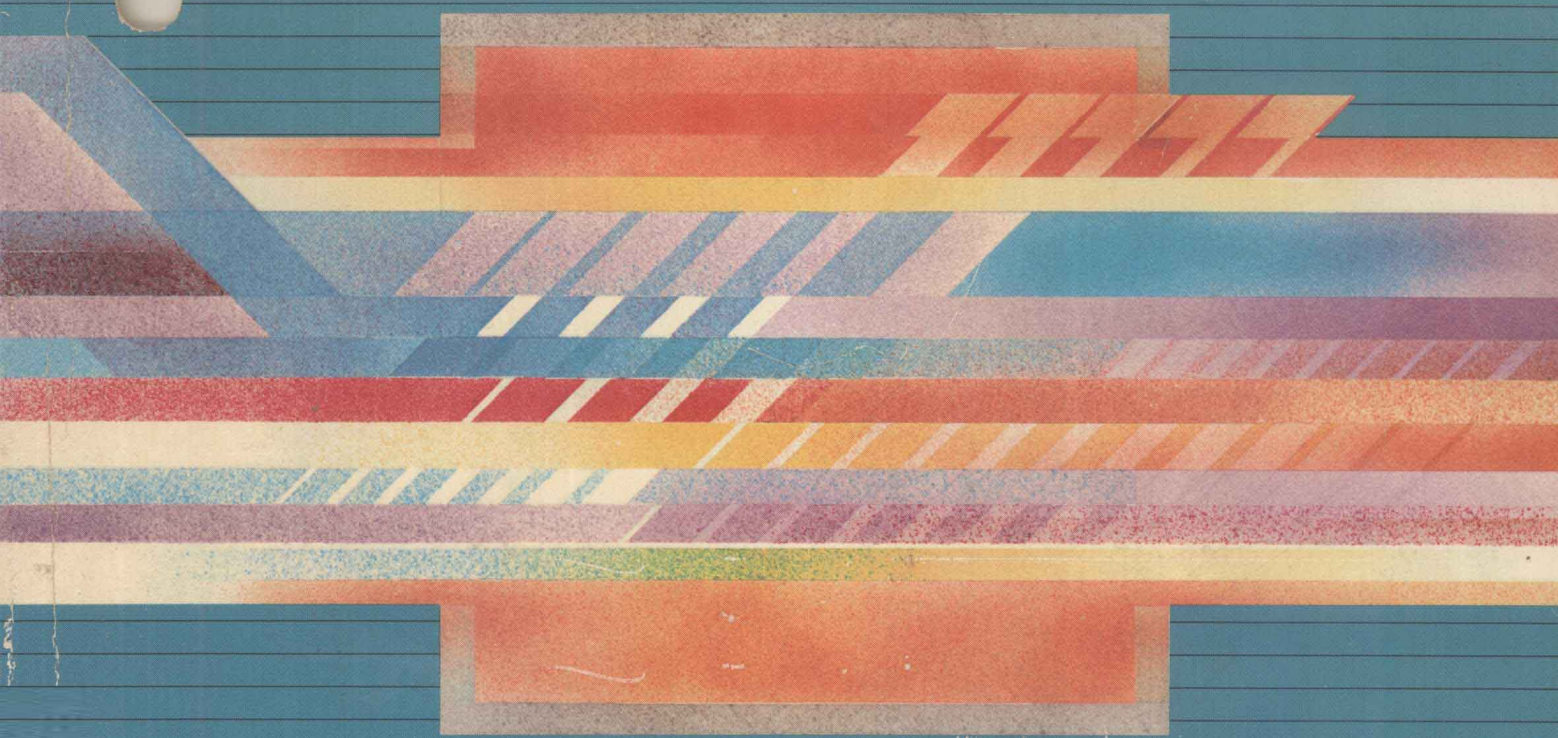
Wang® Systems Word Processing

A Learning Guide

- OIS™
- ALLIANCE®
- WPS™



Mary Ann Pellegrino

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Dedication

To Dick and Anna Marie
for your enduring
words of wisdom.

Acknowledgments

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Foreword

The Variety of Wang Systems

Wang Systems—the OIS, VS, Alliance, WPS and Professional Computer—all perform word processing procedures. Text creation, editing and printing are essentially the same. The basic difference between Alliance and the other Wang systems is the manner in which documents are accessed. The Alliance system accesses documents by name, while the other Wang systems access documents by number.

