

Chapter 5. MUSIC/SCRIPT

Sample SCRIPT Session

The following is a sample session. Computer messages are shown in capital letters. The user in this sample selected item "C" (Create) from the TODO menu, and called the new file *sample*. You might want to try this sample out yourself at your workstation.

SELECT OPTION ==> <u>c</u> <u>sample</u>		(puts you into Input mode of the Editor; begin typing your document)
<p> This sample text shows what SCRIPT can do when given no special options. Notice how a sentence can be split into multiple segments when you are entering text. It is easier to add or remove complete sentences later on if you start each new sentence on a new line as shown in this sample. The SCRIPT program will take care of combining sentences to form a full print line.</p> <p>(Press F12 to go to the command area; type the Editor command FILE)</p> <p>file SAMPLE NEW FILE SAVED PRESS ENTER TO CONTINUE...</p>		

Figure 5.1 - Selecting Item C and Input of a New Document

<p> This sample text shows what SCRIPT can do when given no special options. Notice how a sentence can be split into multiple segments when you are entering text. It is easier to add or remove complete sentences later on if you start each new sentence on a new line as shown in this sample. The SCRIPT program will take care of combining sentences to form a full print line.</p>

Figure 5.2 - Output Document

Now you have seen what SCRIPT does by default, when no specific instructions are given. Lines are

combined and additional spaces put in between words to expand these lines where necessary to give an even right margin. To conform to accepted typing standards, SCRIPT automatically inserts two blank spaces between the character ending the first sentence and the first letter or symbol which begins the next sentence. The end of a sentence is recognized by the occurrence of three characters: a period (.) a question mark (?), or an exclamation point (!), optionally followed by either the quotation mark (") or close parenthesis ()) characters.

You may want SCRIPT to center input lines or perhaps double space the output when it is printed. The next section describes SCRIPT *control words* which will allow you to format your document.

Note: In the examples above, the input file is completely different from the output document. You receive the formatted version only after the input file is executed. Documents are stored in the Save Library exactly the way they have been typed in. Each time you wish to print the formatted version, select the TODO menu. Refer to *Chapter 6 - TODO Menu Items* and read the first section about Executing SCRIPT documents for more information.

Input Control Words

You can control the format of the output document by using *control words* in your file. Control words are 2-letter codes preceded by a period (.) which dictate what a document page will look like. Control words define parameters like top and bottom margins, line spacing, line length, and so forth.

A control word may have additional information on it which is separated from the control word name by **one** blank space. For example, the control word to center two text lines is ".CE 2".

Control words are printed in this guide in upper case. However, they can be typed in either upper or lower case. It is usually easier to use lower case.

Lines that start with a control word are called "control lines". Lines that are not control lines in your file are called "text lines".

You might see control words starting with two periods. These are special "user-defined" control words, which are explained later in this section.

General Formatting Rules

Filling lines (giving even right and left margins) is automatic (default) with SCRIPT, but there are some rules to follow if you want this type of formatting. These same rules apply if you want concatenation (.CO), which is how this guide was produced. With .CO there are no blank spaces inserted between words to give an even right margin. SCRIPT will arrange the text to print as much as possible on each line without exceeding the line length.

- Input lines must be typed starting on the left, in column 1 and must be singled spaced. SCRIPT then knows that each line is a continuation of the line before. It can then rearrange the words to produce formatted text.
- If you move away from the left margin then you are asking SCRIPT to break the formatting at this point. If you are indenting the first line of a new paragraph then this is exactly what you want. However, if you accidentally space a line over, even by just one space, your formatting will break at this place in your document. You might not notice a small mistake like this as you are typing, but this mistake is obvious when you later see the formatted version.
- Leaving blank lines between lines of text also implies a break. For separating paragraphs this is ideal, but don't try to type your document double spaced (leaving blank lines between text) if you want filling. Instead, use the .DS control word in front of your text and type the text single spaced. Later when you execute your SCRIPT document, you will see the double spacing.
- Sometimes you may want to break the formatting without indenting or leaving blank lines. See the BREAK (.BR) control word and the NO FILL (.NF) control word for information. Most control words imply a break and this will be mentioned in their descriptions.

Many defaults are already included in the SCRIPT program to format documents. For example, a page length of 66 (.PL 66) lines is automatic. See the next section "MUSIC/SCRIPT Defaults" for a complete list of format defaults.

Note: As a rule, do not type in any text that starts with a period, unless it is a SCRIPT control word. However, if you must enter text that starts with a period at the beginning of an input line, you can use the control word .LI to tell the system not to read control words for the number of lines you

specify. See "Miscellaneous Control Words", later in this section for more information about .LI.

MUSIC/SCRIPT Defaults

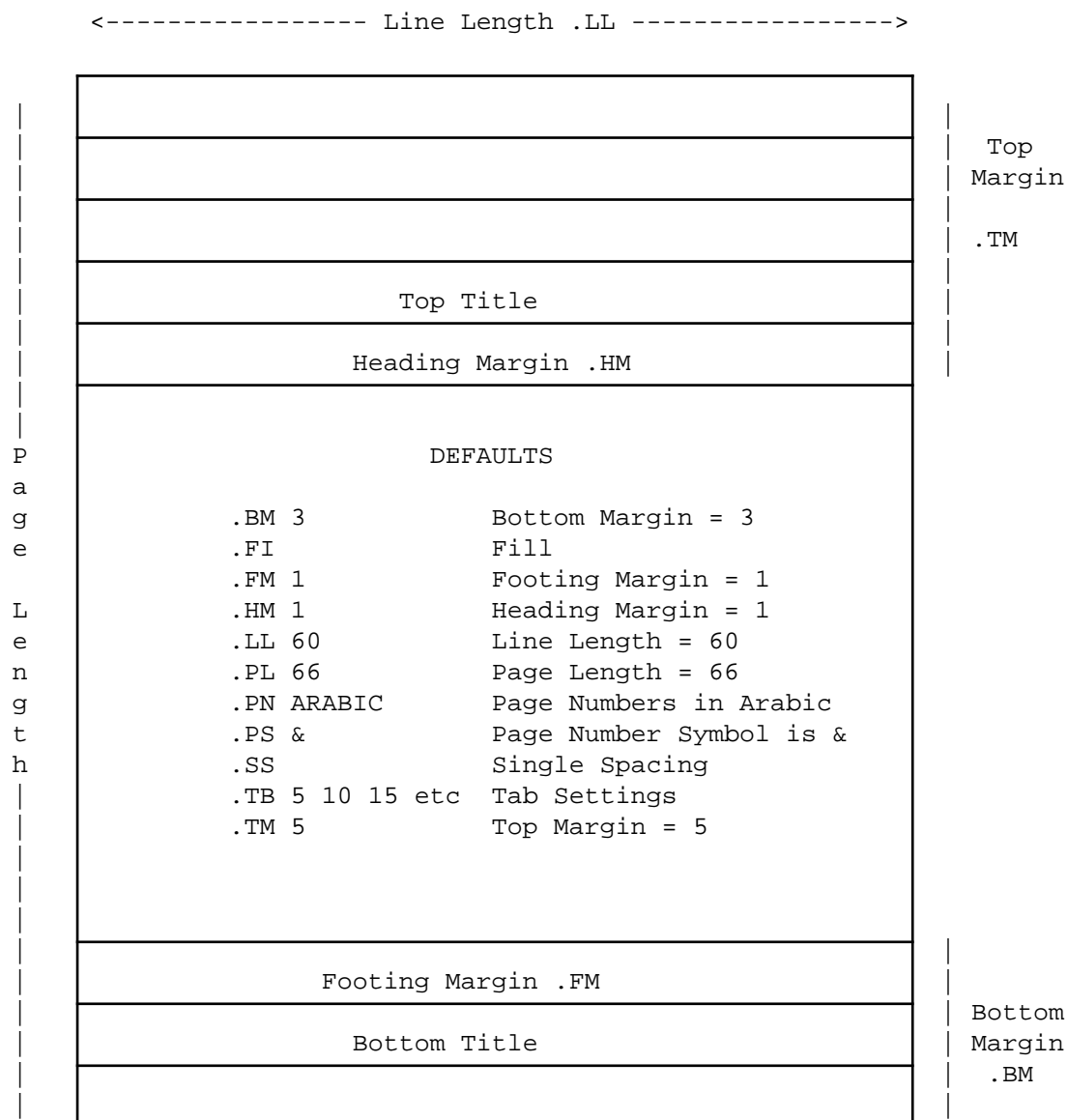


Figure 5.3 - SCRIPT Default Control Words

Note: The TOP (.TM) and BOTTOM (.BM) margins indicate the amount of blank lines to leave at the top or bottom of each output page. This space is included within the PAGE LENGTH (.PL). The default page length is 66 lines per page. Most printers print at six lines per inch (LPI), so 66 completely fills up 11-inch long paper. The top margin is five lines by default, so there is 5 blank lines at the top of each page (almost one inch). The bottom margin is three lines by default, so there will be three blank lines (1/2 inch) at the bottom of each page.

66	(page length)
- 8	(top and bottom margin)
58	(= lines of text per page)

Space is reserved for top and bottom titles as shown in the diagram. **SCRIPT** does not include titles by default. (Read "Single Line Titles" later in this chapter for instructions.) Often these titles are used for page numbering. See "Page Numbering" later in this chapter.

Control Word Descriptions

This section contains descriptions of all MUSIC/SCRIPT control words, divided into the following categories:

Page and Line Length Control

.PL	Page Length	.PA	Page Eject
.LL	Line Length	.EP	Even Page Eject
.TM	Top Margin	.OP	Odd Page Eject
.BM	Bottom Margin	.CP	Conditional Page Eject

Basic Formatting

.FI	Fill	.LS	Line Spacing
.NF	No Fill	.CE	Center
.CO	Concatenate	.RI	Right Adjust
.SP	Space	.UP	Upper Case
.SK	Skip.	.UL	Underline
.BR	Break	.TB	Tab
.SS	Single Spacing	.TS	Tab Substitute
.DS	Double Spacing		

Accented Characters

.BS	Backspace	.DK	Dead Key
-----	-----------	-----	----------

Paragraph Styles

.IN	Indent	.UN	Un-Indent
-----	--------	-----	-----------

Text Groups

.(Group Start	.)	Group End/Start
.)	Group End		

Title Groups

.TT(Top Title Start	.BT(Bottom Title Start
.ET(Even Top Title Start	.EB(Even Bottom Title Start
.OT(Odd Top Title Start	.OB(Odd Bottom Title Start

Single Line Titles

.TT ////	Top Title	.EB ////	Even Bottom Title
.ET ////	Even Top Title	.OB ////	Odd Bottom Title

.OT /// Odd Top Title
.BT /// Bottom Title

.HM Heading Margin
.FM Footing Margin

Page Numbering

.PS Page Number Symbol

.PN Page Numbering

Miscellaneous Control Words

.CM Comment
.LI Literal
.BS Backspace

.DK Dead Key
.ZN Zone
.TR Translate

User-Defined Control Words

.DF Define

Modification Flagging

.MF Modification Flagging

Conditional Sectioning

.CS Conditional Section

Creating a Table of Contents

.OX Output Auxilliary

Incorporating Other Files

.IM Imbed
.AP Append

.EF End File

Workstation Interaction Control Words

.RD Read
.TE Terminal Input

.TY Terminal Type

Equivalent Functions

.AD Adjust
.FO Format
.ST Stop

.OF Offset
.HE Heading

For a list of control words in alphabetical order, refer to the index under "Control Words".

Page and Line Length Control

Page Length .PL

```
.PL n
```

Specifies the length of the output page in units of lines. By default the page length is set up as 66 lines (the actual length for 11-inch paper). This page length includes lines reserved for titles, page numbers, etc. (top and bottom margins which are discussed later), so the actual number of lines in the main body of the page is usually less than this number (approximately 58 lines of text in a page length of 66 lines). If the page length is changed within the document, the new setting becomes effective on the next page. It may take effect immediately if the new length will fit on the current page. The page length may be in the range of 10 to 250.

Line Length .LL

```
.LL n
```

Defines the length of each output line. The default is 60 characters long. The length may be in the range of 10 to 130. The output device must be able to handle the length you give here. The length specified here is the visual length, that is, it is not affected by backspace characters. The control word .BR is implied.

Example:

The following is an example showing the use of the .LL control word. Also you can see that the input file looks completely different from the output. The SCRIPT program formats the document when you choose the TODO EXECUTE (X) menu item. Refer to the section EXECUTE in Chapter 6 for details.

```
.ll 30
This control word will cause SCRIPT to use a line
length of 30 characters per line.
As you can see, when this document is executed,
it will have even right and left margins.
.ll 50
Now the line length has been changed and a break
(.BR) in formatting has occurred.
```

Figure 5.4 - Sample Input Using .LL

```
This control word will cause
SCRIPT to use a line length of
30 characters per line. As
you can see, when this
document is executed, it will
have even right and left
margins.
Now the line length has been changed and a break
(.BR) in formatting has occurred.
```

Figure 5.5 - Output Document

Top Margin .TM

```
.TM n
```

Reserves n lines at the top of each page to contain titling information. At the start of each SCRIPT run, SCRIPT leaves 5 spaces to contain the single line titles. The definition of a title group (discussed later) overrides any specification given with this control word. The n parameter may be zero. Specifying .TM 0 is a convenient way to tell SCRIPT not to give any blank lines at the top of a page (an option you may want to use if you are typing letters. A .BR control word is implied.

Bottom Margin .BM

```
.BM n
```

Similar to .TM except it defines the number of lines to be reserved at the bottom of each page for bottom titles. At the start, SCRIPT reserves three lines for this function. A .BR control word is implied by .BM.

Page Eject .PA

```
.PA n
+n
-n
```

Causes text to start at the top of a new page. Usually, SCRIPT tries to print the entire current output page defined by the .PL and .LL control words, before it jumps to a new page and prints the subsequent lines. A new page is not started if the .PA control word follows a .PA or similar new page control word.

If the option n is used, then the new page is called page number n . For example, specifying ".pa 8" causes the new page to be numbered page 8 if a page number control (see "TITLE GROUPS" later in this chapter) is in effect. This option of the .PA control is useful if you want to print only certain numbered pages of a document. A .BR is implied by this control word.

Also, if page numbering controls are in effect, new pages subdivided by decimals can be inserted into the document by specifying ".pa 15.5", which causes the next new page to be numbered 15.5. If the page number contains a decimal portion, then the subsequent pages will be in the decimal format (i.e., 15.6., 15.7, etc). See the .PN control word later in this chapter for more information.

The specification of +n or -n is used to increment or decrement the page number by the specified amount. The page number is never allowed to go below 1.

Even Page Eject .EP

`.EP text`

Similar to .PA except that the new page is always even numbered. Thus a blank page may be generated by this control word. If you wish to put a message on the otherwise blank page, you may follow the .EP control word with text. For example, ".ep This page is intentionally left blank" causes a page with that message to appear if the current page number is even. The message is centered on the page. (Note that the page number 15.1 would be considered even since it would follow the odd page number 15, while 16.1 is considered odd. A .BR control word is implied by .EP.

Odd Page Eject .OP

`.OP text`

Similar to .EP except that the new page is always odd numbered. This control word is particularly useful when the output document is to be printed on both sides of the paper and you want each new chapter or section to begin on a right-hand page. A .BR is implied by this control word.

Conditional Page .CP

`.CP n`

Causes an immediate skip to a new page only if *n* more text lines cannot be printed on the current page. For example, if you have a portion of text that has 10 lines that you want to keep together, specifying ".cp 10" causes SCRIPT to check if there are 10 lines remaining on the current page and to move that portion of text to the next page if there aren't. (The specification of *n* as zero is meaningless.) The .CP control word can ensure that a paragraph heading and the start of a paragraph occur on the same page.

A .BR control word is NOT implied by this control word. Since the .CP control word does not perform a break operation, it is possible for the last partially filled line to be forced to print on the new page. This does not happen when the .CP control word is preceded by a .BR, .SP or other control word that forces a break. Text groups, (to be discussed later) can accomplish a similar function to this control word.

Example:

The following shows the use of .PL, .TM, .BM, .PA, and .CP control words.

```
.pl 10
.tm 1
.bm 1
```

If a page length of 10 lines per page is used then only 2 lines of text shows on each page.

This happens because SCRIPT will leave a top margin of 5 blank lines at the top of every page and a bottom margin of 3 by default.

By decreasing the top and the bottom margins to 1 (.TM 1 & .BM 1) then another 6 lines of text is added. Each page now consists of 8 lines of text with 1 blank line at the top and bottom.

```
.pa
```

Using .PA will cause SCRIPT to start a new page even if the previous page is not full yet.

```
.sp
.cp 7
```

By including the control word .CP 7, SCRIPT will make sure there are at least 6 empty lines left on the page. If there isn't room, the text will start at the top of the next page.

Figure 5.6 - Input Document with .PL .TM .BM .PA .CP

<p>If a page length of 10 lines per page is used then only 2 lines of text shows on each page. This happens because SCRIPT will leave a top margin of 5 blank lines at the top of every page and a bottom margin of 3 by default. By decreasing the top and the bottom margins to 1 (.TM 1 & .BM 1) then another 6 lines of text is added. Each page now consists of 8 lines of text with 1 blank line at the top and bottom.</p>
<p>Using .PA will cause SCRIPT to start a new page even if the previous page is not full yet.</p>
<p>By including the control word .CP 7, SCRIPT will make sure there are at least 7 empty lines left on the page. If there isn't room, the text will start at the top of the next page.</p>

Figure 5.7 - Output Document

Basic Formatting

This section explains how to control the format of the printed document through the use of SCRIPT control words.

Fill **.FI**

.FI

Instructs SCRIPT to format output lines by shifting words to or from the next line and filling out each line with extra interword blanks so that the left and right margins will be even or "justified". This is the default setting at the beginning of each SCRIPT run, so you don't have to specify this control word at the beginning of your document. The effect of the .FI control word is continual. You must enter an .NF to deactivate it. A .FI implies a .BR.

No Fill **.NF**

.NF

Causes the output lines to be printed in the same format as you entered them as input text lines.

You may have a requirement to type tabular information into your document. In this case, you may not want SCRIPT to fill each line. In order to stop the .FI use the control word .NF, which stands for "no fill". The .NF control word remains in effect until SCRIPT encounters a .FI control word. In .NF mode you can still use the .IN control word (described later) if you wish to have indented lines in the output. A .BR is implied by .NF.

Concatenate **.CO**

.CO

Forms output lines by shifting words to or from the next input line without adding blanks between the words. The output is as close as possible to the specified line length without exceeding it, giving you a fairly even (but ragged) right margin. A .BR control word is implied by .CO.

Note: For concatenation you need both .NF and .CO.

Space .SP

`.SP n`

Inserts n blank lines between sections of output text. If n is omitted, 1 is assumed, therefore, .SP is the same as .SP 1. If the output document is being double spaced by the .DS or .LS control words, then the number of spaces generated will be double that given as n .

If the end of page is reached during the space operation, no more blank lines are inserted. If the current page is filled up at the time the .SP control word is encountered, then no spaces are added. If you must leave a specified number of lines you can do this by the combination of the .CP and .SP control words. To insert blank lines at the top of a page use .PA and then .SP. The .SP control word implies a .BR.

Notes:

1. When using full-screen mode, simply use the the NEW LINE (down and to the left arrow) key to insert blank lines between paragraphs. Blank lines entered with this key will be appear in the output document even if they occur at the top of a page.
2. If you are not using full-screen mode, you must use .SP (or .SK) to insert blank lines because the NEW LINE key does not function. Pressing the ENTER key twice puts you into Edit mode with the message "EDIT" appearing. To continue inputting text, just type in the Editor command INPUT and you return to Input mode.

Skip Lines .SK

`.SK n`

Similar to .SP except for the following two cases. The .SK command does not cause blank lines to be left at the top of a page. In addition, when the .SK command occurs between lines of text it causes at **least** n blank text lines. (This distinction allows for a possible future change to SCRIPT whereby blank filler lines can be expanded to best meet the page formatting style.)

The .SK command is particularly useful when used in user-defined control words, which are explained later in this chapter.

Break .BR

`.BR`

Informs SCRIPT that the next text line is not to be joined to the end of the last one, thereby breaking formatting. .BR is normally used to indicate the start of a new paragraph. A blank in the first position of an input text line also implies a .BR. This control word is only meaningful when either .FI or .CO is in effect. (Several other control words have the effect of the .BR control word in addition to their other function.)

Example:

The following shows the use of .FI, .NF and .CO controls words and their effect on formatting text. Note that these control words imply breaks (.BR).

```
.tm 0
.bm 0
Without specifying any control words
SCRIPT will start off in fill mode (even right margin).
To separate paragraphs with a blank line use .SP n.
.sp 1
If you need more blank lines between the text, then
change the number beside this control word.
Another way to separate paragraphs, thereby stopping
the filling, is by using a break control word.
.br
If you want SCRIPT to print out text in the
same format as it was
entered, use the no fill control.
.sp
.nf
Now the document will print exactly
as it was typed in.
A break (.BR) in the formatting is implied
when this control word is used.
.sp
.co
By using the concatenate control, SCRIPT will put
as much on a line as possible without adding spaces
between words.
Notice that the right margin is now ragged.
.sk
.fi
To have SCRIPT change back to fill mode,
a fill control word is necessary.
After inserting this control word, the output document
will have an even margin again.
```

Figure 5.8 - Input Document with .SP .BR .NF .CO .FI

Without specifying any control words SCRIPT will start off in fill mode (even right margin). To separate paragraphs with a blank line use .SP n.

If you need more blank lines between the text, then change the number beside this control word. Another way to separate paragraphs, thereby stopping the filling, is by using a break control word.

If you want SCRIPT to print out text in the same format as it was entered, use the no fill control.

Now the document will print exactly as it was typed in.

A break (.BR) in the formatting is implied when this control word is used.

By using the concatenate control, SCRIPT will put as much on a line as possible without adding spaces between words. Notice that the right margin is now ragged.

To have SCRIPT change back to fill mode, a fill control word is necessary. After inserting this control word, the output document will have an even margin again.

Figure 5.9 - Output Document

Single Space .SS

.SS

Cancels the effect of a previous .DS (Double Spacing) or .LS (Line Spacing) control word and returns the output to single spacing. .SS is a default SCRIPT control word. A .BR is implied by this control word.

Double Space .DS

.DS

Causes subsequent output lines to be double spaced. This is not to be confused with the .SP and .SK control words, which apply to the spacing only between the previous text line and the next text line. A .BR control word is implied.

Line Spacing .LS

.LS n

Specifies the number of blank lines to be inserted between the lines of text in the output document. Thus .LS 1 is identical to .DS. This line spacing feature is particularly useful when printing rough draft copies. A .BR is implied by .LS.

Example:

In this example .DS and .SS control words are emphasized. Notice that these control words do not add spaces immediately, but affect the spacing between lines.

```
By default SCRIPT will automatically start
with single spacing (.SS).
If you want to change this formatting
style use .DS or .LS n.
.sp 1
.ds
This portion of the document is now double spaced.
Notice that .DS does not give a blank line
immediately; .SP 1
was needed to put a blank line between each paragraph.
However, .DS will add a blank line after every text
line from now on.
.ss
Notice that a .SP was not used this
time to separate each paragraph, because a blank
line was automatically added to the last
text line because of the .DS control word.
```

Figure 5.10 - Input Document with .DS .SS

```
By default SCRIPT will automatically start with single
spacing (.SS). If you want to change this formatting style
use .DS or .LS n.

This portion of the document is now double spaced. Notice
that .DS does not give a blank line immediately; .SP 1 was
needed to put a blank line between each paragraph. However,
.DS will add a blank line after every text line from now on.

Notice that a .SP was not used this time to separate each
paragraph, because a blank line was automatically added to
the last text line because of the .DS control word.
```

Figure 5.11 - Output Document

Center .CE

```
.CE n
    ON
    OFF
```

Centers the next n lines. If n is not given, the default is one line. If a .CE ON control is specified, then all subsequent text lines are centered until SCRIPT reads a .CE OFF control word.

Note that each input text line will form one output line. It is therefore important that the input line not exceed the current line length or else the line will be truncated. A .CE control word implies .BR.

Right Adjust .RI

```
.RI n
    ON
    OFF
```

Similar to .CE except that the output lines flushed right rather than centered. creating even right and ragged left margin.

Upper Case .UP

```
.UP n
    ON
    OFF
```

Translates all lower case alphabetic letters into upper case, but leaves numbers and symbols intact. This control word is useful when certain parts of the document are to be printed only in upper case. If the whole document is to be printed in upper case, then you can use the ALLUP control word when SCRIPT is being run. The .UP control word is particularly convenient when typing in lines that are a mixture of upper case letters and numbers since you would normally have to hit the SHIFT key to type the letters and unshift to type the numbers. For example,

```
.up
May 13, 1989
```

would look like:

```
MAY 13, 1989
```

Entering .UP n tells SCRIPT how many input text lines are to be printed in upper case (where n equals the number of lines). If n is unspecified, the default is one. The ON option will translate all the text lines to upper case until SCRIPT encounters a .UP OFF control word.

