

WANG

VS

**OFFICE Indexer
User's and Administrator's Guide**



VS

OFFICE Indexer User's and Administrator's Guide

**1st Edition - June 1986
Copyright © Wang Laboratories, Inc., 1986
715-0298**

WANG

**WANG LABORATORIES, INC.
ONE INDUSTRIAL AVE., LOWELL, MA 01851 TEL. (617) 459-5000, TWX 710-343-6769, TELEX 94-7421**

Disclaimer of Warranties and Limitation of Liabilities

The staff of Wang Laboratories, Inc., has taken due care in preparing this manual. However, nothing contained herein modifies or alters in any way the standard terms and conditions of the Wang purchase, lease, or license agreement by which the product was acquired, nor increases in any way Wang's liability to the customer. In no event shall Wang or its subsidiaries be liable for incidental or consequential damages in connection with or arising from the use of the product, the accompanying manual, or any related materials.

Software Notice

All Wang Program Products (software) are licensed to customers in accordance with the terms and conditions of the Wang Standard Software License. No title or ownership of Wang software is transferred, and any use of the software beyond the terms of the aforesaid license, without the written authorization of Wang, is prohibited.

Warning

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device, pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user, at his own expense, will be required to take whatever measures may be required to correct the interference.

CONTENTS

PREFACE	vii
----------------------	-----

PART I • USER'S GUIDE

CHAPTER 1 GETTING STARTED

Overview	1-1
What You Can Do With VS OFFICE Indexer	1-1
VS OFFICE Indexer User Options	1-2
How To Use This Guide	1-3
Conventions Used in This Guide	1-3
Standard VS OFFICE Indexer Keyboard	1-3
Data Entry Keys	1-3
Cursor Keys	1-4
System Communication Keys	1-4
Selecting Items From VS OFFICE Indexer Screens	1-4
Customized VS OFFICE Indexer Keyboard	1-5
Multi-Station Software	1-5
Interrupting One Task and Using Another	1-5
Getting Help While Using VS OFFICE Indexer (On-line Instructions)	1-5
Getting Help To Complete a Task	1-6
When You Do Not Know What To Do	1-6
Understanding the Index	1-6
How the Index Is Created	1-6
How the Index Is Updated	1-7
Using VS OFFICE Indexer (Logging On and Off)	1-7
Terms You Need To Know	1-8
Sample Office Indexer Tutorial	1-9

CHAPTER 2 SEARCHING FOR SPECIFIC FILES

Overview	2-1
How To Search for Files	2-2
How To Make Your Searches More Specific	2-5

CHAPTER 3 USING THE FILES YOU FIND (RESULT LIST OPTIONS)

Overview	3-1
How To Select Files From the Result List	3-3
Editing (Modifying) a Summary	3-4
Editing a File	3-5
Using Word Processing	3-6
Printing a File	3-7
Copying a File	3-9
Deleting a File or Archive Entry	3-10
Printing the Result List	3-10

CONTENTS (continued)

Saving the Result List in a Document	3-11
Displaying a File	3-12

CHAPTER 4 ADDITIONAL VS OFFICE INDEXER OPTIONS

Overview	4-1
Creating a Document or Glossary	4-1
Tailoring OFFICE Indexer With Set Defaults	4-2
Editing or Changing Your Defaults	4-3
Deleting Your Default	4-4
Saving Index Entries Before Filing	4-5
Editing Saved Index Entries	4-6

CHAPTER 5 USING OFFICE INDEXER WITH OTHER APPLICATIONS

Overview	5-1
Using OFFICE Indexer From VS OFFICE Package To Find Files	5-1
Selecting and Saving Files Within an Application	5-3
Sending File Copies From OFFICE Indexer Using VS OFFICE Package	5-4

PART II • ADMINISTRATOR'S GUIDE

CHAPTER 6 PLANNING FOR OFFICE INDEXER AND CREATING THE INDEX

Overview	6-1
The Administrator's Responsibilities	6-1
Pre-Installation Checklist	6-2
Understanding the Index	6-2
How the Index Is Updated	6-3
Conceptual Overview of OFFICE Indexer	6-3
OFFICE Indexer Index/Database Files	6-3
OFFICE Indexer Database Background Information	6-4
Planning Your Index	6-5
Library Indexing Options	6-5
OFFICE Indexer Library Indexing Default	6-6
How To Update the Index	6-6
Creating the Index	6-7
After Installation	6-9
Minimizing System Space of the OFFICE Indexer Index/Database Files	6-10
Adding OFFICE Indexer to the VS OFFICE Main Menu	6-10
Planning for Routine Backups and Routine Updates of the Index	6-11
Creating a Logon Procedure for Specific Users	6-11
Distributing Copies of This Guide and Planning for Training	6-11

CHAPTER 7 MAINTAINING OFFICE INDEXER

Overview	7-1
Adding a Library to the Index	7-2
Modifying the Type of Indexing for a Library Already Included in the Index	7-2
Changing Your Automatic Indexing Option	7-3
Checking the Status of the Index	7-4
Updating the Entire Index at Any Time	7-5
Cancelling the Current Index Update or Restore	7-6

CONTENTS (continued)

Cancelling the Background Task 7-6
Checking (Displaying) Background Task Log Files 7-7
Restoring the OFFICE Indexer Index 7-9
Recovering the OFFICE Indexer Index 7-10
Backing Up the OFFICE Indexer Index 7-11
Moving the OFFICE Indexer Index 7-12
Before You IPL Your System 7-13

APPENDIX A SYSTEM MESSAGES A-1

APPENDIX B BACKGROUND TASK LOG FILE MESSAGES

Document Close Errors B-1
Document Index Warnings B-2
Document Open Errors B-3
Fatal Errors B-5
Log File Open Errors B-7

INDEX Index-1

FIGURES

Figure 1-1 Options Available to VS OFFICE Indexer Users 1-2
Figure 1-2 Sample Search Index Screen 1-12

TABLES

Table 1-1 Data Entry Keys 1-3
Table 1-2 Cursor Keys 1-4
Table 1-3 System Communication Keys 1-4
Table 2-1 How To Use Search Symbols and PF Key Options 2-6
Table 3-1 Result List Options 3-1
Table 3-2 Result List Keys 3-3

PREFACE

The *VS OFFICE Indexer User's and Administrator's Guide* provides instructions for using VS OFFICE Indexer software. Part I (Chapters 1 to 5) describes all user options, and Part II (Chapters 6 and 7) describes all administrative options.

This guide explains VS OFFICE Indexer to users of all levels through step-by-step instructions for each option. You should be familiar with VS/IIS or WP Plus word processing. Although this is not a training manual, you can learn to use each OFFICE Indexer option by following the instructions. Once you are familiar with the software, you can use this guide as a reference. On-line instructions are also available from most screens.

You must have VS Operating System, Release 6.41 (or above), and VS/IIS, Release 4.40 (or above). To use WP Plus, you must have VS WP Plus, Release 2.0 (or above). The software can be used with VS Wang OFFICE, Release 1.60, and is automatically included with VS OFFICE, Release 2.0 (or above). If your keyboard does not have numbers on the PF keys (the horizontal row of keys at the top of the keyboard), ask your system administrator for the appropriate VS function strip for your workstation.

This guide refers to the following Wang documents:

- *VS DMS/TX Reference* (800-1128)
- *VS Multi-Station User's Reference* (800-1149)
- *VS OFFICE Indexer Customer Software Release Notice* (714-0064)
- *VS Programmer's Introduction* (800-1101)
- *VS Procedure Language Reference* (800-1205)
- *VS System Administrator's Reference* (800-1144)
- *VS System Management Guide* (800-1104)
- *VS System Operator's Reference* (800-1102)
- *VS System Utilities Reference* (800-1303)
- *VS WP Utilities* (715-0625)
- *VS OFFICE User's Guide, Release 2.0* (715-0849)
- *VS OFFICE Administrator's Guide, Release 2.0* (715-0850)
- *VS OFFICE Administrator's Planning Guide, Release 2.0* (715-0851)

Part 1

User's Guide

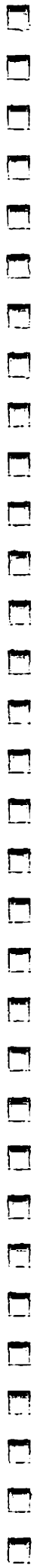
Getting Started

Searching for Specific Files

Using the Files You Find (Result List Options)

Additional VS OFFICE Indexer Options

Using OFFICE Indexer With Other Applications



Chapter 1

GETTING STARTED

OVERVIEW

VS OFFICE Indexer helps you to find and use files (such as VS/IIS or VS/WP Plus documents and glossaries) by using the information in Summaries and text. You do not have to manually search through files to find the ones you want. VS OFFICE Indexer does your searching for you.

After you type information that identifies the files you want, VS OFFICE Indexer searches its index of the words contained in library Summaries and files. Any files found by using your information are listed for you. From this Result List, you can edit, print, copy, delete, or display those files.

If you have Release 2.0 (or above) of VS OFFICE, you can use VS OFFICE Indexer to find and mail copies of files through the Create Package option. If you have other applications that use VS OFFICE Indexer, you can use VS OFFICE Indexer to find and use those application files.

What You Can Do With VS OFFICE Indexer

After searching and finding the files you want, you can

- Edit a single file such as a word processing document or glossary without cancelling out of VS OFFICE Indexer
- Use VS/IIS (WP word processing) or VS/WP Plus word processing
- Display, copy, delete, and print a single file (document or glossary)
- Edit the Summary of any file (document or glossary)
- Print a copy of the Result List, or save a copy of the Result List in a WP or WP Plus document
- Create a new file (document or glossary)

VS OFFICE Indexer User Options

Figure 1-1 provides a simplified diagram of the options available to any OFFICE Indexer user. Each option is detailed in Chapters 2 through 5. When in doubt about where you are while using OFFICE Indexer, refer to this diagram. You can use a number of options from more than one point. For example, you can create a new file from either the Search Index screen (the first screen you see after selecting or going to OFFICE Indexer) or the Result List screens. You can also use many of the available options from either the standard Result List (the list of files that are found through your search) or the Expanded Result List (each file's complete Summary shown one at a time on your screen).

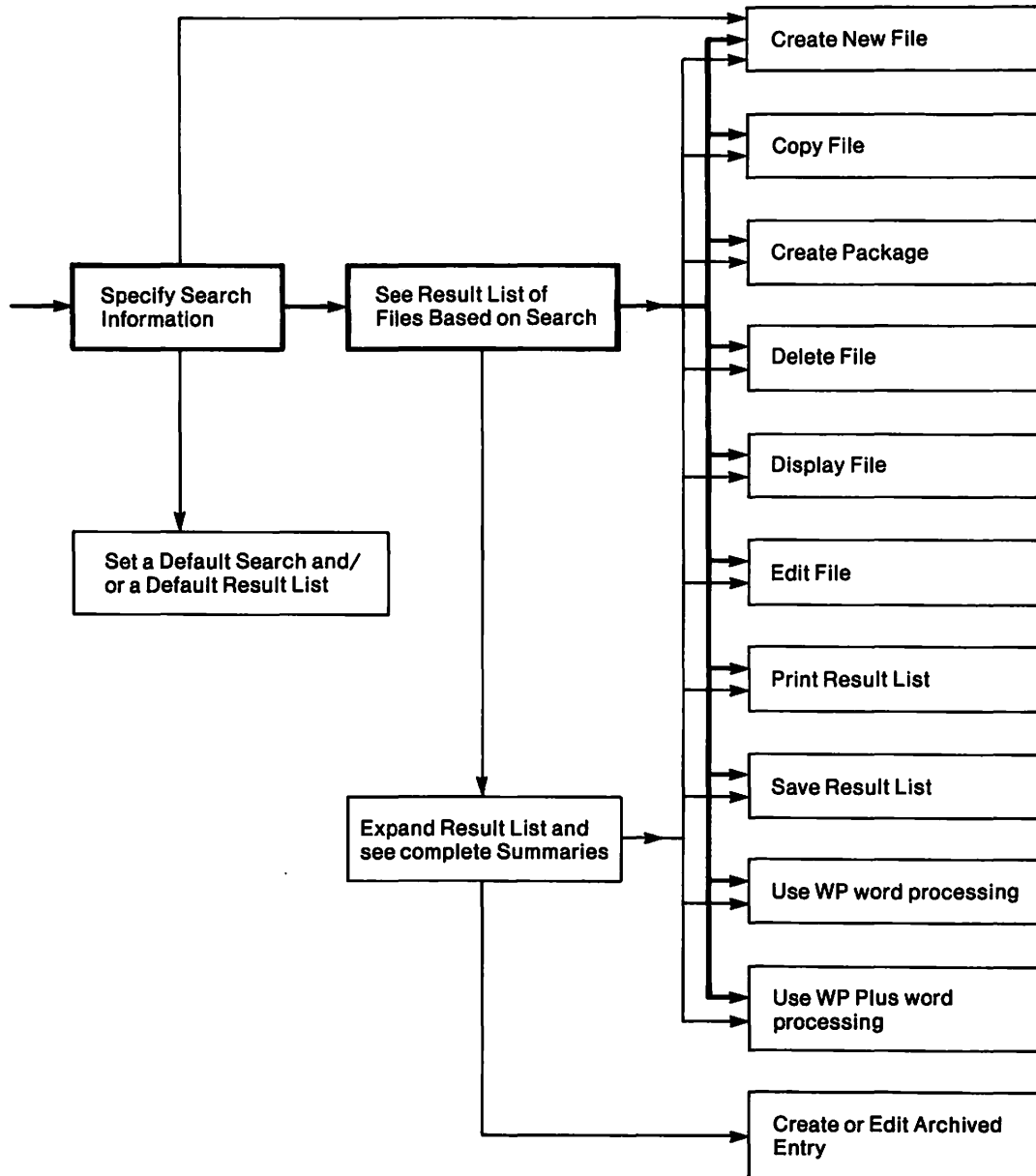


Figure 1-1. Options Available to VS OFFICE Indexer Users

HOW TO USE THIS GUIDE

This guide provides step-by-step instructions for using VS OFFICE Indexer. If you are a new user or are unfamiliar with the VS system, read this chapter as an overview of VS OFFICE Indexer.

While using VS OFFICE Indexer, you can see instructions for filling in each screen and see what your options are from each screen. To see the instructions, press program function (PF) key 13, labeled Instructions. PF keys are the top horizontal row of keys numbered 1-16. In word processing, PF key 13 is the COMMAND key.

Part I of this guide contains the information that you need as a VS OFFICE Indexer user. Part II contains all the information that a VS system administrator needs to maintain VS OFFICE Indexer.

Conventions Used in This Guide

The following conventions are used in this guide to make it easy for you to use:

- Information in *italics* is text that you need to type in one or more fields (spaces on the screen designed to accept information).
- References to other sections of the manual are shown with quotation marks, for example, Refer to "Using Word Processing" in Chapter 4.

STANDARD VS OFFICE INDEXER KEYBOARD

If you have not used the Wang VS keyboard other than for word processing, review this section.

The VS keyboard consists of three groups of keys: (1) normal typing or data entry keys, (2) cursor keys, and (3) system communication keys.

Data Entry Keys

Data entry keys let you type information on the screen. Table 1-1 lists these keys and what they do. Some keys on different keyboards are called by different names. Whenever a key has another name, both names are listed in the table.

Table 1-1. Data Entry Keys

What You Want	Key Name(s)	Function
Type letters or numbers	Character keys	Types letters, numbers, and characters used in normal typing operations
Add (insert) a letter or number	INSERT	Inserts a blank space at the cursor position and shifts all characters on that line one space to the right
Erase (delete) a letter or number	DELETE	Deletes the character at the cursor position and moves all characters after it one space to the left

Cursor Keys

Cursor keys move the cursor to any position on the screen. Table 1-2 lists these keys and their functions.

Table 1-2. Cursor Keys

To Do This	Use This Key
Move the cursor up	North (↑)
Move the cursor down	South (↓)
Move the cursor to the right	East (→)
Move the cursor to the left	West (←)
Move the cursor to the next tab position, the next modifiable field	TAB
Move the cursor to the first space in the field preceding the current position	P SCR or PREV (B TAB)
Move the cursor to the next modifiable field on the next line	EXEC or NEW LINE
Move the cursor to the first field on the screen	HOME

System Communication Keys

System communication keys start or stop an activity or operation. Table 1-3 lists these keys and their functions.

Table 1-3. System Communication Keys

To Do This	Use This Key
Accept the information you typed, or choose an option	RETURN [ENTER]
Interrupt processing and go to the Command Processor menu	HELP
Choose an option listed on the screen	PF keys

Selecting Items From VS OFFICE Indexer Screens

To select an item from a screen, move the cursor to the pseudo blank (■), or dectab/align symbol (␣), beside the desired item. Press the program function (PF) key or the RETURN key, as directed by the key listing at the bottom of the screen. (If you have Multi-Station software installed, you can use the space bar or the first letter of the selection to move the cursor.)

If from OFFICE Indexer you use an option such as PF3 (Edit) for a WP Plus document or glossary, or SHIFT plus PF9 (WP Plus), you can receive the Wang OFFICE mail alerts through WP Plus. Depending on your VS configuration, you may be able to interrupt WP Plus and see your mail. A prompt will tell you if the option to interrupt WP Plus (from OFFICE Indexer) is not available.

CUSTOMIZED VS OFFICE INDEXER KEYBOARD

If you have VS OFFICE, Release 2.0 (or above), you may be able to interrupt VS OFFICE Indexer with special keys to use other applications. Ask your system administrator if any applications or key functions have been customized for you.

Multi-Station Software

If your system administrator has installed Multi-Station software, you may be able to customize your keyboard and display up to four interactive tasks simultaneously on your workstation screen. If you have Multi-Station software, OFFICE Indexer fields are displayed with dectab/align symbols (␣) instead of pseudo blanks (■). Refer to the *VS Multi-Station User's Reference* for information on Multi-Station software.

Interrupting One Task and Using Another

Your system administrator may have customized your VS system. You may be able to stop what you are doing and go to another task without cancelling out of your present task. Check with your system administrator for information on the Application Management Utility (AMU). AMU is a program that enables system administrators to create customized menus from which users can run installed applications. AMU also provides the option of customizing keys.

If you have VS OFFICE, Release 2.0 (or above), installed on your system and you are a VS OFFICE user listed in the Wang OFFICE Directory, you can receive Wang OFFICE mail alerts on most OFFICE Indexer screens. Interrupting OFFICE Indexer to check your mail is not supported, however.

GETTING HELP WHILE USING VS OFFICE INDEXER (ON-LINE INSTRUCTIONS)

VS OFFICE Indexer and VS OFFICE provide help while you are using almost any option. If you forget what to type, or what your options are, or if you do not know what to do, you can get help.

Getting Help To Complete a Task

When instructions are available for a VS OFFICE Indexer screen, PF13 (Instructions) is shown at the bottom of that screen. If you do not remember what information to type in a field or what to do, press PF13 (Instructions). Each Instruction screen shows:

- The name of the screen you were using
- Directions on how to move through the Instruction screens if there are more than one (press the keys for previous or next screens)
- Directions for going back to the screen you were using (press PF16)
- The meaning of each field on the screen and what to type in each field — **FILLING IN FIELDS**
- The options that are available from your screen — **OPTIONS**

When You Do Not Know What To Do

When you do not know what to do next, check the instructions for that screen by pressing PF13 (Instructions), or back out to a familiar screen by pressing PF16 (Exit). Every VS OFFICE Indexer and VS Wang OFFICE screen lets you press PF16 to leave your present screen and back out to the preceding screen. You can therefore press PF16 whenever you are confused about what is happening or what you did.

If pressing PF16 does not work, or if the system “beeps,” proceed as follows:

1. Press the HELP key in the upper left-hand corner of your keyboard. This key is used to stop (interrupt) what you were doing without damaging anything.
2. Press PF16 (sometimes labelled GO TO or GO TO PAGE).
3. Press the RETURN key (the screen lists this as ENTER; it is the same key). The Command Processor screen is shown.

If the Command Processor screen is familiar to you, use your normal procedure. If you are not sure how to go back to what you were working on, press PF16 and then press RETURN to log off the system. Log back onto the system as you normally do.

UNDERSTANDING THE INDEX

This section describes the VS OFFICE Indexer index, how it is created, and how it is updated.

How the Index Is Created

The VS OFFICE Indexer index is created (and updated) using the information contained in each library. System administrators define which libraries are included in the index and how each library is indexed. Specifically, the index can contain

- A library's on-line Summaries (title, author, operator, comments, date created, date last revised, etc.)
- Index entries for each word in existing files

- Additional information about each file entered through VS OFFICE Indexer, known as the “abstract”
- Index entries for files that have been moved off the system to save system space

How the Index Is Updated

VS OFFICE Indexer updates the entire index once a day, or when needed, to reflect changes made to files. The VS OFFICE Indexer administrator (the system administrator responsible for VS OFFICE Indexer) decides when the index needs updating. However, the following information is updated constantly to keep the index as current as possible:

- Document Summaries created or edited while using VS OFFICE Indexer
- Files that are deleted in their entirety

While the index is being updated, any files being used (for example, a document being edited) are not reindexed. Similarly, any file being reindexed by VS OFFICE Indexer is not available for use. (This condition is identical to trying to edit a document that is waiting, or is queued at the printer.)

USING VS OFFICE INDEXER (LOGGING ON AND OFF)

You can use VS OFFICE Indexer from a number of different places, depending on what other software is installed on your VS system. Use the following procedures to go to VS OFFICE Indexer:

- **From the VS OFFICE main menu** — If you have VS OFFICE installed on your system and your system administrator has added OFFICE Indexer to the VS OFFICE main menu, select OFFICE Indexer and press RETURN. You can also press a PF key assigned to VS OFFICE Indexer (if available).
- **From any VS application displaying OFFICE Indexer** — Select OFFICE Indexer (OI) or press the PF key assigned to OFFICE Indexer.
- **From the VS Logon screen** — Log on to VS as you ordinarily would by typing your user ID and (optional) password. If your administrator has set a logon procedure for you, the system may display the VS OFFICE Indexer Search Index screen (the first screen you see when using VS OFFICE Indexer) or the VS OFFICE main menu. From the VS OFFICE main menu, select OFFICE Indexer and press RETURN. You can also press the PF key assigned to OFFICE Indexer (if available).
- **From the Command Processor** — If you have access to the Command Processor, press PF1 for Run Program or Procedure. Type the letters *OI* (the procedure name for VS OFFICE Indexer) and, if directed to by your system administrator, the library and volume names.

To exit from VS OFFICE Indexer, press PF16 (Exit) repeatedly from any VS OFFICE Indexer screen until you reach the screen from which you went to VS OFFICE Indexer.

Note: All logon and logoff procedures for the VS are designed to be adapted by the system administrator to meet the needs of a specific office. The procedures discussed here are general VS procedures. See your system administrator for logon and logoff procedures for your system.

TERMS YOU NEED TO KNOW

Refer to the following list for the meanings of VS OFFICE Indexer terms:

Term	Meaning
Abstract	A separate comments field available through VS OFFICE Indexer, similar to the word processing Document Summary Comments field.
Archive Entries	VS OFFICE Indexer entries saved in the VS OFFICE Indexer index even though the file itself has been moved off the system.
Author	The author of documents and glossaries as used in WP and WP Plus word processing document summaries.
Comments	The comments for documents and glossaries as used in WP and WP Plus word processing document summaries.
Date Created	The date that a WP or WP Plus document or glossary was first created.
Date Revised	The last date that a WP or WP Plus document or glossary was edited. For WP documents and glossaries, IIS (WP) word processing changes the Date Revised information only the first time you use a document or glossary after a document or glossary is printed. Any subsequent changes to a document or glossary do not cause a change in the revision date. Any changes made to the Summary through OFFICE Indexer are reflected in the WP Summary as they would be if you made the changes through WP. For WP Plus documents and glossaries, the Date Revised information is updated after you exit from the document or glossary.
Default	A specific item in use out of a group of similar items. For example, you can create your own pre-filled default Search Index screen.
Default Volume	The particular system volume in use at a specific time. If you have multiple IIS libraries on your system, for example two "a" libraries, each duplicate library must reside (be stored) on a separate system volume. The volume containing "your" library is the default volume.
Department	An additional field, standard in WP Plus word processing document and glossary Document Summaries, available to both WP and WP Plus users through VS OFFICE Indexer.
Display	A VS system utility that allows you to view, but not edit, the contents of a file or document.
Field	A specific place on the screen that allows you to type information. Each field has a name (for example, the "Author" field) and spaces (■■■■■■■■ or _ _ _ _ _ _) where you can type information about that field.

Term	Meaning
IDs	Document or Glossary IDs as used by WP or WP Plus word processing.
Libraries	WP or WP Plus document and glossary libraries.
Object Types	The particular type of file you are searching for, either WP (for IIS documents and glossaries) or WP Plus (for WP Plus documents and glossaries).
OFFICE Indexer index	An internal system index of every word in the Summaries and text for each library selected by a system administrator. A system administrator designated to maintain the VS OFFICE Indexer index can select the libraries to be excluded from the VS OFFICE Indexer index and can elect to have only Document Summary text included in the VS OFFICE Indexer index.
Operator	The operator of documents and glossaries as used in WP and WP Plus word processing document summaries.
Set defaults	A way to create and save your own pre-filled Search index screen or to have your own screen automatically used to provide a list of documents.
Title	The title or name of documents and glossaries as used in WP and WP Plus word processing.
Type	An additional field, standard in WP Plus word processing document and glossary Document Summaries, available to both WP and WP Plus users through VS OFFICE Indexer.
Words in Text	The text contained in WP and WP Plus documents and glossaries. Words in Text does not include information contained in Document Summaries, however.
WP	Standard Wang word processing software available on the VS, known as VS Integrated Information System (VS/IIS or IIS).
WP Plus	The optional new generation of Wang word processing software available on the VS.

SAMPLE OFFICE INDEXER TUTORIAL

This sample tutorial introduces you to OFFICE Indexer. Follow the instructions to learn how to use OFFICE Indexer.