Whenever the processes vary, they are treated under separate headings. One heading will deal with the functions for Alliance. The other will deal with the process for Wang systems written specifically for OIS, while also being appropriate for other Wang systems.

Procedures which are identical are treated the same.

Learning is Easy

This text was written for the beginner, the operator transferring from one brand of word processing equipment to Wang, or the person already familiar with the system but who needs to review certain areas.

The tone and vocabulary are intended to maintain the student's interest and motivation. The operator learns quickly by *doing*, using clear, easy to read, step-by-step

directives. The reader should do the exercise presented after each new feature is explained, rather than read about several features and then try applying them all at once. Each feature is followed with visuals indicating how the workstation screen will appear once the feature is utilized. This reinforces what is to happen and allows the student to determine if he has used the feature accurately.

One chapter builds on another with a balance between theory and application. The examples are realistic and the applications practical. There is sufficient repetition to make learning new features comfortable. Each chapter has a review (study) application, and there is a progress check at the end of each unit. Completing the progress check successfully will give the operator the confidence he/she needs to move to the next topic.

The text can be used in structured and individual study type programs. Reviewers should find it good for future reference since feature directives are easy to find.

Learning should be fun and easy, yet also challenging. The text was written with this in mind, for if you can learn comfortably, you will feel good about your newly developed skills, but most important you will feel good about yourself, too!

To the System Administrator

Default Guidelines

The following default guidelines are given to correlate with the procedures given to the student in this text. Setting the defaults accordingly will allow learning to be quick and easy for the new operator.

For All Systems:

Document Format Line
Spacing—1
Tabs at—5, 10, 15, 20, 25, 30, 35, and 40
Line Length—65

Glossary Format Line
Spacing—1
Tabs at—5 and 10
Line Length—75

Document Summary
Placing as much standardized data in the default for the document summary as possible is suggested. (i.e. library, department, etc.)

Printers
Ideally it would be good to have continuous feed and single feed printers. Continuous feed is suggested for Unit 1 especially.

Wang System's Printers
The printer default settings should include:

Footer begins on line: 56
Paper length: 66
No. of Originals: 01
Character Set: according to your printer device
Printer Number: according to your system's configuration
Left Margin: on a continuous feed printer, the margin should accommodate a 65 space line. On a single feed printer, the margin should accommodate a 75 space line.
Device: Character
Pitch: 12 or according to your printer device
Format: Unjustified
Forms: Continuous on continuous feed printer. Single for single feed printer or Form 1 if an automatic single feed attachment is being used.
Style: Final
Summary: Print (on continuous feed)
Omit (on single feed)
Delete: No

Alliance Printers
Six print routes are suggested to work through this text:

WIDELET—to accommodate documents containing more than 100 characters in the format line.

ENVELOPE—to be used in the printing of the large business envelope.

LETTERS—to accommodate a 65 space format line using 12 pitch on a single feed printer.

LETTERC—to accommodate a 65 space format line using 12 pitch on a continuous feed printer.

REPORT—to accommodate a 75 space format line using 12 pitch on a continuous feed printer.

INDEXCD—to be used in the printing of index cards.

Check the User Summary Card that follows for exact specifications.

Alliance Menus
Main Menu—see page 9.
Office System Menu—see page 9.
Document Activity Menu—see page 10.
Glossary Menu—see page 145.

User Summary Card

The operator should receive the specific details for this page from their system administrator before proceeding.

Operator's Name: _____

User ID: _____ (on Alliance)

Archive Name: _____

Glossary Name: _____

Password: _____

Library: _____

Comments

Wang Systems Printer No: _____ _____

Printer No: _____ _____

Printer No: _____ _____

Alliance Print Routes

Route Name:	WIDELET	ENVELOPE	LETTERS	LETTERC	REPORT	INDEXCD
CHAR:	3 0	3 0	3 0	3 0	3 0	3 0
PAPER LEN:	51	30	66	66	66	18
LM:	0	48	20	20	15	03
FT. BEG.:	45	25	56	56	58	13
FORM:	STD.	STD.	STD.	CONTIN.	CONTIN.	STD.
SUM.:	OMIT	OMIT	OMIT	OMIT	PRINT	OMIT
FORMAT:	UNJUST.	UNJUST.	UNJUST.	UNJUST.	UNJUST.	UNJUST.