Example:

The following shows the use of .CE, .RI and .UP. The first figure shows a section of a file and the second figure displays the output document.

```
.fi
The .FI control word is in effect now.
Notice that I am going to use the .SP control word
to insert a blank line between this line and
the next one.
.sp
.ce 2
Now I want to center this line,
and also this one.
.sp 1
.ri 2
.up 1
This line is right adjusted and capitalized,
this line is right adjusted only.
```

Figure 5.12 - Input Document with .FI .CE .RI .UP

```
The .FI control word is in effect now. Notice that I am
going to use the .SP control word to insert a blank line
between this line and the next one.

        Now I want to center this line,
            and also this one.

        THIS LINE IS RIGHT ADJUSTED AND CAPITALIZED,
            this line is right adjusted only.
```

Figure 5.13 - Output Document

Underline .UL

```
.UL ALL
    MASK
    OFF
```

Controls underlining of your text. A .UL underlines all alphanumeric characters, plus three more special characters / ' - (slash, single quote and dash). It does not underline the blank spaces between words. .UL ALL underlines the entire line including blank spaces between words. Some examples are given below:

Input: This shows how you can
 .ul
 underline
 only the word "underline".

Output: This shows how you can underline only the word "underline".

Input: .ul
 Each individual word will be underlined.

Output: Each individual word will be underlined.

Input: .ul all
 The entire line will be underlined in this case.

Output: The entire line will be underlined in this case.

Specifying MASK sets a mask option on until SCRIPT reads .UL OFF. When this option is active, you can tell SCRIPT to underline specific characters in a line by first typing in the line and then following that line with a line that contains only underline characters located immediately below those you wish to underline. Look at the following example:

Input: .us mask
 This shows how you can use the MASK option to underline
 —
 certain characters, in this case the o of "shows".

Output: This shows how you can use the MASK option to underline
 certain characters, in this case the o of "shows".

Example:

The following show an actual document that was typed in using all of the underlining control words.

```
.sp
.ce
.ul
How to Underline Text
.sk
    This sample document will show the use of
underlining control words.
If only
.ul
one
word should be underlined just stop at that word and
use the control word .UL just before it.
.ul
By using this control word only the words will be
underlined.
If you need the spaces and punctuation underlined
as well,
.ul all
then add the parameter "ALL".
.ul mask
By specifying "MASK" then from now on
Whenever SCRIPT sees underscores it will
_
use them to underline the line above.
.ul off
Type in OFF with the control word to stop "MASK".
Now _____ can be used as text.
Notice that underlining does not break (.BR) the
formatting.
```

Figure 5.14 - Input Document with Underlining

How to Underline Text

This sample document will show the use of underlining control words. If only one word should be underlined just stop at that word and use the control word .UL just before it. By using this control word only the words will be underlined. If you need the spaces and punctuation underlined as well, then add the parameter "ALL". By specifying "MASK" then from now on Whenever SCRIPT sees underscores it will use them to underline the line above. Type in OFF with the control word to stop "MASK". Now _____ can be used as text. Notice that underlining does not break (.BR) the formatting.

Figure 5.15 - Output Document

Tab .TB

```
.TB n1 n2 n3 n4 (etc)
```

Allows you to define and change the tab settings within a document. Tabs are normally used only when typing in tabular information. The default tab settings are .TB 5 10 15 ... 80.

The tab locations are specified by *n1*, *n2*, etc. These numbers must be listed in ascending order. Note that SCRIPT defines tab stops in a slightly different way than the normal convention. For instance, a setting of .TB 10 15 20 will mean that tab stops will be at columns 11, 16, and 21.

The Editor will show the position of any tab characters in a line by printing a # symbol (this does not apply to tab substitute characters defined by .TS, see below). For example, a tabbed line would appear as "#15#3.2#76".

Note: The .NF control word should be in effect when using tabs to form tables.

Tab Substitute .TS

```
.TS x
```

Defines a logical tab character. Certain workstations do not have a tab key so it is necessary to specify another key to be used as the tab key. The command .TS > will make the character > the tab character.

Example:

The following shows how to enter a document with tabs. (If the space between columns needs to be increased or decreased, then only the .TB control word needs to be changed.)

```
.sp
.nf
.ts >
.tb 25 50
.ul
Name>Department>Tel
.sk 2
June Brown>Accounting>8262
Kathy Dewar>Userids>8272
Ling Tu>Documentation>8369
Dot Green>>8368
```

Figure 5.16 - Input Document with Tabs

<u>Name</u>	<u>Department</u>	<u>Tel</u>
June Brown	Accounting	8262
Kathy Dewar	Userids	8272
Ling Tu	Documentation	8369
Dot Green		8368

Figure 5.17 - Output Document

Accented Characters

Accented characters are formed by striking two separate keys. For example, an è is formed by the two keys "`" and "e", and ø is formed by the two keys "/" and "o". Since one character must be superimposed on the other, it is necessary either to use a backspace key or to treat one character as a dead key. SCRIPT handles accents in both these ways.

Substitute Backspace Character .BS

.BS

Normally on SCRIPT, a backspace erases the character backspaced over. In order to have a true backspace, you must define a substitute backspace character. The SCRIPT control word .BS < will define the character < as a backspace. Thus, Ø would be entered as /<0.

Dead Key .DK

.DK x

This method requires a keying action that is identical to that of an office typewriter with a dead key facility. Specifying .DK ` will make the grave key (`) a dead key, so the character è would be entered "`e". This technique can be used to make any character into a dead key, making it possible for you to enter other languages that require accents.

Text Entry from Standard Keyboards for Accented Languages

For example, French text can be entered from keyboards not equipped with French characters through the use of substitute characters, although this method is not as convenient as using a French keyboard.

The substitute characters are defined using .TR (described later in this chapter). The internal hexadecimal representations of the French characters are given below. (These representations are for a standard IBM printer; your installation may use a different printer.)

<u>Hex</u>	<u>Character</u>
EF	é e with acute accent
46	ç c with cedilla accent
79	` grave accent
71	^ circumflex
74	' acute accent
75	, cedilla accent

Note: These two techniques will display the French correctly only when printed with SCRIPT. During the

input and editing phases, the typist will see the character sequences that were used to create the compound characters. When entering French text, the accent must be entered before the letter.

Paragraph Styles

The following figure illustrates the three most widely used paragraph styles:

```
This illustrates the "straight" paragraph
style. Notice that all three lines of the
paragraph are flushed left.

    This illustrates the "indented" style.
    Notice that the first line is indented
    relative to the second and third line.

    This illustrates the "hanging" style since its
        first line starts to the left of the
        second and third line.
```

Figure 5.18 - Paragraph Styles

In SCRIPT, only the overhanging paragraph style needs special control words. The indented style is easiest to accomplish by starting off the first line with the required number of blanks as you would if you were typing this type of paragraph without the help of SCRIPT. The other lines of a paragraph are always typed beginning at the first input position (flushed left).

For the other paragraph types, all the lines of the paragraph are entered starting at the first position. If you wish to indent the entire paragraph a certain number of spaces to the right, then you can use the .IN control word.

Indent .IN

```
.IN n
```

Defines the starting location of the left margin in the output text. The *n* indicates the number of spaces to indent the left margin. Thus if *n* is 10, then the output will start at position 11. To reset the margin to 0, specify .IN 0. This control word implies a .BR.

```
This sample shows how to use the .IN control word.
If you want a paragraph to be indented by 5
spaces use .IN 5.
.in 5
Notice that a break (.BR) is implied with an indent
control word.
From now on every line will start 5 spaces from
the left.
.in 0
To bring text back to the left margin you must enter .IN 0.
```

Figure 5.19 - Input Document with Indenting

```

This sample shows how to use the .IN control word. If you
want a paragraph to be indented by 5 spaces use .IN 5.
    Notice that a break (.BR) is implied with an indent
    control word. From now on every line will start 5
    spaces from the left.
To bring text back to the left margin you must enter .IN 0.

```

Figure 5.20 - Output Document

Undent .UN

```
.UN n
```

Forms overhanging paragraphs. First enter a .IN to give the position of the left margin of the paragraph. This .IN specification remains in control until reset by another .IN. Second, enter a .UN control word. The number given on the .UN control line is the number of characters that are to overhang on the first line of the paragraph. The .UN is effective only on the one text line that immediately follows. The *n* parameter must not be larger than the number for .IN. The following diagram illustrates how to visualize the combination of .IN and .UN to form an overhanging paragraph.

```

      <-- UN -->
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
<----- IN -----> xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

```

Figure 5.21 - Indenting and Un-indenting

For following sample input shows how to make the first line of the paragraph to start flush left and the remaining lines to start at position number 10.

```

.IN 9
.UN 9
This paragraph will start at column 1 and continue
at column 10 since the indent
will leave 9 blank spaces.

```

If you want several overhanging paragraphs to appear in a row all you have to do is enter .UN before the first line of each paragraph.

To allow for some special effects, .UN has the following special rule: **SCRIPT** will never attempt to insert blank characters between the words which will occur in the overhanging portion. Furthermore, if the text line following the .UN control word contains fewer characters than the overhanging portion, then the text from the following line will appear in the output starting at the same column as the remaining lines in the paragraph.

You may use a control word such as .UN -5 to cause a indented paragraph style. This negative form is mainly used in connection with styling standards as described in a later in this chapter. A .BR is implied by

the .UN control word.

The following figures give sample uses of the .UN control word and how it can be used to form overhanging paragraph styles. You should study each example carefully and try them out. (The examples assume a line length of 30).

Sample input to SCRIPT	Sample output from SCRIPT
<pre>.in 10 .un 10 OPTION This sample shows one way to use the .UN control word. There are easier ways.</pre>	<pre>OPTION This sample shows one way to use the .UN control word. There are easier ways.</pre>

Figure 5.22 - Overhanging Paragraph, Style 1

<pre>.in 10 .un 10 OPTION This is easier to type in since you don't have to put extra spaces in your first line. .un 10 OPTION2 Note how you can put in several items that use the same style without having to type a .IN again between each one.</pre>	<pre>OPTION This is easier to type in since you don't have to put extra spaces in your first line. OPTION2 Note how you can put in several items that use the same style without having to type a .IN again between each one.</pre>
--	---

Figure 5.23 - Overhanging Paragraph, Style 2

<pre>.in 10 .un 10 PRINT .un 10 NOPRINT This example shows that .UN can be used to form a variation of the overhanging style.</pre>	<pre>PRINT NOPRINT This example shows that .UN can be used to form a variation of the overhanging style.</pre>
---	--

Figure 5.24 - Overhanging Paragraph, Style 3

<pre>.in 3 .un 3 1. You may want to list some points with an item number in front of them. .un 3 2. This is easy to do, as you can see. .un 3 3. Of course you can use this style with the first word being separate from the rest of the first line.</pre>	<pre>1. You may want to list some points with an item number in front of them. 2. This is easy to do, as you can see. 3. Of course you can use this style with the first word being separate from the rest of the first line.</pre>
---	---

Figure 5.25 - Overhanging Paragraphs

SCRIPT can assure that a collection of text lines will be kept together on one page in your printout. These groups can be used for various purposes such as charts, tables or title creation. This section deals only with text groups.

Text groups are used to ensure that all the lines in the group appear on the same output page. The .CP control word accomplishes part of this function, although the text group handles the more general case when the number of output lines generated by a sequence of input text is unknown or is variable.

Text Group Start .(

.(

The start of a group is indicated by the .(control word. A .BR is implied by this control word.

Text Group End .)

.)

The end of a group is indicated by the .) control word. The text group end control word does **not** imply a .BR. (Other types of groups use the .) to end them but in these other cases a .BR is implied.)

A group end can also be implied by either another group start control word including those of other types of groups (such as title groups, for instance), or the occurrence of a .PA. (A .CP control word is ignored if it is found within a text group.)

TEXT GROUP START AND END .)(

.)(

If you wish, you may use the .)(to end one group and start another.

Title Groups

Title groups are similar to text groups except that the collection is used to form a title which will be repeated at the top or bottom of every page. A .NF is implied by the start of a title group. When the title group is closed, the original format (ie. either .NF or .FI) returns. (See the next section on page numbering for an example that uses a title group.)

Top Title .TT(

```
.TT(
```

The following example show how .tt(is used to define a title at the top of all subsequent pages:

```
.TT(  
This is a title  
.SP 2  
.)
```

subsequent pages. Notice that a space control word is generally given to separate the title from the main body of the text. This top title remains in effect until it is replaced by another top title. To remove a top title, enter the sequence

```
.TT(  
.)
```

Even and Odd Top Titles .ET(.OT(

```
.ET(  
text and/or  
control words  
.)
```

If the output document is to be printed on both sides of the page, you may be required to specify a different title for even and odd numbered pages. This is done by the .ET(and the .OT(control words for the even and odd titles respectively.

Notes:

1. A new title becomes effective immediately and replaces any previous definition.
2. Using .TT(will override any .TM specification.

Bottom Titles .BT(.EB(.OB(

```
.BT(  
text and /or  
control words  
.)
```

The following example shows how to define a bottom title with the .BT(control word:

```
.BT(  
.SP 2  
bottom title  
.)
```

The even and odd bottom title control words are .EB(and .OB(. The same rules apply for bottom titles as for top titles.

Notes:

1. A new bottom title becomes effective immediately and it replaces any previous definition.
2. No bottom title will be printed if a new bottom title being defined requires more lines than are remaining on the current page. (This condition would occur only if the new bottom title generated more output lines than the previous one did.)
3. Using .BT(will override any .BM specifications.

Single Line Titles

Single line titles can be abbreviated which might make them easier for you to use. The text portion of the title is given right on the control word line as in the following example.

```
.TT /Chapter 1/Introduction/Page &/
```

The slash (/) characters split the title into three parts.

- The first part will start at output position 1.
- The second part will be centered.
- The third part will end in the last output column (see next section about the page number symbol "&").

Any special character may be used instead of the slash but the same one must be used in all four places. Some other examples are given below.

```
.TT ///This title is on the right/  
.TT /This title is on the left///  
.TT //This title is centered//  
.TT //This has a page number on the right/&/  
.TT / This title is indented///  
.TT $$This title is centered$$
```

The control words .OB, .EB, .ET, .OT, .BT can also be used in either single line title or group form. You may use either form of titling technique you wish (even a mixture of the two). Single line titles are not allowed to contain backspace characters or be underlined.

Spacing Single Line Titles

You will no doubt want to leave spaces between the title and the start of text on a page. You may also want to leave space at the top of the page before the title line. The following control words control the spacing for single line titles.

Note: Refer to the section "MUSIC/SCRIPT Defaults", earlier in this chapter, for default settings of each output page.

Heading Margin .HM

.HM n

Specifies the number of blank lines that follow the single line title. If *n* is not given, the default is one. The title group

```
.TT(  
.CE  
Introduction  
.SP 2
```

.)

will have the same effect as the following sequence using a single line title

```
.TM 3
.TT //Introduction//
.HM 2
. )
```

As mentioned earlier, SCRIPT allows you to reserve space at the top and bottom of your page using .TM and .BM. It is within this space that your single line title would go, as in the previous example which specified .TM 3. Remember that the value of the top or bottom title must be equal to or greater than the line of the title plus the value allowed for the heading and footing margin.

Footing Margin .FM

.FM n

Similar to .HM except it applies to the bottom title or footer. .FM *n* indicates the number of blank lines to precede the single line title. SCRIPT assumes a value of 1 unless you specify otherwise.

Page Numbering Specification

The occurrence of a special page number symbol ("&" by default) in a title group or single line title (see previous section) causes the current page number to be substituted for that character whenever the title is printed.

For example, either of these sequences

```
.BT //& //
```

or

```
.BT(  
.CE  
&  
.SP  
.)
```

will cause page numbering to appear centered on the bottom of every page.

Page Number Symbol .PS

```
.PS x
```

Causes the page number symbol to be defined as the character *x*. The page number symbol of "&" is defined at the start of a SCRIPT run and will be used unless redefined by .PS. If no symbol is specified on .PS, then no page number symbol is defined. The *x* parameter may also be defined by its two character hexadecimal equivalent. (These hexadecimal equivalents are explained later in this chapter.)

Page Number Control .PN

```
.PN ROMAN  
ARABIC  
DEC  
OFF  
OFFNO  
ON
```

Specifies the type of page numbering required. Specifying ROMAN causes the current page number to be printed as lower case Roman numerals when called for by the page number symbol in a title. The maximum Roman numeral that SCRIPT can generate is for the number 3999. Entering ARABIC turns off the ROMAN

option.

The DEC option specifies that the page number is to be incremented by .1 when a skip to a new page is done. Thus if the current page number is 102, then the following page numbers will be 102.1, 102.2 etc. This option is reset by the ON option or by a .PA with a number specified.

.PA can imply the DEC option. It may also be used to force the next page number to a specific value which may include a decimal part.

If the OFF parameter is specified, the page numbers are discontinued on the output (become blanks), although the internal page numbering is still maintained.

The OFFNO parameter discontinues the internal page number incrementing and suppresses the output page numbering as does the OFF parameter.

The ON option resets the OFF and the OFFNO conditions as well as turning off the decimal page numbering option, if it was in effect.

Example:

The following example illustrates the use of title groups and single line titles.

```
.pl 14
.tt(
.ri
May 1, 1989
.sp
.ul
Item                Cost        Quantity    Total
.sp
.)
.bt /Stationery//Page &/
.cm the text starts here...
.nf
Pencils (HB)        .15          2 doz       3.80
Pads 8 1/2 x 11     1.50         10 pkgs     15.00
Office tape         .75          15 rolls    11.25
.sk
.fi
*This sample shows the use of top and bottom titles.
These titles will continue to print on every page unless
they are changed.
```

Figure 5.26 - Input Document with Top and Bottom Titles

May 1, 1989			
<u>Item</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Pencils (HB)	.15	2 doz	3.80
Pads 8 1/2 x 11	1.50	10 pkgs	15.00
Office tape	.75	15 rolls	11.25
*This sample shows the use of top and bottom titles. These titles will continue to print on every page unless they are changed.			
Stationery			Page 1

Figure 5.27 - Output Document

Miscellaneous Control Words

Comment **.CM**

`.CM text`

Allows you to insert comments or notes to yourself in the input text which will not show up in the output. by one or more blanks. Thus, the following examples are valid:

```
.CM this is a sample comment
.CM      and so is this
```

Literal **.LI**

`.LI n`

Informs SCRIPT that the next line does not contain a control word. It is only required if the line starts with a period in the first position. The *n* field is used to specify the number of lines that are not to be interpreted as control lines. For example ".LI 3" means that the next three input lines are not control lines. If the *n* parameter is not specified, one is assumed.

Backspace **.BS**

`.BS x`

Defines a logical backspace character which can be used for special overprinting effects. Use `.BS x`, where the *x* in the control word is the character you wish to use for the backspace. If the backspace character was defined as "<", then the sequence "o</" will cause the compound character "ø" to print. Only certain workstations can print such overstrike characters.

The character *x* can be defined by a 2-character hexadecimal equivalent. If the character *x* is not given, there is no logical backspace defined. (The handling of the true backspace character is not affected by this control word.)

Dead Key **.DK**

`.DK x`

This method involves an identical keying action to that of an office typewriter with the dead key facility. Specifying ".DK /" will make the slash (/) a dead key, so the character ø would be entered "/o". This technique can be used to make any character into a dead key, enabling you to enter accented characters in various languages. To change the dead key character back to a standard character use .DK x OFF.

Zone .ZN

`.ZN n`

Informs SCRIPT how many character positions it should process from each input line. For example, if the input lines contain sequence numbers or modification date information in positions 73 to 80, you will want SCRIPT just to process up to position 72. This is done by specifying .ZN 72. If the ZN control word is not used, or if just .ZN is typed, then SCRIPT will process the entire input line. The .ZN control word is different from all the other control words in that any characters after the number will be ignored. This allows the .ZN control word itself to have a sequence number.

Translate .TR

`.TR i o`

Instructs SCRIPT to print any occurrence of character *i* as if it were the character *o*. This is of particular assistance when you need to print characters which you do not have on your keyboard. The *i* and/or *o* parameter may be entered as their 2-character hexadecimal equivalent given in the table below. (See the section "Accented Characters" earlier in this chapter for additional information about .TR.)

The translation remains in effect until specifically modified by another .TR. The specification of just .TR will reset all the translations in effect. The specification of the same parameter in the *i* and *o* field has the effect of resetting (turning off) any translation in effect for that character. Note that the translation only affects the output and the translation process is done only at the time each print line has been completely formed.

For example, suppose your keyboard does not have the special character ¬ and you wish to insert this character into the document. You could do this by telling SCRIPT that whenever it sees the character # it is to print it as ¬. (5F is the hexadecimal equivalent for the ¬ character.) The SCRIPT control word for this would be as follows:

```
.TR # 5F
```

You can also use this control word to bypass restrictions about the characters that can be typed in the first position of each input line. For example, if you must type text that starts with a /, you can use a ".TR % /" specification and type in the / characters using the % symbol instead.

Another use for .TR is if you wish to enter a character that will be printed as a blank in the output. This is useful when you wish to leave room in the output text that will be filled in later by hand. The hexadecimal equivalent for a blank is 40.


```

.tr 1 b1
.tr 2 b2
.tr # 8e
.tr % ae
When printing documents on a batch Printer
extra characters that are
not normally found at the workstation are available.
For example:
.sk
      X2 % Y1#2

.sk
.tr 1 1
.tr 2 2
To restore the characters back to the original keys,
use .TR again.
.sk
      1 2

```

Figure 5.28 - Input Document with Translates (.TR)

```

When printing documents on a batch Printer extra characters
that are not normally found at the workstation are available.
For example:

      X  ≥  Y
      2    1+2

To restore the characters back to the original keys, use .TR
again.

      1 2

```

Figure 5.29 - Output Document with Translates

Note: When restoring or changing characters using .TR, type .TR at a break in formatting. SCRIPT reads ahead to format input lines and it might see the change (.TR) before it has printed the output. In the example above, if ".tr 2 2" were inserted before the .SK, then the "X²" would print as a "X2" in the output.

The hexadecimal equivalents for special characters varies according to the font chosen at the time of printing.

User-Defined Control Words

User-Defined control words are used for styling and repetitive sequences. When preparing SCRIPT input, it is common to periodically use a specific sequence of SCRIPT control words. For example, before each section heading the following sequence might be specified:

```
.SK 2
.CP 5
.IN 0
.UL
```

SCRIPT allows the user or a group of users to define their own SCRIPT control words. These user-defined control words are made up of a combination of SCRIPT control words and text lines. They can be redefined throughout a document as often as necessary.

Defining your own control words allows you and other users to set your own styling standards. The typist need only know that a certain control word is given at the start of each type of text. The number of spaces between paragraphs, underlining and indenting rules can thus be automatically established and changed without retyping the input text.

Define Control Word **.DF**

.DF ..name

Specifies that the lines that follow are to be substituted for the occurrence of the control word *..name*. The name field may be up to six characters in length and may consist of alphabetic as well as numeric characters. The letters are taken as upper case letters though you may specify lower case letters, so, *..hd* would not be different from *..HD*. Thus, *..l*, *..newchp* are valid specifications on a *.DF*. Note that a user-defined control word always starts with two periods, while regular SCRIPT control words start with only one.

All the lines following a *.DF* control word (up to but not including the next *.DF* control word) become the substitute lines. A *.DF* with no parameter is used to end the definition. The sequence of lines can even include a *..* control word referring to other user defined control words. Such "nested" user control words should not be allowed to occur to a depth of greater than five.

Define Control Word: Short Form **.DF**

.DF ..name=xxxxxxxxxxxxx

Allows a definition of a user control word in just one line. It is taken to mean exactly the same as the sequence:

```
.DF ..name
xxxxxxxxxxxxx
.DF
```

This short form of the define control word can be used to cause a user control word to have no effect such as in the following example:

```
.DF ..name=.CM
```

The information after the equal (=) sign is considered to be all the characters up to the last non-blank one. Thus the following:

```
.DF ..name=this is a sample
```

causes the text "this is a sample" to be substituted whenever the control word ..name is given.

Example:

The following example illustrates the use of user-defined control words. Several SCRIPT control lines can be incorporated into one user-defined control word. Comments inserted into the input file will help other users understand your document.

```
.df ..ud=user-defined
.df ..h1
.cm          heading 1
.pa
.ce
.up
.df ..h2
.cm          heading 2
.sk 2
.ul
.cp 4
.df
.cm          the text starts here...
..h1
Chapter 1
..h2
User Defines
.sk
When typing in a large document it is handy to use
..ud
control words.
Consistency throughout the document is easier to
maintain this way; especially if more than one person
is entering the text.
```

Figure 5.30 - Input Document with User Defines

CHAPTER 1

User Defines

When typing in a large document it is handy to use user-defined control words. Consistency throughout the document is easier to maintain this way; especially if more than one person is entering the text.

Figure 5.31 - Output Document

Styling Example

The following example shows how you can set up control words to help reduce the number of input characters required to produce complex output forms. In this case SCRIPT produces a list of error messages along with an explanation and a procedure for each one:

INVALID COMMAND

Explanation: The MUSIC command just entered is undefined or invalid in the current mode.