To Begin

Go to OFFICE Indexer as described in the section "Using VS OFFICE Indexer." The Search Index screen is displayed.

Steps

1. Look at each field on the screen. A field is a particular place on a screen where information is to be typed or has been typed. A field usually has a name and spaces (■■■■■■■■ or _ _ _ _ _ _ _) where you can type information about that field. Each OFFICE Indexer field describes specific information in a file. An example is the Author field for typing the name of the authors listed in the Document Summaries of the files you want to locate.
2. The cursor, the blinking underline (|), should be in the first space in the Object Types field, on the question mark (?). The question mark in each field means that you have no specific information to type in that field. Type the name of the word processing software you use. You do this by typing over the question mark the letters *WP* (for IIS word processing) or *WP PLUS*.
3. If you make a spelling mistake or forget to start typing on the question mark, you can use the INSERT and DELETE keys to correct your mistake. Try moving the cursor to the first letter you typed in the Object Types field (the "W"). Press the DELETE key. Notice that only your first letter was erased and that the other letters on the same line all moved one space to the left.
4. Move the cursor to the (new) first letter in the Object Types field again. Press the INSERT key and type the first letter of your word processing software name. This letter should be a *W*. Notice how each of the other letters moved one space to the right to make room. Whenever you want to add (insert) or erase (delete) characters while using OFFICE Indexer, press INSERT or DELETE each time for each character.

If you do not put any information in the Object Types field, the system searches through all WP and WP Plus **documents** on your system; the Result List shows all WP and WP Plus documents (and glossaries) on your system. If you have only WP or only WP Plus, you do not need to use the Object Types field.

5. Press the TAB key until the cursor is in the Libraries field. You can also use the North (↑), South (↓), East (→), and West (←) cursor keys to move the cursor to a particular place on the screen. Remember to place the cursor on the question mark. Type the name of the word processing library you normally use. Your word processing library is either a single letter for a WP (IIS) library, or up to eight capital letters for a WP Plus library.

If you do not put any information in the Libraries field, the system searches through all libraries in the Object Types you specify; the Result List shows all WP and/or WP Plus documents (and glossaries) on your system.

Note: Every time you add information to a field, you limit the number of documents (files) that the system searches. The system does this by adding an invisible AND between the fields. So far you have told the system that you want to search all files that are WP or WP Plus documents AND that are in a specific library.

6. Press the TAB key until the cursor is in the Author field. If you are normally listed as the author of a document, type the name you put in the Author field on the Document Summary page when you create a new document. If you are normally listed as the operator, press TAB until the cursor is in the Operator field and type the name you put in the Operator field. Remember to type over the question mark.

7. Move the cursor to the question mark in the Title field. You can do this by pressing the BACK TAB (B TAB) key or the PREV SCRNB TAB key, or by using the cursor keys. Some keyboards use different names for the BACK TAB key. If your keyboard does not have a BACK TAB key listed, use the cursor keys. The BACK TAB key moves the cursor backward to the previous field in the same way that the TAB key moves the cursor forward to the next field. Type a single word that is listed in one or more of the titles of your documents, for example, *Letter* or *Memo*.

You can have more than one word in a field to narrow down the search for the documents you want. You do this in one of two ways:

- Use the appropriate symbols (shown at the top of the screen) between words in a field. This tells the system how one word is related to another. Refer to “How To Make Your Searches More Specific” in Chapter 2 for more information.
 - Have OFFICE Indexer give you a new line on your screen for each additional word.
8. Think of another word that is normally in the title of documents in your library, such as *report* or *to*.

If you are not sure how the documents you want are listed in the system, or if you want to narrow down your search, use more than one word in a field. For example, if you are unsure of the exact title(s), you can specify that you want files that have either “Letter” or “to,” or both words, in the title. You can type that as *Letter; to*. If you do not want to use the symbol for OR, you can put each word on a separate line.

9. While the cursor is still in the Title field, press PF9 (OR). PF stands for program function key — one of the keys in the topmost row of your keyboard. In word processing, PF9 is the SEARCH key. After you press PF9, a new line appears below the Title field with the word OR to the left of the line. Type a second word to identify the documents you want.

This tells the system that you want documents with both the words *letter* and *to* in the title, or just the word *letter* or *to*. The system would find documents with titles such as “*Letter to Mike*,” “*Memo to Pat*,” and “*John’s letter*.”

10. Press the TAB key or use the cursor keys to move the cursor to the Create Date field. Remember to place the cursor on the question mark. Type *1/1/86:5/1/86*. This tells the system that you only want documents that were created between January 1, 1986, and June 1, 1986. Type any dates that you want, using the same format.
11. After you have finished these steps, your screen should look like the one in Figure 1-2. If it does not, make any necessary corrections.

```

OFFICE Indexer Search Index
Enter information and press (RETURN)

& = and      ; = or      : = range      ? = wild search      ( ) = groups

Object Types: WP: _____ IDs: ? _____
Libraries: b: _____ (WP PLUS Must Be Caps)
Title: letter _____
      OR _____
Author: John; Smith _____
Operator: ? _____
Department: ? _____
Type: ? _____
Comments: ? _____
Abstract: ? _____
Words in Text: ? _____
Date Created: 1/01/86:6/1/86 _____ Date Revised: ? _____

(Return) to Accept (5) Next Screen (9) OR (13) Instructions
(2) WP Plus Only (6) Create Doc (10) Set Defaults
(4) Prev Screen (7) Clear All (12) Clear Line / Field (16) Exit
(8) NOT

```

Figure 1-2. Sample Search Index Screen

12. When the text on your screen matches Figure 1-2, press RETURN. The system uses the information you typed on the Search Index screen to find the names of any files (documents) that meet your criteria.

If you make a mistake typing your information, or OFFICE Indexer did not understand your search, the Search Index screen is shown with any field containing errors highlighted and blinking. The message on the screen lists the error for the topmost error. If more than one field is blinking, PF14 (Show Error) is available to help you correct your errors. Move the cursor into any blinking field and press PF14 to see the error message for that field. (Each message is listed alphabetically in Appendix A, "System Messages." Each listing details what the message means and possible corrections.) When you have corrected all errors, press RETURN.

If your Result List is empty, it means that OFFICE Indexer did not find any documents by using the information you typed. Go back to the Search Index screen by pressing PF16. Your Search Index screen is shown with the information you originally typed. Check to make sure that

- a. The library letter or name you typed is part of the OFFICE Indexer index (see your system administrator)
- b. You have not made any spelling errors
- c. Your name and/or the words that you typed are listed in one or more Document Summaries

When you are sure that everything is correct, press RETURN. You should have one or more documents listed on the Result List.

If there are still no documents listed, go back to the Search Index screen and press PF7, the PF key assigned to Clear All. This erases all the information you previously typed on the screen. Type your library letter or name in the Library field and press RETURN. You should see a listing of all of your documents. If you still have an empty Result List, this means that your library was not included in the index. See your system administrator.

13. The Result List shows the documents OFFICE Indexer found that met your search criteria. Between 1 and 13 titles are shown at one time. If PF5 (Next) is shown on the screen, the system found additional titles; press PF5. If PF5 is not shown on the bottom of your screen, only the documents listed were found.

You can see the Result List in two ways. The standard Result List shows the title, author, file type, library, and ID for each document found by your search. An expanded Result List shows the complete Document Summary for each document. The same options for using the found documents are available from either Result List.

14. Select one of the titles on the Result List. To select a title, move the cursor onto the dectab/align character (␣) to the left of a document. Press RETURN to go to the Expanded Result List and see the Document Summary for the document you selected.

You can press PF4 (Prev) and PF5 (Next) to go backward and forward through the Expanded Result List. You can also hold down the SHIFT key and press PF4 (First) to go to the first Document Summary on the Result List, or hold down the SHIFT key and press PF5 (Last) to see the last Document Summary on the Result List.

15. From the expanded Result List, press PF16 (Exit). You go back to the standard Result List.

Pressing PF16 always takes you back to the previous program screen. For example, pressing PF16 takes you from the Expanded Result List to the Condensed (standard) Result List. Pressing PF16 again takes you from the Condensed Result List to the Search Index screen. Pressing PF16 again takes you from the Search Index Screen back to the screen you were on before you used OFFICE Indexer.

16. Press PF16 (Exit) again. You are back on the Search Index screen. You may want to try using some of the advanced search techniques under "How To Make Your Searches More Specific" in Chapter 2.

17. When you are comfortable using the Search Index screen, try some of the options listed at the bottom of either of the Result List screens by reading and following the instructions in Chapter 3.

Remember that if you get stuck or want to leave what you are doing, pressing PF16 will take you out of the program you are using and return you to the previous program screen.

Remarks

Using Instructions — If you do not understand something, try pressing PF13 (Instructions). The instructions for each screen explain

- What to type in each field
- What each PF key option will do
- How to use more than one word/date in each field



Chapter 2

SEARCHING FOR SPECIFIC FILES

OVERVIEW

To find the files you want (for example, documents and/or glossaries), you must have some information that identifies them. This information can be from the following sources:

- Location of the file(s) on your system (ID, library, volume)
- Summaries (author, title, operator, comments, dates files were created or revised)
- Text of the files

You type this information on the Search Index screen, the first screen you see when you use OFFICE Indexer. OFFICE Indexer then finds those files that match your information.

You can make your search as general or as specific as you want, and your search can cross documents, libraries, and volumes. For example, you can search for all documents in one library by typing just the library letter in the Library field. You can make your searches more specific by filling in as many fields as you need and/or by using special symbols to describe the relationship between the words in the same field.

To define the files you want, you type one or more words, terms, names, numbers, or dates in each field. For example, you might want all files with John AND Mary as authors. (Refer to “How To Make Your Searches More Specific” in this chapter for information on using more than one word, term, number, or date in a field.)

When OFFICE Indexer searches for the files that meet your specifications, any files located must meet all the requirements in all of the fields. An automatic AND is used between fields; therefore, if you type information in more than one field, the files found must satisfy all field requirements. For example, if you type entries in the IDs, Author, and Words in Text fields, any files found have the specific IDs you typed, have the specified authors listed in the Summaries of those IDs, and have in the text of those documents the words listed on the Search Index screen. Any files that do not satisfy all three requirements are not found.

This chapter explains

- How to search for files using a single entry per field
- How to make your searches more specific using more than one entry per field

Note: If you have information that you normally use when doing your search, you can have that information automatically filled in. Refer to “Tailoring OFFICE Indexer With Set Defaults” in Chapter 4 for more information.

HOW TO SEARCH FOR FILES

The Search Index screen is the first screen you see in VS OFFICE Indexer. On the Search Index screen you type the information you need to identify the documents/files you are trying to locate.

This section provides the field descriptions for each Search Index screen field, and details any special considerations for each field. To use more than one entry per field, refer to the next section, "How To Make Your Searches More Specific," which describes, with examples, some of the more advanced searches you can use.

To Begin

Go to or select OFFICE Indexer. If you have Wang VS OFFICE, you may be able to select OFFICE Indexer from the VS OFFICE main menu.

Steps

1. Type a word, term, number, or date in one or more OFFICE Indexer Search Index screen fields to describe the file(s) you want to locate. Fill in as many or as few of the fields as you need, typing over the question mark (?).

A description of each Search Index screen field follows.

Object Types — Use this field to specify searching for a specific type of file, WP (IIS documents and glossaries) or WP Plus (WP Plus documents and glossaries). Leave just the question mark (?) to search for WP OR WP Plus documents and glossaries; any additional search information you type in any other field will be used to search both WP and WP Plus files. You cannot use AND or NOT in the Object Types field.

IDs — Type a single ID (and type a single library letter or name in the Library field) to find and use one specific document/file. To search for more than one ID, use the symbol or PF key for OR, or use a range. Leave just the question mark to search all IDs in the specified Object Types and Libraries. To search for one ID OR another ID, use a semicolon (;) between the IDs. To search for a range of IDs, use a colon (:) between the IDs. You cannot use the ampersand for AND or parentheses for groups in the ID field.

Libraries — Type one or more library letters or library names to identify the specific libraries that you want to search. To see all titles in one library only, type the library letter or name in this field, leave all other fields blank, and press RETURN. To search one library OR another library, use a semicolon (;) between the libraries. To search for a range of libraries, use a colon (:) between the libraries. Leave just the question mark in the Libraries field to search all libraries in the Object Types you selected. You cannot use the ampersand for AND or parentheses for groups in the Libraries field.

Title — Type any name located in the Summaries under Title/Name.

Author — Type any name located in the Summaries under Author.

Operator — Type any name located in the Summaries under Operator.

Department — Type any name or word located in the Summaries under Department. While the Department field is not available within WP, it is available for WP users within OFFICE Indexer.

Type — Type any name or word located in the Summaries under Type. While the Type field is not available within WP, it is available for WP users within OFFICE Indexer.

Comments — Type any word located in the Summaries under Comments.

Abstract — Type any word contained in the OFFICE Indexer Abstract, a separate comments field available only within OFFICE Indexer. For more information on this field, refer to “Editing (Modifying) a Summary” in Chapter 3.

Words In Text — Type any word contained in the text of word processing documents.

Date Created — Type one date on which the documents or files were created. To specify more than one date, use OR (;) or specify a range (:) of dates. For example, dates between January 1, 1985, and December 31, 1985, are typed as 1/1/85:12/31/85. You cannot use the ampersand for AND or parentheses for groups in the Date Created field.

Date Revised — Type one date on which the documents or files were revised. To specify more than one date, use OR (;) or specify a range (:) of dates. For example, dates between January 1, 1985, and December 31, 1985, are typed as 1/1/85:12/31/85. You cannot use the ampersand for AND or parentheses for groups in the Date Created field.

Archived — To search all documents or files, including those that have been moved off the system (but whose index entries were saved using the Summary option on the Result List), leave the question mark (?) in this field. To search only for files that are currently available on the system, type *NO*. To search all archived files only, type *YES*. (For more information about saving index entries before filing, refer to “Saving Index Entries Before Filing” in Chapter 4.)

Volume — If there are word processing libraries on more than one volume on your VS system, and you want to search libraries on a specific volume, type that volume name here. To search all volumes on your VS system, leave the question mark (?) in this field.

Default Volume — If there are duplicate WP libraries on your VS system (on separate volumes), one of the duplicates is listed as the default library (by specifying the volume where the default library is stored). To search all libraries on the system, leave the question mark (?). To search only those libraries listed on default volumes, type *YES*. To search libraries other than on default volume(s), type *NO*.

2. After filling in as much of the Search Index screen as you need, press RETURN (to Accept).

If you made a mistake typing your information, the Search Index screen is shown with any field containing errors highlighted and blinking. The message on the screen lists the error for the topmost error. When you have corrected all errors, press RETURN. Use the following methods to identify and correct errors:

One or more fields blinking — If one or more fields are blinking, PF14 (Show Error) is available to help you correct your errors. Move the cursor into any blinking field and press PF14 to see the error message for that field. Each message is listed alphabetically in Appendix A, System Messages. Each listing details what the message means and possible corrections. If you erase a line or a field, the original error message is erased as well; however, you can use Show Error to redisplay any erased error message. (To stop the blinking of all fields, press the CANCEL/RESET key located on the upper right-hand side of the keyboard.)

Clearing one field — To erase all the information in a particular line, move the cursor to the beginning of the line. Press PF12 (Clear Line). This clears only one line for the specific field type and does not clear any information in a different field on the same line. For example, if you have typed information in both the Date Created and Date Revised fields and have not used the OR or NOT option, using Clear Line in the Date Created field does not erase any information typed in the Date Revised field.

Clearing one or more lines in a field — If you have used PF8 (NOT) or PF9 (OR) and want to erase this additional line only, move the cursor into the unnecessary line and press PF12 (Clear Line). If you have used PF8 (NOT) or PF9 (OR) and want to erase both the original line in the field and the extra line(s), move the cursor into the original line of the field and hold down SHIFT while pressing PF12 (Clear Field).

3. If no mistakes were made filling out the Search Index screen, a Result List is shown. The Result List shows the title, author, ID, library, and Object Type (WP or WP Plus) for each document or glossary found using your information. If there are too many or not enough documents/files listed on the resulting list of “found” documents, press PF16 (Exit) and edit your search criteria. After adding to or editing your information, press RETURN (to Accept).

If your Result List is empty, it means that VS OFFICE Indexer did not find any files that satisfy the information you typed. Go back to the Search Index screen by pressing PF16 (Exit). Your Search Index screen is shown with the information you originally typed. Be very careful in typing and editing your search information. For example, if you leave the Date Created field blank — no dates and no question mark (?) — OFFICE Indexer searches for files with no creation date. When you have edited the information, press RETURN.

4. From the Result List, you have a number of options. These options are described in Chapter 3.

Remarks

Blank fields — If you leave a field blank (with no question mark), the system searches for files that have no information in that field. For example, if you leave the Operator field blank, OFFICE Indexer searches for all files that have no operator listed in the Summary Operator field. OFFICE Indexer does recognize a space in a Library field to represent the WP Glossary library.

Clearing the Search Index screen — To erase all the information you have typed on the Search Index screen, press PF7 (Clear All).

Creating a document or glossary — To create a WP or WP Plus document or glossary from the Search Index screen, press PF6 (Create). (Refer to “Creating a Document or Glossary” in Chapter 4.)

Date Revised field — IIS (WP) word processing changes the Date Revised information only the first time after a document or glossary is printed. Any subsequent changes made to a document or glossary do not cause a change in the revision date. Any changes made to the Summary through OFFICE Indexer are reflected in the Summary and/or text of the document or glossary and are reflected in the revision date as they would be if you made the changes through word processing.

International considerations — International versions of VS OFFICE Indexer respect special and accented characters used or required in foreign languages.

Search criteria are case-independent — The index does not distinguish between upper- and lowercase letters except in the Library field. For example, if you typed “Jon” in the Words in Text field, all files containing “Jon”, “jon”, “jON”, “JoN”, “JOn”, or “JON” would be found.

Searching for WP and/or WP Plus documents — Two different versions of the Search Index screen are available to make your searches easier:

- When PF2 shows the “WP Plus only” option, the system is set for you to search for WP and/or WP Plus documents. To search for WP Plus documents only, you can specify WP PLUS in the Object Types field, or press PF2 (WP Plus only) to change the Search Index screen and search WP Plus documents only without having to fill in the Object Types field or having to type WP Plus library names using capital letters (the software will convert lowercase letters to uppercase for you).
- When PF2 shows the “Include WP” option and you want to search for either WP documents only or both WP and WP Plus documents, press PF2 (Include WP) to change the screen to search for both WP and WP Plus documents.

Special characters — Characters such as hyphens (-), commas (,), periods (.), and apostrophes (') are supported in search information. In American or British English, special characters (such as !, @, #, \$, %, and *) are not supported in search information.

Using Instructions — If you forget what to type in a field, or how the search symbols/PF keys can be used, try pressing PF13 (Instructions). The instructions for each screen explain

- What to type in each field
- What each PF key option will do
- How to use more than one word/date in each field

HOW TO MAKE YOUR SEARCHES MORE SPECIFIC

This section details some of the more advanced search capabilities available to help you locate files on your system. There are two ways to make your searches more specific:

- Use more than one word in a field, with symbols between words to identify relationships between the words. For example, you can use symbols for AND (this AND that), OR (this OR that), and groups.
- Have the system provide a new line for each *OR* or *NOT* word, term, or date, or group of words, terms, or dates you want to use in the same field.

Table 2-1 provides complete descriptions of these options, with examples.

OFFICE Indexer recognizes individual words (not phrases), terms, dates, and standard characters (including periods, commas, single and double quotation marks, hyphens) as parts of index entries. After you type the information that identifies the files you want, OFFICE Indexer compares your information with its internal system index. Any files that exactly match the information on the Search Index screen are shown on the Result List.

For example, if you want all documents that list John Smith as the author, you type that as either *John & Smith* or *John&Smith*. If a document lists just John or just Smith as the author, that document does not appear on the Result List. If you want all documents that list John, John Smith, or Smith as the author, you must specify that you want all documents with John and/or Smith as the author. This is typed as either *John ; Smith* or *John;Smith*.

Be very careful how you specify your search. When in doubt, use OR rather than AND. Because the files that are found must match the information you specify *exactly*, certain types of searches are not possible. For example, it is impossible to have a file that is in both WP and WP Plus or in two IDs. There may be copies of the same document in both WP and WP Plus libraries, or in two IDs, but it is impossible for the same document to be in two places at the same time on the system.

Table 2-1. How To Use Search Symbols and PF Key Options

Option	Symbol or Key	How To Use
AND	&	<p>To search for files with Wang <i>and</i> Laboratories <i>and</i> Inc., type <i>Wang & Laboratories & Inc.</i> or <i>Wang&Laboratories&Inc.</i></p> <p>Any file with "Wang Laboratories Inc." or "I am going from Wang to ABC Laboratories and then to XYZ Inc." would be found. Any file with "Wang Laboratories" only would not be found.</p> <p>Use of the ampersand in the Object Types, ID, Date Created, and Date Revised fields is not allowed because it is impossible for one document or glossary to physically be in two places at the same time. As a general rule, use OR rather than AND.</p>
OR	;	<p>To search for files with Wang <i>or</i> XYZ, type <i>Wang ; XYZ</i> or <i>Wang;XYZ</i></p> <p>To search for files with Wang <i>or</i> XYZ <i>or</i> ABC, type <i>Wang ; XYZ ; ABC</i> or <i>Wang;XYZ;ABC</i></p> <p>This would provide files with Wang, or XYZ, or ABC, or Wang and XYZ, or Wang and ABC, or XYZ and ABC.</p> <p>In addition to, or instead of using a semicolon for OR, you can have OFFICE Indexer automatically provide an OR and a new blank line. After typing one or more words, terms, or dates in a field, press PF9 (OR) to have a new line added to the screen with the word <i>OR</i> shown automatically. Type your other word(s).</p> <p>Any information typed in the new line <i>or</i> the original field line is used for the search. When you use PF9, all fields below the new line shift down by one line. Use PF4 (Prev) and PF5 (Next) to see (in turn) all the Search Index screen fields.</p>

(continued)

Table 2-1. How To Use Search Symbols and PF Key Options (continued)

Option	Symbol or Key	How To Use
GROUPS	()	<p>To search for files with <i>both</i> Wang and Inc. or <i>both</i> XYZ and Inc., type <i>(Wang & Inc.); (XYZ & Inc.)</i></p> <p>This can also be typed as <i>(Wang; XYZ) & Inc.</i></p> <p>This would provide files with Wang and Inc., or XYZ and Inc., but not Wang alone, or XYZ alone.</p> <p>You cannot use parentheses to define groups in the Object Types, ID, Library, or Date fields.</p>
RANGES	:	<p>To search for files created or revised <i>ranging between</i> 1/1/85 and 12/31/85, type <i>1/1/85:1/1/86</i> or if space permits, <i>1/1/84 : 1/1/85</i></p> <p>OFFICE Indexer defines IDs using six characters for both WP and WP Plus. To search for all IDs <i>ranging between</i> 0001 and 3000 inclusive, type <i>000001:003000</i> or <i>000001 : 003000</i></p> <p>You can also use the wild search character, a question mark (?), as the upper bound in a range. For example, to search for all IDs starting at 5000, type <i>005000 : ?</i> or <i>005000:?</i></p> <p>To search all Libraries A <i>to</i> Z inclusive, type <i>A:Z</i> or <i>A : Z</i></p> <p>To search all Libraries A <i>to</i> BAKER inclusive, type <i>A:BAKER</i> or <i>A : BAKER</i></p> <p>If you were searching WP only, and specified a range of A to g, OFFICE Indexer would search all WP libraries A to Z and all WP libraries a to g.</p> <p>If you were searching WP or WP Plus and specified a range of A to BAKER, OFFICE Indexer would search all libraries A to Z (WP or WP Plus), all WP Plus libraries beginning with the letter A, and any WP Plus libraries that alphabetically come up to and include BAKER.</p>

(continued)

Table 2-1. How To Use Search Symbols and PF Key Options (continued)

Option	Symbol or Key	How To Use
NOT	PF8	<p>To search for files that have Wang <i>but</i> specifically do <i>not</i> have XZY, have the system automatically give you a NOT and a new blank line. For example, after typing <i>Wang</i>, press PF8 (NOT) to have a new line added to the screen with the word NOT shown automatically. Type your other word. Any information typed in the new line, <i>not</i> the original field line, is used for the search. When you use PF9, all fields below the new line shift down by one line. Use PF4 (Prev) and PF5 (Next) to see (in turn) all of the Search Index screen fields.</p>
WILD SEARCH	?	<p>To search for a group of items that all begin with the same letters, for example, files with <i>process</i>, <i>processing</i>, <i>processor</i>, <i>processed</i>, etc., type</p> <p><i>process?</i></p> <p>If you were searching WP or WP Plus and wanted all libraries starting with the letter A, type <i>A?</i>. OFFICE Indexer would search all WP libraries capital A to capital Z inclusive, and all WP Plus libraries capital A or any library that starts with capital A (for example AM, ANDY, ARTHUR).</p> <p>If you do not know the correct spelling of a word or term, use the question mark. For example, if you wanted all documents and glossaries with the Author Robert Greene, and were not sure how his first name was listed in the Summaries or whether the “e” was used in his last name, you could type</p> <p><i>(Rob? ; Bob) & Green?</i></p> <p>This search could provide all documents and glossaries with the following Authors: Rob Green, Robert Green, Bob Green, Rob Greene, Robert Greene, and Bob Greene. This search would also locate any author with the first name Robbie or Roberta, and last names that start with Green including Greene, Greenwood, etc.</p> <p>You can also use the wild search character (?) with a range to search for all files with a specific lower bound but no specific upper bound or no specific lower bound but a specific upper bound.</p> <p>Leave just the question mark in a field when you have no specific information needs in that field.</p>

Remarks

Maximum size of a search — In typing your search information, the maximum number of words that can be used in the Words in Text field is 120. You can also type up to 120 words in text fields other than the Words in Text fields (Title, Author, Operator, Comments, Department, Type, and Abstract).