Introduction

Wang Word Processing System Components

The Wang Word Processor is a complete system. The system contains four basic parts: workstation/s, printer, disk drive/s, and Central Processing Unit, known as a CPU. (Regardless of the Wang system being used, the outer appearance of the hardware will be the same or similar. It is the software entered into it that will enable its capabilities to vary.)

The Workstation

The keyboard—allows information to be entered, and with special function keys, revised with ease (Figure I.1).

The new units have moveable keyboards separate from the screen (Figure I.2).

They also may have the numeric ten-key pad, located at the right of the keyboard, for ease in numeric data entry (Figure I.3).

The screen—allows the information keyed in to be viewed. The CRT (Cathode Ray Tube) screen is 80 characters wide and 24 lines long.

Figure I.1 The Keyboard

Figure I.2 Moveable Keyboard

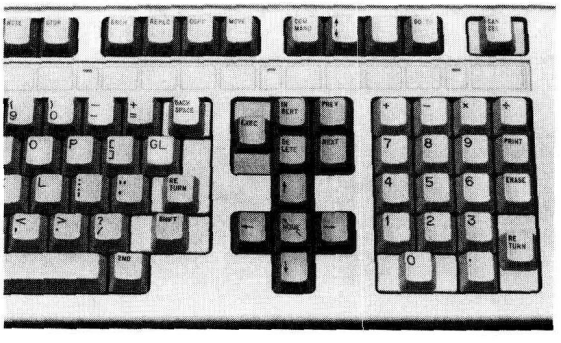

Figure I.3 Numeric Key Pad

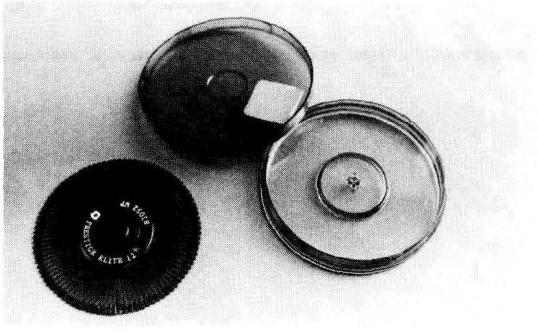

Figure I.4 Daisy Wheel

Printers

A typewriter automatically prints characters as they are typed. A Wang printer prints keyed information only when instructed. Text is entered and revised on the screen and printed when the printer receives a directive from the workstation.

There are a variety of printing devices. Frequently used printers are:

The character (Daisy) printer—can utilize a variety of interchangeable print wheels, referred to as daisy wheels (Figure I.4). It prints bi-directionally (left to right and then right to left) and produces a high-quality copy.

The matrix printer—rapidly prints bi-directionally. Quality is sacrificed for speed. The matrix is generally used for draft copies. Through a combination of tiny dots, characters are constructed.

Paper can be loaded into the printer sheet by sheet, *single feed,* as on a typewriter (Figure I.5). A *tractor feeder* can be attached to the top of the printer to allow continuous form paper to automatically feed into the printer (Figure I.6). Also available are automatic *sheet feeders,* which feed single sheets into the printer for you.