Procedure: Consult your MUSIC User's Guide publication for the correct usage of the command.

TRANSMISSION ERROR

Explanation: The computer has detected incorrect characters being received from your workstation. This could mean a problem with the transmission lines or perhaps your workstation needs repair.

Procedure: If the problem persists, try and use another phone line if possible. Try and isolate which characters are being received incorrectly as this will be a great help to the service technicians.

INVALID USAGE

Explanation: The command just entered is not valid in the current mode.

Figure 5.32 - Styling Example Output for User Defines

To produce the above, you can define three special control words `..EM`, `..EX` and `..PR`. These names do not have to mean anything but for convenience they can mean Error Message, EXplanation, and PRocedure.

```
.df ..em
.sk 3
.cp 4
.in 0
.nf
.up
.df ..ex
.sk 2
.in 5
.fi
.ul
Explanation:
.df ..pr
.sk 1
.ul
Procedure:
.df
```

Figure 5.33 - User Defines for Styling Example

Now that the definitions are setup, they can be used for typing the error messages. (These definitions can be stored in a separate file that other users could have access to.)

The following shows how the special control words are used. The `..em` is typed before the error message, the `..ex` is typed before the explanation part and the `..pr` is typed before the procedure part.

```
..em
invalid command
..ex
The MUSIC command just entered is undefined or invalid
in the current mode.
..pr
Consult your MUSIC User's Guide publication for the correct
usage of the command.
..em
transmission error
..ex
The computer has detected incorrect characters being received
from your workstation.
This could mean a problem with the transmission lines
or perhaps
your workstation needs repair.
..pr
If the problem persists, try and use another phone line if
possible.
Try and isolate which characters are being received
incorrectly
as this will be a great help to the service technicians.
..em
invalid usage
..ex
The command just entered is not valid in the current mode.
```

Figure 5.34 - Input Document for Styling Example

Modification Flagging

In some publications, textual changes since the last edition are annotated with a vertical bar in the left margin. SCRIPT allows you to produce similar flagged changes. Modification flagging is initiated by entering **FLAG SCRIPT** when you create or begin editing your document with the Editor (see the example below). The Editor keeps track of the date on which modifications were made and will process this information. The flagging can be further controlled by the **.MF** control word as specified below.

This automatic modification flagging is one of the more attractive features of the SCRIPT facility.

Modification Flagging **.MF**

.MF ON
OFF
AUTO

The **OFF** parameter forces the modification flags off for the following lines until reset by another **.MF**. This would be used if there is a portion of your document which you do not want flagged. The **ON** option forces the modification flag to be set on for all future lines until reset by another **.MF**. **AUTO** sets the modification flag according to the date rules starting with the **next** input line. This option is in effect at the start of a document if the **MOD** output option is given to the **SCRIPT** program. If no option is given on the **.MF** control word, then the **ON** option is assumed.

SCRIPT Output Options for Modification Flagging

No flagging is done in the output document unless the **MOD** output option is specified when the **SCRIPT** program is run. The **MODONLY** output option can be specified to print only those pages that have been modified since a given date. (The **ZONE** option (**.ZN**) should be given in your input text to separate the modification date field from your text.) Refer to "SCRIPT Output Options" in the next chapter for additional information.

Example:

The following examples show how modification flagging actually works. Lines you enter are printed in bold and underlined. *Sample* is the name of the file used in the following figures. The **FLAG SCRIPT** Editor command is issued at the beginning of the edit session. In this case this file was created on May 22, 1989 (the 112th day of 1989). On May 23 the file was edited and a line added.

SELECT OPTION ==> <u>c</u> <u>sample;flag script</u>	
*IN PROGRESS	
FLAG 89112 COL 73 DEL .CM/	
(press F11 and type document)	
(cols 73-77)	
.zn 72	89112
.tm 0	89112
This example will show how modification	89112
flagging works.	89112
Each time this document is edited the date is	89112
included by the Editor program with every line	89112
that is changed or added.	89112
The proofreader doesn't have to read the whole	89112
document every time there are changes.	89112

Figure 5.35 - Creating a New File for Flagging

SELECT OPTION ==> <u>r</u> <u>sample;flag script</u>	
FLAG 89113 COL 73 DEL .CM/	
.zn 72	89112
.tm 0	89112
This example will show how modification	89112
flagging works.	89112
Each time this document is edited the date is	89112
included by the Editor program with every line	89112
that is changed or added.	89112
<u>The symbol " " will appear beside each output line</u>	89113
The proofreader doesn't have to read the whole	89112
document every time there are changes.	89112

Figure 5.36 - Revising a Flagged Document

<pre>SELECT OPTION ==> <u>x sample</u> MUSIC/SCRIPT...ENTER OPTIONS OR 'HELP' <u>mod=89113</u> LOAD PAPER, HIT RETURN</pre>
<p>This example will show how modification flagging works. Each time this document is edited the date is included by the Editor program with every line that is changed or added. The symbol " " will appear beside each output line. The proofreader doesn't have to read the whole document every time there are changes.</p>

Figure 5.37 - Executing a File with MOD SCRIPT Option

Conditional Section

The conditional section ability of SCRIPT allows you to include sections of text, in your output document, based upon a version number specified at the time the SCRIPT program is run.

Conditional Section .CS

<code>.CS n1 n2 n3 n4 (etc)</code>

Instructs SCRIPT to label a specific sections for different versions. These lines will then be processed if the version number is listed on the VERSION= option of SCRIPT. If the current version number is not one of those given, then the text will be ignored until another .CS control word is found. These skipped lines will not appear in the output document. The end of the section can be specified by a .CS with another version number or just .CS.

```
.CS NOT n1 n2 n3 n4    (etc)
```

The use of "NOT" with .CS above does the reverse of the .CS described earlier. This form of .CS causes the lines that follow to be skipped if the current version number is included. .CS does not imply a .BR.

Range Specification on the .CS Command

A range of version numbers can be given as in the following example:

```
.CS 1 3 5-10 2
```

The numbers and ranges may be specified in any order but the second number of the range must be larger than the first.

Example:

The following examples show what the input file looks like when using conditional sectioning, and how to execute the document to get each version.

```
.tm 0
.cs 1
This section will print if "VERSION=1" is specified
when the document is executed.
.cs 2
.sp
If "VERSION=2" is specified then this paragraph will
print.
.cs
.sp
To end a section use .CS by itself or .CS n to start
another one.
This last paragraph will print when either version is
specified.
```

Figure 5.38 - Input Document with Conditional Sections

```
SELECT OPTION ==> x sample

MUSIC/SCRIPT...ENTER OPTIONS OR 'HELP'

version=1
```

Figure 5.39 - Executing the File Called Sample

```
This section will print if "VERSION=1" is specified when the
document is executed.

To end a section use .CS by itself or .CS n to start another
one. This last paragraph will print when either version is
specified.
```

Figure 5.40 - Output when VERSION=1 is Specified

```
If "VERSION=2" is specified then this paragraph will print.

To end a section use .CS by itself or .CS n to start another
one. This last paragraph will print when either version is
specified.
```

Figure 5.41 - Output when VERSION=2 is Specified

This section will print if "VERSION=1" is specified when the document is executed.

If "VERSION=2" is specified then this paragraph will print.

To end a section use .CS by itself or .CS n to start another one. This last paragraph will print when either version is specified.

Figure 5.42 - Output when No Version is Specified

Output Auxiliary .OX

<code>.OX n</code>

Allows you to write certain records to an auxiliary file. The record contains the current page number and the single digit *n* (0-9) together with a copy of the first 68 characters from the next text line. This auxiliary file can be processed with the contents utility program to produce a Table of Contents. This command will have no effect if `AUXOUT=0` option is used when the `SCRIPT` program is run. Read the section "Table of Contents" in *Chapter 6 - TODO Menu Items* for more information.

You will find it most convenient to use the following convention for the digit *n*. Use `.OX 0` for major divisional headings such as a new section of a guide. Use `.OX 1` for chapter titles. Use `.OX 2` through 9 for progressively lower heading levels.

`.OX` is often used as part of a user-defined heading control word. This usage can result in the automatic generation of a table of contents item corresponding to the heading. The following illustrates the usage of `.OX` control words in heading definitions.

```
.cm the following defines heading 1
.df ..h1
.pa
.in 0
.fi
.up
.ul all
.ox 1
.cm the following defines heading 2
.df ..h2
.in 0
.fi
.sk 3
.cp 5
.up
.ul all
.ox 2
.df
```

Incorporating Other Files

You may want to incorporate other files or parts of other files into your current document. This would be helpful if you wanted to form a letter by selecting among several standard paragraphs previously entered, or if you wanted to include a standard set of user-defined control words in your document.

Imbed .IM

.IM name

Causes SCRIPT to temporarily stop reading the current file and start reading from a separate file called *name*. After this new file has been read, SCRIPT will return to reading the old file from where it left off. This control word is handy when doing form letters (refer to the section "Form Letters" later in this chapter.) The .IM control word does **not** imply a .BR.

Append .AP

.AP name

Similar to .IM except that SCRIPT will not return to reading the old file after the named file is finished. This control word can be used to repeat the processing of the current file. In this case, you would have to limit the number of pages SCRIPT is to produce so that the program wouldn't run indefinitely.

End File .EF

.EF

Indicates the end of a file. This control word can be inserted within a file if you want SCRIPT to stop reading the current file before the end. This is useful if you only want to process part of a file.

Workstation Interaction Control Words

Normally the SCRIPT output proceeds without any interaction from the workstation. In some cases, however, you may wish to interact with the SCRIPT program while it is running. You can do this with the following control words.

Read .RD

`.RD n`

Causes the output to be suspended until the user enters *n* lines. The contents of the lines entered have no effect on SCRIPT. This facility is useful if you want to enter names or addresses manually in a letter which is stored in SCRIPT format. .RD is ignored if the output is not directed to a workstation. It is also ignored if the workstation is a 3270-type. A .BR control word is implied by .RD.

Terminal Input .TE

`.TE n`
`ON`
`OFF`

Reads *n* lines from the workstation when the SCRIPT program is running. The lines entered are taken as if they were part of the SCRIPT input text, so you may type in any valid SCRIPT control word or text. .TE ON reads from the workstation until a .TE OFF is entered. When .UL MASK is in effect SCRIPT will always read one line ahead.

Any .TE command (other than .TE OFF) entered during the input for the first .TE, will change the number of lines read by the first .TE. This means that the first .TE, terminating the first .TE and starting a new one.

Caution: SCRIPT may print output at any time and therefore .TE is mainly used when output is not being directed to the workstation.

Terminal Type .TY

`.TY text`

Causes the text portion associated with it to print on the workstation when the control word is being processed. The main use of .TY is to prompt you about what to enter when input is requested by a .TE. The following illustrates the use of the .TE and .TY.

This copy printed for
.ty enter employee name
.te
and is for your own personal use only.

Equivalent Functions

This section describes some SCRIPT control words that perform the same functions as others do. These control words are supported by SCRIPT so that users of other SCRIPT systems, including the older MUSIC versions can run their old SCRIPT files. New users of SCRIPT can ignore this section.

Adjust **.AD**

.AD

Equivalent to .RI except that the number of lines affected is not specified on the control word. The effect simply continues until it is turned off by one of the following SCRIPT control words:

.CE, .CO, .FI, .FO, .NF

Format **.FO**

.FO

Identical to .FI.

Stop **.ST**

.ST

This control word is identical to .RD.

Offset **.OF**

.OF n

Specifies that the output is to be indented by *n* columns. Once the next output line has been entered .OF adds the value *n* on to the current indent. .OF is similar in effect to .IN and .UN but you will probably find it more complicated to use. A .BR is implied by this control word.

Heading .HE

.HE text

Equivalent to the control specification of

`.TT //text/PAGE %/`

SCRIPT will not read "PAGE &" if .PN OFF is in effect at the time .HE is processed.

Automatic Letters and Memos

The CREATE item on the TODO menu includes a facility for an automatic generation of shell documents for letters and memos. The default shells can be altered by the systems administrator at your installation or by yourself. Refer to Appendix F for information about modifying the CREATE item.

The figures below illustrate the default setup for letters and memos included with CREATE.

The file names that you choose indicate whether you want to make use of this facility or not. By starting your file name with ".L", CREATE will invoke the Editor and present you with the shell for a letter. If your file name starts with "M.", then you will receive the memo shell.

To begin a letter or memo, choose the TODO item "C" in the SELECT OPTION area. (Your cursor is positioned in this area when the TODO menu is displayed.)

```
----- TIME, OFFICE, AND DOCUMENTATION ORGANIZER -----TODO
SELECT OPTION ==> _

                                     TIME: 11:49 am
1 Schedules
2 Electronic Mail <option>          1989      FEBRUARY      1989
3 Telephone Log
4 Calculator <calc>                  S    M    T    W    T    F    S
5 Spell Check document <option>          3    4    5    6    7    8    9
C Create new <filename>              10   11   12   13   14   15   16
R Revise <filename>                  17   18   19   20   21   22   23
X Execute SCRIPT <filename>          24   25   26   27   28
S Submit SCRIPT <filename> <options>
L List File Names <options> <pattern>
M Schedule a Meeting <options>          Day of year: 49
U Utilities <option>

=====
F1:Help on Menu F2:Today's Reminders F3:Exit F6:Mail Waiting F12:Retrv
```

Figure 5.43 - TODO Menu Screen

In the following figures a shell has been generated for a letter and a memo going to a person called "Kathy".

Letter

When item "C" on the TODO menu is chosen with the file name "l.kathy",

SELECT OPTION ==> c l.kathy

then the following file is presented on the screen:

```
.tm 0
.ll 70
.sp 15
.bm 6
.tt(
.sp 5
Page &
.br
February 21, 1989
.sp 4
.)
.in 0
February 21, 1989
.sp 4
.nf
.cm ==> Type in name and address following this <===
.sp
Dear
.nf
.co
.df ..par
.sp
.cp 2
.df
.cm ==> Type ..par on a separate line before each <===
.cm ==> paragraph, after the first paragraph, <===
.cm ==> to skip one line and to make sure that the <===
.cm ==> page can hold at least 2 lines of paragraph<===
..par
.cm ==> Type in main body of letter following this <===
.sp 2
.(
.in 0
.nf
Yours truly,
.sp 4
.cm ==> Type in sender's name and title after this <===
.sp 3
/kw
Encl:
```

Figure 5.44 - Automatic Setup for a Letter

Fill in the text that is missing: name and address, body of the letter, and sender's name and title. Issue the Editor command FILE when finished.

The current date is automatically included in this letter and the initials at the bottom of the letter are inserted according to your userid.

Any changes to the shell of this letter can be made on the screen or the CREATE program can be adjusted to create a letter that suits your needs better. Also included with this program is an automatic generation for return address's and sender's information. The name of your file indicates to the program that you want this information included.

For example, a letter file (L) going to a company with the initials INC from a person with the initials ME would have a file name that looks like this:

L . INC . ME

Similarly, to create a memo (M) file to INC from ME you would use a file name that looks like this M.INC.ME. You can instruct CREATE to recognize the initials and fill in the full names when it sets up the file for you.

Appendix E at the back of this manual lists the CREATE program and indicates in bold the areas that can be changed by system support personnel at your installation.

Memo

The following illustrates the automatic setup for memos. CREATE generates the current date automatically along with your initials. Please read the description for LETTER described above for more information.

```
.tm 0
.ll 70
.sp 5
.bm 6
.tt(
.sp 5
Page &
.sp
February 21, 1989
.sp 5
.)
.in 0
.nf
```

M E M O R A N D U M

Date: February 21, 1989

```
.sp 4
.cm ===> Fill in the following lines as required <===
To:                                     From:

.sp
Subject:
.sp 3
.nf
.co
.cm ===> Type in main body of memo following this <===
.sp 4
/kw
```

Figure 5.45 - Automatic Setup for a Memo

Form Letters

The following examples show how to enter files that will be used for form letters. In the first example there is one file for the addresses and one file for the letter. It will be the address file that is executed. The letter will be imbedded by SCRIPT for each person. In order to have the letters continuous, a .PA and the start of the next letter is included at the end of the letter file.

As little as possible should be typed in the address file. Make sure that all SCRIPT control words and text are included in the letter file. The beginning of the letter must be typed in the address file only once. After that, all you need to change is the names and addresses.

```
.ri
May 1, 1981
.sk
.nf
Mrs. B. Black
876 Crescent Ave
Westmount, Que.
.im letter
Mr. G. Green
999 Green Ave
N.D.G., Que.
.im letter
Mr. T. Thomas
877 Mountain St.
Montreal, Que.
.im letter
```

Figure 5.46 - Input Document, File Called ADDR5

```
.sk
Dear Customer,
.sk
.fi
We would like to inform you that your name has been
removed from our mailing list.
If you still wish to receive our publication each month
we are asking that send a money order for $12.95 to cover
expenses for the year.
.sk
We hope to be hearing from you soon.
.nf
.sk 2
.in 40
Sincerely,
.sk 2
Mr. W. Morgan
ABCD Magazine
.in 0
.pa
.ri
May 1, 1981
.sk
```

Figure 5.47 - Input, File Called LETTER

```

May 1, 1981

Mrs. B. Black
876 Crescent Ave
Westmount, Que.

Dear Customer,

We would like to inform you that your name has been removed
from our mailing list. If you still wish to receive our
publication each month we are asking that send a money order
for $12.95 to cover expenses for the year.

We hope to be hearing from you soon.

Sincerely,

Mr. W. Morgan
ABCD Magazine
```

Figure 5.48 - Output Form Letter

Chapter 6. TODO Menu Items

Executing SCRIPT Documents - TODO Item X

When you want to print a file ask TODO to execute a document for formatting. To do this, type an X and the filename on the SELECT OPTION line of the TODO menu, then press the ENTER key. (Filename is the name of your document.)

```
----- TIME, OFFICE, AND DOCUMENTATION ORGANIZER -----TODO
SELECT OPTION ==> X filename
                                     TIME: 11:49 am
1  Schedules
2  Electronic Mail <option>          1989      FEBRUARY      1989
3  Telephone Log
4  Calculator <calc>                  S    M    T    W    T    F    S
5  Spell Check document <option>      3    4    5    6    7    8    9
C  Create new <filename>              10   11   12   13   14  15   16
R  Revise <filename>                  17   18   19   20   21   22   23
X  Execute SCRIPT <filename>          24   25   26   27   28
S  Submit SCRIPT <filename> <options>
L  List File Names <options> <pattern>
M  Schedule a Meeting <options>      Day of year: 49
U  Utilities <option>

=====
F1:Help on Menu  F2:Today's Reminders F3:Exit  F6:Mail Waiting F12:Retr
```

Figure 6.1 - TODO Menu with X Item Selected

After this item is selected then the SCRIPT program will take control and ask you to enter options.

Example:

In this example the X item is chosen with the file name *sample*.

```
SELECT OPTION ==> X sample

MUSIC/SCRIPT...ENTER OPTIONS OR 'HELP'
?
```

Figure 6.2 - SCRIPT Prompts for Options

OPTIONS refer to the special output options which SCRIPT uses to format your document. (These options for formatting are in addition to SCRIPT control words that are imbedded in your file.) These options are explained in the next section "SCRIPT Output Options".

Note: Because a display workstation cannot show a full page of text on one screen, you should only check the executed document for general formatting and SCRIPT errors. A printed copy on paper is better for detailed proofreading.

Prior to printing the document, you may want to select item 5 SPELL CHECK from the TODO menu.

SCRIPT Output on a Hardcopy Workstation

If you are printing documents on a hardcopy workstation, you need to sign on to MUSIC first. Instead of printing the whole TODO menu on paper, MUSIC prints the following message:

```
ENTER SELECTION, "HELP TOPIC", "MENU", or ("END", "OFF")
```

ENTER SELECTION Type an item from the TODO menu. To execute a SCRIPT document choose item X.

HELP TOPIC By typing HELP you will receive general help on MUSIC.

MENU If you want to see the TODO menu, then enter type MENU.

END Terminates the TODO facility and gives you the *GO message of MUSIC.

OFF Terminates your MUSIC session (signs off).

Example:

The following figure illustrates the steps necessary to execute a file called SAMPLE on a hardcopy workstation.

```
ENTER SELECTION, "HELP TOPIC", "MENU", or ("END", "OFF")
```

```
x sample
```

```
*IN PROGRESS
```

```
MUSIC/SCRIPT...ENTER OPTIONS OR 'HELP'  
?
```

```
LOAD PAPER; HIT RETURN
```

This sample document illustrates what a formatted SCRIPT document looks like when it is executed. Notice that the text is justified and both the left and right margins are even. This is because .FI is the default for SCRIPT.

If you wish to have it unformatted, as in the following address, then use .NF for No Fill.

Mrs. John Smith
1004 42nd Ave.
New York, NY
10095

Figure 6.3 - Executing a SCRIPT Document on Paper

After typing your SCRIPT options and pressing the RETURN key, you will see a message from SCRIPT as shown in the figure below, asking you to load the paper it needs to print the hardcopy. You can use your choice of paper: bond, letterhead, etc.

Press the RETURN key to inform SCRIPT to print the file.

After each page is printed, SCRIPT will skip to the bottom of the page and stop. This allows you to insert another blank sheet of paper. When the last page is printed, press the RETURN key, then you will return to the TODO menu.

Incorporating Several Files for Execution

If you have a sequence of several files that you want to print together with one SCRIPT run, use the .IM control word to join them. See the section "Incorporating Other Files" in the previous chapter on SCRIPT for more information.

The figure below shows the file *guide.print* which consists of only .IM control lines.

```
.im guide.intro  
.im guide.chap1  
.im guide.chap2  
.im guide.chap3  
.im guide.concl
```

Figure 6.4 - Imbedding Several Files

There are two other ways to incorporate files using .IM:

1. Include the .IM control words at the end of the first file.
2. Use the .IM control word at the end of each file.

SCRIPT Output Options

When you execute or submit a SCRIPT document, you will get the message:

```
MUSIC/SCRIPT...ENTER OPTIONS OR HELP
?
```

SCRIPT will do different things depending on which option you choose when program is run. You can respond in one of three ways:

1. Type HELP to get a list of the options available.
2. Enter a blank line if no options are required.
3. Enter the options you desire, separated by commas. If a line ends with a comma, options are assumed to continue on the next line.

Output Options

ALLUP	Prints all lower case letters printed as upper case letters.
NOPAUSE	Informs SCRIPT not to pause at the bottom of each page to allow a new sheet of paper to be inserted. Choose this option if you are using continuous forms at your hardcopy workstation. This option is ignored if the output is directed to a remote printer or a 3270-type workstation.
FIRSTPG=n	Specifies the page number printed on the first page. Successive page numbers are automatically incremented by 1. This option can be overridden by the .PA control word. The start page number cannot be specified by this option as anything other than a whole number in the sequence 1 2 3 4 (etc). The default is n=1.
STARTPG=n	Starts printing when SCRIPT encounters the specified page number. If n=0, this option is ignored. Negative numbers can be used to start the document at a specified Roman numeral. For example, STARTPG=-5 starts printing at page number "v". Use this option even if no page numbering are in the document.
LINELEN=nn	Specifies the length of each output line in characters. The default setting is LINELEN=60. This option has no effect if .LL is included in your document.
PAGELEN=nn	Specifies the length of each output page in lines. The default setting is PAGELEN=66. If .PL is included in your document then this output option has no affect.
DOUBLESP	Works the same as the .DS control word and causes the output to be double spaced at this time.
MARK	Underlines the first non-blank character found on each input text line. This may be useful as an aid to locate specific lines when when using the Editor to make document corrections.
OKERR	Causes SCRIPT to continue printing after an error condition. An error message will

occur at that point in your output and a message may also be printed referring to the line number. This option is very useful for printing rough drafts, because it allows you to see your whole document even if there are control word errors. Without this option **SCRIPT** stops printing at the first error.

MOD=nnnnn Activates the **SCRIPT** modification flagging feature. All input lines having a change date of *nnnnn* or higher are flagged. The *nnnnn* field is the five digit date indicating the year and the number of days. For example, 89111 indicates the 111th day of the year 89. The **.ZN** control word must be used to identify the location of the date flag in the input text. If there are not at least 5 characters beyond the **ZONE** column, the line is considered modified. If the characters in the date field are not numeric, the line is also considered modified. The change flag " prints as the first character on the output line if the remainder of the line contains modified text. When this option is in effect all the output document shifts to the right by two spaces to allow for the change flag. If a changed line is a control word or a blank line, the change flag prints on the next output line.

The change flags are ignored on lines that define user-defined control words.

MODONLY Prints only pages that contain modified text. If a title is modified, then the first occurrence prints an unmodified page. This option works with the **MOD=** option. The **STARTPG=** option may be used in conjunction with this option to print modified pages occurring after a specific page number.

VERSION=n Specifies the version number used with the **.CS** control word. No specification or **VERSION=0** prints all conditional sections.