Moving through the Search Index screen — If you use the PF keys for OR or NOT, lines are added to the screen for the OR or NOT lines. Use PF4 (Prev) and PF5 (Next) to see, in turn, all fields and lines on the screen.

Prefix search messages — If you make a mistake using a wild search character and the system prompts “Prefix search not allowed...,” refer to the message in Appendix A under “Prefix search.”



Chapter 3

USING THE FILES YOU FIND (RESULT LIST OPTIONS)

OVERVIEW

After you type information that identifies the files you want on the Search Index screen (the first screen you see in OFFICE Indexer), the files found by OFFICE Indexer (for example, documents and glossaries) are shown. This Result List contains the title, author, ID, and type of file (for example, WP or WP Plus) for each file. From 1 to 13 file titles are shown at a time on the Result List. You can also see the complete Summary for each file on the Result List by pressing RETURN to see an expanded version of the Result List. The expanded Result displays one Summary at a time on your screen.

Files are shown on the Result List automatically sorted with WP files first, followed by WP Plus files. Within each application, the order is as follows:

- Default Volume
- Volume
- Library
- ID

The Result List provides you with a number of options, each summarized in Table 3-1. Note that some options may not be available if you use OFFICE Indexer from within an application such as VS OFFICE Package (Release 2.0 or above) or MemoryBase.

Table 3-1. Result List Options

Option	Description
Copy	Creates a duplicate copy of a file.
Clear All	Erases all marks on the Result List.
Create	Creates a new WP or WP Plus document or glossary.
Create Package	If you have VS OFFICE, Release 2.0 or above, you can select files from the condensed Result List, and then press PF14 (Create Package) to use the VS OFFICE Package option.
Delete	Deletes a file or an archive index entry.

(continued)

Table 3-1. Result List Options (continued)

Option	Description
Display	Lets you see (but not edit) a file.
Edit	Takes you directly into WP or WP Plus. If you select a single document or glossary, you go directly into the first page of that document or glossary's text; if you mark (select) more than one document or glossary, you are taken to the WP main menu or the WP Plus Library Index display.
Exit	Takes you to previous application screen. From the expanded Result List, it takes you to the Result List. From the Result List, you exit to the Search Index screen.
First	Shows the first screen of information, either the first 1 to 13 files on the condensed Result List or the first Summary on the Expanded Result List.
Instructions	Takes you into the on-line instructions (help text) for the screen you were using.
Last	Shows the last screen of information, either the last 1 to 13 files on the Result List or the last Summary on the Expanded Result List.
Mark	Selects all documents/glossaries on the Result List for use in WP or WP Plus, or for a mail package.
Modify	Lets you edit a single Summary from the Expanded Result List. While using Modify, you can also create and save a separate OFFICE Indexer index entry for the document using Create Archive Entry.
Next	Shows the next screen of information, either the next 1 to 13 files on the Result List or the next Summary on the Expanded Result List.
Prev	Shows the previous screen of information, either the previous 13 files on the Result List or the previous Summary on the Expanded Result List.
Print	Prints the contents of a file.
Print List	Prints a copy of the Result List, either the standard (condensed) or expanded (summary) version.
Save List	Creates a new WP or WP Plus document and copies the contents of the Result List (standard or expanded) into it.
Summary	Shows the expanded version of the Result List, showing the complete Summary for each file on the Result List.
WP	Takes you to the WP main menu (similar to selecting word processing from a menu or from the Command Processor).
WP Plus	Takes you to the WP Plus main menu (similar to selecting WP Plus from a menu or from the Command Processor Run Program screen).

HOW TO SELECT FILES FROM THE RESULT LIST

How you select files (for example, documents and/or glossaries) depends on which Result List you use. The standard (condensed) Result List shows the title, author, file ID, and type of file (up to 13 titles per screen). The expanded version of the Result List shows the complete Summary for each file on the Result List (one file per screen).

- Select a file on the Result List by moving the cursor onto the block (■) to the left of the file title. If you have Multi-Station software, select a file on the Result List by moving the cursor onto the dectab/align symbol (⌵) to the left of the file.
- Select more than one file on the Result List by typing an *x*, shown as a capital “X” (or any nonblank character), to the left of the files you want. To select all files on the Result List use PF7 (Mark All).
- Select a file on the expanded Result List by showing the Summary of the file you want on your workstation screen.

Table 3-2 explains which keys you use to show all the files on the Result Lists.

Table 3-2. Result List Keys

To Do This	Use This Key
Erase all file mark selections	SHIFT + PF7 (Clear All)
Exit back to the previous option screen	PF16 (Exit)
Go to the first screen on either Result List	SHIFT + PF4 (First)
Go to the last screen on either Result List	SHIFT + PF5 (Last)
Go to the next screen on either Result List	PF5 (Next)
Go to the previous screen on either Result List	PF4 (Prev)
Move the cursor up, down, left, right	Cursor keys ↑, ↓, ←, →
Move the cursor to the next field	TAB
Select all files from the Condensed List	PF7 (Mark All)

Remarks

Access rights and security — If you try to use a file to which you do not have access (as defined by VS or WP Plus security or user/workstation profiles), OFFICE Indexer provides a message on your screen describing why you cannot have access to the selected file.

Marking files — When you mark (select) files from the Condensed Result List, those files are then selected for use in Edit (WP or WP Plus files) or for a Wang OFFICE Mail Package.

Password-protected files — When you use a file with a password, type the password when prompted by the system and press RETURN. If the next file you use within OFFICE Indexer has the same password, you are not prompted for it.

EDITING (MODIFYING) A SUMMARY

You can edit a Summary shown on the Expanded Result List. You can also create or edit an archived entry, and create or edit additional information for a file by using an Abstract. (An abstract is an additional field that is part of the OFFICE Indexer Summary.) Any changes you make to fields included in your word processing Document Summary (for example the Operator field), are automatically reflected in that document/glossary's word processing Document Summary.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file whose Summary you want to view or edit.
From the Result List, move the cursor to the left of the file you want.
From the expanded Result List, move through the list until the Summary of the file you want is shown.
2. Press RETURN (Modify). The file's Summary is shown and can be edited.
3. Type over, insert, or delete any information. You can add, edit, or delete information in the Abstract field as well.
4. Choose one of the following options:
Accept the changes — Press RETURN to accept any changes. You return to the Result List.
Save the original — Press PF16 (Cancel) to save the original Summary (without changes). You return to the Result List.

Remarks

Creating an abstract — An Abstract is a separate comments field accessible only through OFFICE Indexer. While using Modify, you can enter additional information about your file. This information is then included in the OFFICE Indexer index and can be used to locate files when you complete the Search Index screen.

Adding Department and Type information — OFFICE Indexer index entries include the Summary information for your files. Additional fields are available for WP documents and glossaries including Department and Type. Information added to these fields through OFFICE Indexer is not visible through WP, but is available through OFFICE Indexer.

Saving index entries — You can save the index entries (OFFICE Indexer index records) for a file before deleting or filing that file off the system. You can also edit these entries after they have been saved (for more information on saving index entries, refer to "Saving Index Entries Before Filing" in Chapter 4).

EDITING A FILE

Use Edit to edit one or more files shown on the Result List or the file whose Summary is shown on the expanded Result List.

- If you select one document or glossary from either Result List, using Edit takes you directly into word processing and into the first page of that document or glossary.
- If you select more than one WP document or glossary, using Edit takes you to the WP main menu, where you can view your selected document or glossary IDs through the Edit Old Document ID field.
- If you select more than one WP Plus document or glossary, using Edit takes you to the WP Plus Document (or Glossary) Edit: Library Display Index, which shows the document or glossary titles and IDs selected from the Result List.
- If you select both WP and WP Plus documents or glossaries, using Edit first prompts you to select whether to edit WP or WP Plus documents or glossaries first.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file(s) you want to edit.

Select one file — Select one document or glossary by moving the cursor to the left of a file on the Result List or by showing the Summary for the file on the expanded Result List.

Select more than one file — Mark the documents and/or glossaries you want to edit by typing an *x* to the left of the documents on the Result List. Use PF7 (Mark) to select all IDs. If you make a mistake in selecting IDs, use the space bar to erase an ID mark. To erase all marks, hold down SHIFT and press PF7 (Clear All) to delete all previous marks.

2. Press PF3 (Edit). You have the following options:

If you selected a single document or glossary, you are brought automatically into Page 1 of the text of that document or glossary. All normal word processing activities are available within that document or glossary. When you cancel out of that document or glossary, you return to the Result List.

If you selected more than one WP and WP Plus document or glossary, you are prompted to select WP or WP Plus first. To edit WP Plus documents or glossaries first, press PF1 (Edit marked WP Plus documents first). To edit WP documents or glossaries first, press PF2 (Edit marked WP documents first). To return to the Result List, press PF16 (Cancel).

- *In WP, select Edit Old Document from the WP main menu and press EXECUTE. The ID field is displayed. Use PREV and NEXT to move through the list of document IDs that you saved (shown in the ID field). Normal WP functions are available. When you terminate word processing, you return to the Result List.*
- *In WP Plus, if you selected one or more documents or glossaries, those IDs are shown on your Document Index. Normal WP Plus editing activities are available. When you cancel out of WP Plus, you return to the Result List.*
- *If you had selected both WP and WP Plus documents or glossaries, cancelling out of the first word processing application you selected takes you to the second word processing application you selected. When you cancel or terminate the second word processing application, you return to the Result List screen you were on.*

Remarks

Document indexes — In WP, if you select Document Index from the WP main menu, the standard WP Document Index is displayed, not the OFFICE Indexer Result List. In a WP Plus document, if you use SHIFT COPY (Super Copy) or SHIFT MOVE (Super Move), the WP Plus library index is shown, not the OFFICE Indexer Result List.

Documents or glossaries with passwords — If you select one document or glossary from either Result List and that document or glossary has a password, type the password when prompted by OFFICE Indexer and then press RETURN. If you selected more than one document or glossary, and are prompted for the password within word processing, use your normal password procedures.

USING WORD PROCESSING

You can use VS/IIS (WP) or VS/WP Plus word processing from either Result List without cancelling out of OFFICE Indexer first.

To Begin

Identify the documents and/or glossaries you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select either WP (WP) or WP Plus word processing.
To use WP — Press PF9 (WP) to go to WP. The WP main menu is shown.
To use WP Plus — Hold down SHIFT and press PF9 (WP Plus) to go to WP Plus. The WP Plus main menu is shown.
2. Use WP or WP Plus. All normal functions are available.
3. When you are finished using WP or WP Plus and you exit from word processing, you return to the Result List.

Remarks

Using WP or WP Plus word processing — For information on using WP or WP Plus word processing, refer to the documentation that came with your word processing software.

PRINTING A FILE

Use Print to print a paper copy of a selected file from the Result List. You can print only one file at a time.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file you want to print. You can select only one file at a time.
From the Result List, move the cursor to the left of the file you want to print.
From the expanded Result List, move through the list until the Summary of the file you want to print is shown.
2. Press PF10 (Print). If the file has a password, type the password when prompted by OFFICE Indexer and then press RETURN. The Print Document screen is shown.
If you selected a WP document (or glossary), fill in the following fields.

In This Field	Type This Information
Print from Page	Number of first file page to be printed.
Print through Page	Number of last file page to be printed.
Starting as Page No.	Page number for starting automatic page numbering.
First Header Page	First page number on which the header is to be printed.
First Footer Page	First page number on which the footer is to be printed.
Footer Begins on Line	Number of the line on which the footer is to be printed.
Page Length	Number of printable lines on the paper (8 1/2-by-11-inch paper used at 6 lines/inch is 66 lines).
No. of Originals	Number of copies you want to print.
Character Set No.	Number of the character set (font) to be used for printing.
Printer No.	Number of the printer you want to use. Use the printer's number only, not preceded by a "U".
Left Margin	Number of spaces you want to the right of the printer's normal left margin.
Pitch	Number of characters to be printed per horizontal inch.
Format	Specify print format by typing <i>unjustified</i> (ragged right margin), <i>justified</i> (even right margin), or <i>with notes</i> (as defined by note symbols).
Forms	Specify how paper is fed to the printer by typing <i>continuous</i> (paper fed automatically), <i>standard</i> (first page printed from bin 1, subsequent pages from bin 2), <i>form 1</i> (bin 1 only), or <i>form 2</i> (bin 2 only).
Style	Specify line spacing by typing <i>final</i> (file's line spacing) or <i>draft</i> (double the file's line spacing).

In This Field	Type This Information
Summary	Specify whether or not to print the summary by typing <i>print</i> or <i>omit</i> .
Delete	Specify whether or not to delete the file after printing by typing <i>yes</i> or <i>no</i> .
Lines per inch	Select the number of vertical lines per inch by typing either 6 or 8.

If you selected a *WP Plus* document (or *glossary*) and want to use OFFICE Indexer's *WP Plus* print option, fill in the following fields.

In This Field	Type This Information
Route	The <i>WP Plus</i> print route to be used.
Copies	Number of copies you want to print.
Left Margin	Number of spaces you want to the right of the printer's normal left margin.
From Page	First file page to be printed.
To Page	Last file page to be printed.
Starting as page No.	Page number for starting automatic page numbering.
Form	Specify how paper is fed to the printer by typing <i>continuous</i> (paper fed automatically), <i>standard</i> (first page printed from bin 1, subsequent pages from bin 2), <i>form 1</i> (bin 1 only), <i>form 2</i> (bin 2 only), or <i>envelope</i> (for envelope printing).
Version	Specify line spacing by typing <i>final</i> (your document's line spacing) or <i>draft</i> (double the document's line spacing).
Summary	Specify whether or not to print the Document Summary by typing <i>print</i> or <i>omit</i> .
Optional Text	Specify whether or not to print the Optional Text by typing <i>print</i> or <i>omit</i> .
Delete	Specify whether or not to delete the document after printing by typing <i>yes</i> or <i>no</i> .
Revision Marks	Specify whether or not to print the document with Revision marks by typing <i>print</i> (revision marks included) or <i>omit</i> (revision marks not included).

To print a *WP Plus* document using full *WP Plus* printing options, press PF9 (Full Print Options). Use your normal *WP Plus* printing procedures. When you have finished using *WP Plus* printing and press EXECUTE to print or CANCEL not to print, you return to the Result List.

3. Press RETURN (Print) to print your file, or press PF16 (Exit) to not print your file. You return to the Result List.

Remarks

Typing in fields — Whatever you type in any print option field is automatically shown in uppercase letters except in the Route field. If you type *print*, this is shown in the field as PRINT.

COPYING A FILE

Use Copy to create a new file and copy an existing file into it. You can copy only one file at a time.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file you want to copy. You can select only one file at a time.
From the Result List, move the cursor to the left of the file you want to copy.
From the expanded Result List, move through the list until the Summary of the file you want is shown.
2. Press PF11 (Copy). If the file has a password, type the password when prompted by OFFICE Indexer and then press RETURN. The Result List: Copy Single Document [File] screen appears.
3. To copy a WP document or glossary, fill in the WP document fields; to copy a WP Plus document or glossary, fill in the WP Plus Document fields.

You must type a Library letter or name. Leave the ID field blank to use the next available ID. For WP Plus, type either *document* or *glossary*. For WP, type a space in the Library field to create a glossary; for a document or glossary, type an optional Volume name. Press RETURN (to Accept) to continue, or press PF16 (Exit) to return to the Result List.
4. Type information on the displayed Summary screen to help you remember what this file will contain.
5. Press RETURN (Accept) to copy the file, or press PF16 to exit without copying the file. You return to the Result List.

Remarks

Copying WP Plus documents with references — When you copy a WP Plus composite document (one containing an external reference such as a graph), the reference is not copied, nor is the reference itself indexed as part of that document.

Non-indexed documents — If you copy a file into a library not included as part of the OFFICE Indexer index, the Copy screen shows the message “Warning: This document [file] will not be placed in the OI index.” No distinction is made between a standard document file and a glossary document file.

DELETING A FILE OR ARCHIVE ENTRY

Use Delete to delete a file or Archive entry from your library. You can delete only one file at a time.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file you want to delete. You can select only one file at a time.
From the Result List, move the cursor to the left of the file you want to delete.
From the expanded Result List, move through the list until the Summary of the file you want to delete is shown.
2. Press PF8 (Delete). If the file has a password, type the password when prompted by OFFICE Indexer and then press RETURN. The Summary or Archived Index Entry for the file you selected is shown.
3. Press RETURN to delete your file, or press PF16 (Cancel) to cancel the deletion. You return to the Result List.

Remarks

Saving Document Index entries — Before deleting a file, you can save the file's index entries in OFFICE Indexer. Use Modify to retain a file's index entries (for more information, refer to "Saving Index Entries Before Filing" in Chapter 4).

PRINTING THE RESULT LIST

Use Print (List) to print a copy of either Result List.

To Begin

You must have the Condensed Result List on your screen.

Steps

1. Press PF15 (Print List) from the Condensed Result List to print a copy of either the condensed or the expanded Result List.
2. Fill in the following fields:

In This Field	Type This Information
Page Length	Number of printable lines on the paper (8 1/2-by-11-inch paper at 6 lines/inch is 66 lines).
No. of Originals	Number of copies you want to print.
Character set No.	Number of the character set (font) to be used for printing.

In This Field	Type This Information
Printer Number	Number of the printer you want to use. Type the printer's number only, not preceded by a "U".
Left Margin	Number of spaces you want to the right of the printer's normal left margin.
Pitch	Number of characters to be printed per horizontal inch.
Format	Specify print format by typing <i>unjustified</i> (ragged right margin) or <i>justified</i> (even right margin).
Forms	Specify how paper is to be fed to the printer by typing <i>continuous</i> (paper fed automatically), <i>standard</i> (first page printed from bin 1, subsequent pages from bin 2), <i>form 1</i> (bin 1 only), or <i>form 2</i> (bin 2 only).
Style	Specify line spacing by typing <i>final</i> (standard line spacing) or <i>draft</i> (double line spacing).
Summary	Specify whether or not to print the Summary page by typing <i>print</i> or <i>omit</i> .
Lines per inch	Select the number of vertical lines per inch to print by typing either 6 or 8.

3. After typing your print information, choose one of the following options:

Print the condensed Result List — Press RETURN (Print Condensed List) to print a copy of the standard (condensed) Result List.

Print the expanded Result List — Press PF1 (Print expanded List) to print a copy of the expanded Result List.

Exit without printing — Press PF16 (Cancel) if you decide not to print the Result List.

4. You return to the Result List. Check the printer for your copy of the Result List.

Remarks

Typing in fields — Whatever you type in any print option field is automatically shown in uppercase letters. If you type *print*, this will be shown in the field as *PRINT*.

SAVING THE RESULT LIST IN A DOCUMENT

You can save a copy of your Result List (standard/condensed or expanded) in a WP or WP Plus document.

To Begin

You must have the standard or expanded Result List on your screen.

Steps

1. Hold down SHIFT and press PF15 (Save List) from either Result List. The Create Document for List screen appears.
2. To create a WP document for the list, fill in the WP document fields; to create a WP Plus document for the list, fill in the WP Plus Document fields.

You must type a Library name or letter. Leave the ID field blank to use next available ID in that library. For WP, type an optional Volume name. Press RETURN (to Accept) to continue, or press PF16 (Exit) to return to the Result List.

3. Fill in the displayed Document Summary screen.
4. Choose one of the following options:

Save the condensed Result List — Press RETURN (Save Condensed List). You return to the Result List.

Save the expanded Result List — Press PF1 (Save expanded List). You return to the Result List.

Return without saving either list — Press PF16 (Cancel). You return to the Result List.

Remarks

Valid WP Plus user — You must be listed as a valid WP Plus user to create documents and glossaries in WP Plus.

DISPLAYING A FILE

Use Display to view (but not edit) a single file on the Result List. OFFICE Indexer Display uses a version of the VS WP Display utility for WP (IIS) documents and glossaries, and a version of the VS WP Plus Display utility for WP Plus documents and glossaries. To use OFFICE Indexer WP Display, you should be familiar with the VS Display utilities as documented in the *VS System Utilities Reference*. To use OFFICE Indexer Display for WP Plus documents and glossaries, you should be familiar with the VS WP Plus Display utility as documented in the *VS WP Utilities Reference*.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file you want to display. You can select only one file at a time.
From the Result List, move the cursor to the left of the file you want to display.
From the expanded Result List, move through the list until the Summary of the file you want to display is shown.

2. Press PF12 (Display). If the file you selected has a password, type the password and then press RETURN. The file you selected from the Result List is shown on your screen. No OFFICE Indexer on-line instructions are available while using Display. Use PF4 (Next) and PF5 (Prev) to move through your file. While displaying your document, press PF1 to see the complete Display menu; from the Display menu, press PF1 to resume displaying your document.

If you are displaying a WP document or glossary, you have the following options:

PF1 (Display)	Resume displaying the file (from the Display menu) or go to the Display menu from your file.
PF2 (Goto Page)	Go to a specific page of the file. After pressing PF2, type a page number and press RETURN to go to that page.
PF3 (Position)	Show the current position of the cursor.
PF4 (Previous)	Display the previous record(s) in the file.
PF5 (Next)	Display the next record(s) in the file.
PF6 (Down)	Move the display back one record.
PF7 (Up)	Move the display forward one record.
PF8 (Find)	Search the file for specific text. After pressing PF8, type the text you want to find and then press RETURN.
PF9 (Left Margin)	Display the left-hand 80 columns of text (necessary only if you have a file that is wider than 80 characters).
PF10 (Right Margin)	Display the last 80 columns of text (necessary only if you have a file that is wider than 80 characters).
PF16 (Exit)	End DISPLAY processing. Press PF16 again to return to the Result List, or press PF1 to display another file. To display another file, after pressing PF1, tab over to the DOCUMENT field, type a new ID and press RETURN.

If you are displaying a WP Plus document or glossary, type the password if necessary and press RETURN. You have the following options:

PF2 (FIRST)	Go to the top of the file and display the first record(s) in the file.
PF3 (LAST)	Go to the bottom (end) of the file and display the last record(s) in the file.
PF4 (PREV SCN)	Display the previous screen.
SHIFT + PF4 (PREV ITM)	Display the previous item on the screen.
PF5 (NEXT)	Display the next screen.
SHIFT + PF5 (NEXT ITM)	Display the next item on the screen.
PF6 (LEFT)	Move the display to the left (hold down SHIFT while pressing PF6 to move the display to the left margin).

PF7 (RIGHT)	Move the display to the right (hold down SHIFT while pressing PF7 to move the display to the right margin).
PF8 (GOTO PAGE)	Find a particular record in the file by pressing PF8, typing a page number, and pressing RETURN.
PF9 (PRV LINE)	Scroll the display back one line.
PF10 (NXT LINE)	Scroll the display forward one line.
PF13 (Instructions)	See the instructions for the Display utility.
PF16 (Exit)	Return to the OFFICE Indexer Result List.

3. When you have finished using Display, press PF16. You return to the Result List.

Chapter 4

ADDITIONAL VS OFFICE INDEXER OPTIONS

OVERVIEW

While you are using VS OFFICE Indexer, the following options are available:

- Creating a VS/IIS (WP) or VS/WP Plus document
- Tailoring VS OFFICE Indexer with Set Defaults
- Editing, deleting, or changing your Set Defaults
- Saving index entries before filing
- Editing saved index entries

CREATING A DOCUMENT OR GLOSSARY

You can create a new WP or WP Plus document or glossary without cancelling out of VS OFFICE Indexer and logging on to WP (IIS) or WP Plus.

To Begin

From the Search Index screen or either of the Result List screens: Press PF6 (Create).

Steps

1. Type the necessary information on the displayed Create Document screen, either in the WP fields to create a WP document or glossary, or in the WP Plus fields to create a WP Plus document or glossary. You must type a Library letter or name. Leave the ID field blank to use the next available ID in the library. Type an optional password.

For WP — To create a WP document, type a library letter in the library field; to create a WP glossary, type a space in the Library field to identify the IIS (WP) Glossary library. If you have multiple WP libraries installed on your system, type a volume name.

For WP Plus — Type either *Document* or *Glossary*.

Press PF16 (Exit) to cancel and return to the screen you were on, or press RETURN to continue.

2. Complete the displayed Document Summary. Use TAB to move between fields (not RETURN as you would in either WP or WP Plus). When you have completed filling in your Document Summary, press RETURN. An empty document screen is displayed.
3. Type the information for your new document or glossary. Standard word processing functions are available.
4. To exit from a document, press CANCEL and then press EXECUTE. To exit from a glossary, use your normal procedure. You return to the screen from which you selected Create (either the Search Index screen or the Result List screen).

Remarks

Creating a glossary — When you are creating a glossary, the message “Glossary needs to be verified” is shown automatically. OFFICE Indexer creates an empty glossary document file first, and then lets you edit that file. Because you are editing an empty glossary, the system reminds you that the glossary must be verified before it can be used.

Non-indexed documents — If you create a document or glossary in a library that the OFFICE Indexer administrator has not included as part of the OFFICE Indexer index, the Create screen displays the message “Warning: This document [file] will not be placed in the OI index.”

OFFICE Indexer messages — If you try to create a new document or glossary and type an ID number that already exists, you are prompted “Document already exists.”

Using WP or WP Plus word processing — If you have a glossary that is automatically attached when you use WP word processing, that glossary is automatically attached when you use the Create option.

Valid WP Plus user — You must be listed as a valid WP Plus user to create documents and glossaries in WP Plus.

TAILORING OFFICE INDEXER WITH SET DEFAULTS

You can create your own pre-filled Search Index screen. Your screen is then shown instead of a blank screen when you use OFFICE Indexer. You can also have your filled screen processed automatically so that the first screen you see when using OFFICE Indexer is the Result List screen for your search.

If you frequently type some or all of the same information when you search for files, save these criteria using Set Defaults. For example, if you normally use OFFICE Indexer to search one WP word processing library with you as the author, you could type the library letter, Object Type, and your name through Set Defaults to display this information.

To Begin

From the Search Index screen: Press PF10 (Set Defaults).