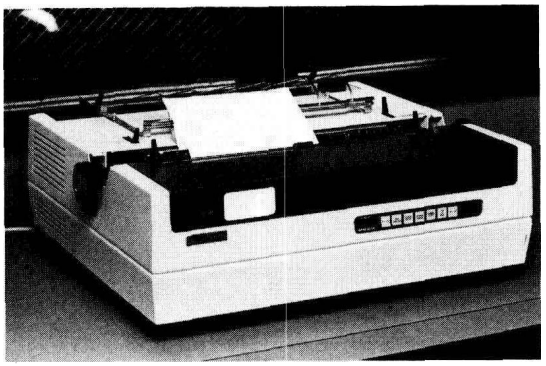

Figure I.5 Single Feed Printer

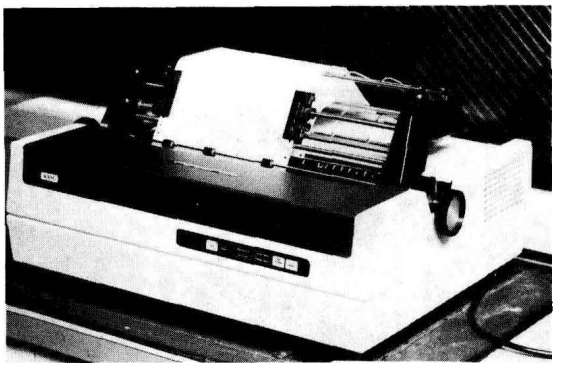

Figure I.6 Printer Using Continuous Form Paper

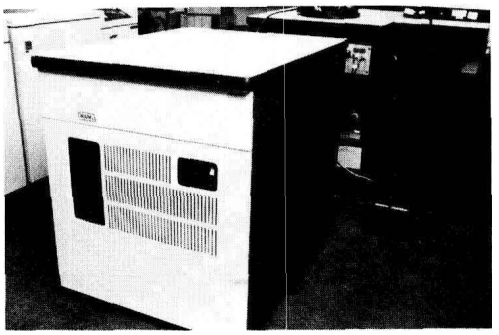

Figure I.7 Disk Drive in a CPU

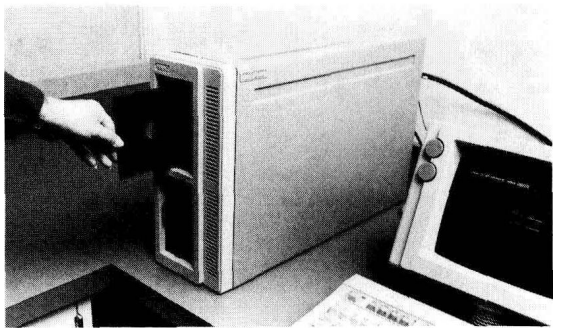

Figure I.8 Individual Disk Drive Unit

CPU and Disk Drives

The CPU is the system's brain. Its electronics run the system and perform all the word processing operations requested. Disks are put into the disk drive found in the CPU (Figure I.7) or individual disk drive units such as those found with the Wang PCs (Figure I.8). They store any information created in the system. Each disk is about the size of a 45 r.p.m. record. A disk generally is 8-1/2 inches or, if using the individual disk drives, 5-1/4 inches in size. Instead of being stored in the grooves, as in a record, information is stored on the smooth magnetic surface of the disk.

Three types of disks are used in the CPU:

The hard system disk—stores optional directions for the word processing system (such as the preset line length and tab stops), plus any documents created. It is a very large, round disk (Figure I.9), which can hold up to 110,000 pages of text, depending on the system.

A *library* is a unit of storage on the hard system disk (Figure I.10). A library can be compared to a pie, where the pie is the system disk and the library is a slice of

Figure I.9 Unit Housing the Hard Disk

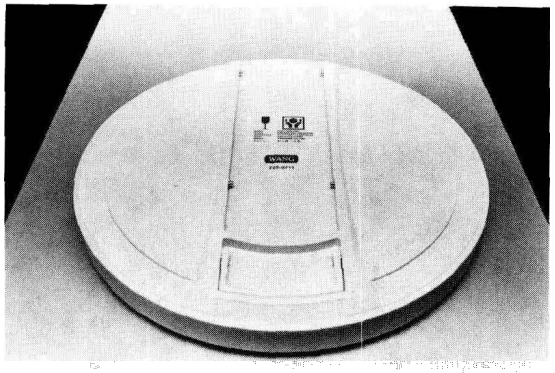

Figure I.10 Hard Disk

Figure I.11 Archive Disk

it. Users or departments are assigned to a particular library (segment of the disk) where their documents are temporarily stored.

The archive disk—serves as a removeable "file cabinet". Items on the system disk can be transferred to the archive disk for storage until needed for future use. Then they can be transferred back to the system disk. The archive disk comes in two sizes, depending on the type of disk drive being used. Both size disks have a capacity of 120 pages of storage (Figure I.11).

The utility disk—provides a duplicate set of directions that are on the system disk and contains special system directions that are used only occasionally.

UNIT 1

Fundamentals of Create, Edit, Print, File

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