AUXOUT=n Defines an auxiliary output unit number for storing the output of the **.OX** control word. The specification of 0 will ignore all such output. The default is **AUXOUT=0**.

Note: This option is not necessary when using the Table of Contents item from the Utility menu. Read the section "Table of Contents" in *Chapter 7 - Utilities*.

EVENLM=n
ODDLM=n Specifies a left margin of *n* spaces if the output is directed to a remote printer. If the **EVENLM** and **ODDLM** are the same, the output document is uniformly shifted to the right when it is printing. When creating masters for a manual printed on both sides of a page, specify the odd margin greater than the even. These options are ignored if the output is being printed on a workstation. The default value for both options is 0.

REALPG
NOREALPG Specifies that a '1' carriage control to skip to the top of each new page. This is the default when running **SCRIPT** from batch or a 3270-type workstation. This is ignored when the output is directed to any other type of workstation. **NOREALPG** uses the **PAGELN=** option to insert the required number of spaces to get to the next page.

COMPRS
NOCOMPRS **COMPRS** uses a blank, zero (0) or a minus (-). carriage control for single, double or triple spacing. **NOCOMPRS** uses only blank and skip to new page carriage controls. This is not useful if output is directed to a remote workstation.

INPUT=n Unit number from which the input text is to be read; *n* must not be 3 or 4. The default is *n*=5.

OUTPUT=n Unit number where the output document is written. If *n* is other than 6 or if the job is run from batch, each output line will have a printer carriage control in the first position. If *n*=0 is specified, no output document is produced although the input text is processed and any

error messages are printed. The default is $n=6$; n must not be 3 or 4.

Unit Numbers

Unit numbers define what devices are to be used for input or output. For example, unit number 6 is how output is directed to the workstation. MUSIC/SCRIPT and its utility programs can read and write from many different units just by specifying which number to use. The unit numbers are detailed below.

- 6 Unit 6 is the printer. Specifying this number directs the output to your workstation. From batch, it will cause the output to be directed to the high speed printer.
- 7 Unit 7 is the card punch. This unit number is rarely used.
- 5 Unit 5 is always used to read files.
- 10 Unit 10 is a temporary hold area for approximately 400 output lines. You can save the output from this unit with the MUSIC command "/SAVE name,SV" from the TODO menu.
- 1-4 Units 1,2,3 and 4 refer to files containing large amounts of information. These types of files are *User Data Set Files* (UDS). You always need a /FILE control statement before you can use any of these numbers. Refer to the *MUSIC/SP User's Reference Guide* for information about /FILE statements.

Interrupting the SCRIPT Program

Once SCRIPT has started processing your data, you may interrupt the program at any time by "breaking" the session. Use the PA1 key if your workstation is a 3270-type and the BREAK key if it is a TTY-type machine.

Type in any of the commands listed below:

- /CANCEL (or /CAN) This command immediately stops your program, and returns to the TODO menu.
- /SKIP n Skips past output lines you do not want to see displayed at your workstation. The n indicates the number of lines you wish to skip.
- /SKIP ALL Skips to the start of the next page when the SCRIPT program is run using the PAUSE option, otherwise it skips to the end of the file.

Submitting SCRIPT Documents - TODO Item S

For submitting SCRIPT documents to remote printers use the TODO item:

S Submit SCRIPT <filename> <option>

S Submit SCRIPT "S" (Submit SCRIPT) is the TODO selection for sending SCRIPT documents to remote (batch) printers. This item invokes both the SCRIPT program (for formatting) and the SUBMIT program (for submission). The SUBMIT program is described later in this chapter.

<filename> Name of your MUSIC file containing your SCRIPT document. If you leave out the file name then you will be prompted for it.

<options> The options that are available are described in the section "Submission to MUSIC Batch" in this chapter. For SCRIPT documents the following keyword options are useful:

R(location)	Route
FOR(xxxx)	FORms
COP(xxx)	COPIes

ROUTE specifies the destination (location of the batch printer). If you do not specify "route", your document will be sent to the default destination at your installation. The defaults for FORMS depends on your installation. If COPIES is not specified then 1 copy of your document will print.

Example:

The following figure illustrates the screen display for the TODO facility with the S item selected for a file called SAMPLE and the copies option.

```
----- TIME, OFFICE, AND DOCUMENTATION ORGANIZER -----TODO
SELECT OPTION ==> s sample copies(3)
                                     TIME: 11:49 am
1  Schedules
2  Electronic Mail <option>          1989      FEBRUARY      1989
3  Telephone Log
4  Calculator <calc>                  S    M    T    W    T    F    S
5  Spell Check document <option>          3    4    5    6    7    8    9
C  Create new <filename>                10   11   12   13   14   15   16
R  Revise <filename>                    17   18   19   20   21   22   23
X  Execute SCRIPT <filename>            24   25   26   27   28
S  Submit SCRIPT <filename> <options>
L  List File Names <options> <pattern>
M  Schedule a Meeting <options>          Day of year: 49
U  Utilities <option>

=====
F1:Help on Menu  F2:Today's Reminders F3:Exit  F6:Mail Waiting F12:Retr
```


Figure 6.5 - Selecting the Submit Item on the TODO Menu

Example:

The following shows the messages that appear when instructing the system to send a SCRIPT document for batch printing. In this sample the file name is "myfile" and the route is "room1".

```
SELECT OPTION ==> s myfile r(room1)

MUSIC/SCRIPT...ENTER OPTIONS OR 'HELP'
?

SUBMITTED...

PRESS ENTER TO CONTINUE....
```

Figure 6.6 - Submitting a SCRIPT Document

For information about submitting jobs other than SCRIPT documents, see "SUBMIT" program in the *MUSIC/SP User's Reference Guide*.

Printing Files

The PRINT command is used to send documents to remote printers. Files submitted using this command will not be executed (formatted). SCRIPT documents will print out the way they were typed in, with control lines and text lines. Files in your Save Library print on any of the line printers defined in the system by using this PRINT command. The PRINT command is issued on the SELECT OPTION line of the TODO menu as follows:

```
/PRINT filename R[location] CC
```

Use this command from the Editor too, (remember Editor commands do not use slashes). The information within square brackets is optional. They are described as follows:

- | | |
|----------|---|
| filename | The name of the file to print. Under the Editor, use the special name "*cur" to indicate the current contents of the file being edited. |
| location | The routing location name of the printer where the file prints. If not specified, the file prints at a default location designated by your installation. Consult your installation for default and other valid locations. |
| CC | Indicates the file to print already contains a carriage control character as the first character of each line in the file. |

The PRINT program copies the file to the print queue for subsequent printing when the specified printer is available.

Library - List File Names - TODO Item L

This command is used to produce a list of all the file names that you own. It can also just produce a list of those that start with certain letters. The editor can be called to allow you to further examine the list. If no options are given, then a list of all the file names will be produced.

Typing "L SCAN L.ABC" will just show the files that start with the characters "L.ABC". You can use any other characters you want instead of the "L.ABC" shown in this example. For example "L SCAN M." is valid. (Do not enter the " marks though!)

Typing "L EDIT L.ABC" will do the same as the above SCAN example except that the editor will be called to allow you to further examine the list.'

Typing "L SCAN L.ABC FULL" or "L EDIT L.ABC FULL" will show the date each of the selected files was referenced and last changed. The information listed will be the same as that shown with the MUSIC /LIBRARY command. Refer to the /LIBRARY command in the MUSIC COMMAND section of *Chapter 1 - Introduction* for details.

Example:

Select from the TODO menu item "L". A list of all your documents will be displayed in alphabetical order.

```
SELECT OPTION ==> l scan m.  
  
L. List File Names <option> <pattern>
```

Figure 6.7 - Selecting List File Names from TODO Menu

<option>

Options must be either SCAN (S), EDIT (E), or HELP (H).

SCAN	Display a alphabetical list of all files under the user's userid. If a "pattern" is supplied, then only files with this pattern are listed.
EDIT	Same as above but store the list in the file called @LIB and start an edit session for that file.
HELP	Help Function
(none)	Implies SCAN.

The words SCAN, EDIT and HELP can be abbreviated S, E or H. Use option "H" for help information.
Example:

```
SELECT OPTION ==> l h
```

Schedules - TODO Item 1

The SCHEDULE program offers you a way to organize your agenda on a daily or monthly basis. Also, use it to schedule conference rooms or to keep track of equipment.

To use SCHEDULE, type a 1 (one) on the SELECT OPTION line of the TODO menu and press ENTER. From *Go mode, type SCHED.

With this program, you can give other MUSIC users authorization to look at your calendar and update it too. For example, a person whom you have authorized could check and then schedule a meeting during a time when your calendar says you are free.

Many levels of authorization are available. You can authorize one person to view all item descriptions on your calendar, while another person can view all descriptions except personal or confidential ones. For more information about this, refer AUTHORIZE/DE-AUTHORIZE ACCESS later in this section.

How to use the Process Calendar

The following figure illustrates what the screen looks like after selecting SCHEDULE from the TODO menu. In this example the MUSIC user's name is Fred and the current date is February 19, 1989.

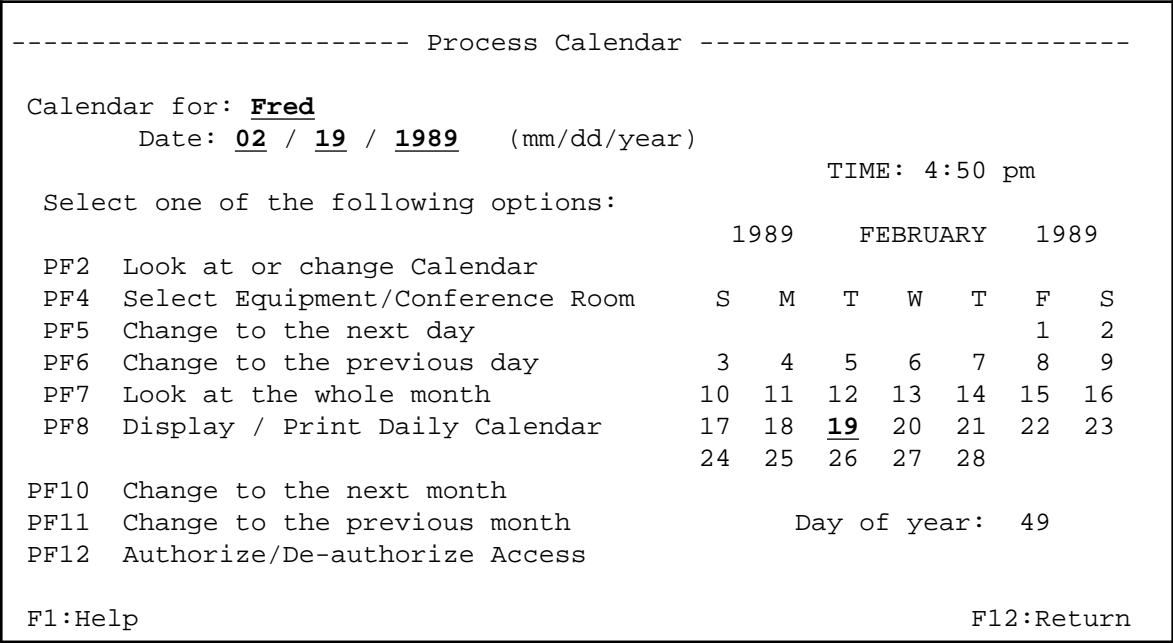


Figure 6.8 - Process Calendar Display

The name following **Calendar for:** is the person, conference room or equipment item whose calendar this is. The date following **Date:** indicates which daily calendar for that person, conference room or equipment item. When the screen is first shown, these two fields will display your name and the current date.

Note: Your userid is shown in the "Calendar for:" field if your name was not added in the Mail Profile. See the "Mail Profile" topic in *Chapter 4. Electronic Mail* for information about adding your name.

To select a different calendar (for another person, conference room or equipment item), type over the name in the "Calendar for:" field. Remember, to get the cursor from one field to the next use the NEW LINE key or the TAB key. The name can be:

- a. The userid of the person whose calendar you wish to view.
- b. A nickname which represents the user. This must be set up previously with the Mail Directory facility. (Refer to the DIRECT program.)
- c. The name of a Conference room or Equipment item. This needs to be set up by the person authorized to initialize Conference rooms and Equipment items. See Appendix D for information.

If this name field is set to all blanks, your name will appear again.

To change the date, type the new date over the date shown. Another way to change the date is to use program function keys 5, 6, 10 or 11. If any of the date fields are blank, the current date appears in the the date field.

When the "Calendar for:" and the "Date:" choices are correct, press an appropriate function key to continue using SCHEDULE. For example, F2 will display the "Look at or change Calendar" screen.

Function Key Definitions for the Process Calendar:

Descriptions for function keys 2, 4, 7, 8, and 12 are described in more detail on separate pages.

- | | |
|-----|--|
| F1 | HELP
Provides help information on SCHEDULE. |
| F2 | LOOK AT OR CHANGE CALENDAR
If you chose your own calendar then you can view and update the items displayed on your agenda. If the calendar is for another person, you can view and/or update the agenda, depending on your authorization level. Refer to LOOK AT OR CHANGE THE CALENDAR later in this section. |
| F4 | SELECT EQUIPMENT/CONFERENCE ROOM
Displays a list of Equipment items and Conference rooms from which you can make a selection. Any of those items for which you are authorized will be shown. |
| F5 | CHANGE TO THE NEXT DAY
Changes the date to the next day. The date highlighted on the monthly calendar shown on the right of the screen changes to match the new date selected. |
| F6 | CHANGE TO THE PREVIOUS DAY
Performs the same function as PF5, but the previous day is chosen. |
| F7 | LOOK AT THE WHOLE MONTH
Displays the selected Calendar for the entire month, not just for a single day. The month and year displayed disappears from the date field. |
| F8 | DISPLAY / PRINT DAILY CALENDAR
Displays a Print Calendar screen, where you can choose the destination name for printing the calendar and how many copies you want. The calendar may also be displayed on your terminal. |
| F10 | CHANGE TO THE NEXT MONTH
Changes the month in date field to the next one. The monthly calendar on the right of the screen will be changed to match the new date. |
| F11 | CHANGE TO THE PREVIOUS MONTH |

Performs the same function as PF10 but the previous month is chosen.

F12 AUTHORIZE/DE-AUTHORIZE ACCESS

A screen will be presented on which you can specify who is authorized to process your Calendar.

How to use Look at/Change the Calendar (F2)

In the following figure displays the LOOK AT/CHANGE THE CALENDAR screen that appears when F2 is pressed from the PROCESS CALENDAR screen. Two sample items for "Fred's" calendar are illustrated.

Look at/change the Calendar		
Calendar for: Fred		Date: 02 / 18 / 1989
Begin	End	Description
9 am	11 am	Meeting with the boss
12 pm	1 pm	Lunch
F1:Help F2:Add Line F3:End/Save F4:Print F5:Next Day F6:Prv day F7:Previous F8:Forward F10:View Creator F11:View Mth F12/A1:End/No Sv		

Figure 6.9 - Look at/Change Calendar Display

This screen shows you the day's schedule for a particular person, Conference room or Equipment item. Based on your authorization level, you can VIEW, ADD, or UPDATE the calendar.

If your authority level is VIEW, then you can not add or change anything. If your authority is ADD, you can add new items to the calendar and also change/delete any item you previously added. Entries you added are highlighted, unless it is your daily calendar.

With UPDATE authority, you c change/delete any item on the calendar. You can also add new items and notes.

The fields **Begin**, **End** are used to specify the starting and ending times for the day's events. **Description** describes the actual event.

Entering Times

Times can be entered in either 12 or 24 hour format. If you use the 12 hour format you must observe the following:

Unless you specify, the system assumes all times are in the morning. For example, if BEGIN time is 8 and END time is 10 the system interprets this as being 8:00 am and 10:00 am, respectively. Likewise, a beginning time of 3 and an ending time of 4 would be 3:00 am and 4:00 am, not 3 and 4 in the afternoon.

Specify noon in any of the following ways:

1200
12 pm
noon

Specify midnight in any of the following ways:

0
12 am
2400
midnite

You can add entries to the calendar in any order. When you press Enter, the system will automatically sort them into time sequence.

You can create a "to do" List by specifying no Begin and End times, and have only entries. in the Description field. This list must be the first set of entries on your calendar.

Entering Descriptions

Descriptions show the purpose of this event. To enter multiple lines of description, leave the Begin and End times blank, and enter additional comments on the following lines.

To make items personal, type **pers:** as the first part of the description entry. When you make an item personal, only individuals with the proper authority can see the description.

To make an item confidential type **conf:** as the first part of the description entry. When you make an item confidential, only individuals with the proper authority can see it.

You can add **notes** to the bottom of your calendar by typing the word **notes** in the Begin time field, then typing the information in the description fields. You can enter multiple lines. These notes show at the bottom of the calendar. The first two lines of the notes also appear on the monthly calendar. You cannot add any notes to another person's calendar.

Deleting Items

To erase an item type in a D (for delete) in the first position of the Begin time for the item you wish to remove. If D is entered on the first line of an entry (with a Begin / End time), the entire entry is removed. If this item has a multiple line description, all lines are deleted.

If D is placed on the description line of a multiple line entry, only that line is deleted.

Items in the "to do" list are treated as separate entries, so the D removes only a line at a time.

Moving Items

To move an item to another date, type "M" in the first position of the Begin time for the item you wish to move. Change the date entry to reflect the date this entry should be moved to. Press ENTER and the entry is moved to the date specified.

Items in the "to do" list are treated as separate entries, so the "M" moves only that specific entry to the "to do" list of the new date.

During the MOVE function, the selected entries are removed from the current date and "moved" to the new date. If you CANCEL the save operation on the new date (press PF12), then the entry is lost.

Copying Items

To copy an item to another date, type "C" in the first position of the Begin time for the item you wish to copy. Change the date entry to reflect the date this entry should be copied to. Press ENTER and the entry is copied to the date specified.

Items in the "to do" list are treated as separate entries, so the "C" copies only that specific entry to the "to do" list of the new date.

Recurring Items

To set a recurring event, type "R" in the first position of the Begin time for the item that will be scheduled on a recurring basis. A date entry screen will be displayed to allow entry of when the event will be scheduled.

For example, you could schedule an appointment for the first Monday of each month, between today and the end of the year.

Changing the Date

To select a calendar for a different day either type over the date or use function keys 5 or 6.

If any of the fields of the date are blank, then today's daily calendar appears.

Function Keys for Look at or Change Calendar:

- | | |
|----|--|
| F1 | HELP
Provides help information for looking and changing the calendar. |
| F2 | ADD LINE
Position the cursor on the screen where you wish to add a blank line. A blank line is placed after the line where the cursor is positioned. To add a blank line as the first line, place the cursor on Begin and press F2. |
| F3 | END/SAVE
Accepts and files any changes you made on this calendar. If you selected another date, by typing over the date field, the new daily calendar shows. Otherwise you return to the initial PROCESS CALENDAR screen. |
| F4 | PRINT
Allow for printing of the detail calendar information to a printer. |
| F5 | NEXT DAY
Displays the next day's daily calendar. If any changes were made to the currently displayed Calendar, they are filed before the next day's calendar is displayed. |
| F6 | PREVIOUS DAY
Same function as F5, except the previous day's calendar is displayed. |
| F7 | PREVIOUS SCREEN |

Goes to the previous screen of the daily calendar. If at the first screen, no function is performed.

F8 NEXT SCREEN

Goes to the next screen of the daily calendar. If there are no additional screens, a message is displayed.

F10 VIEW CREATOR

Displays the userid and date of the item that placed on your calendar. Position the cursor on the item in question and press F10 to see who it is. If you have authority, you can view the creator of a calendar that is not yours (see Authorize/De-authorize Access later in this section).

F11 VIEW MONTH

Shows the schedule for the Whole month. This is based on the date selected in the date field at the top of the screen. Any changes are filed before displaying this schedule.

F12 END/NO SAVE

No changes you made to this daily calendar are filed. If a new date was entered the daily calendar for that date is displayed. If no new date was entered, the initial PROCESS CALENDAR screen is displayed.

PA1 END/NO SAVE

No changes you made to this daily calendar are filed.

How to use Select Equipment/Conference Room (F4)

The following figure illustrates the screen display that appears when F4 is pressed from the PROCESS CALENDAR screen. This shows two examples of item entries.

----- Conference Room/Equipment List -----		
You are authorized to view, add or update the following items. Move the cursor to the item you wish to select and press ENTER.		
Item Name	Description	Access type
<u>Room95</u>	<u>Seminar Room</u>	<u>Add</u>
<u>T1245</u>	<u>Laptop Computer</u>	<u>Update</u>
F1:Help	F3:Return	F7:Previous Screen
		F8:Next Screen

Figure 6.10 - Conference Room/Equipment List Screen

This screen displays all the names of items available for scheduling. These items are chosen by using the Conference and Equipment List program described in Appendix D. This program is restricted to MUSIC users who have the proper authorization.

The "Access Type" for each item indicates the your level of authorization. The following codes will appear

in this column.

View means you can view the item's calendar.

Add means you can add to the item's calendar.

Update means you can add or change the item's calendar.

Note: If you have the ADD authorization level, you can change any additions you made to the calendar.

How to Use Look at the Whole Month (F7)

The following illustrates the screen display showing a whole month. The user's name is Fred and his schedule is displayed here.

Note: In order to fit this figure on the page, only nine positions (dots and other characters) are shown for each day. On your workstation there are ten positions representing each hour.

Month at a Glance						
Schedule for: Fred			Date: 02 / 19 / 1989			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
				
3	4	5	6	7 <	8	9
.....	.s**.....	.f.....	.1.....**...**...
10	11	12	13	14	15	16
.....	**.....**4.**...**.
17	18	19	20	21 >	22	23
.....	.****.....	*******	.***.....
24	25	26	27	28		
.....*		
F1:Help F2:Look at Day Detail F3:Return F5:Next Day						
F6:Previous Day F7:Print F10:Next Month F11:Previous Month						

Figure 6.11 - Month at a Glance Screen

This screen provides a quick look at what you scheduled in your calendar for the month. The display format is:

xx	<	>
1234567890		

xx is the day of the month.

< displays something scheduled prior to 8:00 am.

> displays something scheduled at or after 6:00 pm.

1234567890 Each position represents an hour, starting at 8:00 am and going to 5:00 pm. The character displayed uses one of those shown below. Each hour is divided into 15 minute intervals. This allows you to quickly see when you have something scheduled and what your free time is.

- . Hour is free
- * Entire hour scheduled
- 1 1st quarter hour
- 2 2nd quarter hour
- 3 3rd quarter hour
- 4 4th quarter hour
- f 1st half hour
- s 2nd half hour
- k 1st & 3rd quarter hour
- l 1st & 4th quarter hour
- o 1st, 2nd & 3rd quarter hour
- n 1st, 2nd & 4th quarter hour
- m 1st, 3rd & 4th quarter hour
- h 2nd & 3rd quarter hour
- i 2nd & 4th quarter hour
- j 2nd, 3rd & 4th quarter hour

The day of the month that is highlighted is the current date or the date of the calendar you last displayed. If there are any notes for this date, that you are authorized to see, the first two lines show at the bottom of the monthly calendar.

To select a new date, either use the function keys or enter a date in the field at the top of the screen.

Function Keys for Look at the Whole Month

- F1 **HELP**
Provides help for looking at the whole month.
- F2 **LOOK AT DAY DETAIL**
Requests that the system display the detail calendar for the date specified by the date field.
- F3 **RETURN**
Leaves the monthly display and returns to the **PROCESS SCHEDULE** screen. The date last specified is the current date used on this screen.
- F5 **NEXT DAY**
Specifies that the next day is selected for the monthly display. Any notes for this day show at the bottom of the calendar.
- F6 **PREVIOUS DAY**
Specifies that the preceding day is displayed on the monthly display. Any notes for this date show at the bottom of the calendar.
- F7 **PRINT**
Requests that the system print the monthly calendar. You are shown a screen on which to select the destination for the printout.
- F10 **NEXT MONTH**

Specifies that the next month is displayed. The first day of the month is selected as the current day. Any notes for this day are shown at the bottom of the calendar.

F11 PREVIOUS MONTH

Specifies that the preceding month is displayed. The first day of the month is selected as the current day. Any notes for this day show at the bottom of the calendar.

How to use Display/Print Daily Calendar Screen (F8)

To print the daily calendar press F8 from the PROCESS CALENDAR screen. The following illustrates what the screen looks like:

```
----- Calendar Display / Print -----

Specify the location where the calendar will be displayed/printed. To
display the calendar on your terminal, specify *Display. Specify the
Printer location where you want the calendar printed. Your default
Printer will initially be displayed.

          Location: IMAGEN          (use *DISPLAY to show calendar on scrn)

Number of Copies: 01

Specify the starting date (if different than shown) and the # of days.

Starting Date: 04 / 30 / 1993          Number of Days: 05
              (mm / dd / year)

F1:Help          Enter:Process request          F3:Return
```

Figure 6.12 - Calendar Printing Screen

When requesting the system to print selected days from your calendar you must specify where you wish the printout sent and how many copies you want.