Steps

1. Type the information you want on the Set Defaults screen. You can specify only one Object Type and one library letter or name. You cannot type any information in the Volume, Default Volume, Date Created, or Date Revised fields.
2. You can have your new default screen shown automatically instead of a blank Search Index screen, or you can have OFFICE Indexer use your default screen and present a Result List for your default screen automatically. The default screen shows what the current selection is, either for a default search or for a default Result List. You have the following options:

Accept the completed screen as your new Search Index screen — If the screen is set for a default Result List, press PF9 (Set For Search). Every time you go to OFFICE Indexer, this screen is shown automatically instead of a blank screen. When your default screen is shown, however, you can press PF7 (Clear All) to show a blank Search Index screen.

Use the completed screen to provide a Result List — If the screen is set for a default search, press PF9 (Set For Results). When you go to OFFICE Indexer, your completed default Search Index screen is used and you are automatically presented with the Result List for that search. When you press PF16 (Exit) from the Result List, you exit to the Search Index screen filled with your default Search Index screen information.

3. Press RETURN to accept the new screen and your choice of a default Search or a default Result List, or press PF16 (Exit) to save your original screen (either filled or blank).

Remarks

Editing your default Search Index screen — You can edit your default Search Index screen or delete it by using Set Defaults and editing your search information or clearing the screen.

Testing your search information — Try testing your search information first on the Search Index screen, and make sure that your search produces the results you want. After successfully testing your search, enter the information through Set Defaults.

EDITING OR CHANGING YOUR DEFAULTS

You can edit or change your defaults at any time. You can also choose whether or not to have your Search Index screen processed automatically.

To Begin

From the Search Index screen: Press PF10 (Set Defaults).

Steps

1. Edit your screen by retyping the information you want on the Set Defaults screen. You cannot type any information in the Archived, Volume, Default Volume, Date Created, or Date Revised fields.

To erase the current screen before retyping your information, press PF7 (Clear All).

2. The Set Defaults screen now shows which option is in effect, either default search or default Result List. You have the following options:

Accept the completed screen as your new Search Index screen — If the screen is set for a default Result List, press PF9 (Set For Search). Every time you go to OFFICE Indexer, this screen is shown automatically instead of a blank screen. When your default screen is shown, however, you can press PF7 (Clear All) to show a blank Search Index screen.

Use the completed screen to provide a Result List — If the screen is set for a default search, press PF9 (Set For Results). When you go to OFFICE Indexer, your completed default Search Index screen is used and you are automatically presented with the Result List for that search. When you press PF16 (Exit) from the Result List, you exit to the Search Index screen filled with your default Search Index screen information.

3. Press RETURN to accept the new screen and your choice of a default Search or a default Result List, or press PF16 (Exit) to save your original screen (either filled or blank) and your original option (default search or default Result List).

Remarks

Testing your search information — Try testing your search information first on the Search Index screen, and make sure that your search produces the results you want. After successfully testing your search, enter the information through Set Defaults.

DELETING YOUR DEFAULT

You can delete your default at any time.

To Begin

From the Search Index screen: Press PF10 (Set Defaults).

Steps

1. Erase the current screen by pressing PF7 (Clear All).
2. Accept the blank screen as your new Search Index screen. If the screen is set for a default Result List, press PF9 (Set For Search). Every time you go to OFFICE Indexer, a blank screen is shown automatically.
3. Press RETURN to accept the new blank screen, or press PF16 (Exit) to save your original filled screen and your original option (default search or default Result List).

SAVING INDEX ENTRIES BEFORE FILING

You can search for information both in files stored on your system and in files that have been archived (filed) off your system (provided you saved the file's index entries first). Whenever a file is archived off the system, its OFFICE Indexer index entries are deleted from the index unless you save them using the Create Archive option.

To Begin

Before filing a file, select it from either Result List. If you need to find it first, identify the file you want by typing your information on the Search Index screen, and then press RETURN.

Steps

1. Select the file whose index entries you want to save before filing.
From the Result List, move the cursor to the left of the file you want and then press RETURN (Summary).
From the expanded Result List, move through the list until the Summary of the file you want is shown.
2. Press RETURN (Modify). The file's Summary is shown.
3. Type over, insert, or delete any information to help you identify this file.
4. Press PF6 (Create Archive). The Summary is redisplayed for modification. You may want to add information about the disk or volume you plan to use in filing this file. If you need to locate this file using OFFICE Indexer, you will then know where the file was stored. You may also want to modify the title slightly so that the original and archive entries differ slightly — until you move the original file off your system and the OFFICE Indexer index is updated, both the original and the archived index entries are listed on the Result List.

Any information added or edited on this screen will be contained in the archived index entry, not the original Summary. Archived index entries include the WP or WP Plus Summary information and any information added through OFFICE Indexer (such as an Abstract). The saved index entries are called archive index entries. Information can also be added to the archive index entry after you file the original file (refer to "Editing Saved Index Entries" in this chapter.)
5. Save the index entries, or exit without saving the index entries, as follows:
Save the index entries — Press RETURN to save the OFFICE Indexer Summary portion of the index entries for this file. You return to the Expanded Result List. Both the original file's entry and the archived entry are shown on the Result List, the original entry listed first. The Expanded Result List shows the archived entry with the title "Archived Index Entry." Press PF16 again to return to the Result List.
Exit back to the Result List — Press PF16 twice. You return to the Result List without saving the file's index entries.
6. If you saved the file's index entry, use your normal filing procedures to move the file off the system.

Remarks

Deleting archived index entries — To delete an archived index entry when it is no longer needed, use the Delete option from either Result List (for more information on deleting archive entries, refer to “Deleting a File or Archive Entry” in Chapter 3).

Editing archived index entries — From the OFFICE Indexer Result List, you can see and modify an archive index entry using the Modify option. You cannot use WP or WP Plus to edit this entry.

Saving index entries — After you create an archived index entry, the index entries of both the original document or glossary and the archived version are listed in the OFFICE Indexer index and in the Result List until the document or glossary itself is filed off the system. You can also edit these entries after they have been created (refer to “Editing Saved Index Entries” in this chapter).

EDITING SAVED INDEX ENTRIES

You can edit a saved index entry after it has been created. This allows you to update the OFFICE Indexer file entries for a particular file and can make it easier to locate.

To Begin

Identify the file(s) you want by typing your information on the Search Index screen. Press RETURN.

Steps

1. Select the file whose archive index entries you want to edit.
From the Result List, move the cursor to the left of the file you want.
From the expanded Result List, move through the list until the Summary of the file you want is shown.
2. Press RETURN (Modify). The file’s Summary is shown.
3. Type over, insert, or delete any information. You may want to add information about the disk or volume that was used in filing this file. If you need to locate this file using OFFICE Indexer, you will then know where the file was stored.
4. Save the index entries, or exit without changing the original index entries, as follows:
Save the index entries — Press RETURN from this Summary screen to save the changes to the index entries for this file. You return to the Result List.
Exit back to the Result List — Press PF16. You return to the Result List.

Remarks

Deleting archived index entries — To delete an archived index entry when it is no longer needed, use the Delete option from either Result List (for more information on deleting archive entries, refer to “Deleting a File or Archive Entry” in Chapter 3).

Chapter 5

USING OFFICE INDEXER WITH OTHER APPLICATIONS

OVERVIEW

OFFICE Indexer can be used with other VS applications to help you find and use files stored on the VS (such as WP or WP Plus documents and glossaries). For example, from VS OFFICE, Release 2.0 (or above), you can use OFFICE Indexer through the VS OFFICE main menu (provided your system administrator has added OFFICE Indexer to the main menu).

OFFICE Indexer can also be used by other applications whenever an application offers an OFFICE Indexer menu selection or PF key assignment. For example, from the VS OFFICE Package screen, you can use OFFICE Indexer to find the documents or glossaries you want to mail. You can also use VS OFFICE Package from OFFICE Indexer after first finding the documents or glossaries you want to mail. Other VS applications, such as MemoryBase, provide the option of using OFFICE Indexer to locate specific documents.

This chapter explains three ways to use OFFICE Indexer with other applications:

- Using OFFICE Indexer from VS OFFICE Package to locate the documents and glossaries to include in a mail package sent to one or more VS OFFICE users
- Using OFFICE Indexer from other applications to locate and use files (such as documents)
- Using OFFICE Indexer from VS OFFICE Package to find, select, and mail copies of documents and glossaries

Note: When you use OFFICE Indexer from another application, Administration options, Print file options, and Set Defaults options are not available. Other OFFICE Indexer options may be available depending on your system's configuration, operating system, and available memory (Segment 2 Address space). If you select a PF key option from an OFFICE Indexer screen and that option is not available, OFFICE Indexer prompts you to that effect.

USING OFFICE INDEXER FROM VS OFFICE PACKAGE TO FIND FILES

You can find the WP and WP Plus documents and glossaries you want to mail by using OFFICE Indexer from the VS OFFICE (Release 2.0 or above) Package screen. After you type information about the files you want (for example, title, author), OFFICE Indexer searches its index and shows you a Result List based on your information. After you select the titles of the files you want, OFFICE Indexer sends those titles from OFFICE Indexer to VS OFFICE for inclusion in your mail package.

To Begin

From the VS OFFICE Package screen: Choose OFFICE Indexer and press RETURN.

Steps

1. Type information on the Search Index screen to identify the documents and/or glossaries you want. The Search Index screen is the first screen you see when using OFFICE Indexer. (Refer to Chapter 2 for detailed information on how to define your search.)
2. After typing your search information, choose one of the following options:
 - Return to the Package screen** — Press PF16 (Exit) to return to the Package screen without using OFFICE Indexer.
 - Return to the VS Wang OFFICE main menu** — Hold down SHIFT while pressing PF16 (CANCEL) to exit from both OFFICE Indexer and your Package.
 - See a Result List of documents/glossaries based on your search** — After typing the information to define your search, press RETURN to see a Result List of documents and glossaries that meet your specifications.
3. The Result List shows the title, author, ID, Library, and Object Type (WP or WP Plus) of each document and glossary found. To expand the Result List and see the complete Summary for each file (one Summary per screen), press PF2 (Summary). From either the Result List or the Expanded Result List, use PF4 (Prev), PF5 (Next), SHIFT + PF4 (First), and SHIFT + PF5 (Last) to see all the titles found.
4. Choose one of the following options:

Retype your information — If too many or not enough files were found, press PF16 to return to the Search Index screen and add or delete information. After editing your information, press RETURN.

Use a PF key option shown at the bottom of your screen — Select one or more titles from the Result List by typing an *x* (or any other letter or number) to the left of the file(s) you want, and press the PF key assigned to the option you want. Depending on your VS system and its current operating system, you may be able to copy, edit, or use either WP or WP Plus word processing. If an option is not available in OFFICE Indexer when you are using OFFICE Indexer from VS OFFICE Package, the system prompts “Option not available.”

Include one or more documents/glossaries in your package

- To select one document or glossary on the Result List, move the cursor to the left of the file title and press RETURN.
- To select between 2 and 12 titles from the Result List, type an *x* (or any other letter or number) to the left of the file(s) you want, and press RETURN.

Each selected document and/or glossary title is then verified. The verification process makes sure that you can use the document/glossary and that the document/glossary is not being edited or printed by someone else at that time. The verification process also checks your access rights to the selected files including security, file protection classes, and passwords. If there is an error (file is in use, insufficient access rights, etc.), you are returned to the Result List screen. Either reselect your file(s), or delete the mark to the left of the selected file and press RETURN.

You return to the Package screen with the ID(s) of the documents/glossaries you selected.

Return to the Package screen without files — Exit from OFFICE Indexer and return to the Package screen without any files by pressing PF16 (Exit) twice.

Remarks

OFFICE Indexer options — Some PF key options may not be available when you are using OFFICE Indexer from VS OFFICE Package. If you press a key assigned to an option shown at the bottom of the OFFICE Indexer screen and that option is not available, the system prompts “Option not available.”

OFFICE Indexer Set Defaults — Any defaults you have set in OFFICE Indexer may not be available when you are using OFFICE Indexer from VS OFFICE Package.

Selecting files — You can select files only from the standard Result List, not the Expanded Result List.

SELECTING AND SAVING FILES WITHIN AN APPLICATION

You can use OFFICE Indexer while using other applications to locate and save file IDs. For example, while using MemoryBase, you can use OFFICE Indexer to find the file ID(s) you need.

To Begin

From the application screen: Select OFFICE Indexer (OI), or press the PF key assigned to OFFICE Indexer.

Steps

1. Type information on the Search Index screen to identify the documents and/or glossaries you want. The Search Index screen is the first screen you see when using OFFICE Indexer. (Refer to Chapter 2 for detailed information on how to define your search.)
2. Press PF16 (Exit) to return to your application screen, or press RETURN to provide a Result List based on your search. If you press RETURN, OFFICE Indexer uses the information you typed to search its internal index. Any documents or glossaries found as a result of your search are shown on the OFFICE Indexer Result List.

The Result List shows the title, author, ID, library, and Object Type (WP or WP Plus) for each document or glossary. To expand the Result List and see the complete Summary for each file (one at a time per screen), press PF2 (Summary). From either the Result List or the Expanded Result List, use PF4 (Prev), PF5 (Next), SHIFT + PF4 (First), and SHIFT + PF5 (Last) to see all the titles found.

3. Choose one of the following options:

Return to your application — Press PF16 (Exit) twice to exit from OFFICE Indexer and return to your application screen without file IDs.

Retype your information — If too many or not enough files were found, press PF16 to return to the Search Index screen and add or delete information. After editing your information, press RETURN.

Use a PF key option shown at the bottom of your screen — Select one or more titles from the Result List by typing an *x* (or any other letter or number) to the left of the file(s) you want, and press the PF key assigned to the option you want. Depending on your VS system and its current operating system, you may be able to copy, edit, or use either WP or WP Plus word processing. If an option is not available in OFFICE Indexer when you are using OFFICE Indexer from the original application, the system prompts you to that effect.

Select one or more files to use in your original application

- To select a single file from the Result List, move the cursor to the left of the file title and press RETURN. (With MemoryBase, you can only select one file for use.)
- To select more than one file, type an *x* (or any other letter or number) to the left of the file(s) you want on the Result List and press RETURN.

Each selected document and/or glossary title is then verified. The verification process makes sure that you can use the document/glossary and that the document/glossary is not being edited or printed by someone else at that time. The verification process also checks your access rights to the selected files including security, file protection classes, and passwords. If there is an error (file is in use, no access rights, etc.), you are returned to the Result List screen. Either reselect your file(s) or delete the mark to the left of the selected file and press RETURN. You return to your application with the ID(s) of the documents/glossaries you selected.

Remarks

OFFICE Indexer options — Some PF key options may not be available when you are using OFFICE Indexer from your application because of system space or other constraints. If you press a key assigned to an option shown at the bottom of the OFFICE Indexer screen and that option is not available, the system prompts “Option not available.”

OFFICE Indexer Set Defaults — Any defaults you have set in OFFICE Indexer may not be available when you are using OFFICE Indexer from another application.

Selecting files — Each application from which you can use OFFICE Indexer sets a maximum number of file IDs that can be selected for use from OFFICE Indexer. In addition, you can select files from the standard Result List only, not from the Expanded Result List.

SENDING FILE COPIES FROM OFFICE INDEXER USING VS OFFICE PACKAGE

If you are a VS OFFICE user, you can use OFFICE Indexer to find, select, and send copies of files to other VS OFFICE users. You must have Release 2.0 (or above) of VS OFFICE.

The following steps summarize how to send copies of one or more files. For details on using VS OFFICE Package, refer to the *VS OFFICE User's Guide*.

To Begin

Find the file(s) you want by typing your information on the Search Index screen. Press RETURN (for information on how to fill in the Search Index screen, refer to Chapter 2). Press RETURN.

Steps

1. From the standard Result List, select the file(s) you want to send.
To select one title on the Result List, move the cursor to the left of the file title.
*To select between 2 and 80 titles from the Result List, type an *x* (or any other letter or number) to the left of the file(s) you want.*
2. Press PF14 (Create Package). Each selected title is then verified. The verification process makes sure that you can use each file and that the file is not being edited or printed by someone else at that time. The verification process also checks your access rights to the selected files including security, file protection classes, and passwords. If a file has a password, type the password and press RETURN.

If there is an error (file is in use, insufficient access rights, etc.), you are returned to the Result List screen. Either reselect your file(s), or delete the mark to the left of the file listed in the message, and press PF14 (Create Package) again.

After verification is complete, you are transferred to the VS OFFICE Package screen.
3. Use your standard VS OFFICE Package options to address and send your package. You return to the OFFICE Indexer Result List.





Part 2

Administrator's Guide

Planning for OFFICE Indexer and Creating
the Index

Maintaining OFFICE Indexer



Chapter 6

PLANNING FOR OFFICE INDEXER AND CREATING THE INDEX

OVERVIEW

Before installing your OFFICE Indexer software, take some time to read both Chapter 1 and this chapter for an overview of what OFFICE Indexer is and does. You should also review the installation instructions and special considerations in the *VS OFFICE Indexer Customer Software Release Notice*.

OFFICE Indexer is compatible with Wang OFFICE on the VS, Release 1.60, and is a standard component of VS OFFICE, Release 2.0 (or above). For information on coordinating OFFICE Indexer with VS OFFICE, Release 2.0 (or above), refer to the *VS OFFICE Administrator's Planning Guide*. OFFICE Indexer is installed by the customer and should be installed after your Wang representative installs VS OFFICE.

As the OFFICE Indexer administrator, you should be familiar with VS system administration as detailed in the following documents:

- *VS System Administrator's Reference*
- *VS System Operator's Reference*
- *VS System Utilities Reference*
- *VS DMS/TX Reference*

For information on creating your own menus and logon procedures, refer to the following documents:

- *VS Programmer's Introduction*
- *VS Procedure Language Reference*

The Administrator's Responsibilities

As the OFFICE Indexer administrator, you are responsible for the following tasks:

- Installing the OFFICE Indexer software
- Creating the initial OFFICE Indexer database by defining
 - How the libraries are indexed (the index contains references to the files created in those libraries)
 - Whether to update the index automatically or manually, or both.

After installing the software and creating the initial OFFICE Indexer index, you are responsible for maintaining OFFICE Indexer (maintaining OFFICE Indexer is covered in Chapter 7).

PRE-INSTALLATION CHECKLIST

If you have purchased VS OFFICE, Release 2.0 (or above), coordinate the planning and installation of both VS OFFICE and OFFICE Indexer with your Wang OFFICE administrator. In some organizations, the VS OFFICE and OFFICE Indexer administrators may be the same person.

Before installing OFFICE Indexer software, perform the following tasks:

- ___ Complete any necessary system administration and OFFICE Indexer training.
- ___ Understand what the OFFICE Indexer index consists of and how it is updated.
- ___ Plan your index by surveying the indexing and security needs of your users.
- ___ Plan and gather all necessary library indexing information — which libraries to include in the index and how those libraries are to be included.
- ___ Determine whether or not to use the automatic daily index update feature provided, and if so, select a time for it.
- ___ Verify that you have all necessary documentation that you and your users need. This is especially important for the OFFICE Indexer administrator, as this part of this guide assumes previous VS system administration knowledge.
- ___ Plan for routine backups of the software and index.

UNDERSTANDING THE INDEX

The OFFICE Indexer index contains “pointers” to VS files. These pointers provide the location of each file included in the index. The index can include the information from files stored on-line on the VS and from files stored off-line on hard disks, diskettes, and magnetic tape.

Users find files by typing information that defines the files they want. OFFICE Indexer then searches through its index to find those files that match the user’s requirements. The index itself can include the following information:

Summary information — ID, title (name), author, operator, comments, date on which file was created and last revised

Words in text — The words contained in the text of the files themselves, not including the text contained in the Summaries

Abstract — Additional comments for each file entered and available only from within OFFICE Indexer

Archive Information — Index records (entries) for files that have been moved off the system

The index includes word processing documents and glossaries but not WP Plus Display files. Noise words such as an, the, a, etc., are indexed in each file; however, their presence in the index does not increase your index overhead because each word in each file is indexed only once. Duplicate words in a file are not indexed separately.

How the Index Is Updated

OFFICE Indexer software can be set to automatically update the entire index (daily) to reflect changes made to files. A manual index update feature is also provided. However, some information in the index is updated constantly, to keep the index as current as possible. The parts of the index updated constantly are:

- Document Summaries created, edited, or deleted from within OFFICE Indexer
- Document Summaries created, edited, or deleted from WP, when WP is selected from OFFICE Indexer
- Documents deleted in their entirety, whether through OFFICE Indexer, WP, or WP Plus

All other updating takes place as part of the automatic (daily) update process and/or as part of the manual index update. All updates are done in background mode.

When a file is created or edited and information is added, deleted, or modified in the text of the file, OFFICE Indexer notes the ID of that file. It then creates an internal record to have that file's contents updated into the index. Any files not edited between updates are not reindexed.

During index updating, any files then in use are not reindexed. They are reindexed at the next index updating, provided that those files are not open at that time.

CONCEPTUAL OVERVIEW OF OFFICE INDEXER

This section provides background information for the system administrator responsible for administering and maintaining OFFICE Indexer.

OFFICE Indexer Index/Database Files

The OFFICE Indexer database @WPIXJ consists of several data files. These files are located in library @@WPIXJA and are defined as follows:

- @DOCUMENT and @@DOCUMENT contain the records and keys for all OFFICE Indexer Library records (which libraries to be included in the database and how the libraries are indexed) and all document records (Document Summary information and internal control information). Log file records, any user defaults, and other internal system control information are also contained in these files.

- @DOCWIT@ contains the keys for the words-in-text portion of the index for libraries defined with the Full indexing option. When a word appears in an individual document or glossary file, it is indexed only once.

The OFFICE Indexer index/database is updated by the OFFICE Indexer Background task \$OIDBM\$ in Library OILIB on your index/database volume. This Background task is submitted automatically by the procedure OIDBM in Library @SYSTEM@ on your system volume whenever any user goes to OFFICE Indexer, and whenever the index/database is updated either by the automatic index update or by the Administration option allowing a manual index update.

The OFFICE Indexer database recovers itself automatically in the event of minor problems using DMS/TX Recovery software. In the event of serious problems with the OFFICE Indexer index/database, OFFICE Indexer prompts you with a message detailing the file(s) that need recovery using DMS/TX. Library @@WPIXJB contains the DMS/TX Before Image Journal files for the OFFICE Indexer index/database. Refer to the *DMS/TX Reference* for information about DMS/TX software and Before Image Journal files.

OFFICE Indexer Database Background Information

VS OFFICE Indexer was created in part using the Wang VS Professional Application Creation Environment (PACE), a fully integrated application development and information management environment for the Wang VS. Although certain PACE files are used by VS OFFICE Indexer, PACE is not a requirement for VS OFFICE Indexer, nor are your existing PACE software files affected by VS OFFICE Indexer. For those of you unfamiliar with VS database processing, this section describes how the VS OFFICE Indexer creates, reads, and updates its index database. For more information on database creation and maintenance, refer to the *DMS/TX Reference*.

The VS processes data in units of records. Two types of operations are performed on entire records: a read operation and an update operation. Whenever a user searches through OFFICE Indexer for specific files, the VS reads the appropriate records according to the user's information. An update operation can be

- The writing of a new record (creating a new index entry)
- The rewrite of an existing record (updating an existing index entry because of a change in a Summary or text)
- The deletion of an existing record (the deletion in a Summary or text of a file)

Each update operation reads a record with the intent of either modifying that record and writing it to a file, or deleting the record.

Read, update, and other operations are performed by tasks. A task is initiated either by a user or by the OFFICE Indexer software. A task can be initiated interactively by a user at a workstation (searching the database for specific files), or submitted for background execution (updating the index). OFFICE Indexer creates and updates the entire index as a background task.

File updates are performed by a task in units called transactions. A transaction is a related set of record updates that must be posted as a group in order to preserve database consistency. A successfully completed transaction is one that performs all of the updates specified within that transaction.

Whenever the OFFICE Indexer index is updated, either automatically or manually, the system automatically creates a log file listing any errors or special conditions. A successful update (transaction) can still produce minor errors or conditions that you as a system administrator should be aware of. Typically, the log file shows files that were not updated because they were in use at the time of the update. From the log file listing, you can display, print, or delete a particular log file.

PLANNING YOUR INDEX

Before using the OFFICE Indexer Create Index program — the first option available after installing the software — you must determine what information you want to include in the index. Specifically, you must decide

- How your libraries are to be indexed
- How you want to update the index

Library Indexing Options

The OFFICE Indexer index consists of the library definitions used for the index, and the index entries themselves. You have three indexing options for each library:

FULL indexing — Includes every word in every Summary and any associated file text. OFFICE Indexer searches document text through the Words In Text field on the Search Index screen, the first screen all users see when using OFFICE Indexer. Full indexing gives users the greatest flexibility for their searches. It also occupies the most disk space, using an additional 15 to 25 percent of the disk space required by that library.

SUMMARY indexing — Includes every word in every Summary but excludes text. Summary indexing enables users to search for information contained in a Summary, including author/ name, title, ID, operator, date created/revised, and comments, but not for information contained in the text of documents. It uses an additional 5 percent or so of the disk space required by that library.

NONE, or no indexing — Causes that library not to be indexed. This provides a memory-saving option for less important libraries or storage libraries because it requires no additional disk space. This option can also be helpful if you have sensitive WP libraries with file protection or WP Plus libraries with No Access security rights. OFFICE Indexer does not check file protection, security, and access rights until after a file is selected for use. Therefore users can locate and see the Summaries for files in libraries to which they do not have access rights. When a user selects to view a Summary from the OFFICE Indexer Result List, OFFICE Indexer shows its version of the Summary, which duplicates the information from the WP or WP Plus Summary. Should users try to use non-indexed libraries, either for a search or to create or copy files, the system prompts them that they are using non-indexed libraries.

Check with the owners and/or primary users of each library to determine what their needs are for indexing and what disk space constraints (if any) you have on your system now.

OFFICE Indexer Library Indexing Default

Each current IIS (WP) and/or WP Plus library is automatically set with a default of Summary indexing. When you create the index, you can change the options for one or more libraries to either Full or None. After the Create Index procedure is used, you can change the indexing for any library and/or add a new library to the index using the Modify Library Indexing option on the Administration menu.