What to Put in the Fields

Print Location	Specifies the name of the location where the printout is to be sent. See your systems administrator for a list of valid names used at your installation. Use the location "*DISPLAY" to have the information displayed on your terminal.
Copies	The default number of copies is one; you can specify up to 99.
Starting Date	When printing your daily calendar, you can specify the print date of the first one.
Number of Days	Beginning with the above date, daily calendars are printed for the specific number of days. The default is five days; the maximum number of days is 31.

How to use Authorize/De-authorize Access (F12)

The following illustrates the screen display for authorizing and de-authorizing access. In this example "cckw" and "fred" are two users with the Access Type of XA and TA respectively.

```
----- Authorized User List -----

User IDs entered on this screen are authorized to view and/or update
your calendar. The Userid can be either a unique 1-16 character code
or 1-16 char code which uses a * or ? for a wildcard operator. You
may also use a 'nickname' to refer to a list of Userids. Refer to
the Help screen for additional information.
Type defines the authorization status for a User ID. The type field
is a two character field. The first character defines the amount of
information the user can see, while the second sets the update status
(level of access). Access types are: T TA  L LA LU  C CA CU  X XA XU

ID/Nickname      T  ID/Nickname      T  ID/Nickname      T  ID/Nickname      T
cckw             xa  Fred             ta

F1:Help      Enter-Verify data      F3:End/Save      F12/A1:Exit - Cancel
```

Figure 6.13 - Authorize/De-authorize Access Screen

This facility allows you to specify who has access to your calendar and what the access level is.

ID/Nickname Field

Defines the MUSIC userid of the person having access to your calendar. You can specify the ID in three different ways.

1. As a "nickname". If you have set up a nickname via the Mail Directory program, the ID can be specified as a nickname. When you use a nickname as the ID, the authorization facility verifies that it actually exists in the nickname file. An error message is displayed if an ID entered cannot be located in the nickname file.
2. As a 1-16 character userid. Examples: CCH1 or CFX1 or MYNAMEIS
3. As a 1-16 character userid, which uses wildcard operators The wildcard operators are defined as a "?" and "*".

The ? and * characters are the wildcard operators. You can use these characters to allow greater flexibility in authorizing access to you schedules.

When the wildcard character "?" is used, it means that any character will match in that position. The wildcard character "*" will match any or no characters in that position. For example:

```
CX*      authorize any userid starting with CX.
??00     authorize any four character userid which ended with two zeros.
G*VV     allow any userid starting with G, ending with VV.
```

* authorize any userid.

Note: The valid characters for userids are: (A-Z, \$#@_?*) in the first position and (A-Z, \$#@_?*, 0-9) for the second through to the sixteenth positions.

Access Type

This field defines the type of access for that userid. It is a two character code. The first character defines the amount of information the authorized user is allowed to view. Valid options are:

- T Individual(s) authorized to look at your calendar but will only be shown the Times you have something scheduled, not the descriptions.
- L Individual(s) authorized to look at your calendar and view both the Times and Descriptions for all items except confidential and personal.
- C Individual(s) authorized to look at your calendar and view both the Times and Descriptions for all items except personal.
- X Individual(s) authorized to look at your calendar and view both the Times and Descriptions for all items.

The second character specifies if the user can view, add or update your Calendar. Only fields you have authorized him to look at (via the first character) can be changed.

- " " Individual(s) allowed to view but not add, update or schedule meetings.
- A Individual(s) allowed to view, add and schedule meetings. Any item that he added can be changed or deleted.
- U Individual(s) allowed to view, add, update and schedule meetings.

How to use Month at a Glance Print

When requesting the system to print your Month at a Glance Calendar you must specify where you wish the printout to be sent. You may also request that the system produce multiple copies of the output.

Fields

- Print Location Specifies the name of the location where the printout is to be sent. See your systems administrator for a list of valid names used at your installation.
- Copies The default number of copies is one. Up to 9 may be selected.

How to use Recurring Calendar Events

Specify the starting date and ending date for the recurring event. You also specify how the recurring event will be scheduled. Only one of the following options may be specified.

- | | |
|-----------|---|
| Daily | Only the Everyday or Everywork day option may be specified |
| Weekly | Only the day(s) of the week may be specified |
| Bi-weekly | Only the day(s) of the week may be specified |
| Monthly | <ul style="list-style-type: none">- Specify a specific Day of month (date). Only that date will be scheduled.- Specify a specific day (Monday - Sunday). Every selected day is scheduled.- add (First, Second...Last) option to limit to first Monday of a month.- Specify (First, Second...Last) and either Day or Weekday to schedule a specific day in a month. For example the second weekday in each month.- Specify the specific Months that will be scheduled. |

Electronic Mail - TODO Item 2

This program offers you the ability to send electronic mail, to read incoming mail, or use the "HELP" feature to obtain further information. To use the MAIL system select item 2 from the TODO menu:

```
SELECT OPTION ==> 2  
  
2.  Electronic Mail <option>
```

Figure 6.14 - Selecting Item 2 from the TODO Menu

See *Chapter 4. Electronic Mail* for full details about this program.

Telephone Log - TODO Item 3

Selecting item 3 from the TODO menu displays the following screen:

Date:	Telephone Log
Time:	
Caller's Name and Phone #:	
Comments:	
PF1-Help ENTER-Process PF2-Process + set new Caller PF12-Return	

Figure 6.15 - Telephone Log Screen

This program allows you to maintain a log of your telephone conversations.

The program automatically creates a new log for each month. All your phone conversations for a month can be found in a single file and remain on the system for one year. The program automatically deletes this file after a year.

The system can print a hardcopy version of the telephone log if you use the PRINT command. The phone log is maintained in a file with the name: PLOG.mmm yy where *mmm* is the month and *yy* is the last two digits of the year. Thus the telephone log for March 1986 would have the file name: PLOG.MAR86.

The program can also display the current date and time. This information cannot be changed by you. The time is updated whenever a new conversation is begun or by pressing F2 or changing the Caller's field.

Filling in the Required fields.

You must make an entry for the Caller's name and phone number. If you enter nothing, an error message is displayed.

Comments:

This area is used to contain any information about the call.

There is no limit to line length. Start typing a word on one line of the screen and finish it on the next. When this information is placed into the LOG file, any split words are correctly put together.

If you want to start on a new line, either use the NEW Line key on your keyboard or type a # character. If there are two #s in a row, a blank line is inserted into the log file. This is the only way blank lines can be placed into the Log.

If you have filled the comments area and need more room, press the ENTER key. The information in the

comments area is formatted and placed into the Log. The Comments area is cleared for additional information about a call. The time and caller information remains the same.

When you complete this call, press F2 instead of ENTER. Your comments are placed into the Log. The screen is cleared and you are ready to type in the information for the next call to be logged.

To exit, press F12. This causes an immediate return to the TODO menu. If you entered any information on the screen and then pressed F12, that information will NOT be written to the Log. You must have either pressed ENTER or F2 prior to pressing F12.

Summary of action keys.

ENTER	After you have entered in your comments about a call and you discover notes to make, use this key. The caller information remains the same and a blank comment area is displayed for you.
F1	Provides help information on the program.
F2	After you have entered in your comments about this call and you find you don't have any additional notes, use this key. The time field is updated and the Caller's and Comments area is cleared. You are ready for a new call.
F12	To exit from the Phone Log facility. Nothing that is presently in the comments area is saved. If you have entered notes for a call, use ENTER or F2 first.

Calculator - TODO Item 4

This program (called POLYSOLVE) can be used as a "desk calculator" and can be used to solve equations. The following operators are recognized when you use the POLYSOLVE program:

+	addition
-	subtraction
*	multiplication
/	division
**	exponentiation (Raising to a power. **2 means squared)
'	exponentiation (equivalent to **)

Sample uses as a desk calculator:

100 + 99 + 29	(addition)
10.72 * 97	(multiply 10.72 x 97)
100 / 3	(divide 100 by 3)
sqrt(97)	(the square root of 97)
10*(10.72/2 + 17) + 29/3	(more complicated usage)

Use Polysolve to solve polynomial equations such as:

x=15/40	
x + 64 = 0	
17x ² = 16	(Note how we write x to the power 2)
16 = x ³ + 5x	
x = sqrt(15)	
ax ³ + bx ² + cx + d = 0	

You will notice that you cannot solve the last equation immediately because of the unknown coefficients of a,b,c and d. Polysolve realizes this and asks you to define them.

Refer to the end of this section for more examples.

To use the calculator from the TODO menu, select item 4.

```
SELECT OPTION ==> 4

4. Calculator <calc>
```

Figure 6.16 - Selecting Item 4 from the TODO Menu

The following screen appears with the message:

```
Enter Calculation or type HELP or /CAN
?
```

Or, If you wish you can type your calculation directly on the TODO menu:

```
SELECT OPTION ==> 4 8.95+67.89
```

In the above example, the 4 is the menu code for the calculator and 8.95+67.89 is the calculation.

Additional Polynomial Information

The program solves any polynomial in X with a maximum of 25 real coefficients. All computations are carried out in double precision. First order polynomials are solved algebraically.

The program solves polynomials for the unknown x entered according to the following conventions:

1. An expression not involving X is assumed to mean $X = \text{expression}$, and the value of X is evaluated and printed. For example, if the expression 2+2 is entered, the result ANS 4 is displayed.
2. An expression in X without an equal sign is assumed to mean $\text{expression} = 0$ and the value or values of X are evaluated and typed.
3. An expression in X written with an equal sign is taken as is.

All coefficients must be real numbers. For example, SQRT(-2) is invalid.

Constants

- Stored in double precision form.
- Maximum constant value is approximately 10^{50} .

Variables

- The independent variable must be X.
- Coefficients may be represented by a single letter from A to Z except X.
- Avoid using E because of possible confusion with exponential notation for constants.
- Variables are stored as double precision numbers.
- 20 is the highest power of X which may be entered.

Implied Operations

- Parentheses imply multiplication if no explicit operator is given. For example $3(A+B)$ is taken as 3 times the sum of A and B.
- A constant immediately followed by a variable or a function name is assumed to have a multiplication operator in between the two parameters. For example, 3X is taken as 3 times X, and $3\text{SQRT}(B)$ is taken as 3 times the square root of B. However, $3\text{XSQRT}(B)$ is invalid since it would be taken as 3 times $\text{XSQRT}(B)$ and there is no function called XSQRT.
- X followed by a constant is assumed to have an exponentiation symbol in between. For example, X^2 is taken as X to the power 2.
- Blanks are always ignored.

Supported Functions

- The following functions are supported:

ALOG	log to base e
EXP	e to a power
SQRT	square root

SIN sine of an angle expressed in radians
COS cosine of an angle expressed in radians

- The double precision forms of these functions are used automatically

Continuing an Expression on the Next Line If:

- It ends in a comma.
- Is completely blank.
- Ends with the right parentheses count lower than the left parentheses count.
- The last character is an operator or an equal sign (=).
- A function name must not be split between lines, nor can a constant be split between lines.

Entering Coefficient Values

- The values may be entered explicitly in the form variable = constants.
- Expressions in the order in which they are requested.
- Implicit and explicit entries may be intermixed on one line; expressions must be preceded by an equal sign.
- Separate more than one value entered on a line with commas.
- Continuation rules shown above under "Continuing an Expression..." also apply for entering coefficients.

Solution

- The value or values of X are printed by the program.
- Complex roots are shown as real part and imaginary part.
- The letter "i" follows the imaginary part in the answer.

Examples

```
SELECT OPTION ==>> 4
```

```
Enter calculation or type HELP or /CAN  
?
```

```
3(x+1)=3
```

```
Incorrect character sequence found
```

```
Enter calculation or type HELP or /CAN  
?
```

```
3x+3=3
```

```
Ans
```

```
.0
```

```
Enter calculation or type HELP or /CAN  
?
```

```
sqrt(-1)
```

```
IHN261I DSQRT NEGATIVE ARGUMENT=-0.999999999999997D+00
```

```
Solution terminated
```

```
Enter calculation or type HELP or /CAN  
?
```

1403+75-155/158+3*2501+

Continue statement

?

145.5+4

Ans

9129.52

Enter calculation or type HELP or /CAN

?

6sqrt(b)=3x

Enter B.

?

=p+3f

Enter P,F.

?

f=c-d,25.5

Enter C,D.

?

d=1,10

Ans

14.4914

Solve old equation again?

Type yes or no

?

no

Enter calculation or type HELP or /CAN

?

20.5x3 + 10x2 +32.3x=15/2.5 + sqrt(2.3)

Ans

.212616

-.350210 -1.26566 i

-.350210 1.26566 i

Enter calculation or type HELP or /CAN

?

/cancel

PRESS ENTER TO CONTINUE....

Spelling Check - TODO Item 5

This full-screen spell checking program (called SPELL) offers you alternative spellings so you can correct the word on the screen. To use this program, type 5 on the SELECT OPTION line of the TODO menu, then press ENTER. The DOCUMENT SPELL CHECKING screen appears as shown in the figure below.

```
----- DOCUMENT SPELL CHECKING -----  
  
File name ==> _  
  
Dictionary ==>  
  
* For automatic generation and maintenance of an individual exception  
  list for this document leave the exception list items blank.  
  
Exception Lists:  
Current ==>  
New ==>  
  
* To spell check only part of the document fill in the items below.  
  
RANGE:      From line ==>  
            To line ==>  
  
ZONE:       To column ==>          (72 or 79 only, default is 72)  
  
=====
```

ENTER: Spell Check the Document Specified PF1/13: Help PF3/15: Exit

Figure 6.17 - Spell Check Screen

If you want to use the spell checking program for your documents, follow these simple instructions:

Type your information into the appropriate fields on the screen. (Use the next line key to skip to each field.) The file name field must be filled in. The other fields are optional.

File name	Type in the name of the document that you want spell checked.
Dictionary	Name of your dictionary. These words are checked along with the words in the system dictionary.
Current Exception List	Name of the file containing words which are exceptions. It is recommended that you leave this option blank and let SPELL take care of it automatically. "File-name@" is the default for the Exception List File (this file is created or appended to each time you spell check "filename"). See "New Exception List" below for more information.
New Exception List	Name of output file for new exceptions. As you are spell checking a file, you have the option to store words in this file. It is recommended that you leave this option blank. By default SPELL will append these words to "filename@" or create "file-name@" if it doesn't exist.

RANGE: From line The first line number of the section in the file that you want spell checked. The default is line 1.

To line The last line number of the section in the file that you want spell checked. The default is the last line in your document.

ZONE: To column The number of columns that you want checked by SPELL. The default is columns 1 to 72. Your choices are 72 or 79 only.

SPELL Options

The following SPELL options are in the form of function keys or commands that can be typed in the command area of the SPELL screen. When an option is both a function key and a command, it is usually faster to use the function key.

Program Function Key Pad

PA1 CANCEL/ NO SAVE	PA2	F1 HELP WORD	F2 CHECK FILE	F3 END/
		F4 EXCEPT/ KEEP	F5 CORRECT WORD	F6 IGNORE/ NO KEEP
		F7 UP LINE	F8 DOWN LINE	F9 REPEAT LOCATE
		F10 TOP	F11 BOTTOM	F12 AUTO/ SPELL

* This command echoes back the last command issued in the command area.

ANALYZE
AN This command produces statistics about the document file being processed. The information includes the total number of words in the file, the the number of SCRIPT lines and the average number of words per line.

F12
AUTOSP
AU Initiates or continues automatic spell checking. Automatic spell checking is performed on each word of every line from the current line onward. When a word is detected that is not in the master dictionary, not in the user dictionary, not in the exception list, nor in the change pair list, it halts and flags the target word.

YOU CAN THEN...

- enter the word in the exception list with F4 or F6, or the EXCEPT command.
- use the F2/F5 keys to enter the word in the change list.
- use the SET command to enter the word in the change list.
- correct the word by typing over it.

Note: In auto spell, attempts are made to make changes as words are encountered. If the new word is larger than the incorrect one and will not fit on the line, a message appears to tell you this. You can accommodate the change by modifying the line and restart auto spell check, or use either of F4 or F6 to ignore the underscored word.

F11
BOTTOM
B

This command sets the last line or range of the file as the current line.

PA1
CANCEL
CAN

Terminates the current spell checking, closes the file without saving the changes or output exception list, and drops back to the entry screen.

F2
CHECK word
C

Spell checks the word pointed to by the cursor. If the word is not found or recognized, it is flagged and a few suggestions or alternatives are offered.

The word is flagged as not found if

- It is not in the dictionary.
- It is not in the user's alternate dictionary.
- It was not flagged as an exception.
- It was not corrected using F5.
- It was not corrected using the SET command.

The suggested alternative spellings of a word are from the system dictionary only.

If you are typing the command rather than using F2 then this command is used along with a "word". "Word" is any word of length 1 to 24.

F5
CORRECT

The correct command must be used as a function key and cannot be typed in the command area. This key is used to automatically correct a flagged misspelling. It can only be used after F2. When a word is considered misspelled it is flagged and a few possible correct spellings are offered. By placing the cursor on one of the correction choices provided and pressing F5, the flagged word is corrected. In addition, the pair of words, the word flagged and the correct word, are stored as a change pair. During auto spell checking these words are automatically changed from the incorrect spelling to the corrected spelling as they are encountered. The SET command can be used to set a change pair without the use of the F2 combination of keys.

Note: After the use of F5 to correct a misspelling then pressing F5 a second time, automatically returns to auto spell checking. F5 will only reinitiate auto spell checking if had been just used for correction. You can, of course, reinitiate auto spell checking by pressing F12.

If the new word is larger than the incorrect one, and will not fit on the line,

you are told of the condition. The word pair are not placed in the change list, you must resolve the problem of fitting the new word on the line first. You can accommodate the change by modifying the line and restarting auto spell check, or use either F4 or F6 to ignore the underscored word.

DUPS
DUP

Initiates or continues the successive duplicate word check. Whenever a word follows itself it is flagged. You can then choose to correct it or reinitiate DUP. If you do not correct it, or the successive occurrence of the word is correct, use F8 to go to the next line before re-issuing the DUP command.

F3
END

Terminates spell checking and saves the file with changes and stores the accumulated EXCEPT words into the output exception list from the spell checking session. These words can be appended to your own master dictionary.

F4
EXCEPT word
E

Flags a word as an exception. When the cursor is positioned on a word, press F4 to make this word an exception. If EXCEPT is typed in the command area then *word* has to be included with the command.

When a word is flagged as misspelled, (not found in the master dictionary or your dictionary), you can tell the program to place the word in the exception list. For the duration of the session, words in this exception list are considered correctly spelled even though they may not be. The exception list is written to the output exception list file that you specified (or the default) when the session started. This list can then be appended to your own master dictionary, so the words will not be flagged as misspelled in subsequent spell check sessions.

Note: After the use of F4, you automatically return to auto spell checking. If the slow command was used to turn on the slow mode, restart auto spell by pressing F12.

FILE
FI

Performs the identical function as END.

FIND *string*
F

This command finds the next occurrence of *string*. FIND locates only string if it starts in column one (flush left).

F1
HELP

Use the function key only. Do not type HELP in the command area. This key provides help information on the SPELL program.

F6
IGNORE word
I

This is a companion key for F4. Like F4, F6 also flags a word as an exception. The word (if repeated in the document) is ignored for the rest of the spell check session. The word is not placed in the output exception list.

Note: After using F6, you automatically return to auto spell checking. If the slow command was used to turn on the slow mode, restart auto spell by pressing F12.

LINE *n*

LI	Places the current line pointer at the line specified by <i>n</i> . If <i>n</i> is outside the line range of the file or outside of the range specified on the entry panel, <i>n</i> will be assumed to be the top or bottom line respectively.
F9 LOCATE string L	Locates the next occurrence of <i>string</i> . LOCATE locates any string in any column. F9 will repeat the locate for the last string specified.
F8 NEXT n N	Moves the current line pointer <i>n</i> lines down. F8 means NEXT 1.
RULE R	Places a rule or tab line just below the current line. The rule is removed after each interaction.
SENCAPS SE	Initiates or continues the "sentence capitalization" checking. Whenever a word follows a period/blank (". ") combination and the word begins with a lower case letter, the word is flagged. You can then choose to capitalize it or re-initiate "SENCAPS". If you do not correct it, or the period is indeed correctly placed as in the case of an abbreviation, use F8 to go to the next line before re-issuing the SENCAPS command.
SLOW ON or OFF	Used to stop the automatic restart of auto spell checking after the use of F4, F5, or F6. It is preferable to run with SLOW OFF (default) since it saves time and interactions. However if you want to monitor the each step you can do so by issuing the command SLOW ON.
STATUS c ST	Queries the program about the following. <ul style="list-style-type: none"> - CP# reports the number of change pairs. - OE# reports the number of new exceptions and ignore words. - IE# reports the number of exceptions from the input exception file. - UD# reports the number of words in your master dictionary. - SD# reports the number of words in the system dictionary. - OEN reports the name of output exception file. - IEN reports the name of input exception file. - UDN reports the name of your master dictionary. - SDN reports the name of the system dictionary. - ALL reports all of the above.
SAVE SA	Saves the changes into the file being checked. The session is not terminated by this command.
SET word1 word2	Sets a change pair. This command is analogous to the "word checking" key (F2) followed by the "correction" key (F5). Whenever <i>word1</i> is encountered it is changed to <i>word2</i> . <i>Word1</i> must be a misspelled word, otherwise the pair is ignored. This is not a change command.
F10 TOP T	Moves the current line pointer to the top of the document file or range.

F7 UP <i>n</i> U	Moves the current line pointer up <i>n</i> lines. F7 means UP 1.
CLEAR key	Clear error messages, the command area, and any change made to the current line since the last interaction with the program.
ENTER key	Processes the command area and performs any valid command entered here.

SPELL Checking in QUIET Mode (batch)

SPELL can spell check a document or list of words without your interaction. This can be done by setting up a file as follows:

```
/PARM *QUIET
/INC SPELL
options....    (as required)
/INC filename
```

Where filename is a file containing your document or words. Several files can be included here, or the text to be spell checked can follow in place of the "/inc filename".

Your master dictionary and an exception list can be specified on the option line. For example if your master dictionary is stored in the file "MYMASTER" and the exception list in file "DOC@" then the option line would be as follows:

```
master='mymaster',except='doc@'
```

Note the single quotes, these are required as shown. The specifications must be separated by a coma. If you do not want to specify either file name leave the option line blank. The option line must be present whether or not it is blank.

SPELL produces a listing of any word not in the system or your master dictionary, or in the exception list (if specified). The line number of any flagged word is listed along with the word. You can then use the editor to make the required changes to your document.

If you want to store this list of "misspelled" words you can change the previous file as follows:

```
/FILE 6 N(NEWWORDS) NEW(REPL)
/PARM *QUIET
/INC SPELL
options.....
/INC filename
```

Where newwords is a file which contains the list of misspelled words.

Schedule a Meeting - TODO Item M

The MEET program is an extension of the SCHEDULE program (TODO item 1). It allows you to schedule a meeting or find a free time for a meeting. Also, you can see which calendars you are authorized to access for conference rooms, equipment items, and MUSIC users. (Users authorize access to their calendars by using the AUTHORIZE/DE-AUTHORIZE ACCESS function of the SCHEDULE program.) Finally, the MEET program updates the calendars of attendees and rooms/equipment items and sends mail to each participant.

To use MEET, type an M on the SELECT OPTION line of the TODO menu and press ENTER. The following panel (referred to as the MEETING screen) appears:

```
----- SCHEDULE A MEETING -----

Command ==>

                                     TIME: 10:15 am

Conference Rooms &
Equipment Items ==>                1989   FEBRUARY   1989
                                     ==>
                                     ==>
                                     S    M    T    W    T    F    S
Attendees ==>CCKW                  3    4    5    6    7    8    9
                                     ==>                10  11  12  13  14 15 16
Meeting Information                 17  18  19  20  21  22  23
Begin date   ==> 14FEB89 (ddmmmyy)  24  25  26  27  28
End date     ==> 14FEB89 (ddmmmyy)
Begin time   ==> 1200   (hhmm)                Day of year: 49
End time     ==> 1700   (hhmm)
Time required ==>      (hours)      (minutes)

F1:Help ===== PA1:End
F2:Potential Attendees F4:List Rooms/Equip F5:Find a Time F3:End
F6:Schedule a Meeting F9:Send a Notice F10:Prev Month F11:Nxt Month
```

Figure 6.18 - Schedule a Meeting Screen

How to Enter Information on the Meeting Screen:

The fields on the MEETING screen that are filled in by default include: your userid in the attendee field, dates, and times. Before you fill in or change information on the screen, you may want to use either F2 - POTENTIAL ATTENDEES or F4 - LIST ROOMS/EQUIP to help you select items.

Once the screen has been filled in, press F5 - FIND A TIME. The information on the MEETING screen is used to check the calendars of attendees and rooms/equipment items to look for free time. After updating the screen with the correct rooms and time, press F6 - SCHEDULE A MEETING. The information on the MEETING screen is used to schedule the meeting by updating the calendars for attendees and rooms/equipment items. (See FUNCTION KEY DESCRIPTIONS later for more information.) The fields on the MEETING screen are described below:

Command ==>

This area is reserved for entering commands. Most commands for this program are assigned to function keys.

Conference Rooms &
Equipment Items ==>

Conference rooms and equipment items can include any rooms or items whose calendars you are allowed to access. To select more than one room or item, leave a comma or a space between the multiple selections. A room or item prefixed with an asterisk (e.g. *TOKYO) will not have its schedule checked for any function selected. This allows you to use unknown rooms or items. An example of this usage would be a meeting that is to be scheduled to take place at an unknown location in TOKYO. By using *TOKYO in the CONFERENCE ROOMS & EQUIPMENT ITEMS field, the system will not look for the schedules for TOKYO. Rooms or item names can be from 1 to 16 characters in length, excluding an asterisk prefix. See "Appendix D" for further information on conference rooms and equipment items.

Attendees ==>

The ATTENDEES field is a list of MUSIC userids or nicknames (see Mail Directory in *Chapter 4 - Electronic Mail* for information on nicknames) who have allowed you to access their calendars. Multiple ATTENDEES can be selected by leaving a comma or a space between the selections. Your userid is displayed by default.

A total of up to 40 conference rooms, equipment items and attendees can be selected.

Meeting Information (Dates and Times)

Meeting information is used by the FIND A TIME (F5), the SCHEDULE A MEETING (F6), and the SEND A NOTICE (F9) commands. The dates and times serve two purposes: they provide the range required to find a time, and they indicate the actual date and time for the meeting.

Begin Date ==>

End Date ==>

Today's date appears by default. To change this date, type over it in the form ddmmmyy (e.g. 01apr87). If it is after 3:00 p.m. (this may be different at your installation depending on the default BEGIN and END times) when you are using this program, then the dates for the next day are displayed. The BEGIN DATE indicates the starting range for finding a time or the start of the meeting. The END DATE indicates the last day of the meeting and should be changed if you wish to check several days for free time, or if you wish to schedule your meeting for more than one day.

Begin Time ==>

End Time ==>

Default times appear in these fields (see examples below for more information about default times). To change the start of the range for finding a time (F5) or the start of the meeting (F6 or F9), type a new BEGIN TIME in the form hhmm (i.e. 1015). Times can be given in either 2400 hour format or 12 hour format using AM or PM suffix (i.e. 1015 or 10:15am). The END TIME indicates the end of the range for finding a time, or the end of the meeting. See the topic Examples for more information about default times.

Time required ==>

Indicates how long the meeting will take and is important when you are finding a time. For example, if the times for BEGIN and END are 0900 and 1700 respectively, and you want to schedule a 1 hour meeting, specify "1" in the TIME REQUIRED (HOURS) field. If you do

not specify a time length in this field, the MEET program searches everyone's schedule to find 8 hours of free time instead of looking for just one hour. For scheduling the meeting (F6) or sending notice of a meeting (F9), you can set the length of the meeting by using this field or the END TIME field.

Function Key Definitions

- PA1 **END**
Exits from this program.
- F1 **HELP**
Provides help for this program.
- F2 **POTENTIAL ATTENDEES**
Displays a selection list indicating all the schedules which you are allowed to access.
- F3 **END**
Exits from this program.
- F4 **AVAILABLE ROOMS/EQUIP**
Displays a selection list indicating which schedules can be accessed for rooms or equipment.
- F5 **FIND A TIME**
Use this key to find available times for meetings (i.e. no conflicts with schedules). The range used by the program for finding times is specified on the screen under dates and times. The rooms/equipment items and attendees on the screen indicate which schedules to check. When you press F5 a screen appears informing you of the free times available (i.e. when schedules indicate free time periods at the same time). It is recommended that you use this key before F6 or F9.
- F6 **SCHEDULE A MEETING**
Use this key to choose a specific meeting time, inform attendees, and update the schedules of those concerned. Before pressing F6, make sure that the MEETING screen now reflects the actual room, attendees, dates and times for your meeting. The following steps occur:
1. If you are not authorized to access a schedule of a room/equipment or an attendee, you are given a chance to revise the room/equipment and attendees list. If this is not the case, then you go directly to step 2.
 2. Next you are informed if there are time conflicts.
 3. You are then presented with a screen to enter your mail text.
 4. Mail is sent and the schedules for the rooms/equipment and the attendees are updated.
- F9 **SEND A NOTICE**
Use this key to send mail for intent to schedule a meeting. This function is similar to SCHEDULE A MEETING except that schedules are not updated. Mail is sent to rooms and attendees, and unknowns if desired.
- F10 **PREVIOUS MONTH**
Change the calendar display to show the previous month.
- F11 **NEXT MONTH**
Change the calendar display to show the next month.

Potential Attendees (F2)

This selection displays a list of all the MUSIC userids whose schedules you are allowed to access. This list contains a USERID field, a NAME field and an ACCESS field. The NAME field gives the name for the MUSIC userid stored in the user's MAIL profile (MAIL option 5). The possible types of access are VIEW, ADD, and UPDATE (see the help facility in the SCHEDULE program under AUTHORIZE/DE-AUTHORIZE ACCESS for definitions). Select a displayed item if you want the item put into the Attendees field on the MEETING screen and made available for subsequent use. You can select as many items as can fit into the field on the MEETING screen. To select a displayed item, enter an S in the position on the left side of the item.

Press F3 to cancel the displayed items list and return to the MEETING screen. The Attendees field on the MEETING screen is not changed.

Press the ENTER key to return to the MEETING screen. If some displayed item are selected, these are placed in the Attendees field on the MEETING screen with commas separating them. If no items are selected, then the field on the MEETING screen is not changed.

The following is an example of the information on this screen:

Userid	Name	Access
_CCES	EARL SMITH	UPDATE
_CCJS	JILL SMITH	ADD
_IN05	TOM BROWN	VIEW

Available Rooms/Equipment (F4)

This selection displays a list indicating which schedules can be accessed for rooms or equipment items. The list contains a NAME field which gives you the name of the conference room or equipment item. The DESCRIPTION field describes each room or item. The type of access you have to a particular room or item is displayed in the ACCESS field. The possible types of access are VIEW, ADD, and UPDATE. Your access to a particular conference room or equipment item is assigned by the administrator of each item.

Select a displayed item if you want the item put into the Conference Rooms and Equipment Items field on the MEETING screen and made available for subsequent use. You can select as many items as can fit into the field on the MEETING screen. To select a displayed item, enter an S in the position on the left side of the item.

Press F3 to cancel the displayed items list and return to the MEETING screen. The Conference Rooms and Equipment Items field on the MEETING screen is not changed.

Press the ENTER key to return to the MEETING screen. If some displayed items are selected, these are placed in the Conference Rooms and Equipment Items field on the MEETING screen with commas separating them. If no items are selected, then the field on the MEETING screen is not changed.

The following is an example of the information that displays on the screen:

Name	Description	Access
_ROOM104	Room for 25	UPDATE
_ROOM105	Room for 15	ADD
_LOUNGE1	Lounge 1st fl	UPDATE

Find a Time (F5)

Use this key to find available times for meetings (i.e. no conflicts with schedules). The range used by the program for finding times is specified on the screen under dates and times. The rooms/equipment items and attendees on the screen indicate which schedules to check. When you press F5 a screen appears informing you of the free times available (i.e. when schedules indicate free time periods at the same time). It is recommended that you use this key before F6 or F9.

The following illustrates the type of information that displays on the screen:

Date	Begin Time	End Time
_21APR86 TO 22APR86	0900	1700
_23APR86	0900	1630
_24APR86	0900	1245
_24APR86	1415	1700

The DATE field indicates the date (in format DDMMYY) for the free time. If this field shows two dates, then it signifies that the begin and end times apply to all dates between and including the two dates specified.

You can select one of the displayed free times by entering an S in the position on the left side of the free time.

Press F3 to cancel the displayed items list and return to the MEETING screen. The dates and times fields on the MEETING screen are not changed.

Press the ENTER key to return to the MEETING screen. If a displayed free time is selected, then the dates and times are placed in the meeting information fields on the MEETING screen. If a free time is not selected, then the dates and times on the MEETING screen are not changed.

Schedule a Meeting (F6)

Use this key to choose a specific meeting time, inform attendees, and update the schedules of those concerned. Before pressing F6, make sure that the MEETING screen now reflects the actual rooms/equipment, attendees, dates and times for your meeting. The following steps occur:

1. If you are not authorized to access a schedule of a room, an equipment item, or an attendee, you are presented with a list of all rooms, items, and attendees listing your access to their schedules. See the topic Rooms/Equipment and Attendees Selected for further details.

If access is allowed in all cases, then this screen does not appear and you go directly to step 2.

2. If there are time conflicts with the schedules of attendees and/or rooms/equipment items, then you are informed. See the topic Time Conflicts for details.

If there are no time conflicts, then this screen does not appear and you go directly to step 3.

3. You are presented with a screen to enter your mail text. See Entering Mail Information for details.
4. Mail is sent and schedules for rooms/equipment items and attendees are updated.

Sending a Notice (F9)

When you are sending a notice using F9 - NOTICE, you are presented with the following screen for entering your mail text:

```
----- Meeting Message Information -----  
  
Type in the information requested below.  
  
Mail text for the meeting ==> _____  
                               _____  
                               _____  
                               _____  
                               _____  
  
Do you wish to have the mail sent to unknown attendees? _ (Y or N)  
  
=====
```

F1:Help	ENTER: End/Continue	F3:End/Cancel
---------	---------------------	---------------

Figure 6.19 - Sending a Notice Screen

Mail is sent to all attendees (who have allowed you to access their schedules) to inform them of the meeting. If a conference room or equipment item has been selected, the mail is sent to the administrator of the room or item.

The Mail Text for the Meeting information is used as the mail text. The first line of the mail text includes the date and time of the meeting. This line is added for you by the system. The subject line of the mail item includes the date and time of the meeting.

You can have the mail sent to all attendees who have not allowed you to access their schedules. To have this done, enter a Y to the question "Do you wish to have the mail sent to unknown attendees?" The default is N.

Press F3 to cancel the selected function and return to the MEETING screen. Press the ENTER key to continue the selected function.

Rooms/Equipment and Attendees Selected

If you are not authorized to access a schedule of a room, an equipment item, or an attendee, you are presented with a list of all selected rooms, items, and attendees and your access to their schedules.

The list contains a USERID OR NAME field which gives you the userids or the names of conference rooms or equipment items.

The R/A field indicates whether the listed item is a conference room or an equipment item, represented by an R, or an attendee, represented by an A.

The NAME/DESCRIPTION field gives the name of the MUSIC userid if known, or the description of the conference room or equipment item if available.

Under the STATUS heading, ACCESS tells you that you are allowed access to the schedules of this item. UNKNOWN status implies that either the selected item is not known to the system, or the item is known to the system and you are not allowed to access the schedules of this item.

Press F3 to cancel the selected function and return to the MEETING screen. None of the fields on the MEETING screen are changed.

Press the ENTER key to continue the selected function. The MEET program still allows you to schedule the meeting even if there is an UNKNOWN status. The schedules for those with UNKNOWN status will not be updated and mail may not be sent.

You can revise this displayed items list by selecting from this list the items desired. To select an item, enter an S in the position on the left side of the item. If you select some items, only the items selected are used. However, if no items are selected, all of the displayed items are used.

The following shows an example of the screen which appears:

Userid or Name	R/A	Name/Description	Status
_RM104	R	SPACE FOR 10	ACCESS
_CCTS	A	TOM SMITH	UNKNOWN
_CCJB	A	JOE BROWN	ACCESS

=====

F1:Help	ENTER:End/Continue	F3:End/Cancel
---------	--------------------	---------------

Time Conflicts

There may be time conflicts with the schedules of attendees and/or equipment items when you Schedule a Meeting (F6). You are shown a list of the time conflicts if they occur.

The Userid or Name field displays either the userid of the attendee or the name of a conference room or equipment item.

The R/A field indicates whether the listed item is a conference room or equipment item, represented by a R, or an attendee, represented by an A.

The Date field gives the date found for the time conflict in DDMMYY format.

The Begin Time and End Time fields give the begin and end time for the date(s) of the time conflict respectively.

Press F3 to cancel the selected function and return to the MEETING screen. None of the fields on the MEETING screen are changed.

Press the ENTER key to continue the selected function.

The following is an example of the screen that appears when time conflicts occur:

Userid or Name	R/A	Date	Begin Time	End Time
CCKW	A	23APR89	1330	1630
RM104	R	23APR89	1600	1700

=====

F1:Help	ENTER:End/Continue	F3:End/Cancel
---------	--------------------	---------------

This screen displays all the time conflicts that are found for each selected attendee or room/equipment item. In the above example, the meeting was to be scheduled at 4:00 p.m. on April 23rd. The calendar for CCKW already has something scheduled between 1:30 and 4:30 p.m. and this is indicated on the screen. At this point you may press F3 to cancel and return to the MEETING screen or you may continue scheduling the meeting by pressing the ENTER key. The MEET program allows you to schedule the meeting even if there are time conflicts. These schedules are updated and include overlapping times.

Entering MAIL Information

When you schedule a meeting using F6 - SCHEDULE A MEETING, you are presented with the following screen for entering your mail text:

```

----- Meeting Message Information -----

Type in the information requested below.

Description for the meeting =>_____

Mail text for the meeting ==>_____
                               _____
                               _____
                               _____
                               _____

Do you wish to have the mail sent to unknown attendees? _ (Y or N)

=====
F1:Help                ENTER: End/Continue                F3:End/Cancel

```

Figure 6.20 - Meeting Message Information (Mail)

The DESCRIPTION FOR THE MEETING information is placed in the description field associated with the schedule entry. The schedule entry is added to the schedule as a confidential item. The times used for the schedule entry are the times you specified for scheduling the meeting.

Mail is sent to all attendees (who have allowed you access to their schedules) to inform them of the meeting and that their schedules have been updated. If a conference room or equipment has been selected, the mail is sent to the administrator of the room or item.

The Mail Text for the Meeting information is used for the mail text. The first line of the mail text includes the date and time of the meeting. This line is added for you by the system. The subject line of the mail item includes the date and time of the meeting.

You can have the mail sent to all attendees who have not allowed you to access their schedules. To have this done, enter a Y to the question "Do you wish to have the mail sent to unknown attendees?" The default is N.

Press F3 to cancel the selected function and return to the MEETING screen. Press the ENTER key to continue the selected function.

Examples for Meeting Information

The default times which appear on the MEETING screen, when the program is first invoked, are determined by your installation. In the following examples, the default times are assumed to be 0900 for BEGIN TIME and 1700 for END TIME. When you request the MEET program, the END time is set at 1700, but the BEGIN time is set at least 1 full hour away from the current time. (BEGIN time will not be more than 2 hours away from the current time unless it is before 7:00 am, then the BEGIN time is 0900.) The default times are affected by the actual time of day it is when you are using this program. If the current time is after 3:00 pm, then the date changes to the next day.

You can always override the dates and times displayed on the MEETING screen by typing over them. Make sure that the BEGIN time does not come after your END time.

Examples:

Current		Screen Display		
Date	Time	DATE	BEGIN Time	END Time
14FEB89	0600	14FEB89	0900	1700
14FEB89	0930	14FEB89	1100	1700
14FEB89	1600	15FEB89	0900	1700

The next example indicates how the schedules will be affected if your meeting is scheduled for several days. The following shows how the MEETING screen was filled in and the results entered in to the schedules for the conference room and attendees.

<u>MEETING Screen</u>		<u>Schedules</u>		
Begin date	==> 10MAY89	10MAY89	1100	1700
End date	==> 13MAY89	11MAY89	0900	1700
Begin time	==> 1100__	12MAY89	0900	1700
End time	==> 1600__	13MAY89	0900	1600
Time required	==> __ (hrs) __ (min)			

The above example illustrates one long continuous meeting. If you wish to have different times for each day, then you need to schedule separate meetings.

MEET Commands

The following commands are available and some of these commands are in the form of function keys and have been explained previously.

CANCEL (PA1)	HELP (F1)	NOTICE (F9)
CLEAR	KEYS	OFF
DELIM char	LISTCODE (F2)	PFnn def
END (F3)	LISTROOM (F4)	PREVMON (F10)
EXEC	MEETING (F6)	*-n
FINDTIME (F5)	NEXTMON (F11)	

CLEAR Clear the screen input areas.

DELIM char	Change the multiple command delimiter to <i>char</i> , where <i>char</i> is a character of length 1, and not one of the characters a to z, 0 to 9, *, =, /.
EXEC	Pass the command to MUSIC to be executed.
KEYS	Display a screen which allows you to change the function key definitions. These changed definitions are saved in a file, MEET.KEYS, so that they can always be used.
OFF	Exit from this program.
PFnn	Show the definition of PFnn, where <i>nn</i> is a number from 1 to 24.
PFnn def	Set the definition of PFnn to <i>def</i> , where <i>nn</i> is a number from 1 to 24. The definition can be from 1 to 50 characters long.
*	Display the last command entered in the command area.
*-n	Display the previous <i>nth</i> command entered in the command area, where <i>n</i> is a number from 0 to 4.

Chapter 7. Utilities

Utility Menu

The Utility menu is displayed when you select item "U" from the TODO menu, as follows:

```
SELECT OPTION ==> u
```

The following figure illustrates the Utility menu:

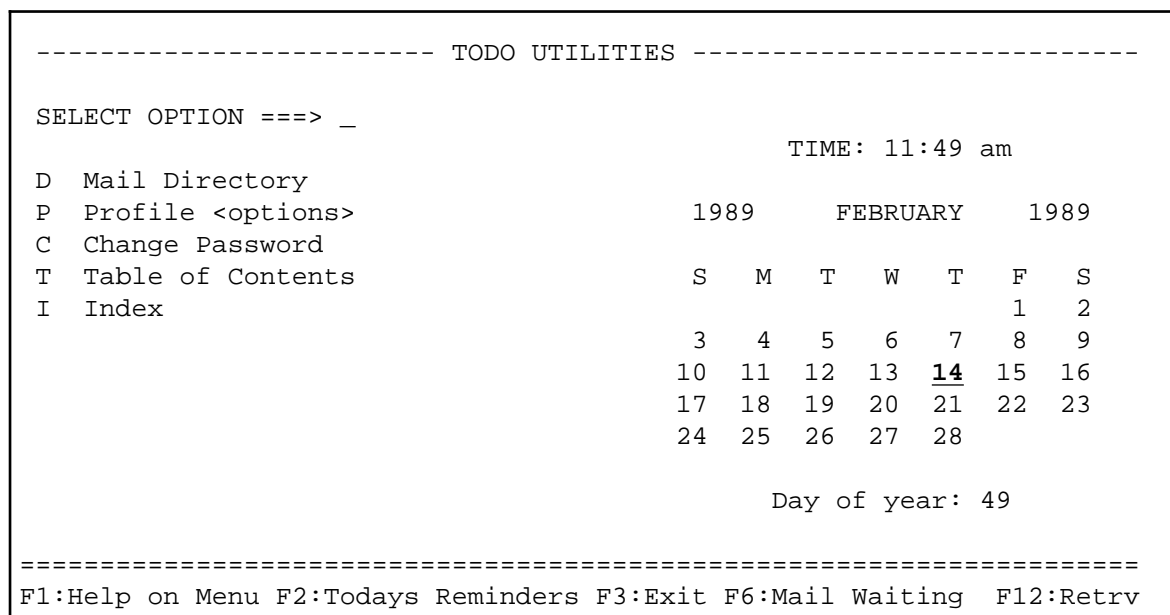


Figure 7.1 - Utility Menu Screen

Note: You can go directly to an Utility menu item from the TODO menu if you include the code for that item.

```
SELECT OPTION ==> u p
```

"u p" brings you directly into the Profile facility from the TODO menu.

Read the following brief descriptions of the selections available from the Utility menu. For more information, go to the detailed description for each selection.

- | | |
|-------------------|---|
| Mail Directory | This item invokes the Mail Directory program for entering nicknames for other users. Instead of referring to a person by their userid, you can use his or her name. It's much easier to remember a name than it is to remember another person's userid. These nicknames are used for sending mail (see ELECTRONIC MAIL) and scheduling calendars (see SCHEDULE). Refer to the topic "Mail Directory" in <i>Chapter 4. Electronic Mail</i> for more information about nicknames. |
| Profile <options> | Used to access the PROFILE program for information about your userid or if you need to change a PROFILE option. Some of the options include changing your userid sign-on password, changing the batch password, or printing the userid profile. See the section PROFILE in this chapter for details. |
| Change Password | This invokes the PROFILE program, but only the sign-on password can be changed. |


This is the most frequently used PROFILE option. See the section PROFILE for details.

Table of Contents This item invokes the TABCON program for creating a Table of Contents for a SCRIPT document. See this section for instructions.

Index This item invokes the MAKIDX program for generating an index. Please see this section for information.

Mail Directory - Utility Item D

This item on the Utility menu invokes the Mail Directory for entering nicknames. To use this facility select item D from the Utility menu:



```
SELECT OPTION ==> d  
  
D.  Mail Directory
```

Figure 7.2 - Selecting Item D from the Utility Menu

See *Chapter 4. Electronic Mail* under the topic "Mail Directory" for full details about this program.

User Profile Program

The PROFILE program can be used to list information about your userid "profile". It can also be used to alter some of the options.

To use this program, type P on the SELECT OPTION line of the Utility menu, then press ENTER. The following figure illustrates the messages that appears after selecting this item:

```
SELECT OPTION ==> P

USER PROFILE - ENTER COMMAND OR HELP
?
```

Figure 7.3 - Selecting Item P from the Utility Menu

You then specify changes (options) to the userid profile in the form:

option1(value1) option2(value2) etc.

A PROFILE command is the same as an option. Options are separated by blanks or commas.

If only one option is needed for the PROFILE program, it can be entered directly from the Utility menu. For example, "p print" or "p bpw(xxx)". The most common options are described below. For all options refer to the *MUSIC/SP User's Reference Guide*.

Note: Some changes to the user profile take effect only after the you sign off, then sign on again.

AUTOPROG(name)

AUTO(name)

Sets up the name of an autoprogam which automatically runs when the user signs on with an /ID command. *name* is the name of a file. To remove an existing autoprog specify AUTO(). You will be unable to change the name of the autoprog if your userid was authorized with the noncancellable autoprog feature.

To have the TODO menu automatically display when you sign on to MUSIC, enter the following PROFILE option:

```
AUTOPROG( todo )
```

BPW(xxx)

This parameter specifies a new batch password (from 1 to 8 characters). Use this option if your userid is authorized for batch processing.

END

Stops the PROFILE program.

HELP

Displays information on PROFILE commands.

PW(xxxxxx)

Assigns a new password that will then be required the next time you sign on. The password can contain one to eight characters. When this option is used, the system

prompts you for the old password. Your userid may not allow you to change your own password.

PRINT	Displays some information about your userid profile, such as defaults for tabs, job times, etc.
PRINT\$	Displays the accumulated connect and processing unit charges for your userid. This field is normally updated each evening so it does not reflect the charges accumulated for the current day. A maximum charge allocation is also displayed and you are not allowed to sign on, once you reach your limit. Contact the MUSIC Systems Administrator to have this allocated limit increased. Some installations may choose not to maintain these fields.
PRINTSP	This parameter causes Save Library space information to be displayed. The values displayed are total file space for your userid (in units of 1K = 1024 bytes), the maximum total space allowed, and the maximum size for an individual file.
ROUTE(destination)	Assigns a default route destination for your userid.
TERM(xxxxxxxx)	<p>At sign-on time, MUSIC checks the general type of workstation you are using against the one defined for this option. Only if they match, and TRMCLS is not given on the /ID line, will the backspace and tabs be used as defined in your profile. This prevents, for example, tab settings for one type of workstation being used for another. The workstation types that MUSIC automatically distinguishes between are: 3270, 2741 (including 3767 and CMCST terminals), 1050 and TTY. These names can be used in the TERM option. For example, "TERM(2741)". For other names which can be used (such as 3101), refer to the description of the /ID command in the MUSIC COMMANDS section of Chapter 1.</p> <p>This TERM parameter also defines a terminal subclass. For example, the computer cannot distinguish between a 72-character TTY terminal and a 132-character wide TTY Model 38 terminal. If your profile has TERM(TTY38) specified, it assumes that the TTY-type terminal you are using is the longer line Model 38 type. See the discussion of "trmcls" under the description of the /ID command in the MUSIC COMMANDS section of Chapter 1 for other valid names.</p>

To remove the workstation specification use TERM().