How To Update the Index

OFFICE Indexer can update the entire index once a day, or when needed, to reflect changes made to files. These changes include adding newly created files and updating existing files. Some information in the index is automatically updated (in background) to keep the index as current as possible. These parts are

- Document Summaries created or edited while using OFFICE Indexer
- Files that are deleted in their entirety

While the index is being updated, any files being used (for example documents being edited or queued to print), are not reindexed. Any file being reindexed by OFFICE Indexer is also not available for use. (This is identical to trying to edit a document that is queued at the printer.)

All other updating is done as part of the system index update. This can be accomplished automatically as a daily update and/or manually as needed.

Automatic daily index updating — You can have the entire index updated for you automatically once a day. Automatic indexing/reindexing is recommended but is not required. This is done at a time you select when system usage is at a minimum. If the system is down at the time you selected to have the index automatically updated, OFFICE Indexer will attempt the automatic index updating periodically over the next two hours. If the system is not up within two hours after the time you set, the automatic indexing will not occur that day.

If you use the automatic daily index update option, the entire index is updated. However, only those files flagged by the system as having changes (new files, deleted files, edited Summaries, or edited text) are reindexed. If no change has been made to an existing file, that file is not reindexed.

Manual index updating — You can have the index updated at any time by selecting the Administration option called Update Index. The manual Update Index option can be used whether or not you have the automatic index update option in effect. If you use the automatic daily index update option, only Summary information is updated by the manual update index option — the text portion of the index is updated only by the automatic daily index update option. If you do not use the automatic index update option, plan on using the manual index update option on a regular basis; the manual option then updates the entire index, both the Summary portion and text portion.

CREATING THE INDEX

Before anyone can use OFFICE Indexer to locate files, a system administrator must first create the initial OFFICE Indexer index. Creating the index consists of:

- Selecting the libraries to be included in the index, and deciding what type of indexing to use for these libraries
- Deciding whether or not to use the automatic daily indexing feature (and if so, selecting a time for the daily indexing)

Until the initial index is successfully created, system administrators who go to OFFICE Indexer will see the OFFICE Indexer Create Index screen. Anyone else accessing OFFICE Indexer will be prompted "Data base needs to be created."

To Begin

Read the *VS OFFICE Indexer Customer Software Release Notice*.

Steps

1. Decide how libraries are to be included in the index. For each library determine whether to use FULL indexing (Document Summaries and document text), SUMMARY indexing (Document Summaries only), or NONE (no indexing). Refer to the previous section, "Planning Your Index," for details about these options.
2. Install the OFFICE Indexer software according to the instructions in the *VS OFFICE Indexer Customer Software Release Notice*.
3. From the Command Processor, press PF1 (Run Program). Type *OI* as the program name and press RETURN.
4. Read the instructions displayed on the OFFICE Indexer Create Index screen, the first screen displayed after going to OFFICE Indexer. Press PF16 (Exit) to exit from OFFICE Indexer, or press RETURN (Continue) to continue with the Create Index procedure.
5. The Modify Library Indexing screen appears. Each library (WP and WP Plus) on the system is listed. Modify the type of indexing for each library.

The current indexing option for each library is Summary, and the new indexing option is Summary. To change the new option from Summary to either None or Full, move the cursor to the left of the library letter/name and press PF9 (Modify Indexing) to move through the FULL, SUMMARY, NONE options until the option you want is displayed in the New Indexing (option) field. Pressing PF9 once changes the option to Full, pressing PF9 again changes it to None, pressing PF9 again changes it to Summary. The default is Summary indexing for all libraries.

If you have duplicate IIS WP libraries (for example, two library letter A's), one library is defined as the default library. To change a non-default library to the default library, move the cursor to the left of the library you want as the default and press PF7 (Change to Default). You can also change default libraries through the IIS Utilities menu.

6. After you have modified the new indexing options for any libraries, return to the first Create Index screen by pressing PF16 (Exit), or continue with the Create Index procedure by pressing RETURN (Continue).
7. The Time for Automatic Indexing screen appears. Enter the date format used in your WP documents. Use *A* (American/Swedish) for MM/DD/YY (month, day, year) formats, or *E* (International European) for DD/MM/YY (day, month, year) formats.

8. Type your automatic index option. You have the following choices:

To automatically update the entire index once a day, type YES in the Automatic indexing enabled? field. Type a time in the Default Time for Automatic Index Updating field (24-hour time). The default of midnight (written as 00:00) can be changed by typing over the 00:00 with any time you want. For example, 10:00 pm would be written as 22:00. The entire index (Summary and text portions) will be updated daily by this option. When you select the Update Index option from the OFFICE Indexer Administration menu, only the Summary portion of the index is updated; the words-in-text portion (the document/glossary text) is updated only by the automatic reindexing.

To not update the index automatically, type NO in the Automatic indexing enabled? field. To update the entire index (Summary and text portions) use the Update Index option from the OFFICE Indexer Administration menu as needed.

9. Select one of the the following options:

To create the Summary portion of the index now, press RETURN. You return to the Command Processor. The initial OFFICE Indexer index is created in background mode. This option creates the Summary portion of the index now. The document/glossary words-in-text portion of the index is created during the first automatic index update (if you typed YES in the Automatic indexing enabled? field), or the first time you select Update Index from the Administration menu.

To return to the Define Library Indexing field, press PF16. The index is not created. You can redefine your library options, or press PF16 (Exit) twice to exit from OFFICE Indexer.

Note: Until the initial Summary portion of the index is created, no one can access OFFICE Indexer. Any files in use while the index is being created are not indexed. These files include those being edited, created, printing, or queued to print (through the Print menu), as well as any files that need to be recovered.

10. After the index is created, check the Background Task Log file, created by the system after the index is created or updated, to review any special conditions or errors that occurred. (Refer to "Checking (Displaying) Background Task Log File" in Chapter 7 for more information.)

Note: If you did not use the automatic index update option, searching libraries designated for full indexing using Words in Text produces no results until after the first manual index update is completed.

Remarks

Create Index procedure messages — While the index is being created, no one can use OFFICE Indexer. After the index is created, one of the following messages will be displayed in the Index Status line on the Administration menu:

Message	Meaning
Create Successful	The index was created, using your library definitions, without significant errors.
Create cancelled	While using the Create Index procedure, you exited without completing all the necessary steps. Use the Create Index procedure again.
Create in progress	The index is now being created. Until you receive the message "Create Successful," no one can use OFFICE Indexer.

Message	Meaning
Create interrupted	While you were using the Create Index procedure, the background task was interrupted before the index was completed. Check the Background Task Log file for the reason; refer to Appendix B, "Background Task Log File Messages," for a listing of these messages with their explanations. After correcting the problem, use the Create Index procedure again. Until the index is successfully created, the Create Index screen will be brought up automatically whenever a system administrator runs the program OI from the Command Processor.
Data base needs to be created	Until a system administrator completes the Create Index procedure, no user can go to and use OFFICE Indexer.

Library indexing choice of None — Selecting None as a new indexing option causes that library to not be entered into the OFFICE Indexer index.

Library indexing choice of Full — If you select Full as an indexing option for a library, the Administration: Modify Library Indexing screen shows SUMMARY as the indexing option until Full indexing has occurred. The Full (words in text) indexing does not occur until after the first automatic index update is completed (or manual index update if you did not choose the automatic option).

System performance issues — When you create the index, system performance may decrease until after the index is created. If you did not choose the automatic daily index update option, using the manual index update feature may affect system performance until after the words-in-text portion of the index is created.

AFTER INSTALLATION

After installing your OFFICE Indexer software and creating your index, perform the following tasks (each documented in this section):

- Minimize system space of the OFFICE Indexer document/glossary words-in-text file by copying and reorganizing the words-in-text file
- Plan for routine index backups
- Add the OFFICE Indexer option to the VS OFFICE Main menu
- Create a logon procedure for specific users, if necessary, to restrict access to the Command Processor
- Distribute copies of this guide, and plan (if necessary) for training

Minimizing System Space of the OFFICE Indexer Index/Database Files

After successfully creating the OFFICE Indexer index (the OFFICE Indexer message "Create Successful" is shown in the Administration Status line), you can copy and reorganize the OFFICE Indexer index files to minimize their space on your system. OFFICE Indexer has procedurized the necessary steps for your convenience. When the OFFICE Indexer index/database files were originally created during software installation, room on your system was allocated according to the number of documents to be indexed. The space your index actually needs may be smaller than originally allocated.

The largest of the three files is the words-in-text file @DOCWIT@. It was allocated space based on Full indexing for the number of documents you specified during software installation. If you have libraries in the index that are not designated for Full indexing, and/or if you want to minimize the space this file occupies on your system, you should copy and reorganize this file. To copy and reorganize this file, as well as the other two index/database files @DOCUMNT and @@DOCUMN, follow these steps:

To Begin

Bring down the OFFICE Indexer Background task by running the program HALTOI. To do this, from the Command Processor press PF1 (Run Program or Procedure). Type *HALTOI* as the Program name, and then press RETURN/ENTER. After the OFFICE Indexer Background task has been brought down, verify that no users are using OFFICE Indexer.

Steps

1. From the Command Processor, press PF1 (Run Program or Procedure). Type *OIREORG* in the Program field, *OILIB* in the Library field, and your OFFICE Indexer *index/database volume* name in the Volume field. Press RETURN/ENTER.
2. Type @DOCWIT@ in the FILE field and your *OFFICE Indexer index/database volume name* in the VOLUME field. Press RETURN/ENTER. You are prompted about the progress of the procedure, and when the procedure has finished, you are prompted to press RETURN/ENTER. You return to the Command Processor.
3. Repeat Steps 2 and 3 for the files @DOCUMNT and @@DOCUMN.

Remarks

Failed Copy/Reorganize/Rename procedure — If the system fails or the OIREORG procedure is interrupted, a copy of the original file will exist as file OIORGFIL in Library @@WPIXJ on your OFFICE Indexer index/database volume. Through the Command Processor Manage Files/Libraries option, rename the file OIORGFIL using the name of the file you were using (@DOCWIT@, @DOCUMNT, or @@DOCUMN).

Regular use of the OIREORG procedure — the OIREORG procedure should be used on a regular basis to improve file access and minimize the space the OFFICE Indexer index/database files occupy on your system. How often you use this procedure should be based on the number of additions and deletions to the libraries included in the index, and on the number of libraries added to or deleted from the index.

Adding OFFICE Indexer to the VS OFFICE Main Menu

After installing OFFICE Indexer software and creating the initial index, you can add OFFICE Indexer as a user option on the VS OFFICE main menu. Instructions for adding applications to the VS OFFICE menus are detailed in the *VS OFFICE Administrator's Reference Guide* (Release 2.0).

Planning for Routine Backups and Routine Updates of the Index

You should back up the OFFICE Indexer index (library definitions for the index and the index itself) whenever you back up your word processing libraries. If you did not select the automatic index update feature, you should also arrange to manually update the index according to the needs of your users. (More information on backing up the index and application software can be found in "Backing Up the OFFICE Indexer Index" in Chapter 7.)

Creating a Logon Procedure for Specific Users

Through procedures or menus, along with a disabled HELP key, any user can be prevented from using the Command Processor, thus restricting access to the system. If you have users who automatically go to word processing after logging on, you may want to create a new menu and logon procedure for those users. You can create your own menu with word processing, OFFICE Indexer, and any other relevant software applications on the menu. (For more information on creating your own menus and logon procedures, refer to the *VS Programmer's Introduction* and *VS Procedure Language Reference*.)

Distributing Copies of This Guide and Planning for Training

After installing the software and creating the index, you should inform your users that OFFICE Indexer is available to them. Distribute copies of this guide and, if necessary, arrange for training. If you do not have enough copies of this guide, order additional copies as follows:

- Use the order form at the back of this guide.
- Call your Wang representative.
- Call WangDirect (the number appears on the order form at the back of this guide).

Remind your new OFFICE Indexer users that Chapter 1 contains a sample tutorial for them to follow. This tutorial will help them become familiar with OFFICE Indexer.

Chapter 7

MAINTAINING OFFICE INDEXER

OVERVIEW

Maintaining OFFICE Indexer involves the following routine administration tasks:

- Adding to or deleting from the index any libraries to be indexed, and modifying the type of indexing for one or more libraries
- Modifying and updating the index by selecting the automatic index update function or a manual index update, or both
- Checking the log file that is created every time the index is updated, and deleting log files when they are no longer necessary
- Backing up the OFFICE Indexer index itself, the index library definitions, and automatic indexing option
- Restoring the OFFICE Indexer index in the event of a major system-wide problem (when prompted by OFFICE Indexer)
- Recovering the OFFICE Indexer index using DMS/TX (when prompted by OFFICE Indexer)

Only if you have VS Security access can you use the Administration functions. The Administration functions are available only when you select or call OFFICE Indexer as a VS program (from the Command Processor) or from the VS Wang OFFICE main menu.

As the OFFICE Indexer administrator, you should have read the *VS OFFICE Indexer Customer Software Release Notice* and be familiar with VS system administration as detailed in the following documents:

- *VS System Administrator's Reference*
- *VS System Operator's Reference*
- *VS DMS/TX Reference*

ADDING A LIBRARY TO THE INDEX

You can add one or more libraries to the OFFICE Indexer index. You can also change how one or more libraries are indexed (Full, Summary, None).

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF2 to select Modify Library Indexing.
2. The Modify Library Indexing screen appears. The current indexing options for each library are shown in the Current Indexing field. You have the following options:
Add a library to the OFFICE Indexer index — To add a WP library, press PF6 (Add WP Lib). To add a WP Plus Library, hold down SHIFT and press PF6 (Add WP PlusLib). Fill in the displayed fields and press RETURN (Accept). The system automatically adds the library alphabetically to the library display. If you do not want to add the library, press PF16 (Exit).
Change the new indexing option for any library — Move the cursor to the left of the library letter/name and press PF9 (Modify Indexing) until the option you want is displayed in the New Indexing (option) field.
Change a WP (IIS) non-default library to the default library — Move the cursor to the left of the library you want as the default and press PF7 (Change to Default Volume). You can also change WP (IIS) default libraries through the IIS Utilities menu.
3. Press PF16 (Exit) to exit to the Administration menu. The libraries added will be indexed during the next index update.

MODIFYING THE TYPE OF INDEXING FOR A LIBRARY ALREADY IN THE INDEX

You can change how one or more libraries are indexed (Full, Summary, None) by using Modify Library Indexing. You can also add libraries to the index at that time.

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF2 to select Modify Library Indexing.
2. The Modify Library Indexing screen appears. The current indexing options for each library are shown in the Current Indexing field. You have the following options:
Change the new indexing option for any library — Move the cursor to the left of the library letter and press PF9 (Modify Indexing) until the option you want is displayed in the New Indexing (option) field.

Add a library to the OFFICE Indexer index — Press PF6 (WP) to add a WP (IIS) library, or hold down SHIFT and press PF6 (WP Plus) to add a WP Plus library. Fill in the displayed fields and press RETURN. The system automatically adds the library alphabetically to the library display.

Change a WP (IIS) non-default library to the default library — Move the cursor to the left of the library you want as the default and press PF7 (Change to Default). You can also change WP (IIS) default libraries through the IIS Utilities menu.

3. Press PF16 (Exit) to exit to the Administration menu.

Remarks

Changes, additions, or deletions — The changes you make to your indexing options are reflected in the index after the next automatic or manual index update. If you delete a library from the index, all index entries for the library are deleted from the index. If you change the indexing option from Full to Summary indexing, the words-in-text index entries are deleted from the index.

CHANGING YOUR AUTOMATIC INDEXING OPTION

You can change or view your automatic daily indexing option by using Modify Automatic Indexing. You can also change or view the time currently set for the automatic indexing.

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF3 to select Modify Automatic Indexing.
2. The Modify Index Time for Automatic Indexing screen appears. Accept the displayed options or overstrike them. You have the following choices:

To automatically update the entire index once a day — Type *YES* in the Automatic indexing enabled? field. Type a time in the Default Time for Automatic Index Updating field. Use 24-hour time, for example, midnight is typed as 00:00, and 6 p.m. is typed as 18:00. Press RETURN (to Accept). You return to the Administration menu. The entire index (Summary and text portions) will be updated daily by this option. When you select the Update Index option from the OFFICE Indexer Administration menu, only the Summary portion of the index is updated; the words-in-text portion (the document/glossary text) is updated only during the automatic reindexing.

To not have the index updated automatically — Type *NO* in the Automatic indexing enabled? field. Press RETURN (to Accept). You return to the Administration menu. To update the entire index (Summary and text portions), use the Update Index option from the OFFICE Indexer Administration menu as needed.

3. Press RETURN to accept the displayed options, or press PF16 to exit without changing the original options.

The status display provides information on the current state of the index. To update the display, press PF1 (Update Status).

Remarks

Automatic reindexing — If for some reason the background task is unable to start automatic reindexing at the time you specified, the background task will attempt to start reindexing periodically over the next two hours. If after two hours, the background task is still unable to start the reindexing, no automatic reindexing takes place until the next day.

Changing your automatic indexing option — If you change your automatic indexing option from NO to YES, and select a time within two hours of the time you change your option, no automatic reindexing takes place until the next day.

Changing your time for automatic indexing — When changing the time for automatic reindexing, typing a default time within two hours of the current time causes no automatic reindexing to take place until the next day.

CHECKING THE STATUS OF THE INDEX

You can check the status of the index and/or background task at any time from the Administration menu.

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF1 (Update Status). The status line on the Administration menu displays a message describing the current state of the index. Common messages and their meanings are listed below:

Create Successful — The index has been created without errors and OFFICE Indexer can now be used.

Indexing Interrupted — The background task was stopped and therefore the index could not be updated. If you did not cancel the indexing, check the log file created when indexing was started for the cause of the interruption. (Log File messages are available in Appendix B.) If the volume is full, reorganize the libraries included in the index and use the Update Index option from the Administration menu.

Indexing cancelled — You cancelled the background task or cancelled indexing and the index updating was stopped. Either resubmit the background task in the procedure queue or wait for the next automatic index updating (if you selected that option).

Indexing in progress — The index is now being updated.

Indexing successful — The index was successfully updated.

Restore cancelled — You cancelled the Restore process before the index was completely restored. You must use the Restore option again before anyone can use OFFICE Indexer.

Restore in progress — The index is now being restored.

Restore interrupted — The background task was stopped and therefore the index could not be restored. If you did not cancel the background task, check the background task log file for the cause of the interruption.

Restore successful — The Restore procedure was successful in recovering the index. OFFICE Indexer can now be used.

Will create at time specified — When you used the Create Index procedure, you specified that the index was to be created at a time later in the day. The index will be created after that time.

Will create when user exits — The index can be created only when there are no users attempting to use OFFICE Indexer.

Will index at time specified — The index will be updated at the time you set through the Automatic Indexing Enabled option.

Will restore at time specified — The index will be restored at the time you set through the Automatic Indexing Enabled option.

2. If there is no change in the status of the index, the message will not change.

UPDATING THE ENTIRE INDEX AT ANY TIME

You can update the information in the OFFICE Indexer index at any time. If you do not use the automatic daily indexing option, you should use the Update Index option on a regular basis to keep the index current. The update takes place in background mode.

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF4 to select Update Index.
2. Press RETURN to update the index in background mode, or press PF1 to select another option.

The index update starts and runs in background mode. While the index is being updated, any files being edited, printed, or used for any reason by a user are not indexed (or reindexed if previously indexed). Any damaged files, such as word processing files that need recovery, are also not indexed (if new) or reindexed (if previously indexed). Any individual file that is being reindexed is not available for use.

If you have the automatic index update option in effect, only the Summary portion of the OFFICE Indexer index is updated; the document/glossary text portion is updated only by the automatic index update option. If you do not have the automatic index update option in effect, the entire OFFICE Indexer index is updated. While the text portion of the index is being updated, users trying to conduct a search using the Words-in-text field on the Search Index screen are prompted that no Words-in-text search is possible at that time.

3. The Status line displays the current state of the index. To update the status display, press PF1 (Update Status).

Remarks

Checking the update — Whenever the background task updates the index, the system automatically creates a log that details any errors that were found during the update. For more information, refer to “Checking (Displaying) Background Task Log Files” in this chapter.

Words-in-text portion of the index — If you choose not to use the automatic daily index update option, the first time you use the Update Index option, OFFICE Indexer will not only update the Summary portion of the index but will also create the initial words-in-text portion of the index. While the words-in-text portion of the index is being created or updated, your system’s performance may decrease.

CANCELLING THE CURRENT INDEX UPDATE OR RESTORE

Cancel Current Index Update/Restore lets you stop the Index Update or Index Restore process. This does not stop the background task from its routine updating every time a file is changed by a user; it only affects the current automatic daily or manual Index Update or Index Restore. Any other background task updates continue.

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF5 to cancel the current Index Update or Index Restore process.
2. Press RETURN to cancel the update or restore, or press PF1 to select another option. If you choose to cancel the update or restore, any file indexing in progress is allowed to run to completion, but no new files are opened for indexing.
3. The Status line displays the current state of the index. To update the status display, press PF1 (Update Status). (Status line messages are detailed in “Checking Status of the Index” in this chapter.)

CANCELLING THE BACKGROUND TASK

Cancelling the background task lets you stop all index updating and must be done before backing up your index and before IPLing or re-IPLing your system. Both the routine updating of the index and the automatic or manual update, which reindexes all files at one time, are cancelled. Any files in the process of being updated are completed, but no new updating is started. You can also cancel the background task from the operator’s console (which returns the index to the state it was in before being updated), or by running the program HALTOI from the Command Processor (which allows any file reindexing to be completed).

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF8 to cancel the OFFICE Indexer background task.
2. Press RETURN to confirm your choice or press PF1 to select another option. If you select to cancel the background task, any file indexing in progress is allowed to run to completion but no new files are opened for indexing.
3. The Status line displays the current state of the index. To update the status display, press PF1 (Update Status).

Remarks

Other ways to cancel the background task — You can also cancel the background task without using OFFICE Indexer by any of the following means:

- From the Command Processor press PF1 (Run Program). Type *HALTOI* in the Program field and press RETURN. Any files in the process of being updated are completed, but no new updating is started.
- For systems with VS Operating System Release 7 or above, use Control Procedure Scheduling as follows. From the Operator's Console screen, press PF7 (Non-interactive Tasks). Move the cursor next to the OFFICE Indexer background task (\$OIDBM\$ in Library OILIB) and then press PF12 (Cancel Proc). Type *YES* in the Allow program interception of cancel field, and press RETURN. Press HELP to return to the Operator's Console screen.
- For systems with VS Operating System under Release 7, use Control Procedure Scheduling as follows. From the Operator's Console screen, press PF7 (Non-interactive Tasks). Move the cursor next to the OFFICE Indexer background task (\$OIDBM\$ in Library OILIB) and then press PF12 (Cancel Proc). Type *YES* in the Allow program interception of cancel field, and press RETURN. Press HELP to return to the Operator's Console screen.

Restarting the background task — To start the background task running again, run OFFICE Indexer. The background task is brought up automatically any time any OFFICE Indexer user uses OFFICE Indexer. To submit the background task manually, press PF7 (Non-interactive tasks) from the VS Operator's Console screen. Submit the background task procedure *OIDBM* in Library *@SYSTEM@* on the system volume.

CHECKING (DISPLAYING) BACKGROUND TASK LOG FILES

A file listing any errors or special conditions is created automatically by the system whenever the background task updates the index. If you use the automatic daily index update feature, at least one file per day is created. From the log file listing you can display, print, or delete a particular log file.

To Begin

Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen.

Steps

1. Press PF6 (Display Background Task Log Files) to select Display the Background Task Log Files.

The log file shows each file automatically created by OFFICE Indexer each time the OFFICE Indexer background task was used. The files are shown in order, with the most recent file listed first, using the format Date Created then Time Created (24-hour time). The name of each file is LMMDD### for American systems and LDDMM### for European systems, where the MM stands for month and the DD stands for day of the month. The ### automatically increases by 1 each time the background task is used for reindexing that day.

2. Select one of the following options:

Print the contents of a file — Move the cursor to the left of the file ID and press PF10 (Print).

Delete a file — Move the cursor next to the file ID and press PF8 (Delete). You should delete the old file logs on a regular basis to save space. If you use the automatic daily indexing option, delete the logs weekly.

Display the log file listings for each file — Move the cursor to the left of the file ID and press RETURN (Display). The standard VS Display utility is used.

All errors or conditions that were found, such as “document x not reindexed,” are listed (refer to Appendix B for a listing of the errors and their meanings). Because a file is created automatically each time the background task runs, it is possible to have a file with no errors listed. Standard VS Display functions are available as documented in the *VS System Utilities Reference*. These functions are as follows:

PF1 (Display)	Display the Display menu from the file or resume displaying the file from the menu.
PF2 (First)	Go to the beginning of the file.
PF3 (Position)	Display the cursor's position and line number.
PF4 (Prev)	Display the previous record(s) in the file.
PF5 (Next)	Display the next record(s) in the file.
PF6 (Down)	Move the display down one line.
PF7 (Up)	Move the display up one line.
PF8 (Find)	Find a record in the file by record number and adjust the display.
PF9 (Text)	Find the next occurrence of specific text.
PF10 (R Margin)	Move the display over so that the right margin is shown.
PF10 (L Margin)	Move the display over so that the left margin is shown.
PF11 (Left 15)	Move the display to the left 15 columns.
PF12 (Right 15)	Move the display to the right 15 columns.
PF13 (Left 1)	Move the display to the left 1 column.
PF14 (Right 1)	Move the display to the right 1 column.
PF15 (Print)	Print a copy of all or part of the file.
PF16 (EOJ or Exit)	End Display processing.

Not all options are available at the same time. For example, if you are at the left side of the display, any PF key that moves the display to the left is not available.

3. Exit from the Log File by pressing PF16 (Return). You return to the Administration menu.

Remarks

Checking the Background Task Log File — You can also check the Background Task Log File from the Command Processor/Run Program screen. To use the VS Display utility, from the Command Processor press PF1 (Run Program or Procedure). Type *Display* in the Program field and press RETURN. Type the file name of the latest Background Task Log file that you want to check, type *OILOG* as the Library, and type your OFFICE Indexer index volume in the Volume field and press RETURN.

Use the Manage FILES/LIBRARIES option from the Command Processor to locate the log file on the day in question. If the Background task is running, the most current file is opened by the Background task and the system prompts that the file is in use when you try to display the file.

RESTORING THE OFFICE INDEXER INDEX

If the OFFICE Indexer index is ever damaged, the system prompts you to restore the index. The index consists of your library indexing definitions, the index files themselves, and your automatic indexing selection. The Restore Index Administration option lets you recreate the entire OFFICE Indexer index from your backup copy.

To Begin

Verify that all OFFICE Indexer users have cancelled out of OFFICE Indexer.

Steps

1. Install your backup copy of the OFFICE Indexer index by using your normal VS system administration procedures. Overwrite the existing files on your system and replace them with the backup copies. Backing up the database/index is covered in "Backing Up the OFFICE Indexer Index" in this chapter.
2. Go to the Administration menu by pressing PF11 (Administration) from the Search Index screen. Press PF7 (Restore Index) to select Restore Index from the backup copy. The Modify Library Indexing screen appears.
3. If you have made changes since your last backup in what libraries are included in the index, or how libraries are indexed, or if you want to make changes before restoring the index/database, use the following options:

Modify the current indexing option — Move the cursor to the left of the library ID and press PF9 (Modify Indexing) until the indexing option you want is displayed in the New Indexing field.

Add a library — Press PF6 (Add WP Lib), or hold down SHIFT and press PF6 (Add WP Plus Lib). Fill in the displayed fields and press RETURN (to Accept). Repeat for each library to be added.

Select a new default library — Move the cursor to the left of the library ID and press PF7 (Change to Default).

4. Press RETURN (to Accept) when you have finished modifying or adding to the index. To exit from Restore, press PF16 (Exit).
5. The Restore Index Time for Automatic Indexing screen appears. To automatically update the entire OFFICE Indexer index once a day, type *YES* in the Automatic indexing enabled? field and type a time in the Default Time for Automatic Index Updating field. If you do not want the index automatically updated, type *NO* in the Automatic indexing enabled? field.
6. Select one of the the following options:

To restore the summary portion of the index now and restore the text portion during the next index update — Press RETURN. Press RETURN again to confirm index restoration and return to the Command Processor. The OFFICE Indexer index is restored in background mode. This option restores the Summary portion of the index now. The document words-in-text portion of the index is restored either during the first automatic index update (if you typed YES in the Automatic indexing enabled? field), or when you select Update Index from the Administration menu for the first time.

Note: Until the Summary portion of the index is restored, no one can use OFFICE Indexer.

To return to the Modify Library Indexing screen — Press PF16. The index is not restored. You can redefine your library options, or press PF16 (Exit) twice to exit from OFFICE Indexer.

Remarks

Checking the Restore — Whenever the background task updates or restores the index, the system automatically creates a log that details any errors that were found during the update. For more information, refer to “Checking (Displaying) Background Task Log File” in this chapter.

System performance — If you select full indexing for a number of libraries, system performance may decrease while the words-in-text portion of the index is being restored.

RECOVERING THE OFFICE INDEXER INDEX

When prompted by the system to recover the index, you will need to use VS DMS/TX. DMS/TX is a transaction recovery and file-sharing system that allows you to reestablish the integrity of the OFFICE Indexer index. Updates to one or more indexed files are grouped as transactions. The system processes each transaction by applying the transaction fully or not at all. If the transaction is not fully applied, it is rolled back. Rolling back a transaction removes updates made to files during that transaction. It reestablishes consistency between data files by returning updated files to their previous state.

The VS system automatically performs a transaction rollback when it detects certain error conditions, such as a program cancel. Following a system prompt that the index needs to be recovered, or after a system or program crash, you can manually initiate softcrash recovery by using DMS/TX. (To use DMSTX software, refer to the *VS DMS/TX Reference*.) Please note that DMS/TX is not a substitute for regular backups, and there may be instances when you will have to restore the index from a backup copy. For more information on backing up your index, refer to “Backing Up the OFFICE Indexer Index” in this chapter.

To Begin

From the Command Processor, press PF1 (Run Program or Procedure). Type *DMSTX* in the Program field and press RETURN.

Steps

1. From the VS DMSTX Utility main menu, press PF4 (Recover Database from Softcrash). The DMSTX Utility Recovery Selection screen is shown.
2. Type *@WPIXJ* in the Recover DATABASE = field.

To display error messages during recovery, type *YES* in the Display error MESSAGES = field. Any errors encountered during recovery will be displayed.

To have the system create a file detailing the recovery, type *YES* in the Generate print REPORT = field. The volume and library assignment and the spooling of this file depend on your print mode defaults, established through the Set Usage Constants option from the Command Processor. After the print file is created, the system displays a message supplying the location of the print file.

3. Press PF3 (Recover DATABASE =). When softcrash processing is complete, the DMSTX utility produces a softcrash rollback report log as a print file. Print and analyze this log file if errors were encountered during recovery.

Note: The file recovery provided by DMS/TX is not a substitute for regularly scheduled backups of file volumes. Situations can occur which cannot be recovered using DMS/TX. For this reason backing up all file volumes on a regular basis is strongly recommended.

Remarks

Recovering the OFFICE Indexer index/database — If you IPL the system without removing the OFFICE Indexer background task \$OIDBM\$ from the Procedure queue, you may have to use the DMSTX utility to recover the index/database *@WPIXJ*.

BACKING UP THE OFFICE INDEXER INDEX

Every data processing and word processing installation runs the risk of partial or total loss of information due to system problems, power failure, or human error. The practice of backing up a system, volume, library, or file safeguards you against such a loss. Backup refers to the process of creating a copy of the information stored on-line on a particular volume, and placing this new copy on an off-line storage medium for safekeeping. Should loss or damage occur to the original, and should DMS/TX Recovery software not fully recover the information, the backup copy is available. The information restored from the backup copy will be what you copied on the day of the backup. Any files created since the backup are lost, as are any changes made to existing files since the backup.

Your regular backup schedule should include backing up the volume on which the OFFICE Indexer application and index are stored. System software and the application software need to be backed up only once — at the time of installation (your original copy of the software acts as your backup copy), or when the software or programs are updated. However, some files are created by the original application software when the OFFICE Indexer Install procedure is used. Using the Install procedure after the initial installation will scratch any OFFICE Indexer files (including your index).

Refer to the *VS System Operator's Reference* for information about VS backup procedures.

MOVING THE OFFICE INDEXER INDEX

At any time, you can move all of the OFFICE Indexer index and index-related files from one volume to another for reasons of performance or space. Before moving the OFFICE Indexer index/database files, you may want to copy and reorganize the new volume you plan to use in order to maximize space and performance on the new volume.

For optimal OFFICE Indexer (and system) performance, it is recommended that you use the VS Copy utility to reorganize the volume where OFFICE Indexer is to be moved. Reorganizing a volume (or file or library) improves file access time, thereby improving system performance. It also consolidates the existing data files, freeing up more contiguous file segments on your disk(s). If you do not use the Copy utility to reorganize the volume, more blocks may be needed to store the moved OFFICE Indexer index/database. This is because the OFFICE Indexer files become fragmented on your disk. For information on the VS Copy utility, refer to the *VS System Utilities Reference*.

To Begin

Before moving the VS OFFICE Indexer index, you must ensure that no users are using PACE, OFFICE Indexer, WP, WP Plus, or MemoryBase. This can be done by moving the index before or after your routine system backup when no users are logged on, or by using the LOGON/LOGOFF control function through the Operator's Console screen. To move the software during normal working hours, warn your users that their system will not be available by broadcasting a system message. Use PF6 (Broadcast System Message) from the Operator's Console screen for this purpose.

Steps

1. Cancel the OFFICE Indexer background task by using one of the following options:

Run the program HALTOI — From the Command Processor, press PF1 (Run Program or procedure), then type *HALTOI* in the Program field and press RETURN. This option allows any current index updates in process to run to completion but does not open any new files for indexing.

Select Cancel Background Task from the OFFICE Indexer Administration menu — This option also allows any current index updates in process to run to completion but does not open any new files for indexing.

Use Control Procedure Scheduling — From the Operator's Console screen, use the Non-Interactive Tasks option to cancel the OFFICE Indexer background task \$OIDBM\$ in Library OILIB on the index/database volume. The background task is controlled by OFFICE Indexer procedure OIDBM in Library @SYSTEM@ on the system volume. This option stops any index updating in progress and returns the index to its condition before the reindexing started. This is the fastest of the options and should be used when time is of the essence.

2. Verify that the OFFICE Indexer background task has indeed been brought down:
 - a. From the Command Processor, press PF11 (Enter OPERATOR Mode).
 - b. From the Operator's Console screen, press PF7 (Non-Interactive Tasks).
 - c. Move through the list of non-interactive tasks using PF5 (Next) and verify that the OFFICE Indexer background task (\$OIDBM\$) is not listed. Until \$OIDBM\$ has stopped running, you cannot move the OFFICE Indexer database/index. When you bring down the Background task, set the Allow Programmed Interception of CANCEL equal to YES.
 - d. Press HELP to return to the Operator's Console screen. Press PF1 to return to User Mode and the Command Processor screen.
3. From the Command Processor press PF1 (Run Program). Type *OIMENU* as the program name, *OILIB* as the Library name, and your *DATABASE/INDEX VOLUME* name (the volume on which you are now storing the VS OFFICE Indexer index) in the Volume field. Press RETURN.
4. The OFFICE Indexer menu appears. In the Change Index volume to field, type the name of the volume where you want the OFFICE Indexer index moved. Press PF1.
5. The system prompts you that the index/database is in the process of being moved, and prompts you when the move has been completed.

A subset of the PACE Manager Data Base Copy software is used to move the OFFICE Indexer index/database files. If an error occurs during the move operation, the Data Base Copy/PACE Manager screen may appear. If this happens, press PF16 (Cancel Copy) and then exit from the OFFICE Indexer OI Menu procedure. Before trying again, verify that all OFFICE Indexer users are logged out of OFFICE Indexer and that the OFFICE Indexer Background task is not running.

Remarks

Moving the index/database — When you move the index/database, only the index/database files are moved, not the OFFICE Indexer application software that is located on the system volume and/or the original OFFICE Indexer index/database volume.

BEFORE YOU IPL YOUR SYSTEM

When you need to IPL your system, remove the OFFICE Indexer background task (\$OIDBM\$ in Library OILIB on your index/database volume) from the Procedure queue.

To Begin

There are three ways to remove the background task from the Procedure queue. Determine which is the best approach according to your situation.

Steps

1. To remove the background task from the Procedure queue, use one of the following approaches:

Run the program HALTOI from the Command Processor — Press PF1 (Run Program or procedure), then type *HALTOI* in the Program field and press RETURN. This option allows any current index updates in process to run to completion but does not open any new files for indexing.

Select Cancel Background Task from the OFFICE Indexer Administration menu — This option also allows any current index updates in process to run to completion but does not open any new files for indexing.

Use Control Procedure Scheduling — From the Operator's Console screen, use the Non-Interactive Tasks option to cancel the OFFICE Indexer background task \$OIDBMS in Library OILIB on the index/database volume. The background task is controlled by OFFICE Indexer procedure OIDBM in Library @SYSTEM@ on the system volume. This option stops any index updating in progress and returns the index to its condition before the reindexing started. This is the fastest of the options and should be used when time is of the essence.

2. After you have IPLed your system, the background task is brought up automatically when any user uses OFFICE Indexer.

Remarks

Soft Crash — If IPLing your system causes a DMS/TX soft crash, recover the index file @WPIXJ using the DMSTX Recovery program. After a successful recovery, from the Command Processor submit the background task procedure *OIDBM* in Library @SYSTEM@ on the system volume. The background task is automatically submitted when any user goes to OFFICE Indexer.

OFFICE Indexer background task Procedure queue slot — After IPLing your system, verify that the scheduling option for the OFFICE Indexer background task slot in the Procedure queue is still set to Class "O".

Appendix A SYSTEM MESSAGES

This appendix alphabetically lists common OFFICE Indexer system messages that may appear while you are using OFFICE Indexer. Each message is followed by what the message means and what to do about it.

Access of Document *** in Lib ***** failed because of a system error.**

Determine which of the following conditions caused the error:

- You do not have access rights to that file, as defined by system level or file protection class security rights. If this is the case, disregard the message and select another document/glossary.
- Check the condition of the document through word processing, and if necessary, use word processing Recovery.
- There may not be sufficient stack space. When trying to use that document, press HELP and then press PF3 (Show Program Status) just before pressing the key that causes the error. If your remaining stack space is not 90,000 bytes (or more), there is insufficient stack space to perform the function from this place within OFFICE Indexer.
- If the error is not the result of any of the above conditions, have your system administrator contact your Wang Regional Service Center.

"&" [ampersand] is not supported in this field.

You are trying to use an ampersand (&) in a Search Index screen field, but the AND would not produce a usable Result List. For example, if you specified WP AND WP Plus in the Object Types field, no document or glossary would be found because it is impossible for one file to be in two different places at the same time. Replace the ampersand with a semicolon (;) for OR and continue.

Attempt to change default volume status for Library *** failed.**

You tried to change a non-default volume to the default volume. This was not possible because one of the volumes was either not mounted or exclusively in use.

Cannot access Program File *** . See your system administrator.**

This is an OFFICE Indexer program link error. The program file listed is either damaged or does not exist. The system administrator should restore the file named in the message from a backup copy. If the restored file is damaged, restore the file from your original copy of the software that you used to install OFFICE Indexer.

Cannot restore while indexing is in progress.

You selected Restore Index from the Administration menu, but an index update was in progress. Either wait for the index update to be completed, or use the Cancel Index Update/Restore option from the Administration menu.

Copy failed because Program COPYWP could not be accessed.

You tried to copy a document from either Result List, but the software that handles document copying was not available. Try again later, and if you receive the same message, have the system administrator check the Copy software (file name OPS1 in Library OILIB on your OFFICE Indexer database volume).

Could not access program WPDISP.

You tried to display an IIS (WP) document from either Result List, but the display software was not available. Try again later, and if you receive the same message, have the system administrator check the WP Display program software (file name WPDISP in Library @SYSTEM@ on your system volume).

Could not access program WPPDISP.

You tried to display a WP Plus document from either Result List, but the display software was not available. Try again later, and if you receive the same message, have the system administrator check the WPPDISP program software (file name WPPDISP in Library @SYSTEM@ on your system volume).

Could not access system record.

The OFFICE Indexer software could not access the system record in the OFFICE Indexer database. Try again later, and if you receive the same message, have the system administrator check the file listings in the *VSOFFICE Indexer Customer Software Release Notice*. Also have the system administrator check the system volume to verify that the file(s) are in the correct libraries and volumes.

Could not access WP.

You tried to edit an IIS (WP) document, or to use IIS word processing from the Result List. This is not possible at this time. Try again in a few minutes. If you still cannot use word processing, see your system administrator.

Could not pass document's ID to WP.

This is a system problem between the OFFICE Indexer software and your IIS word processing program. Determine which of the following is causing the error:

- Having a non-OFFICE Indexer supported version of VS/IIS installed on your system. You should have VS/IIS Release 4.40 (or above) installed.
- If VS/IIS Release 4.40 (or above) is installed, try using WP (IIS) and the document ID(s) you were trying to use through OFFICE Indexer. If you cannot use WP, there is a problem with your IIS (WP) software.
- If neither of the above two conditions is causing the problem, and the problem keeps reoccurring, have your system administrator contact your Wang Regional Service Center.

Could not update print values when closing Document ***.**

The document specified was printed, but the information you typed on the Print screen was not saved for later use.

Could not update summary when closing Document ***.**

The changes you made to the specified document's Document Summary through OFFICE Indexer were not made to the document's Document Summary in word processing. If you want to make those changes, go to word processing and into the Document Summary to make the changes.

Data base needs to be created.

The system administrator has installed the OFFICE Indexer software, but the initial index has not yet been created. Until the index is created, no user can use OFFICE Indexer.

Day out of range for month

In a date field, you specified more than 31 days for the month. Retype the date.

Decimal point not allowed in integer field.

You have included a decimal point or period (.) in a field. Delete the decimal point or period and continue.

DFB Error number: *** for Document ***** in Library ***** on *****.**

An error occurred in the OFFICE Indexer program when you tried to use a WP (IIS) document. Have your system administrator check the DFB Error number in the VS/IIS Document Access routines documentation. If you do not have the VS/IIS Document Access routines documentation, write down the message and have the system administrator call your Wang Regional Service Center.

Document *** in ***** on ***** is not on its library's default volume.**

You tried to use a document that is not on the default volume.

Document *** in Lib ***** on ***** is damaged and must be recovered.**

The document listed is damaged and cannot be used until you recover the document using word processing recovery.

Document *** in Lib ***** on Vol ***** could not be queued for printing.**

The document listed cannot be printed because someone else is using the document. Wait until the document is free before trying to print it.

Document *** in Library ***** on Volume ***** could not be found.**

The volume whose name you typed does not have the document and/or library whose name(s) you typed. Delete the volume name, and try again, or check to see what volume has the document or library you want to use.

Document *** in Library ***** on Vol ***** is not a Revision 3 document.**

This is a DFB error in the OFFICE Indexer software. The document selected is either damaged (in which case you should use Document Recovery through word processing), or was originally edited by a version of the VS/IIS word processing editor that precedes Revision 3. OFFICE Indexer does not support documents/glossaries edited by a version of the IIS WP editor that precedes Revision 3.

Document *** in Library ***** on Volume ***** already exists.**

You tried to copy a document on either Result List into a specified ID that is assigned to another document. Press RETURN to replace the listed document with the one you are copying, or type a new document ID. If you leave the ID field blank, the next available ID in the library will be used automatically.

Document *** in Library ***** on Volume ***** is in use.**

You tried to edit, print, display, or copy a file from the Result List, but that file is being used by another user, is queued to print, or is being reindexed. Try again later.

Document is in use.

You tried to edit, print, display, or copy a file from the Result List but that file is being used by another user, is queued to print, or is being reindexed. Try again later.

Embedded blanks not allowed.

You have added one or more blank spaces in a field but OFFICE Indexer cannot accept the blank(s). Delete the blanks/spaces and continue.

Encountered DBAM Error while accessing Document.

You tried to use a WP Plus document or glossary through OFFICE Indexer. There was a problem when the WP Plus Document Access routines enclosed with your OFFICE Indexer software tried to go to the WP Plus index files within WP Plus for the library you were using. The WP Plus index file for the library may be damaged. Have your system administrator check the WP Plus index files and if necessary, recover or restore them.

Enter specification on field's first line.

You used the PF key assigned to either OR or NOT but have not typed anything in the original field, only in the field with the OR or NOT. Type one or more words, terms, dates, or IDs in the original field, or use PF12 to delete the additional field.

Enter value in one library field only.

You typed information in both the IIS and WP Plus fields on the screen. You can use either IIS (WP) or WP Plus, but not both. Delete the information in either the WP Library field, or the WP Plus Library field.

Error accessing Index Summary Database for WP Plus Library ***.**

An error occurred when OFFICE Indexer tried to access the file AINDXSUM in the specified WP Plus library. Have the system administrator check the condition of that file and, if necessary, restore that file from the most recent backup copy.

Error accessing Prototype document.

You tried to edit or create a document or glossary or to print a copy of your Result List. If you were trying to edit or create a document or glossary, have your system administrator check the prototype document for the library in question. If you were trying to print a Result List, have the system administrator check the prototype document in the WP Glossary library (the "space" library). When OFFICE Indexer prints a Result List, it first creates a temporary print file in the glossary library. If there is a problem with the library's prototype, no print file can be created. Recover or recreate the Glossary library prototype document.

Error *** while submitting OI Background Task.**

This is a Submit error in the OFFICE Indexer software. The error code and its explanation may be found in the *VS USERSUBS Reference* (800-1315). If you do not have this documentation, write down what you were doing when this error occurred and write down this message. Have your system administrator contact your Wang Regional Service Center.

Error accessing prototype document for library *** on volume *****.**

There is a problem with that library. Your system administrator should check the condition of that library, and if necessary, recover or reorganize that library. If you were trying to print a Result List, have the system administrator check the prototype document in the WP Glossary library (the "space" library). When OFFICE Indexer prints a Result List, it first creates a temporary print file in the glossary library. If there is a problem with the library's prototype, no print file can be created. Recover or recreate the Glossary library prototype document.

Error accessing WP mapping file for Document.

The program had difficulty in correctly reaching the file WPCRT.DATA, which IIS (WP) word processing uses to keep track of the default volumes for word processing libraries. The file WPCRT.DATA may have been deleted, have the wrong protection class, or be in use by someone else. Any of these conditions would also cause problems with VS/IIS as well. Check the condition of your IIS software and, if necessary, check the condition of the WPCRT.DATA file.

Error accessing WP Plus System Database File.

The WP Plus system database may be damaged. If you experience problems with your WP Plus software, have your system administrator restore the database from a recent backup copy. If there is no problem with your WP Plus software and this message occurs again, have your system administrator contact your Wang Regional Service Center.

Error file cannot be printed.

The log file selected from the Background task log file has no entries and therefore cannot be printed. Use the Delete option to delete the file.

File for ----- is an Alliance Document.

The document that you selected from either Result List must be converted using WP Plus Conversion before it can be used by WP Plus or by OFFICE Indexer.

File for ----- is an IIS Document.

The file you selected is listed as a WP Plus, file but it has not yet been converted into the WP Plus format. Convert the document using WP Plus Conversion, and then delete the unconverted IIS (WP) document listed in WP Plus using the OFFICE Indexer Delete option.

File is locked by another user, please try again.

Someone else on your system currently has exclusive use of the file you tried to access. Wait and try again later to use this file.

File protection status prevents access to Document *** in Library *****.**

You tried to use the document listed, but you do not have access rights to that file. Select another file or see your system administrator.

File with name of Document *** in Library ***** is not a valid document.**

A non-document file has been copied into a document library and cannot be used by your word processing software. Delete the listed file or see your system administrator.

First character cannot be blank or 0-9.

You either typed a number in the field or left the field empty. Type one or more letters in that field.

Help Info not available.

You pressed PF13 for instructions on a particular screen but no instructions are available. Continue your work.

Hours out of range (0 – 23)

In the 24-hour Time field for automatic indexing, you specified the hour as more than 23. Retype the hour as a number from 00 (midnight) to 23 (11 p.m.).

IIS document library name can only be blank, A-Z or a-z.

You typed a number or special character in the IIS (WP) Library field. Type a single library letter or use a space for the glossary library.

IIS document library name can only have 1 character.

Your search choices are inconsistent: you specified that you want to search Object Type WP (IIS) but typed two or more characters to identify an IIS (WP) library. Type only one character to identify each IIS (WP) library you want.

Index file is locked by another user, please try again.

While trying to search for the files you want, two or more users tried to access the same OFFICE Indexer file at exactly the same time. Try again.

Indexing is already in progress.

You selected Update Index from the Administration menu, but an index update is already in progress. No action is necessary.

Indexing is not in progress.

You selected Cancel Current Index Update/Restore from the Administration menu, but the index was not being updated or restored. No action is necessary.

Insert refused. User does not have access rights to file.

You have tried to edit or change part of a file to which you do not have high enough access rights as defined by VS or WP Plus security. You may have the right to view or copy the file, but not edit it in any way. If you were not trying to edit a document or glossary, have your OFFICE Indexer system administrator check the file protection for files listed in the OFFICE Indexer Component listing (Chapter 3 of the *VS OFFICE Customer Software Release Notice*).

Invalid character in date

You typed a character other than a number (0-9), a question mark (?), or a slash (/) to separate months, days, and years in a date field. Correct the error by deleting the invalid character and/or replacing it.

Invalid character in digit field

You typed a character other than a number (0-9) in the ID field. Type a number over the invalid character(s).

Invalid character in integer.

You typed a character other than a number (0-9) in a field. Either delete the invalid character or type a number over the invalid character(s).

Invalid character in number.

You typed a character other than a number (0-9) in a field. Type a number over the invalid character(s).

Invalid character in time.

In the 24-hour Time field for automatic reindexing, you typed a character other than a number (0-59). Type a number over the invalid character(s).

Invalid character in word.

On the line that is blinking, one word, name, or term has a character in it that the system cannot understand. Check the line and delete any character other than a letter, number, or common word processing special character (hyphen, comma, period, or apostrophe).

Invalid date format

In a field for a date, you have either typed the date incorrectly, or not completed the date by leaving out the month, day, or year. You must specify a complete date, either MM/DD/YY for American systems, or DD/MM/YY for European systems.

Invalid digit format. Only 0 through 9 allowed.

In the ID field, you incorrectly typed the document or glossary ID. Retype your ID, making sure that the library letter or name is not included as part of the ID.

Invalid document library.

The document library typed is not recognizable by the system. Make sure that for WP Plus library you have typed upper- rather than lowercase letters.

Invalid first Character Set.

The character set number typed in the first Character set nos. field is not valid for the printer you selected. Retype your character set number(s) or see your system administrator.

Invalid First Footer Line.

The number typed in the First Footer Line field cannot be used. Type a different number.

Invalid First Footer Page.

The number typed in the First Footer Page field cannot be used. Type a different number.

Invalid First Header Page.

The number typed in the First Header Page field cannot be used. Type a different number.

Invalid first Left Margin.

The number typed in the Left Margin field is greater than the width of your paper. Type a new number.

Invalid format for comments.

The information typed in the Comments field cannot be read by the system. Check the characters you typed. You cannot use ranges in text fields.

Invalid format for document author.

The information typed in the Author field cannot be read by the system. Check the characters you typed, and if you have more than one author listed, check your syntax. For more information on using symbols, refer to "How To Make Your Searches More Specific" in Chapter 2. You cannot use ranges in text fields.

Invalid format for document ID.