Example

```
SELECT OPTION ==> p

*IN PROGRESS
User Profile - Enter command or HELP
?
password(trees) term(3101)
Enter your current MUSIC sign-on password
?

_____
CHANGED
?
print
  USERID=ABCD                FILE OWNERSHIP ID=ABCD
  ID=                        NAME=
  TIME LIMITS (IN SERVICE UNITS):
```

PRIME=NOLIMIT NONPRIME=NOLIMIT BATCH=NOLIMIT DEFAULT=32
MAX NUMBER OF EXTRA SESSIONS PER TERMINAL: 3
PASSWORD CAN BE CHANGED BY USER
AUTOPROG: TODO (CANCELLABLE)
TERMINAL TYPE: 3101 (0C)
INPUT TABS ARE 7 73
NO OUTPUT TABS
FUNDS (\$): 420.14 USED, NO LIMIT
SAVE LIBRARY: TOTAL = 6594K LIMIT = 10000K MAX/FILE = 4000K
MAX TRACKS PER DATA SET (UDS) AT ALLOCATION: 50
CREATED 1985/12/15 (YEAR/MONTH/DAY)
LAST SIGN-ON: 1986/03/28 9:21 LAST BATCH JOB: 1986/03/27 10:21
LAST PASSWORD CHANGE: TERMINAL PW 1986/01/31 BATCH PW 1986/03/12

?

end

PRESS ENTER TO CONTINUE....

Table of Contents - Utility Item T

This item invokes the MAKCON program which is used to create a table of contents and other similar lists such as table of diagrams. The program's input is normally generated by .OX control words imbedded in your SCRIPT document. (Often, these control words are included in user defines, so the typist may be unaware of their existence.) The following figure shows the messages that appear on the screen after entering the "T" Utility item on the SELECT OPTION line. The text that is underlined indicates answers to the messages (your information would replace these answers). The answers in the figure correspond with the sample files in figures 7.5 and 7.6.

```
SELECT OPTION ==> t                                (item T on the utility menu)

*** MUSIC/SCRIPT TABLE OF CONTENTS ***
PLEASE REFER TO THE TODO MANUAL FOR INFORMATION

ENTER THE NAME(S) OF YOUR SCRIPT FILE(S), HELP, OR /CANCEL

sample                                                (type the name of your file)

DO YOU WISH INFORMATION FOR THE SCRIPT TABLE OF CONTENTS?

no

ENTER SCRIPT OPTIONS, HELP, OR /CANCEL

_____ (type script options or blank line)

ENTER HERE THE NAME OF A FILE WHERE YOU WANT TO STORE YOUR
YOUR TABLE OF CONTENTS, HELP, OR /CANCEL

sample.table (give a name for table of contents)

ENTER THE VALUE FOR ".LL" (LINE LENGTH), HELP OR /CANCEL

65 (choose a line length)

ENTER THE VALUES FOR INDENT, HELP, OR BLANK FOR DEFAULT

0,3,6,9,12 (indent values or blank line)

ENTER VALUES FOR SPACE, HELP, OR BLANK FOR DEFAULT

1,0,0,0,0 (space values or blank line)

ENTER T OR F VALUES FOR EACH UPPER CASE LEVEL, HELP, OR BLANK

t,f,f,f,f (upper case levels or blank line)

PRESS ENTER TO CONTINUE.....
```

Figure 7.4 - Selecting and Running the Table of Contents Program

Table of Contents Options

- INPUT=n** Specifies the unit number that contains the file generated by the AUXOUT option of SCRIPT. The default unit number is 5.
- OUTPUT=n** Specifies the unit number where the program is to write the Table of Contents. The output of this program must be processed by SCRIPT to do the required formatting. You can save the output of this program in a file and use the SCRIPT control word of .IM to incorporate it into your manual at the appropriate place. The last line generated by this program is the .FI control word. The default for this option is OUTPUT=10.
- LL=n** Specifies the maximum width of the output table of contents. The default is LL=60 meaning 60 characters wide.
- INDEN=n0,n1,n2,n3...n9**
Specifies up to 10 indents corresponding to the digits 0 through 9 given on the .OX control word in your document. If specific indents are negative, then the corresponding items are not included in the table of contents. The default values are INDEN=0,0,4,6,8,10,12,14,16,18.
- SP=n0,n1,n2,n3...n9**
Specifies how many spaces are to be generated before items with the corresponding identification numbers. If you specify a number as -1 then a page eject is generated before that item (unless the item is the first one found). The default settings are SP=-1,1,0,0,0,0,0,0,0,0.
- UP=TF0,TF1,TF2,TF3...TF9**
Specifies if the contents item is to display in upper case (even if the input text in your document is lower case). The option can be given as either T (true) or F (false). If the input text line was already in upper case, this option has no effect. The default settings are UP=T,T,F,F,F,F,F,F,F,F.

The following figures show a sample SCRIPT document with .OX control words and the sample Table of Contents generated from this file.

```
.ox 0
.ce
Section 1
.pa
.ce
.ox 1
Chapter 1
.sk 2
.ox 2
Introduction
.br
The following is an introduction etc...
.sk 2
.ox 2
Contents Utility
```

Figure 7.5 - File Called Sample with .OX Control Words

.nf	
.up	
Section 1	1
.sk 1	
.up	
Chapter 1	2
Introduction	2
Contents Utility	2
.fi	

Figure 7.6 - File Called Sample.Table

Index - Utility Item I

This item invokes the MAKIDX program which produces an index suitable for inclusion at the end of a manual or book. The index can be easily modified at a later time without major effort.

Normally an index is prepared when the main body of the document is in final form.

The following figure shows the messages that appear on the screen after entering the "I" Utility item on the SELECT OPTION line. The text that is underlined indicates answers to the messages (your information would replace these answers). The answers in the figure correspond with the sample files in figures 7.8, 7.9 and 7.10.

```
SELECT OPTION ==> i                                (item I on the utility menu)
PLEASE REFER TO THE TODO MANUAL FOR INFORMATION

ENTER THE NAME(S) OF YOUR INDEX DATA FILE(S), HELP, OR /CANCEL

index.data                                           (type the name of your file)

ENTER THE NAME OF THE OUTPUT FILE INTO WHICH YOU WANT TO STORE THE
NEW INDEX FILE.

index.new                                           (type the name of the new file)
PRESS ENTER TO CONTINUE.....                        (you will return to the menu)
```

Figure 7.7 - Selecting and Running the Index Program

The user creates a file consisting of a sequence of page numbers each followed by the list of keywords which are to refer to that page. An example is shown below.

```
#23  <------(page number 23)
Computer Aided Instruction
CAI
Instruction, Computer Aided
#26
CAI, Examples
Examples, CAI
#3
Computer, Charge Rates
```

Sometimes you need to consider several words as one item. This is to prevent related sequences from being listed under the same main heading. A defined "concatenation" character handles such occurrences. The index program uses the underscore character (_) for the concatenation character. Thus "Computer Aided Instruction" can be entered as "Computer_Aided_Instruction".

You can specify the page number as "##". This means the last page number plus one. The use of this feature is helpful if the page numbers are subject to modification at a later time. A page number symbol of ## following a page number of #23.1 is interpreted as #23.2.

The page numbers need not be specified in numeric order. Furthermore, the same page number can be specified more than once. It will prove easier to proofread the list and make modifications if the page numbers are in order. Note that if the same item is found on several pages, the index will list the page numbers in the order they were found in the input. This might be useful for some applications.

A page number specification of "# " is treated as a null page. The effect of this will allow the inclusion of cross-reference notes such as "CAI (see Computer Aided Instruction)" without a page number present.

The page number may be up to 20 characters in length and the keyword line is limited to 50 characters in length.

Parameter Line

The first line of the index list contains a control line of the following form:

#_

where the first character is the page number symbol and the second is the concatenation symbol. If, for example, a symbol "#" is to appear as the first character of a keyword, then it cannot be used as the page number symbol. The concatenation character will always display as a blank character in the output index.

Index Options

- | | |
|----------|---|
| INPUT=n | Specifies the unit number which contains the index list. The default value is 5. |
| OUTPUT=n | Specifies the unit number to contain the output document. n=6 is the default. When n is specified as anything other than 6, then the output of the index program is suitable for input to the SCRIPT program. |
| LSTINP | Will list the input index list and show the page numbers including those substituted for the ## page number symbols. |

The following figures show the sample files that correspond to figure 7.7 above.

The first box shows what your input file should look like. This program does not decide what information should go into your index. This you have to type in yourself. The second box shows the file that the program creates for you. Finally the third shows the final output.

```

#_
#1
Preface
Introduction
#2
SCRIPT
Editor_Commands
Commands, Editor
#3
SCRIPT
Input_Commands
Commands, Input
SCRIPT Control_Words
Control_Words
#4
Control Functions
LOCATE Editor Command

```

Figure 7.8 - File Called Index.data

```

.nf
.sk 2
.cp 5
C
.sk 1
Commands, Editor 2
    Input 3
Control Functions 4
Control Words 3
.sk 2
.cp 5
E
.sk 1
Editor Commands 2
etc....

```

Figure 7.9 - Input SCRIPT File Called Index.new

```
C

Commands, Editor  2
    Input  3
Control Functions  4
Control Words  3

E

Editor Commands  2

I

Input Commands  3
Introduction  1

L

LOCATE Editor Command  4

P

Preface  1

S

SCRIPT  2,3
    Control Words  3
```

Figure 7.10 - Output SCRIPT File Called Index.new

Remind

The REMIND program allows you to set a reminder of a future event. If you have reminders for the day, they appear on the screen when you request the TODO facility.

To access this program press either F2 (Todays Reminders) or enter the REMIND command from the TODO main menu. When F2 is pressed, reminders for that day are listed and then you are returned to the TODO menu. After entering the REMIND command, the following is displayed on the workstation:

----- Remind Facility -----

To have the system remind you of an event,
enter in the date of the reminder and the
message you wish the system to display.

TIME: 11:49 am

Date: _____
(e.g.*, *+2, Mon, 19Aug87, *Tue Thu, *1 16)

1989 FEBRUARY 1989

Reminder text:

S M T W T F S

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28

Expiration Date: _____
(e.g. 22Mar89)

Day of year: 49

PF3:End/Save ===== PA1:End/No Save

PF1:Help PF2:New PF4:Add PF5>Delete PF6:Change PF9:Locate

PF7:Previous PF8:Next PF10:Previous Month PF11:Next Month

Figure 7.11 - Display for Setting Reminders

When creating a reminder, you must specify the date of the reminder and the text. If you have specified a repeating reminder (see below), you must also specify an expiration date. Use the NEW LINE key to end each line (skip to next field) when entering information on the screen.

Date	Specifies the date you wish the reminder set for. It takes one of the following forms:
*	The reminder is for the current day.
*+2	The reminder is for the day after tomorrow.
22Aug87	The reminder is for the August 22, 1987.
Thu	The reminder is for the up coming Thursday.
*Tue	The reminder is for every Tuesday.
*1 16	The reminder is for the 1st and 16th day of every month
The last two items above are known as repeating reminders. That is, the system continues to present you with a reminder until the expiration date you have specified is reached. If an asterisk (*) appears directly before a day or a number then this indicates a repeating reminder. If an * appears in front of a blank or a + then the asterisk indicates the current day or current day plus a number (the number can be from 1 to 366). You may specify up to 16 different dates or 7 different days of the week for a repeat reminder.	

Remind Text Enter the message that you wish the system to display on the selected date. The system does not perform any type of re-formatting of the information that you enter. It will be displayed exactly as you have entered it.

Expiration Date

If you had specified the DATE as a repeating date, then you must specify an expiration date. If you wish the reminder never to expire, then specify 99 as the expiration date. To specify that a repeat reminder is to expire on March 22, 1989 you would specify: 22mar89

Note: The expiration date must be greater than the current date.

Program Function Key Definitions

- PA1** **END/NO SAVE**
Terminates the reminder facility without saving the changes and additions that have been made to the reminder file.
- F1** **HELP**
Provides help for Remind.
- F2** **NEW**
Displays a blank reminder entry screen with the fields filled in with underscores.
- F3** **END/SAVE**
Terminates the reminder facility and saves the reminder file with the changes and additions that have been made.
- F4** **ADD**
Add the displayed reminder to the reminder file.
- F5** **DELETE**
Delete the displayed reminder. Display the reminder you want to delete and then press F6.
- F6** **CHANGE**
Change the fields in the displayed reminder. First display the reminder, then make the changes and then press F6. Now the old reminder is changed.
- F7** **PREVIOUS**
Display the previous reminder in the remind file. (Note: the users remind file is in the order as reminders are entered.)
- F8** **NEXT**
Display the next reminder in the remind file. (See note for F7.)
- F9** **LOCATE**
Locate the text in a reminder that was specified in a previous LOCATE command.
- F10** **PREVIOUS MONTH**
Display the calendar for the previous month.
- F11** **NEXT MONTH**
Display the calendar for the next month.

Reminder Commands

The following commands can be entered in the COMMAND area at the top of the screen. Many of these commands are in the form of function keys and have been explained previously.

ADD (F4)	EXEC	NEXTMON (F11)
AFTER <i>x</i>	EXPIRES <i>x</i>	NEW (F2)
BEFORE <i>x</i>	GET <i>x</i>	OFF
BOTTOM	HELP (F1)	PFnn
CANCEL (PA1)	KEYS	PFnn def
CHANGE (F6)	LDATE <i>x</i>	PREVIOUS (F7)
CLEAR	LIST	PREVMON (F10)
DELETE (F5)	LOCATE <i>string</i>	TOP
DELIM <i>char</i>	MAIL	*-n
END (F3)	NEXT (F8)	

X represents a date that can be specified in a number of formats. See a later help screen for these formats.

AFTER <i>x</i>	Locate and display the next reminder dated after the date specified by <i>x</i> .
BEFORE <i>x</i>	Locate and display the previous reminder dated before the date specified by <i>x</i> .
BOTTOM	Go to the bottom of the remind file and display the reminder.
CLEAR	Clear the screen input areas.
DELIM <i>char</i>	Change the multiple command delimiter to <i>char</i> , where <i>char</i> is a character of length 1, and not one of the characters a to z, 0 to 9, *, =, /.
EXEC	Pass the command to MUSIC to be executed.
EXPIRES <i>x</i>	Display the next reminder with the expiry date given by <i>x</i> . Note that only repeat reminders have expiry dates.
GET <i>x</i>	Lists all of the reminders for the date given by <i>x</i> .
KEYS	Display a screen which allows you to change the function key definitions. These changed definitions are saved in a file, REMIND.KEYS, so that they can always be used.
LDATE <i>x</i>	Display the next reminder with the specified date.
LIST	Display a list of existing reminder dates.
LOCATE <i>string</i>	Display the next reminder with the specified <i>string</i> found in the reminder text.
MAIL	Post a message if mail are waiting or not waiting.
OFF	Save the changes and additions made to the remind file and sign off.
PFnn	Show the definition of PFnn, where <i>nn</i> is a number from 1 to 24.
PFnn def	Set the definition of PFnn to <i>def</i> , where <i>nn</i> is a number from 1 to 24. The definition can be from 1 to 50 characters long.
TOP	Go to the top of the remind file and display the reminder.

- * Display the last command entered in the command area.
- *-n Display the previous *nth* command entered in the command area, where *n* is a number from 0 to 4.

Possible Formats used for a Date Given by x

- blank if *x* is not specified, *x* is set to today's date.
- * or *+n *x* is today's date plus *n* if *n* is given, where *n* is a number from 0 to 366.
- DDD DDD is the 3 letter day of the week, and *x* is the next DDD. (Example if *x* is TUE and today is monday, tuesday's date is used.)
- DDMMYY *x* is the date given by DDMMYY (example 11FEB89).
- YYYYMMDD *x* is the date given by YYYYMMDD (example 19890211).
- 99999999 *x* is a non-expiring repeat reminder (used for EXPIRES command).

TMENU - Tailoring the User View

TMENU is the name of the program on MUSIC for creating tailored user views of MUSIC. This facility is available for making your own menus, or tailoring existing menus to better suit your needs.

This section is of a technical nature and is intended for experienced MUSIC users. If you do not wish to change the TODO menu or create menus then skip this section.

Some of the available features include filtering the commands to which users of this view have access, signing off from MUSIC when the menu is terminated, and executing your own programs. Programs that are used often can be added to the menu or items on this menu can be exchanged for other programs offered at your installation. For example, the sample menu TODO.MENU can be added to or altered so that when the sample program TODO is executed, these facilities you defined are available to the users of this menu.

Making a Menu

The menu is used to provide four functions:

1. It provides TMENU with the menu items and descriptive text.
2. It provides TMENU with the names of program files to be executed as required by the user.
3. It provides labels for the menu items for menu selection.
4. It provides default parameters for the respective programs.

Example:

The following figure shows the MUSIC file \$TDO:TODO.MENU. This file is used each time the TODO menu is displayed on your screen.

```

)+ - TO DO
)% - TIME, OFFICE, AND DOCUMENTATION ORGANIZER -
1. Schedules
2. Electronic Mail <option>
3. Telephone Log
4. Calculator <calc>
5. Spell Check Document <option>
C. Create New <filename>
R. Revise <filename>
X. Execute SCRIPT <filename>
S. Submit SCRIPT <filename> <options>
L. List File Names <options> <pattern>
M. Schedule a Meeting <options>
U. Utilities <option>
)1 $TDO:SCHED
)2 $EML:MAIL
)3 $TDO:PHONE
)4 $PGM:POLYSO
)5 $TDO:SPELL
)C $TDO:CREATE
)R EDITOR+ ;TEXT SCRIPT
)X $TDO:SCR
)S $TDO:SCRSUB
)L $TDO:TODO.LIB|S
)M $TDO:MEET|
)U $TDO:UTIL.MENU?

```

Figure 7.12 - MUSIC File for the TODO Menu

General Format of the Menu

The menu is made up of four types of specification lines and is divided into two logical components. The first component describes the menu items (selection codes) and the descriptive text. The second component describes the actual program names and their parameters if any. The program names and the menu items are connected by the *option code*. For example, item 'H' in Figure 7.13 has both a descriptive entry in component one as well as a program name and parameters definition in component two.

)+	<-----	Menu start flag
)% - TITLE OF MENU -	<-----	Menu title line
1. Item One	<-----	
2. Item Two		
P. Profile, print \$ remaining		Option codes
H. Help		and descriptions
	<-----	
)1 PROG1	<-----	Corresponding
)2 PROG2		file and
)P PROFILE/PRINT\$		parameter
)H HELP	<-----	specifications

Figure 7.13 - Sample Menu for User View Tailoring

-)+ is the marker that indicates that the file being processed is a menu file. It must be the first line of a menu file and appear only once. An optional 1-16 character menu name can be placed on this line. This text will be placed on the extreme right of the title line of the menu.
-)% is the title marker. The title marker provides a title for the menu posted on the screen. A blank must follow the "%" character. If more than one title line is present, the last one will be used.

The title itself will be centered by the menu formatter of TMENU, therefore do not attempt to center it. The standard that should be followed is to place a dash (-) before and after the title text separated by one or two blanks. Example:

)% - title -

The title will be centered and padded by dashes.

----- title -----

- xx. this is the one or two character combination that the user will know the item by. This becomes the item option code or name.

The option code character(s) must be directly followed by a period and a blank (.).

General Format of the Option Specification Line.

Type 1

xx. OPTION - Description

- xx. is the 1 or 2 character option code followed by a period and a blank.
 OPTION is the option name (usually in upper case).
 - is an optional delimiter.
 Description is the option description.

Type 2

xx. Description

- xx. is the 1 or 2 character option code followed by a period and a blank.
 Description is the option description.

Guidelines for Specifying Option Lines

Option Code

- The option code can be numbers or characters except period and close parenthesis.

- Do not use roman numerals, arabic numerals are more familiar and more easily distinguishable. When a short number of items are used, letters indicative of the function performed by the item is appropriate, for example, 'P' for Profile and 'H' for Help.
- If letters and numerals are to be mixed, it is best to place all the numeric option lines in sequential order followed by the letter option codes.
- The option lines should be in the order of greatest anticipated usage (not withstanding the previous point). This will facilitate usage.

Option Name

- The option name is not always used or appropriate, however when this format is used it should be in upper case. (Type 1)

Option Description

- The option description should begin with a capital letter.
- The description should be a statement with correct syntax. Statements that seem to be questions should be avoided.

```

1. Submit a File
11. Submit a File
H. Help on File
1. HELP - Get help on file usage

```

Figure 7.14 - Sample Option Specification Menu

Program Specification Lines

Besides the program name and the default parameters (program options), two other types of information can be included on the program specification line. The first is whether the user's parameters are to override, not override, or be appended to the default parameters. The second is whether the program is to be an 'always' program, a noncancellable program, or just an ordinary program (that is neither of the first two characteristics).

```
)xx programYparametersZ
```

- | | |
|------------|---|
|)xx | The required close parenthesis indicates a program specification line. xx is a 1- 2-character item name or option code. There should be as many of these lines as there were item specification lines. These lines define the files to be executed and the default parameters if any. |
| program | is the file name to be scheduled for execution. |
| Y | is one of 4 optional delimiters (+ - >). |
| parameters | is the optional parameter list. |

Z is one of 7 optional program types (blank % ! " ? / <).

Defining Parameter Processing and Passing

The parameters are separated from the program name by one of four special characters. These characters are shown in Figure 7.15.

	vertical bar	- user if specified, otherwise the default parm
+	plus sign	- user parm prefixed to defaults
-	minus sign	- user parm appended to default
>	greater than	- user parm ignored

Figure 7.15 - Parameter Processing Flags for User View Tailoring

Each of these serves to delimit the program name from the parameters as well as to indicate the parameter handling option.

The following defines and describes these four delimiter characters.

- | The vertical bar indicates that any user specified parameters are to override the default parameters. That is either the user's parameters or the default parameters are used and not both.
- + The plus sign indicates that any user specified parameters are not to override the default parameters. Rather the user parameters are to be prefixed to the default parameters. That is both specifications are passed. The two parameter lists will be separated by a blank.
- The minus sign indicates that any user specified parameters are not to override the default parameters. Rather the user parameters are to be appended to the default parameters. That is both specifications are passed. The two parameter lists will be separated by a blank.
- > The greater than sign indicates that any user specified parameters are to be ignored. Only the default parameters are passed.

Defining Program Types

One of five characters can be used to describe the program type. These characters and their functions are given in Figure 7.16.

" "	no type flag	-	"nonalways"/cancellable
%	percent sign	-	"always"/noncancellable
!	exclamation mark	-	"nonalways"/noncancellable
"	double quote	-	"always"/cancellable
?	question mark	-	menu file
/	slash	-	MUSIC command
<	less than sign	-	TMENU command

Figure 7.16 - Program Type Flags for User View Tailoring

Any one of these can appear as the last character of the parameter list to indicate the program type. These

program characters, when specified, must be appended to the parameter list on the program specification line. It will be converted to a blank and is not considered as part of the parameter list. If no parameter list or *parameter option* character (delimiter) is required or used the *program type* character can be appended to the program name.

The scan for the program type is done from right to left. Therefore the *program type* characters can appear as part of the parameter list provided that a program type character is used at the end of the parameter list.

The following defines and describes these five characters.

- " " A blank or no program specification indicates that a program is to be a cancellable nonalways program. When no program type character is specified " " is the default.
- % The percent sign indicates that a program is to be a noncancellable always program.
- ! The exclamation mark indicates that a program is to be noncancellable and nonalways.
- " The double quote mark indicates that a program is to have the *always* attribute and is to be cancellable. In brief an *always* program is one that is automatically reinvoked after it has completed running. As well if it scheduled a program via a NXTPGM call, at the completion of the scheduled program the always program is reinvoked.
- ? The question mark indicates that the program name is really a menu file.
- / The slash indicates that this is a MUSIC command string. Any commands listed with filter are not allowed here. See the TMENU FILTER option.
- < The less than sign indicates that this is a TMENU command.

```

)3 GORK|PARMS! <-- default parms are overridable, the program
                  is noncancellable and nonalways.

)3 GORK!          <-- default parms are overridable, the program
                  GORK is noncancellable and nonalways.

)3 GORK+PARMS% <-- user parms will precede default parms, the
                  program is cancellable and always.

)3 GORK-PARMS <-- user parms will follow default parms, the
                  program is cancellable and nonalways.

)3 GORK>PARMS" <-- no user parms, default parms only and gork
                  is an always and noncancellable program.

)3 GORK>PARMS <-- no user parms, default parms only, gork is
                  cancellable and nonalways.

)3 GORK?          <-- the file name is a menu to be displayed,
                  and not a program.

)3 NEWS/          <-- indicates that news is a MUSIC command and
                  will be executed as such.

)3 END<           <-- indicates that the user will be returned to
                  *Go or the calling program.

```

Figure 7.17 - Sample Program Specification Menu

Invoking TMENU

After a menu has been created you must set up an exec file for it. For example, the following is the EXEC file required for TODO:

```

/INC TMENU
MYNAME= 'TODO'

```

TMENU Options

ACCESS='filename' Where *filename* is the name of the file containing a list of userids and access levels. Userids in the file can include wild characters. The access level can be any number from 0 to 9999999 but access is granted only for the value 1. If a level is not included with a userid entry then no access is assumed.

When a user requests a menu facility, his userid is matched against the ACCESS file (if it exists). The first userid in the file that matches his userid determines whether he will have access or not.

Note: If the ACCESS parameter is not specified, then all userids have access to that menu facility.