The ID(s) typed in the ID field do not have the proper form or number of characters for an ID field, or you have used search symbols incorrectly. Check the number of characters in your ID field and check your syntax. If this error occurred on the Search Index screen, refer to "How To Make Your Searches More Specific" in Chapter 2 for more information on using symbols.

Invalid format for operator.

The information typed in the Operator field cannot be read by the system. Check the characters you typed, and if you have more than one operator listed, check your syntax. For more information on using symbols, refer to "How To Make Your Searches More Specific" in Chapter 2. You cannot use ranges in text fields.

Invalid Format option.

Your Format options are *justified*, *unjustified*, or *with Notes*. These appear as capital letters after you type them. Check your spelling.

Invalid Forms option.

Your Forms options are *continuous*, *standard*, *form 1*, or *form 2*. These appear in capital letters after you type them. Check your spelling.

Invalid From Page.

Your Print from Page number is either 000 or greater than the number of pages in your document. Type a new number between 001 and the last page number of your document.

Invalid letters, use only A-Z or 0-9.

The information you typed in the field had characters other than the letters A-Z, a-z, or the numbers 0-9. Check the field for typing mistakes or special characters.

Invalid Lines Per Inch option.

Your Lines per inch option is either 6 or 8. Make sure that one of these two numbers is in this field.

Invalid number format.

In a number field, you have typed a letter, special character, or number that the system cannot recognize. Type a valid number.

Invalid number of Originals.

The number you typed in the Originals field is greater than 99. You can print only 99 originals at one time.

Invalid option for Delete After Printing?.

Your available Delete options are *yes* (delete the file after printing) and *no* (do not delete the file after printing). Check your spelling.

Invalid Page Length.

The number of lines specified in the Page length field is not appropriate. You used a 0 or a number that exceeds the length of the paper you are planning to use. Check this number.

Invalid password.

The password you typed is not that document's password. Try typing the password again and then pressing RETURN, or select another file.

Invalid Pitch option.

Your Pitch option (number of characters printed per horizontal inch) is *10*, *12*, *15*, or *ps* (proportional space). Make sure that one of these four options is specified in the field.

Invalid Printer Number.

The number typed in the Printer number field does not correspond to a VS document printer. Check the number typed in this field. If you do not know what printers are available, see your system administrator. If you are familiar with the options available from the Command Processor, check the printers available.

Invalid second Character Set.

The character set number typed in the second Character set nos. field is not valid for the printer you selected. Type a valid character set number or see your system administrator.

Invalid second Left Margin.

The number typed in the Left Margin field is greater than the width of your paper. Type a new number.

Invalid Start Page.

The number typed in the Starting Page No. field is greater than the number of pages in your document. For example, there are 25 pages in your document and you typed page number 26 in the Starting Page No. field. Type a new number.

Invalid Style option.

Your available Style options are *final* (print with the line spacing as specified in your document's format line or Style Options) and *draft* (print double the line spacing as specified in your document). Check your spelling.

Invalid Summary option.

Your available Summary [page] options are *print* the Summary page and *omit* the Summary page. Check your spelling.

Invalid time format

The time you typed in the 24-hour automatic reindexing field cannot be read as typed. Check the time and correct as necessary. Make sure that you are typing the time in 24-hour time. (For example, 8:00 p.m. is typed as 20:00:00. The first part of the field is hours, the middle part is minutes, and the right-hand part is seconds.)

Invalid Thru Page.

The number you typed in the Print thru Page field is less than the number you typed in the Print from Page field. Type a number equal to or greater than the Print from Page number.

Invalid use of '?'.

You used the question mark (?) in a way that the system could not understand, for example, in the middle of a word or as part of a date. The question mark can only be used at the end of a word or name, or in a range as one of the values. For example, you typed *Jo?n* instead of *Jo*, or typed a question mark for a month, day, or year in a date field. Delete the question mark and/or rewrite your search and continue.

Invalid WP Plus Document Revision Code for ----- .

The WP Plus document you selected is incompatible with your current WP Plus software. Have your system administrator recover or restore this document from the backup copy onto the new WP Plus software.

I/O error for Document *** in ***** . See your system administrator.**

There is a problem with the document listed in the message. The system administrator should check the document for errors.

I/O error in **. See system administrator.**

You tried using or selecting a file to which you do not have access because of system or file level security. OFFICE Indexer does not check security or file protection until after you have selected a file for use. Disregard the message and select another file. If this error was not the result of selecting a document, have your system administrator contact your Wang Regional Service Center.

Leading blanks not allowed

In a field on the Search Index screen, you have left blank spaces between the beginning of the field and where your search information has been typed. Use the DELETE key to erase the blank spaces at the beginning of the field and press RETURN to continue.

Library *** on Volume ***** is full.**

You tried to create a new document, but there are no other document numbers that can be assigned. Delete or file onto diskettes some unneeded documents from that library, or try another library, or see your system administrator.

Library has already been defined in the OI database.

You tried to add a library to the OFFICE Indexer database through the Add Library option, but the library letter or name you typed is already a part of the index/database. No action is necessary.

Library index already existed.

The library you are trying to add to OFFICE Indexer has already been defined for and entered into the OFFICE Indexer index/database.

Link to File *** failed with error code *****.**

There is an error in the linking of OFFICE Indexer software components. Have your system administrator verify that all OFFICE Indexer components are present on your VS system and that they have the correct file protection classes. File component listings and their correct protection classes can be found in the *VS OFFICE Indexer Release 1.0 Customer Software Release Notice*.

Minutes out of range (0 – 59)

In the 24-hour time field for automatic indexing, you specified the minutes as more than 59. Type the minutes as a number from 00 (on the hour) to 59.

Missing ';'

On the Search Index screen, you have not completed the blinking field by adding the symbol for OR (a semicolon). Either delete one of the two values or, if you want to search by using an OR, insert a semicolon between the two values.

Missing ';' or '&'

On the Search Index screen, you have not completed the blinking word field by adding the symbol for OR (a semicolon) or AND (an ampersand). When typing two words, terms, or names, you must use either an OR or an AND. If you want to search by using an OR, insert a semicolon between the two values. If you want to search by using an AND, insert an ampersand between the two words.

Missing ';' or ':'

On the Search Index screen, you have not completed the blinking field by adding the symbol for OR (a semicolon) or Range (a colon). When typing two numbers or dates, you must use either an OR or a range. If you want to search by using an OR, insert a semicolon between the two values. If you want to search by using a range, insert a colon between the two values.

Missing ';', '&' or ':'

On the Search Index screen, you have not completed the blinking field by adding the symbol for OR (a semicolon), AND (an ampersand), or Range (a colon). When typing two numbers, words, names, or dates, you must use an OR, an AND, or a range.

Missing left side of range.

In either the date or the ID field, you have specified an incomplete search — a colon to define a range, with a number after the colon but no number or question mark (?) typed before the colon. Use the INSERT key to add a number before the colon, making sure that the number typed to the left of the colon is less than the number typed to the right of the colon.

Missing right side of range.

In either the date or the ID fields, you have typed an incomplete search — a number and then a colon to define a range but no number or question mark (?) typed after the colon. Type a number after the colon, making sure that the number to the left of the colon is less than the number typed after the colon.

Month out of range (1 – 12)

In a date field, you specified a number greater than 12 for the month. Type the number of the month you want, from 01 (January) to 12 (December).

No records to display

You tried to use the Display option, but there were no files on the list to display. No action is necessary. If there were files on the list, you would move the cursor to the left of the file you want and then press the PF key assigned to Display.

Not a valid document title.

The name typed in the Document Title field cannot be used by the system. Check your spelling or type a new name.

Not a valid volume.

The name typed in the Volume field does not exist. Check your spelling or type a new volume name.

Not a valid WP library.

The name typed in the Library field does not exist. Check your spelling or type a new name.

NOT specification lines require a search value.

On the Search Index screen, you used the PF key assigned to [But] Not but have not typed anything in the Not fields. Either type one or more words in the field, or erase the extra field using PF12.

Now printing.

The document you selected is now being printed.

Number exceeds maximum value.

You have typed a number greater than that allowed by the system in a field that accepts numbers, or you have exceeded the system's capacity for a search. Type a new number or edit your search.

#'s [numbers] put in field (e.g., number too large for screen field).

You have typed too many numbers in a field. Delete one or more numbers and continue.

OI background task has been canceled.

The OFFICE Indexer background task was cancelled. If you did not cancel the background task from the Administration menu, using the HALTOI program, or from the Procedure queue, check to see if someone else cancelled the Background task.

OI background task is not running.

OFFICE Indexer is not using the OFFICE Indexer background task at this time. If you are trying to create or update the index and this message is repeated, submit the background task \$OIDBMS\$ manually from the Procedure queue.

Operation is not valid for archived documents ***.**

You tried to print, copy, or display the archive index entry for a document.

Option not available.

While using OFFICE Indexer from another application (such as VS OFFICE Create Package or MemoryBase), you tried to use a PF key option that is not available when using OFFICE Indexer from another application.

OR specification incomplete.

On the Search Index screen, you used the PF key assigned to OR but have not typed anything in either the original field or the additional OR field. Either type one or more words in each field, or erase the extra field(s) using PF12.

OR specification lines require a search value.

On the Search Index screen, you used the PF key assigned to OR but have not typed anything in the OR field. Either type one or more words in the field, or erase the extra field using PF12.

Package Error: ----- encountered for -----.

An OFFICE Indexer software program error occurred while you were creating a VS OFFICE mail package through OFFICE Indexer. Try the function again. If you get the same message, try reversing the order of functions. If you were using OFFICE Indexer from Package, try using the Create Package option (PF14) from OFFICE Indexer. If you get the same message, try using OFFICE Indexer (without VS OFFICE Package) to locate the files you want. Write down the ID numbers, exit from OFFICE Indexer, and then use the VS OFFICE Package option. If you get the same message, then write down what you were doing when the error(s) occurred, and have your system administrator contact your Wang Regional Service Center.

Parentheses are not supported for this field.

You used parentheses () in a field, and the system tried to use the parentheses to define a group. Parentheses are not supported in this field in that way. Edit the field and continue.

Prefix search not allowed on date field.

You used the wild search character, the question mark (?), in either the Create Date field or the Revised Date field as part of a date, which is not allowed. Use a colon (:) between two dates to search for files created or revised between a range of dates. For example, January 1, 1986, to June 30, 1986, would be typed as 01/01/86:06/30/86 or 1/1/86:6/30/86. You can use the wild search character as part of a range. For example, to search for all files created between January 1, 1986, and the present, type 1/1/86:?.

Prefix searches not supported for this field.

You used the question mark (?) in a field, and the system tried to use the question mark as part of a word, term, number, or date. The wild search capability is not supported in this field in that way. For example, you typed *Jo?n* when you should have typed *Jo*. Edit the field and continue.

Ranges not supported for this field.

You used a colon mark (:) in a field, and the system tried to use the colon for a range. The range search capability is not supported in this field in that way. Edit the field and continue.

RETURN to confirm or PF1 to reselect.

The system is prompting you to confirm your choice by pressing RETURN or allowing you to change your mind by pressing PF1. To exit without continuing, press PF1.

Restore already in progress.

You selected Restore from the Administration menu, but the Restore program was already in process.

Seconds out of range (0 – 59)

In the 24-hour automatic indexing field, you specified the seconds as more than 59. Retype this part of the field as a number from 00 to 59.

‘;’ must be preceded by a search value.

On the Search Index screen, you typed the symbol for OR (a semicolon) and typed a word or name after the semicolon, but have not typed anything before the semicolon. Use the INSERT key to add a word or term before the semicolon.

Spaces not allowed.

You have added one or more extra spaces in a field. Delete the extra spaces.

There are no documents in Library *** on Volume *****.**

You tried to print, copy, display, or edit a document in the library and volume listed.

This field does not have any errors.

You used the Show Error option for a field without any errors. Move the cursor into a field with errors and then press the PF key assigned to Show Error.

This function is currently disabled.

The option associated with the PF key you pressed is not available. This is because the necessary software has not been purchased and/or installed on your system, or because the option selected is not available on OFFICE Indexer when you use OFFICE Indexer from another application.

This operation is invalid while indexing is in progress.

The option you selected cannot be used until the indexing or reindexing of that document or of the entire index is completed.

This operation is not valid unless automatic indexing is enabled.

You selected to create or restore the index during automatic indexing after you had selected not to have the index automatically updated.

Too many documents marked (no more than * allowed).**

You selected (marked) more than *** documents for use. Select fewer than ***.

Too many print requests outstanding for Document *** in Library *****.**

The same document has been queued for printing too many times. Wait awhile before requeueing that document.

Too many query specifications. Please simplify.

The Search that you have specified has exceeded the capacity of the OFFICE Indexer software. Delete one or more of the values and the associated symbol(s) or additional lines in one or more field(s).

Unable to write list to WP Plus document.

An error occurred when you tried to use the Save List option to save a copy of your Result List in a WP Plus document. Either print a copy of the list or save the list in an IIS (WP) document.

Upper bound of range cannot be less than lower bound.

In either the date fields or the ID field, the number typed as the "from" number is greater than the number typed as the "to" number. Retype the numbers with the range symbol colon (:), making sure that the first number is less than the second number.

User does not have access rights to ----- .

The document you selected has been restricted from your use. See your system administrator for more information.

User does not have access to Wang OFFICE. No package created.

You are not listed in the VS OFFICE directory of users. See your system administrator or VS OFFICE administrator.

User * is holding a *****@record.**

Two users are trying to use the same file (document or glossary) at the same time. Exit and try again.

User * is holding a related *****@record.**

You are trying to delete or modify a file (document or glossary) that another user is using. Wait until the other listed user has finished with that file and try again.

Value not in list.

You have typed an incorrect character, symbol, or word in a field, or left a field blank. Certain OFFICE Indexer fields only accept certain values. For example, in the Search Index screen, Archived and Volume fields only accept the values YES or NO, or a question mark (?). Correct the error and continue.

Vol *** for Doc ***** in ***** is held for exclusive use.**

The document you selected is stored on a volume now in exclusive use by another user. Try again later, or ask your system administrator to identify the owner of that volume so that you can contact that user.

Volume *** for Document is not a standard VS labeled vol.**

Verify that the document you selected is stored on the volume indicated in the message. This error indicates that the volume listed is mounted as an unlabeled volume and as such cannot be accessed for standard VS DMS file I/O.

Volume *** for Document ***** is not a standard VS labeled vol.**

Verify that the document you selected is stored on the volume indicated in the message. This error indicates that the volume listed is mounted as an unlabeled volume and as such cannot be accessed for standard VS DMS file I/O.

Volume *** for Document ***** in Library ***** is not mounted.**

You selected a document from either Result List, but the volume on which the document is stored is not mounted. See your system administrator.

VTOC error while accessing Volume *** for Document ***** in Lib *****.**

A system error occurred when OFFICE Indexer tried to access the Volume Table of Contents (VTOC) for the volume listed in the message. The volume and/or the VTOC may be damaged. Until the problem is corrected, you will not be able to use the documents and/or libraries listed in the message.

Warning: File SCREENS does not exist. Consult your Wang OFFICE Administrator to correct this.

The VS Wang OFFICE screen file SCREENS has been moved or renamed. If this file is renamed, or moved from its installation volume, VS OFFICE Indexer users who are not VS OFFICE users are not able to display WP Plus documents or glossaries. To correct this condition, rename the screen file SCREENS and/or move it to the Wang OFFICE library originally specified during installation of VS OFFICE software.

Warning: This document will not be placed in the OI [OFFICE Indexer] index.

You were creating a new document or copying an existing document into a library that your system administrator has not included in your OFFICE Indexer index. The information from the new document will not be available through OFFICE Indexer.

WIT syntax error.

In a word field on the Search Index screen, you have two (or more) words, names, or terms without a search symbol between them. Use the INSERT key, if necessary, to add an ampersand (&) for AND, or a semicolon (;) for OR between the two words.

WP could not access Document.

The IIS (WP) document you selected could not be accessed because it may be damaged or in use. If the document is damaged, try using word processing document recovery on that document.

WP Plus Error: ----- for ----- .

You tried to gain access to a WP Plus document or Document Summary but there was a problem when OFFICE Indexer tried to go to WP Plus. This is either an Access error and/or an OFFICE Indexer software program error. If you can use the document through WP Plus but not through OFFICE Indexer, there is a problem with the OFFICE Indexer linking. If you cannot use the document through WP Plus, there may be a problem with your WP Plus software. See your system administrator.

WP Plus library *** does not exist.**

The WP Plus library you typed does not exist. WP Plus libraries are identified by capital letters. Check that you have used all capital letters in typing the library name and that you have spelled the library name correctly.

WP Plus Library has not been created.

The name typed in the Library field does not exist. Check your capitalization and spelling. A WP Plus system administrator must have created a WP Plus library before it can be used, and you must be a listed WP Plus user to create and use WP Plus documents.

WP Plus Library *** not found.**

The name typed in the Library field does not exist. Check your spelling and capitalization. A WP Plus system administrator must have created a WP Plus library before it can be used, and you must be a listed WP Plus user to create and use WP Plus documents.

“&” [ampersand] is not supported in this field.

Refer to this message alphabetically under “ampersand”.

#’s put in field (e.g., number too large for screen field).

Refer to this message alphabetically under “numbers”.



Appendix B

BACKGROUND TASK LOG FILE MESSAGES

DOCUMENT CLOSE ERRORS

When the background task has finished updating the information for a file (document or glossary), it closes that file, which then becomes available for use on the system. The term document is used interchangeably in the software to refer to either a document or a glossary.

If the log file contains a number of errors listed in the appendix, you may have a problem. Check the condition of your OFFICE Indexer database/index, and the condition of the background task.

Note: You may have to cancel the background task to close the documents listed.

Document Close Error: Document Damaged

While the OFFICE Indexer index/database was being updated, a problem occurred with the document listed. You may have to use word processing recovery on that document.

Document Close Error: Unable To Free Space, Close Failed

The background task ran out of room to close the document. Check the condition of that document.

Document Close Error: Unexpected DMS Error, Close Failed

The background task ran into unexpected problems with the document listed. Check the condition of that document.

Document Close Error: Unexpected Error, Close Failed

Check out that file to see if something is wrong with it.

Document Close Error: Volume Full, Close Failed

The volume that stores the specified document may be overloaded. Delete files or move files from the volume listed to another volume.

Document Close Error: VTOC Full, Close Failed

The volume that stores the specified document may be overloaded. Delete files or move files from the volume listed to another volume.

Document Close Warning: Unexpected Event, Close Successful

Disregard this message unless it happens repeatedly. It may be the result of overloading either the volume or the background task.

DOCUMENT INDEX WARNINGS

When OFFICE Indexer updates or reindexes the files that form the index, it must have exclusive use of the group or library of files being reindexed. Otherwise, one of the following messages may appear. Each message will list the particular file/library/volume in question.

Document Index Warning: File In Use, File Skipped

The file to be reindexed was in use (for example, being edited or printed) and was not reindexed. If that file is not in use the next time a system update occurs, it will be reindexed then.

Document Index Warning: File Not Found, File Skipped

The file mentioned was not found, probably because it was deleted or moved off the system. This is a temporary condition, probably due to deleting the file after the file had been marked for reindexing. Disregard this message.

Document Index Warning: Library Not Found, File Skipped

The messages that specify when documents need to have their information updated into the index are not always processed immediately. Therefore, the library may have been deleted or moved before being updated. If the library was deleted or permanently moved, you will need to update the library definitions for OFFICE Indexer by using the OFFICE Indexer Administration option, Modify Library Indexing.

If the library was permanently deleted, delete the library from the OFFICE Indexer library listing. If the library was permanently moved from one volume to another, delete the original library listing and reenter the library with its new volume. Documents in the newly moved library will not be available for use in OFFICE Indexer until they have been reindexed.

Document Index Warning: Unexpected Error, File Skipped

When the background task tried to update this file, it ran into an unexpected error, and the file was not reindexed. If this error occurs frequently, you may need to restore the specified document.

Document Index Warning: Unexpected Error, Library Skipped

When the background task tried to update the files in the library listed, it ran into an unexpected error, and the files were not reindexed. If this error occurs frequently, you may need to restore the specified library.

Document Index Warning: Volume Mounted Exclusively, Library Skipped

The volume listed could not be accessed by the background task. If the volume is listed for updating and available during the next scheduled update, the library will be reindexed then.

Document Index Warning: Volume Mounted Exclusively, File Skipped

The volume listed could not be accessed by the background task. If the volume is listed for updating and available during the next scheduled update, the file will be reindexed then.

Document Index Warning: Volume Not Mounted, File Skipped

The volume listed was not mounted and could not be accessed by the background task. If the volume is listed for updating and available during the next scheduled update, the file will be reindexed then.

Document Index Warning: Volume Not Mounted, Library Skipped

The volume listed was not mounted and could not be accessed by the background task. If the volume is listed for updating and available during the next scheduled update, the library will be reindexed then.

DOCUMENT OPEN ERRORS

Before the background task can update/reindex the information in a file, it must have exclusive use of that file. If the background task cannot get exclusive use, the file is not updated/reindexed.

Document Open Error: Document Does Not Exist

The messages that specify when a document needs to have its information updated into the index are not always processed as soon as they are received; therefore, the file may have been deleted or moved before it could be updated. Disregard.

Document Open Error: Document In Use

The document listed was in use (for example, being edited or printed) and therefore was not accessible. If the document is available during the next scheduled update, it will be reindexed then.

Document Open Error: Document Is Damaged

The document listed cannot be reindexed until it is recovered through word processing recovery.

Document Open Error: File Is Not A Document

The file listed is not recognizable as a document file and was not reindexed.

Document Open Error: Insufficient Address Space

This is a temporary system condition. Disregard this message unless this message is listed repeatedly. Verify that the Background task Segment 2 Address space is at least 1024K.

Document Open Error: Invalid Access

The background task is no longer listed as a security administrator task. Check the security rights, and if necessary, change the file protection class.

Document Open Error: Invalid Document Id

This message is the result of missing or incorrect information. Disregard this message unless this message is displayed repeatedly, then contact your Wang Regional Service Center.

Document Open Error: Invalid Document ID and Volume

This message is the result of missing or incorrect information. Disregard this message unless this message is displayed repeatedly, then contact your Wang Regional Service Center.

Document Open Error: Invalid Document Library

This message is the result of missing or incorrect information. Disregard this message unless this message is displayed repeatedly, then contact your Wang Regional Service Center.

Document Open Error: Invalid Volume

This message is the result of missing or incorrect information. Disregard this message unless this message is displayed repeatedly, then contact your Wang Regional Service Center.

Document Open Error: Library Not Found

This message is probably the result of the library being deleted or moved. If the library was deleted or permanently moved, you will need to update the library definitions for OFFICE Indexer by using the OFFICE Indexer Administration option, Modify Library Indexing.

If the library was permanently deleted, delete the library from the OFFICE Indexer library listing. If the library was permanently moved from one volume to another, delete the original library listing and reenter the library with its new volume. Documents in the newly moved library will not be available for use in OFFICE Indexer until they have been reindexed.

Document Open Error: Maximum Number Of Files Open

Too many files were open, and the background task could not update all the necessary files. (The non-updated files should be updated during the next update.) Verify through the GENEDIT utility that your Maximum open files option is set to 35 (or greater).

Document Open Error: No Documents In Library

The library listed currently has no documents. If the library is no longer in use, delete this library from OFFICE Indexer by using the OFFICE Indexer Administration option Modify. If the library has just been created, this is a temporary condition until documents in this library are created.

Document Open Error: Not Enough Room In System

You may have to move or delete some files from your system, OFFICE Indexer volume, or document volume, or schedule a time to update the index when system use is at a minimum.

Document Open Error: Unexpected DMS Error

This message is the result of an unexpected condition. Check the file specified in the message for damage through word processing. If the file does not need to be recovered, and this message is displayed repeatedly for this file, either delete this file, or contact your Wang Regional Support Center.

Document Open Error: Unexpected Document Open Error

This message is the result of an unexpected condition. Check the file specified in the message for damage through word processing. If the file does not need to be recovered, and this message is displayed repeatedly for this file, either delete this file, or contact your Wang Regional Support Center.

Document Open Error: Unexpected System Error

This message is the result of an unexpected condition. Check the file specified in the message for damage through word processing. If the file does not need to be recovered, and this message is displayed repeatedly for this file, either delete this file, or contact your Wang Regional Support Center.

Document Open Error: Volume Full

The volume that stores the document file may be overloaded. Delete files or move files to another volume.

Document Open Error: Volume Is Not A Standard VS Volume

The volume listed could not be accessed by the background task. Check the volume listed and make sure that the VS volume has a standard VS label.

Document Open Error: Volume Mounted Exclusively

The volume listed was in use exclusively by another user or program. Check the access rights for that volume, and if assigned exclusively to one user, change the access rights.

Document Open Error: Volume Not Mounted

The volume listed was not mounted and therefore could not be accessed by the background task for updating.

Document Open Error: VTOC Full

Reallocate the size for the VTOC.

Document Open Error: WP PLUS DBAM Error

If this message appears, you probably will not be able to access WP Plus software through the Command Processor Run Program option. Check your WP Plus software/database for its integrity.

Document Open Error: WP PLUS Library Database Error

There is a problem with your WP Plus library database.

Document Open Error: WP PLUS System Database Error

There is a problem with your WP Plus system database.

FATAL ERRORS

The background task goes down when it encounters a fatal error. You must correct the condition listed in the message before you can update the OFFICE Indexer database/index.

DMS Error 60: File @DOCWIT@ in @@WPIXJA.

An error occurred while the index was being updated. The Before Image Journal file through DMS/TX is running out of extents for one of the following reasons; verify and correct each of the following conditions in turn:

- Check to make sure that the size of the DMSTX software Before Image Journal file is a minimum of 50 blocks. Increase the size of the Before Image Journal file through DMS/TX.
- An OFFICE Indexer index update transaction was too big to process. Write down what you were doing when the error occurred, then call your Wang Regional Support Center. You may also need to run DMS/TX Recovery.
- Your OFFICE Indexer index database has a fatal problem. Use the Restore Index option from the Administration menu.