Example:

```
* This is a sample access file
ccfp 0      Keep this guy off this facility
????xxx 0   His friends cannot use it either
??????? 1   Everyone else can
```

In this example the userid *ccfp* (ccfp 0) and all userids of the length 7 and ending with *xxx* (????xxx 0) are not allowed access. All other userids have access (??????? 1). Notice that comments can be included by using an asterisk (*) in column one or they can be appended after the userid and access level.

CAL=t or f Specify either t or f to indicate true or false respectively. If CAL=t is used a calendar is posted on the right of the menu. If CAL=f is used no calendar is displayed. When CAL is not specified the default is CAL=t.

CANCEL=t or f When CANCEL=t is specified the user can return to *Go by PA1, /CANCEL ALL, or successive END commands or F3's. However when CANCEL=f, /CANCEL is rejected and normal termination of TMENU results in a sign-off. In other words CANCEL=f prevents users from returning to *Go. The default is CANCEL=t.

ENDCMD='filename' Where filename is the name of the file to be executed when the user exits the facility. ENDCMD is honoured only when CANCEL=t. filename could be an accounting program that records usage of the facility.

ERRFIL='filename' Where *filename* is the name of a file that contains the error messages for the program. The default file name is \$TDO:TMENU.MSGS.

FILTER=t or f When FILTER=f, any command string which is not an option code or a command used by TMENU is passed to the MUSIC command processor. When FILTER=t, the option codes, the commands used by TMENU, and only the commands and/or programs listed below the parameter line are allowed. The default is FILTER=f.

A number of commands processed by the MUSIC terminal scanner can not be issued from TMENU. These commands are: /COMPRESS, /CTL, /DISCON, /NS, /PAUSE, /PROMPT, /REQUEST, /RUN, /STATUS, /TIME, /TEXT, /TABIN, /TABOUT, /USERS, and /WINDOW.

The commands can be entered with any abbreviation up to the minimum abbreviation as specified by an integer to its right. If no minimum abbreviation is specified the command will have to be entered in its entirety as specified. Before the command string is passed the abbreviated name is expanded to its full length. For example, the following abbreviations would be allowed for this list of commands:

<u>Command</u>	<u>Abbreviations</u>
PURGE 2	purg, pur, pu
OUTPUT 3	output, outp, out
SUBMIT 2	submi, subm, sub, su
PRINT 3	prin, pri

If no commands and/or program file names are specified, then the "/" command is not allowed at all. This is the method for barring the use of the "/" command. For example, in the file ABC:

```
/INC TMENU
```


MYNAME= ' ABC ' , FILTER=T

ABC will not allow the use of the "/" command and will use the default menu of TODO.MENU as a first menu. The calendar will be posted on each menu screen. The stack file will be @TMENU.STACK.tcb where *tcb* is the current TCB number.

FMENU=menu	Where <i>menu</i> is the name of the first menu file to be displayed. When no menu file is specified the default menu is used.
FS=t or f	<p>When FS=t and TMENU is invoked on a 3270-type workstation, automatic full screen support is provided. On a non full screen workstation such support is never allowed.</p> <p>When FS=f, no matter what workstation type you are using, only non full screen support will be available. The default is FS=t.</p>
KEYFIL='filename'	<p>Where <i>filename</i> is the name of a file that contains the site definitions for the function keys used in the program. Lines in this file have the following format: "PFnn x" where <i>nn</i> is a number from 1 to 24, and <i>x</i>, the definition, can be from 1 to 50 characters.</p> <p>Users can store their own function key definitions for later use by entering a definition for any function key. These definitions are stored in the file *USR:TMENU.KEYS at the program termination for use when the program is invoked again. If this file is available when the program begins, then these definitions are used and the site definitions are not. Lines in the file *USR:TMENU.KEYS have the same format as the lines in the KEYFIL filename.</p>
LOG=t or f	The LOG=t parameter can be used if you wish to keep a usage log. LOG=f is the default.
LOGFIL='filename'	Where <i>filename</i> is the name of a file that is used to log information from the program. The default file name is *USR:@TMENULOG.tcb, where <i>tcb</i> is the current TCB number.
MDELAY=n	Where <i>n</i> is a value indicating the delay between attempts at finding out if mail is waiting. When mail is detected, a mail waiting message is posted. When <i>n</i> is a positive integer it is taken as representing minutes. When <i>n</i> is negative it is taken as seconds. To stop all mail checking, use a value for <i>n</i> that is greater than 24 hours such as -86400 secs or 1440 mins. This will prevent the posting of even the initial mail waiting message at the start of the program. The default is MDELAY=-300 or MDELAY=5 (five minutes).
MYNAME='filename'	Where <i>filename</i> is the name of the file. In our example it would be TODO. If this parameter does not specify the file name in which it is stored TMENU will not make the file an <i>always</i> program.
REMS=t or f	<p>When REMS=t, TMENU will automatically display any reminders for the current day. You can set reminders and query for the day's reminders with the REMIND command or the use of F2. The default is REMS=t.</p> <p>When REMS=f the REMIND program will not be available, and the REMIND command and F2 will be ignored. The default is REMS=t.</p>
STACK='somefile'	Where <i>somefile</i> is a 1-12 character name of a file to be used as the stack file. The tcb number is appended to it as follows: <i>somefile.tcb</i> . The stack file is used to store

a trace of menus and programs that have been called. In this way the program can return to the correct menu as it drops back through the stack. When no stack file is specified the default "@TMENU.STACK.tcb" is used, where *tcb* is the TCB number.

Builtin Functions

<u>Command</u>	<u>Description</u>
CANCEL	exit the current menu.
END	exit the current menu.
EXEC	pass the string to MUSIC as a command (abbr. /). See the FILTER option.
GETREM	post message reminders for today or no reminders.
HELP	provide help on how to manipulate the menu screen.
KEYS	post the KEYS screen to enter definitions for the function keys.
MEMOS	post message mail waiting or not waiting.
OFF	terminate the program and sign off.
PFnn	show the definition of PFnn, where <i>nn</i> is a number from 1 to 24.
PFnn x	set the definition of PFnn to <i>x</i> , where <i>nn</i> is a number from 1 to 24. The definition can be from 1 to 50 characters long.
=x	return to the first screen and process <i>x</i> .
REMIND	view reminder file (abbr. REM).
*	display the last command entered in the SELECT OPTION area.
*-n	display the previous <i>nth</i> command entered in the SELECT OPTION area, where <i>n</i> is a number from 0 to 4.

Program Function Key Definitions

<u>Key</u>	<u>Definition</u>
F1	provide help on how to manipulate the menu screen.
F2	check today's reminders.
F3	terminate the current menu.
F6	post message mail waiting or not waiting.
PA1	terminate the current menu.
ENTER	process the command area.

IDP (Information Display Program)

The IDP (Information Display Program) facility is used to create and run bulletin boards, help facilities, and ads facilities. This facility can also be used to build menus, as topics can invoke text or programs.

Refer to the *MUSIC/SP Campus-Wide Information Systems (CWIS) Guide* for complete information.

Appendixes

Appendix A - Using SCRIPT without TODO

The following example shows the steps necessary to use SCRIPT without the TODO facility.

```
1.      *Go
2. -->  tedit sample new

3. -->  /include script
4. -->  OKERR
5. -->  This is a SCRIPT document called "sample", which
-->  will be formatted at "execution" time.
-->  Type "exec sample" or simply "sample" when you
-->  are in *Go mode to execute.
-->  A shortcut for executing files from the Editor is
-->  to enter the Editor command EXEC.
-->  This is equivalent to giving the Editor command FILE
-->  and then issuing the MUSIC command "EXEC sample".

6.      (press F12 to go to the command area)

7. -->  file
8.      SAMPLE
      NEW FILE
      SAVED
      *End
      *Go

9. -->  exec sample

10.-->  MUSIC/SCRIPT...ENTER OPTIONS OR HELP
      ?
11.-->  x
```

1. *Go
This message appears whenever you are in command mode of MUSIC (*Go mode). Enter MUSIC Immediate commands at this time.
2. tedit sample new
"tedit" is the MUSIC command to invoke the Editor. TEDIT stands for text edit. "Sample" is the name of the file in this example. "New" tells the Editor that this is a new file, and the Editor will go directly to INPUT mode.
3. /include script
This must be the first line in the document. It tells MUSIC to use the SCRIPT program when the file is executed.
4. OKERR
The second line in your file is for SCRIPT output options or it can be blank. Options need to be in uppercase.

5. This is a ...
The text and control lines begin on the third line in your file.
6. (press ...
F12 is the function key to bring your cursor to the command area.
7. file
FILE is the Editor command to store your document.
8. SAMPLE...
These messages inform you that your document has been saved. MUSIC returns to *Go mode.
9. exec sample
This MUSIC command executes the file "sample". In other words, you wish to see the formatted document.
10. MUSIC/SCRIPT...ENTER...
The SCRIPT program has now taken control and prompts for additional options.
11. x
Type "x" to inform SCRIPT to read options from document. Additional options can be added to this line and separated with commas.

Appendix B - Sample Edit Session, Non-Full-Screen

The sample Editor session below shows the usage of some commands for the Line Editor. It is strongly recommended that you become familiar with all the Editor commands we described. Pretty soon you will be using it like an expert!

In the example below the lines typed by the user are identified by a -> symbol immediately to the left of them. This symbol is just used here to point these lines out; it will NOT appear when you use the Editor.

Edit Session	Remarks
*Go	
->tedit sample	<----Edit the file
*In Progress	named "sample".
EDIT	
->p *	<----Print the file
This is a sample file that we	
will use to demonstrate the	
functions of the Editor	
The Editor is a	
good thing	
*EOF	<----End of File
->top	<----Go to the top of the file
->l func	<----Locate string "func"
functions of the Editor	<----The Editor prints out the
	line it found.
->c/Ed/MUSIC Ed/	<----change the string "Ed" to
functions of the MUSIC Editor	say "MUSIC Ed"
->u	<----Go up one line
will use to demonstrate the	
->a various	<----Add a word to the end
	of the line
will use to demonstrate the various	
->last;input	<----Go to the last line and
good thing	enter input mode. Note we
INPUT	combined 2 commands in one.
->We will not show all the	<----Now we can proceed to type
->uses of the change	in new lines
->command here.	
->We suggest that you	
->experiment with these	
->commands yourself.	
->	<----Blank line entered.
EDIT	<----We are now out of input mode

->t;f The Edi	<-----Go to the top and find the
The Editor is a	sentence starting with
	"The Edi". (This will only
	work if you started that
	sentence on a new line like
	we recommend.)
->split/is/	<-----Split current line at "is"
The Editor	<-----We are now pointing to 1st
	line formed by the split.
->n	<-----Go to the next line.
is a	<-----Current line is printed.
->r on MUSIC can be used	<-----Replace the current line
	with the new one given.
->i to great advantage.	<-----Insert a new line after the
	current one.
->n	<-----Go to next line.
good thing	
->del	<-----Delete it
We will not show all the	<-----The Editor prints the new
	current line.
->t;p *	<-----Now let's print the file
This is a sample file that we	before we save it.
will use to demonstrate the various	
functions of the MUSIC Editor.	
The Editor	
on MUSIC can be used	
to great advantage.	
We will not show all the	
uses of the change	
command here.	
We suggest that you	
experiment with these	
commands yourself.	
*EOF	
->file	<-----Tell the Editor to save the
SAMPLE	updated file in place of the
REPLACED	old one.
*End	
*Go	

Appendix C - Common Error Messages

MUSIC Command Error Messages

*** FILE NAME IS INVALID

The file name has been misspelled. A file name was used that did not follow naming conventions.

*** FILE NOT FOUND

You have asked to edit a file that does not exist in your Save Library or the Common Public Library.

name ERR11 FILE NOT ACCESSIBLE

You have tried to execute a file that does not exist in your Save Library or the Common Public Library.

Editor Error Messages

INVALID COMMAND

The command you entered is misspelled or invalid.

MISSING OPERAND

There was no option with your editor command. Examples: 'LOCATE' should be 'LOCATE string'; 'MERGE' should be 'MERGE name'.

OPERANDS ARE NOT ALLOWED ON THIS COMMAND

No options are allowed with this editor command. Example: 'TOP 6' should be 'TOP'.

INVALID OPERAND

The option you typed with this editor command is invalid. Example: 'FILE 88' will be wrong because 88 does not follow the rules for naming files.

MISSING STRING DELIMITER

A delimiter is used to separate options in your edit commands. In the following examples the slash is used. Example: 'SPLIT/string' should be 'SPLIT/string/'. Also check that the command delimiter (;) was not used within the string.

SCRIPT Output Error Messages

UNKNOWN CONTROL WORD ENCOUNTERED...

A control word in your document is invalid or misspelled. Example: '.FN' instead of '.NF'.

INVALID PARAMETER IN FOLLOWING CARD...

Incorrect option has been found in a SCRIPT control line. Examples: '.SP2' should be '.SP 2'; '.LL 140' should be '.LL 130' or less.

FILE NOT ACCESSIBLE...

SCRIPT cannot get the file name you specified on the .IM control word because it is not in your Save Library or the Common Public Library.

Appendix D - Conference Rooms/Equipment

The program CONFLIST is available to initialize conference room and equipment items. Only privileged codes are authorized to add items to the Conference Room and Equipment List. This program is also used to give other users authorization to: view, add, or update the calendar for these items. See the section on SCHEDULE in *Chapter 5 - TODO Menu Items* for viewing and updating calendars.

```
----- Conference Rooms/Equipment Items -----

Name of Conference Room or Equipment Item    =>
Mail code for the Administrator of this item =>
Description of the above named item          =>

User IDs authorized to access this item.
Type=" " only view items "A" only add new items "U"add/change any item

Userid      Type Userid      Type Userid      Type Userid      Type

F1:Help      F2:Add      F3:End/Save      F4:Clear      F5:Find      PA1:End/No Save
F6:Change      F7:Previous      F8:Next      F10>Delete      F12:End/No Save
```

This program is used to Create/Update the list of valid Conference Rooms and or Equipment items for your location. In addition, the User IDs which are authorized to view or schedule these items, is also specified.

ITEM Name Sixteen character name used to identify this entry. Each entry in the file must be unique. A user will request a Conference Room or Equipment item via this name.

Mail Code Userid of the person who is acting as the Administrator of this item.

Description Thirty character description of the item. When the user selects an entry from this file, this field will be displayed for the user at the workstation.

Authorized Userids IDs This is a two part field which describes the Userids which are authorized to access this item and also the type of access allowed.

Userid The Userids can take one of two forms. The standard MUSIC userid, or a Userid which uses the 'wildcard' operator.

The "?" and "*" characters are the wildcard operators. You can use these characters to allow greater flexibility in authorizing access to Conference rooms and Equipment items.

When the wildcard character or "?" is used, it means that any character will match in that position. The wildcard character "*" will match any or no characters in that position. For

example:

CX* would authorize any userid starting with "CX".

??00 would authorize any four character userid which ended with two zeros.

G*VV would allow any userid starting with G, ending with VV.

* would authorize any userid.

Note: The valid characters for Userids are: (A-Z, \$#@_?*) in the first position and (A-Z, \$#@_?*, 0-9) for the second through to the sixteenth positions.

Type field " " or "A" or "U"

This field defines the type of access for that Userid. If it's blank, the user is allowed view authority to the item. If the type is A, the user can add new items or change those he has added. If the type is specified as U, the user will be allowed to view and update any item.

Program Function Keys for Conference and Equipment List

F1	HELP Provide help.
F2	Add Add this entry to the file. This named item must NOT presently exist in the file.
F3	End/Save Exit from the facility saving any changes made to the file.
F4	Clear Clear of all of the input fields.
F5	Find Locate in the file the specified ITEM name.
F6	Change Update this entry with the changed fields.
F7	Previous Display the previous entry in the file.
F8	Next Display the next entry in the file.
F10	Delete Erase this entry from the file.
F12	Quit Exit from the facility without saving any changes made.
PA1	End/No Save Exit from the facility without saving any changes made.

Appendix E - Create Program

This appendix includes a listing of the program CREATE. This program invokes the Editor for typing new documents, and has features for an automatic generation of SCRIPT documents for letters and memos. Return addresses and sender information can be changed or added to this program.

The file (CREATE) is public and can be tailored to individual needs. Sections that are in italics indicate areas that can be changed by the user or by the system administrator. Comments are included in the program to explain each of the steps. These comments begin with "/*" and end with "*/".

The user can make changes to this program and save it on their own code and name it "CREATE". If another name is given then this program will not be accessible by the TODO menu unless the menu is changed. (See the section on TMENU in *Chapter 6 - Utilities* for changing the menu.)

The system administrator can change the public program CREATE and it would affect all TODO users.

Create Program Listing

```
/LOAD REXX
/* NOTE TO READER: Use the information contained in the comment
   lines of this file to help you understand the logic of the
   REXX commands in this program.
   You can copy this file and modify the command statements
   if you wish, to tailor the file to your own needs.
*/

/*Now get the filename the user passed to the program.
   This is done by the following REXX "parse arg" statement.
   Note that in this procedure, the filename is seen to be in
   capital letters.

*/

parse arg filename .

if filename=' ' then do
  say '0No file name given on CREATE command.'
  say ' Type in HELP for information.'
  say ' Enter a blank line if you do not want help.'
  say ' '

  pull filename .

  if filename = ' ' then exit

end

/* Change all dots (.) in the filename to blanks, and
   check to make sure that only valid filename characters are used.
*/
```

```

if verify(filename,'ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890$#@.') ¬=0
then do
    say '0Filename contains invalid characters'
    say '0Valid characters are: alphabetic characters a-z'
    say '                                numeric characters 0-9'
    say '                                the 4 special characters $ # @ .'
    say ' Note: The first character should be alphabetic'
    exit
end

if verify(left(filename,1),' ABCDEFGHIJKLMNOPQRSTUVWXYZ$#@') ¬=0
then do
    say '0Filename cannot start with a number or '
    say ' a period (.)'
    exit
end

/* Now the filename will be considered as consisting of several
parts or "words", for the internal use of the program.
Each word is separated by a dot. Replace each dot with a blank.
For example, the filename "L.ABC.DE.F" becomes the words
"L ABC D F". The first three words determine the file type
(a letter in this case), the recipient, and the sender.
*/

    x = translate(filename,' ','.') /* change periods to blanks */
    xtype = word(x,1) /* set xtype to 1st word of string x*/
    xto = word(x,2)
    xfrom = word(x,3)

/* Now get the date in a format suitable for letters and memos.
This is the desired format "January 10, 1985".
Because MUSIC uses a different date format, some REXX commands
are necessary to modify the date to produce the desired format.
*/

    x = date() /* date in format "10 Jan 1985" */
    mydate =date(m)' 'subword(x,1,1)', 'subword(x,3,1)

/* The MUSIC sign-on code of the person running this file
is obtained from the REXX function "userid".
*/

select

/* help wanted */
when xtype='HELP' then do

    say '0The CREATE function uses the file name to determine'
    say ' the type of file being created.'
    say ' It prepares a standard setup for each type of file.'
    say ' All you have to do is fill in the details.'
    say ' '
    say ' For example, a letter file (L) going to a company with the'
    say ' initials INC from a person with the initials ME would have'

```

```

    say ' a file name that looks like this  L.INC.ME'
    say ' Similarly, to create a memo (M) file to INC from ME'
    say ' you would use a file name that looks like this M.INC.ME'
    say '0You can instruct CREATE to recognize the initials and'
    say ' fill in the full names when it sets up the file for you.'
    end

/* Letter file to be created */
when xtype='L' then do
    queue '/PARM 'filename' NEW'
    queue '/inc editor'
    queue 'text script'
    queue 'i /inc script'
    queue 'i .tm 0'
    queue 'i .ll 70'
/*
    The following .sp 15 allows for 15 spaces at the top of the letter.
    This allows for the use of pre-printed letterhead.
    If you are not using pre-printed letterhead, include your company's
    name here, and reduce the .sp 15 control word to accommodate it.
*/
    queue 'i .sp 15'
    queue 'i .bm 6'
/* Allow for page number and date to be printed on additional pages*/
    queue 'i .tt('
    queue 'i .sp 5'
    queue 'i Page &'
    queue 'i .br '
    queue 'i 'mydate
    queue 'i .sp 4'
    queue 'i .)'
    queue 'i .in 0'
/* end of information for multiple page letters */
    queue 'i ' mydate
    queue 'i .sp 4'
    queue 'i .nf'
/*
    If you always send a letter or memo to the same company or person,
    fill in their full name and address here.
*/

select
    when xto='IBM' then do
/*      Sample one filled in here.  Change it as required  */
        queue 'i Mr. IBM Salesman'
        queue 'i IBM Corporation'
        queue 'i 1234 Main Street'
        queue 'i Anytown, NY USA 12345'
    end

    when xto='INC' then do
/*      Sample one filled in here.  Change it as required  */
        queue 'i Ms. Smith'
        queue 'i INC Company'
        queue 'i 4321 Main Street'
        queue 'i Anyville, CA USA 54321'

```

```

end

otherwise do
/* do this if not one of the above names */
  queue 'i .cm ==> Type in name and address following this <==='
end
end

  queue 'i .sp'
  queue 'i Dear'
  queue 'i .nf'
  queue 'i .co'
/*
  The following sequence is useful for paragraphs. To use it, type
  in a line that contains ..par between each paragraph.
*/
  queue 'i .df ..par'
  queue 'i .sp' /* put in a blank line between paragraphs */
  queue 'i .cp 2' /* make sure page holds at least 2 lines */
  queue 'i .df' /* end of definition */
/* If you want to indent 5 spaces at the start of each paragraph,
  insert the command .un -5 right after the .cp 2 command. */
  queue 'i .cm ==> Type ..par on a separate line before each <==='
  queue 'i .cm ==> paragraph, after the first paragraph, <==='
  queue 'i .cm ==> to skip one line and to make sure that the <==='
  queue 'i .cm ==> page can hold at least 2 lines of paragraph<==='
  queue 'i ..par'
  queue 'i .cm ==> Type in main body of letter following this <==='
  queue 'i .sp 2'
  queue 'i .('
  queue 'i .in 0'
  queue 'i .nf'
  queue 'i Yours truly,'
  queue 'i .sp 4'
/*
  If you always send letters from the same person,
  then fill in their full name here.
*/

select
  when xfrom='YZ' then do
/* Sample one filled in here. Change it as required */
  queue 'i Mrs. Yolande Zed'
  queue 'i President'
  queue 'i XYZ Company Inc.'
end

  when xfrom='ZY' then do
/* Sample one filled in here. Change as required */
  queue 'i Mr. Zed Yoland'
  queue 'i Manager'
  queue 'i XYZ Company Inc.'
end

otherwise do
/* do this if not one of the above names */

```

```

        queue 'i .cm ===> Type in sender's name and title after this <===>'
    end
end

/* Fill in typist's initials at the end of the letter.

The 3rd and 4th characters of the MUSIC sign-on code are taken
as the typist's initials.
The initials are translated into lower case letters.
If this is not your convention, it can be easily changed.
(The MUSIC sign-on code of the person running this file
is obtained from the REXX function "userid".)

*/
x=translate(substr(userid(),3,2),'abcdefghijklmnopqrstuvwxyz' ,
            , 'ABCDEFGHIJKLMNOPQRSTUVWXYZ')

queue 'i .sp 3'
queue 'i 'xfrom'/'x
queue 'i Encl:'
        'EXEC'

end

/* memo file to be created */
when xtype='M' then do
    queue '/PARM 'filename' NEW'
    queue '/inc editor'
    queue 'text script'
    queue 'i /inc script'
    queue 'i .tm 0'
    queue 'i .ll 70'
    queue 'i .sp 5'
    queue 'i .bm 6'
/* Allow for page number and date to be printed on additional pages*/
    queue 'i .tt('
    queue 'i .sp 5'
    queue 'i Page &'
    queue 'i .br '
    queue 'i 'mydate
    queue 'i .sp 5'
    queue 'i .)'
    queue 'i .in 0'
    queue 'i .nf'
/* end of information for multiple-page memos */
    queue ,
'i _____
    queue 'i'
    queue 'i'
    queue ,
'i _____ M E M O R A N D U M _____ Date: 'mydate
    queue 'i'
    queue ,
'i _____
    queue 'i .sp 4'
/* if memos always from the same person, fill information in here */
    queue 'i .cm ===> Fill in the following lines as required <===>'

```



```

queue 'i To:                                     From:'
queue 'i'
queue 'i'
queue 'i .sp'
queue 'i Subject:'
queue 'i .sp 3'
queue 'i .nf'
queue 'i .co'
queue 'i .cm ==> Type in main body of memo following this <==='
x=translate(substr(userid(),3,2),'abcdefghijklmnopqrstuvwxyz' ,
                                                    , 'ABCDEFGHIJKLMNOPQRSTUVWXYZ')

queue 'i .sp 4'
queue 'i 'xfrom'/'x
      'EXEC'
end

/* not any of the above */
otherwise do
  /* If filename does not start with L. or M. then create a new
     file without any SCRIPT control words in it */
  queue '/PARM 'filename' NEW'
  queue '/inc editor'
  queue 'text script'
      'EXEC'
end
end
end

```


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