DMS Error: File @DOCWIT@ in @@WPIXJA.

A fatal error occurred with the file @DOCWIT@ in library @@WPIXJA. Restore your OFFICE Indexer database/index through the Restore Index option from the OFFICE Indexer Administration menu.

Fatal Error: Automatic DMS/TX Recovery Failed, Run Manually

OFFICE Indexer automatically tries to recover its index (database) by using DMS/TX software. When this message occurs, you must use the DMSTX utility program to recover the database as documented in the *DMS/TX Reference*.

Fatal Error: Document Index Error

The background task tried to create or update the words-in-text portion of a document. The message should also provide you with a number, a dash, and another number (DBAM error codes). Contact your Wang Regional Service Center.

Fatal Error: Document Index Error 4 – 78

While the background task was trying to create or update the index/database, one of the OFFICE Indexer index files ran out of room. Follow the steps listed under the message “Max number of extents exceeded for @DOCUMENT [or @@DOCMN] in @@WPIXJA on database volume.”

Fatal Error: Dynamic Link Failed, Check Software Components

One of the links that join a number of components in the OFFICE Indexer program has failed. Verify that all components/files are in the same library and volume as the background task. Refer to the *OFFICE Indexer Customer Software Release Notice* for the file names.

Fatal Error: Missing System Record

One record within the OFFICE Indexer database/index, called the system record, contains system control background task information. This record is now either missing or damaged. First try using the manual Update option from the OFFICE Indexer Administration menu. If this error reoccurs, try to run DMS/TX recovery. If DMS/TX recovery fails, use your backup copy of the database/index to restore the database/index. Use the instructions in “Restoring the OFFICE Indexer Database” in Chapter 7.

Fatal Error: Port Name “@IDX” Is Being Used By Another Task

Most likely, the background task was submitted twice or a user is running a procedure using that port name. Check the status of the background task, and see if a user has a procedure with that port name.

Max number of extents exceeded for @DOCUMENT [or @@DOCMN] in @@WPIXJA on database volume.

While the background task was trying to create or update the index/database, the index/database file listed in the message ran out of room. Make sure that no one is running OFFICE Indexer and that the OFFICE Indexer Background task \$OIDBM\$ is not running. Then follow these steps:

1. From the Command Processor, press PF1 (Run Program or Procedure). Type *OIREORG* in the Program field and press RETURN.
2. Type the *file name listed in the message* in the File field, and your *OFFICE Indexer index/database volume name* in the Database Volume Name field. Press RETURN.

3. If this problem occurred while you were creating the index for the first time, use the Create Index procedure again, as documented in the installation instructions in Chapter 2 of the *VS OFFICE Indexer Customer Software Release Notice*. If this problem occurred during a routine index update or restore, use the manual index update (or restore) option from the Administration menu.

If the system fails or the OIREORG procedure is interrupted, a copy of the original file will exist as file OIORGFIL in library @@WPIXJ on your OFFICE Indexer index/database volume.

Max number extents exceeded for @DOCWIT@ in @@WPIXJA on DB Volume.

Refer to the message "Max number of extents exceeded for @DOCUMNT (or @@DOCUMN) in @@WPIXJA on database volume."

Warning: Invalid Message Received, Message Ignored

The background task received an invalid message by mistake. Disregard.

LOG FILE OPEN ERRORS

Before the background task starts to create or update the OFFICE Indexer database/index, it opens a log file. This file stores information on any unusual conditions that the background task encounters while it is operating. If the background task cannot open this file, it does not run but prints out one of the following error messages. Check the status of the background task, and if necessary, correct the condition that prompted the message.

Log File Open Error: Unexpected DMS Open Error

Disregard this message unless it appears repeatedly. It may be the result of damage to either the OFFICE Indexer database, the background task, or your VS system.

Log File Open Error: VTOC Full

The volume containing the OFFICE Indexer system files is full. Either delete or move some of the non-OFFICE Indexer files from this volume.

Log File Open Error: Volume Full

The volume containing the OFFICE Indexer system files is full. To consolidate each library and save disk space use the VS COPY utility with the REORG = YES option on each library. For more information on the VS COPY utility, refer to the *VS System Utilities Reference*. If this does not help, either delete or move some of the non-OFFICE Indexer files from this volume.

Log File Open Error: Volume Mounted Exclusively

The volume listed has been designated for exclusive use by another program. Either change the use designation, or wait until the volume is available.

Log File Open Error: Volume Not Mounted

The volume containing the OFFICE Indexer index is not mounted. Mount the volume and restart the OFFICE Indexer background task.



INDEX

A

Abstract, 1-8, 3-4
Abstract field
 adding information to, 3-4
 available values for, 2-3
 description of, 1-8
 how to fill in, 2-3
 use of, in archive entries, 4-5
Access rights to files, 3-3, 5-2, 5-4, 5-5
Adding libraries to index, 7-2, 7-3
Adding OFFICE Indexer to menus, 6-10
Additional copies of this guide, 6-11
Administration, OFFICE Indexer, 7-1ff,
Administrator, responsibilities of, 6-1
Ampersand (&), *see* AND
AMU, *see* Application Management Utility
Alerts
 in OFFICE Indexer, 1-5
 in WP Plus, 1-5
AND
 between fields, 1-10, 2-1
 examples of, 2-1, 2-6
 excluded in fields, 2-2, 2-3
 how to use, 2-1, (table) 2-6
AND NOT, *see* NOT
Application Management Utility, 1-5
Archive entries, (def.) 1-8, 6-3
 creating, 4-5
 deleting, 3-10
 editing, 4-6
 saving, 4-5
Archived field
 available values for, 2-3
 description of, 2-3
 how to use, 2-3
Author, (def.) 1-8, 1-10
Author field,
 description of, 1-10, 2-2
 how to fill in, 2-2
 search symbols for, 2-2 to 2-3, 2-5 to 2-8

Automatic indexing, (def.) 6-6
 change in option of, 7-3, 7-4
 change in time for, 7-3
 date format, 6-7
 manual index update vs., 6-6, 7-3, 7-4
 setting, 6-8, 7-3, 7-4
 time format, 6-7, 7-3
 viewing time for, 7-3

B

Background task
 cancelling, 7-6 to 7-7
 checking log file messages of, 7-7 to 7-8
 displaying log file messages of, 7-7 to 7-9
 log file messages, list of, B-1ff
 name of, 6-4, 7-7
 printing log file messages of, 7-8
 restarting, 7-7
 time for starting, 7-4
BACKTAB (PREV SCRNB TAB) key, 1-4, 1-11
Backup, 7-11
Blank fields, meaning of, 2-4
Blinking field(s)
 how to cancel blinking in, 2-3
 how to correct, 2-3
Boolean operators, *see* Search symbols
BUT NOT, *see* NOT

C

Cancel, how to
 Background task, 7-6 to 7-7, 7-14
 current index restore, 7-6
 current index update, 7-6
Characters, supported and unsupported, 2-5
Check, how to
 Background task log file, 7-7 to 7-8
 status of index, 7-4 to 7-5
Clear All, (def.) 3-1
Clear All (PF key), 1-13, 2-4, 3-1, 3-3, 4-3, 4-4

INDEX (continued)

Clear Field (PF key), 2-3, 2-4
Clear Line (PF key), 2-4
Colon (:), *see* Ranges
Comments field
 adding information to, 2-2
 description of, 1-8
 how to fill in, 2-2
 search symbols for, 2-2 to 2-3, 2-5 to 2-8
 use of, in archive entries, 4-6
Conventions used in this manual, 1-3
Copy, (def.) 3-1
Copy (PF key), 3-1, 3-9
Copy, how to
 document/glossary, 3-9
 file, 3-9
 non-indexed documents/glossaries, 3-9
Create Archive (PF key), 4-5
Create document/glossary, (def.) 3-1
Create, how to
 archived entry, 4-5 to 4-6
 document/glossary, 4-1 to 4-2
 index, 6-7 to 6-9
 logon procedure for users, 6-11
Create Index procedure messages, 6-8 to 6-9
Create Package
 using, to find documents, 5-1 to 5-3
 using, to send file copies, 5-4 to 5-5
Create Package (PF key), 3-1, 5-5
Create (PF key), 3-1, 4-1
Cursor keys, 1-4
Customization of OFFICE Indexer, *see* Set defaults

D

Data entry keys, 1-3
Database files, (def.) 6-3 to 6-4
 background information, 6-4 to 6-5
Database processing, 6-4
Date fields
 description of, 1-8
 how to fill in, 1-11, 2-3,
 restrictions in using, 2-3,
 search symbols for, 2-2 to 2-3, 2-5 to 2-8
 using ranges in, 2-7
Date Revised field, 2-4
Default library for indexing, 6-7, 7-2
Default Volume, (def.) 1-8
 available values for, 2-3
 using, in a Search, 2-3
 WP library on, 6-7, 7-2

Defaults, (def.) 1-8
 deleting Set defaults, 4-4
 editing or changing, 4-3 to 4-4
Delete, how to
 archive entry, 3-10
 character in OFFICE Indexer, 1-3, 1-10
 document, 3-10
 glossary, 3-10
 file entry, 3-10
 Set defaults, 4-4
DELETE key, how to use, 1-3, 1-10
Department field
 adding information to, 3-4
 description of, 1-8
 how to fill in, 2-2
 search symbols for, 2-2 to 2-3, 2-5 to 2-8
Display, (def.) 1-8, 3-2
Display, how to
 document, 3-12 to 3-14
 file, 3-12 to 3-14
 glossary, 3-12 to 3-14
 log file, 7-7 to 7-9
 utility, 3-12, 7-9
Display (PF key), 3-2, 3-13
DMS/TX utility
 concepts of, 6-4, 7-10 to 7-11
 not using as substitute for backup, 7-11
 using, to recover index, *see* Recover index
Documents/glossaries
 copying, 3-9
 creating, 4-1 to 4-2
 deleting, 3-10
 displaying, 3-12 to 3-14
 editing, 3-5, 3-6
 sending, 5-1 to 5-2, 5-4 to 5-5
Document Summary
 editing, through OFFICE Indexer, 4-6
 editing, through WP or WP Plus, 3-5
 saving, *see* Archive entries

E

Edit, how to
 archive entry, 4-6
 document, 3-5, 3-6
 document Summary, 3-5, 3-6, 4-6
 file, 3-5, 3-6
 glossary, 3-5, 3-6
 multiple documents/glossaries, 3-5 to 3-6
 one document/glossary, 3-5 to 3-6
 saved (archived) index entries, 4-6

INDEX (continued)

Edit, how to (cont.)
 set defaults, 4-3 to 4-4
 Summary, 3-4, 4-6
Edit (PF key), 3-2, 3-5
Erase, *see* Delete
Error, correcting on Search Index screen, 1-12,
 2-3
Error (System) messages, A-1ff
Exit (PF key), 1-6, 1-8, 1-13, 3-2

F

Fields, (def.) 1-8
 AND between, 1-10, 2-1
 clearing, 2-3, 2-4
 typing in, 1-8, 3-9, 3-11
File copies, sending, 5-4 to 5-5
First (PF key), 3-2, 3-3
Files
 copying, 3-9
 deleting, 3-10
 displaying, 3-12 to 3-14
 editing, 3-5, 3-6
 log, *see* Log file messages
 marking for use, 3-2, 3-3, 3-5, 5-2, 5-4, 5-5
 printing, 3-7 to 3-10
 selecting, from the Result List, 3-3
Filing, saving index entries before, 4-5 to 4-6
Full indexing option,
 changed from Summary, 6-9
 definition of, 6-5

G

Glossaries, *see* Documents/glossaries
Groups in a search
 examples of, 2-7
 how to use, 2-7
 restrictions in using, 2-2, 2-3, 2-7

H

HALTOI program, 6-10, 7-7, 7-14
Help, *see* On-line instructions

I

IDs, (def.) 1-8
IDs field
 description of, 2-2
 how to fill in, 2-2
 search symbols for, 2-2 to 2-3, 2-5 to 2-8

IIS, using, *see* WP, using
Include WP (PF key), 2-5

Index

 adding a library to, 7-2, 7-3
 backing up, 7-11
 changing indexing option for libraries included
 in, 7-2, 7-3
 creating, 6-7 to 6-9
 default for library, 6-6
 deleting a library from, 7-3
 how created, 1-6, 6-2 to 6-3
 how updated, 1-7, 6-3, 6-6
 minimizing system space for, 6-10
 moving, 7-12 to 7-13
 options for indexing, 6-5
 planning, 6-5
 recovering, 7-10 to 7-11
 reorganizing, 6-10
 restoring, 7-9 to 7-10
 status of, 7-4 to 7-5
 understanding, 6-2 to 6-5
 updating, *see* Index updating

Index/database files, 6-3 to 6-5, 6-10, 7-11

Index entries

 deleting, 3-4, 4-6
 editing, 3-4, 4-6
 saving, 4-5 to 4-6
 updating, 6-3, 7-3 to 7-6

Index Restore process, cancelling, 7-6

Index Update process, cancelling, 7-6

Index updating

 automatic, 7-3 to 7-4
 changing option for, 7-3 to 7-4
 manual, 7-5 to 7-6
 performing, 6-6

Indexing, automatic, *see* Automatic indexing

Indexing option, changing, 7-2 to 7-4

INSERT key, how to use, 1-3, 1-10

Instructions, *see* On-line instructions

Instructions (PF key), 3-2

International considerations, 2-4

Interrupt capabilities, 1-5, 1-6

Interrupt processing, 1-4

IPL, 7-11, 7-13 to 7-14

Items from screens, selecting, 1-4, 1-5

K

Keyboard

 customized, 1-5
 standard, 1-3 to 1-4

INDEX (continued)

L

- Last (PF key), 3-2, 3-3
- Libraries, (def.) 1-9
 - adding, to index, 7-2
 - changing indexing for, 7-2 to 7-3
 - default option for indexing, 6-6
 - deleting, from index, 6-9, 7-2 to 7-3
 - indexing options for, 6-5
- Libraries field
 - description of (Copy), 3-9
 - description of (Create), 4-1
 - description of (Search Index screen), 1-9, 1-10, 2-2
 - search symbols for, 2-2 to 2-3, 2-5 to 2-8
 - using ranges in, 2-7
- Library indexing
 - modifying, 7-2 to 7-3
 - options for, 6-5
 - updating, automatically, 6-6, 7-3 to 7-4
 - updating, manually, 6-6, 7-5 to 7-6
- Log file messages,
 - checking, using Display utility, 7-9
 - checking, using OFFICE Indexer, 7-7 to 7-9
 - deleting, 7-8
 - displaying, 7-7 to 7-9
 - format of, 7-8
 - how created, 6-5
 - list of, B-1ff
 - printing, 7-8
- Logging on and off, 1-7 to 1-8
- Logon procedure, creating, 6-11

M

- Maintaining OFFICE Indexer, *see*
 - Administration, OFFICE Indexer
- Manual index update, 6-6, 7-5 to 7-6
- Mark All (PF key), 3-2, 3-3
- Marking files for use, 3-2, 3-3, 3-5, 5-2, 5-4, 5-5
- Maximum size of a search, 2-8
- MemoryBase, 5-1, 5-3
- Modify, how to
 - automatic indexing, 7-3
 - indexing for a library, 6-5, 7-2 to 7-3
 - index update option, 7-3 to 7-4
 - Summary information, *see* Edit
- Modify Indexing (PF key), 6-7, 7-2
- Move, how to
 - cursor, 1-4, 1-10
 - index, 7-12

- Move, how to (cont.)
 - through a screen, 1-4, 1-10 to 1-11, 2-9
- Multiple words in Search Index screen fields, 1-11, 2-5 to 2-8
- Multi-Station software
 - definition of, 1-5
 - selecting files on Result List, 3-3

N

- Next (PF key), 1-13, 2-8, 2-9, 3-2, 3-3
- None indexing option, (def.) 6-5
- Noise words in index, 6-3
- NOT
 - examples of, 2-8
 - how to use, 2-8
 - PF key, description of, 2-8
 - restrictions in fields, 2-2, 2-3 2-4

O

- Object Types field,
 - available values for, 1-10 , 2-2
 - description of, 1-9, 1-10
 - filling in, 2-2
- OFFICE Indexer index, (def.) 1-9
- OIREORG, 6-10
- On-line instructions, 1-3, 1-5 to 1-6, 1-13, 2-5
- Operator field
 - description of 1-9, 2-2
 - how to fill in, 2-2
 - search symbols for, 2-2 to 2-3, 2-5 to 2-8
- OR
 - examples of, 2-3, 2-6
 - how to use, 1-11, 2-6
 - PF key, description of, 2-6
- Other applications using OFFICE Indexer, 1-1, 5-1ff

P

- PACE, 7-4
- Package
 - using, from OFFICE Indexer, 5-4 to 5-5
 - using OFFICE Indexer from, 5-1 to 5-3
- Parentheses (), *see* Groups
- Passwords
 - adding, to files, 3-4, 4-1
 - using files with, 3-3, 3-6, 4-1
- PF keys, *see* individual PF key name

INDEX (continued)

Plan, how to
 routine backups of the index, 6-11, 7-11
 routine updates of the index, 6-6, 6-11, 7-5 to 7-6
 your Index, 6-5
Procedure queue slot for OFFICE Indexer, 7-14
Prefix search, 2-9
Pre-installation checklist, 6-2
Prev (PF key), 1-13, 2-8, 2-9, 3-2, 3-3
PREV SCRNB TAB (BACKTAB) key, 1-4, 1-11
Print, (def.) 3-2
Print, how to
 document/glossary, 3-7 to 3-9
 field options, 3-7, 3-8, 3-10, 3-11
 file, 3-7 to 3-9
 log file, 7-8
 Result List, 3-10 to 3-11
Print list, (def.) 3-2, 3-10 to 3-11

Q

Question mark (?)
 in a field, 1-10, 2-2
 as wild search character, *see* Wild search

R

Recover index, how to, 7-10 to 7-11
Ranges
 examples of, 1-11, 2-2, 2-3, 2-7
 how to use, 2-7, 2-8
 using wild search with, 2-8
References, external WP Plus
 copying, 3-9
 indexing, 3-9
Related Wang documents
 list of, vii, 6-1, 7-1
 ordering, 6-11
Reorganize index, how to, 6-10
Recover index, how to, 7-10
Restore index, how to, 7-9 to 7-10
Restore index messages, list of, 7-4 to 7-5
Result List, (def.) 1-2, 3-1
 empty, meaning of 1-12, 2-4
 Expanded, 1-2, 3-1, 3-4
 keys used to show files on, 3-3
 options provided by, 3-1 to 3-2
 printing, 3-10 to 3-11
 saving, 3-11 to 3-12
 sort order for, 3-1
 standard (condensed) 1-2
 using, 3-1ff

S

Sample OFFICE Indexer tutorial, 1-9 to 1-13
Sample Search Index screen, 1-12
Save index entries before filing,
 how to, 4-5 to 4-6
Save list, (def.) 3-2, *see* Save Result List
Save Result List, 3-11 to 3-12
Search Index screen
 available symbols for, 2-6 to 2-8
 how to fill in, 1-9 to 1-13, 2-2, 2-4
 information for, 2-1
 sample, 1-12
 tutorial on using, 1-9 to 1-13
Search symbols, *see* AND, OR, NOT, Groups, Ranges, Wild search
Search, how to
 one library only, 2-1, 2-2
 using OR rather than AND, 2-6
 WP only, 2-2, 2-5
 WP Plus only, 2-2, 2-5
Security rights to files
 from other applications, 5-4
 from Result List, 3-3, 5-5
 from VS OFFICE Package, 5-2
Selecting and saving files within
 an application, 5-1ff
Select files, how to
 from VS OFFICE Package, 5-1 to 5-3
 on Result List, 3-3
 using Clear All key, 2-4, 3-3,
 using Mark All key, 3-2, 3-3
Select items from screens, how to, 1-4, 1-5
Semicolon (;), *see* OR
Send file copies using VS OFFICE Package, 5-4 to 5-5
Set defaults, (def.) 1-9
 changing, 4-3 to 4-4
 creating, (tailoring), 4-2 to 4-3
 deleting, 4-4
 editing, 4-3 to 4-4
 using, 2-1, 4-2 to 4-4
Set For Results (PF key), 4-3, 4-4
Set For Search (PF key), 4-3, 4-4
Show Error (PF key), 1-12, 2-3,
Show error, how to, 1-12, 2-3
Soft crash, 7-14
Sort order of files on Result List, 3-1
Special characters in a search,
 supported, 2-5
 unsupported, 2-5

INDEX (continued)

Status of index, checking, 7-4 to 7-5
Status line messages, 7-4 to 7-5
Summary indexing option, (def.) 6-5
Summary information, (def.) 3-2, 6-2, 6-5
Summary system files, 6-3
Supported characters, 2-5
Symbols used in a search, *see* Search symbols
System communication keys, 1-4
System messages, list of, A-1ff

T

Tailor OFFICE Indexer with set
 defaults, *see* Set defaults
Task, interrupting one to use another, 1-5, 1-6
Terminology, OFFICE Indexer, 1-8 to 1-9
Title field
 description of 1-9
 how to fill in, 1-11, 2-2
 search symbols for, 2-2 to 2-3, 2-5 to 2-8
Training, user, *see* Sample OFFICE Indexer
 Tutorial
Transactions (file updates), 6-4, 6-5
Type field
 adding information to, 3-4
 description of, 1-9
 how to fill in, 2-2
 search symbols for, 2-2 to 2-3, 2-5 to 2-8
Tutorial, OFFICE Indexer, 1-9 to 1-13

U

Update of index
 automatic, 7-3 to 7-4
 manual, 7-5 to 7-6
 options for, 6-6
 transactions (file updates), 6-4, 6-5
Unsupported characters, 2-5
User options, (diagram) 1-2

V

Volume field
 available values for, 2-3
 description of, 2-3
 on Search Index screen, 2-3
 when copying a file, 3-9
 when creating a document/glossary, 4-1
 when saving a Result list, 3-12
VS DMS/TX Reference
 as reference, vi, 6-1, 6-4, 7-1, 7-10
 ordering, 6-11

VS Multi-Station User's Reference
 ordering, 6-11
 as reference, vi, 1-5
VS OFFICE
 adding OFFICE Indexer to menus of, 6-10
 using OFFICE Indexer from, 1-7, 5-1 to 5-3
 using Package option of, 5-1 to 5-3, 5-4 to 5-5
VS Procedure Language Reference
 ordering, 6-11
 as reference, vi, 6-1, 6-11
VS Programmer's Introduction
 ordering, 6-11
 as reference, vi, 6-1
VS System Administrator's Reference
 ordering, 6-11
 as reference, vi, 6-1, 7-1
VS System Management Guide
 ordering, 6-11
 as reference, vi
VS System Operator's Reference
 ordering, 6-11
 as reference, vi, 6-11, 7-1, 7-11
VS System Utilities Reference
 ordering, 6-11
 as reference, vi, 3-12, 6-11, 7-8, 7-12
VS WP Utilities
 ordering, 6-11
 as reference, vi, 3-12

W

Wang documents, ordering, 6-11
Wang OFFICE VS OFFICE User's Guide
 ordering, 6-11
 as reference, vi, 5-4
Wang OFFICE VS OFFICE Administrator's Guide
 ordering, 6-11
 as reference, vi, 6-10
Wang OFFICE VS OFFICE Administrator's Planning Guide
 ordering, 6-11
 as reference, vi, 6-1
Wild search,
 examples of, 2-8
 using, 2-2, 2-3, 2-8
 within a range, 2-8
Word processing (WP), (def.) 1-9. *See also* Copy, Print, Display, Documents/glossaries
 creating a document using, 4-1 to 4-2
 creating a glossary using, 4-1 to 4-2

INDEX (continued)

Word processing (WP) (cont.)

editing one document/glossary using, 3-5 to 3-6

editing multiple documents/glossaries using,
3-5 to 3-6

using, 3-6, 4-1 to 4-2

Words in text, (def.) 1-9, 6-2

creating index for, 6-5, 6-6, 7-3, 7-5

full indexing option for, 6-5,

search symbols for, 2-2 to 2-3, 2-5 to 2-8

system file for, 6-3 to 6-4,

updating index for, 6-6, 7-3, 7-5, 7-6

Words in Text field

description of, 1-9, 2-3

filling in, 2-3

WP, *see* Word processing

WP, Include (PF key), 2-5

WP (PF key), 3-2,

WP Plus, (def.) 1-9. *See also* Copy, Print,
Display, Documents/glossaries

alerts within, 1-5

creating a document using, 4-1 to 4-2

creating a glossary using, 4-1 to 4-2

editing multiple documents/glossaries using,
3-5 to 3-6

editing one document/glossary using, 3-5 to 3-6
using, 3-5 to 3-6, 4-1 to 4-2

WP Plus (PF key), 3-2, 3-6

WP Plus only (PF key), 2-5

& (ampersand), *see* AND

() (parentheses), *see* Groups

: (colon), *see* Ranges

; (semicolon), *see* OR

? (question mark), *see* Wild search





Title VS OFFICE INDEXER USER'S AND ADMINISTRATOR'S GUIDE

Help Us Help You . . .

We've worked hard to make this document useful, readable, and technically accurate. Did we succeed? Only you can tell us! Your comments and suggestions will help us improve our technical communications. Please take a few minutes to let us know how you feel.

How did you receive this publication?

- Support or Sales Rep
- Wang Supplies Division
- From another user
- Enclosed with equipment
- Don't know
- Other _____

How did you use this Publication?

- Introduction to the subject
- Classroom text (student)
- Classroom text (teacher)
- Self-study text
- Aid to advanced knowledge
- Guide to operating instructions
- As a reference manual
- Other _____

Please rate the quality of this publication in each of the following areas.

	EXCELLENT	GOOD	FAIR	POOR	VERY POOR
Technical Accuracy — Does the system work the way the manual says it does?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Readability — Is the manual easy to read and understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity — Are the instructions easy to follow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples — Were they helpful, realistic? Were there enough of them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization — Was it logical? Was it easy to find what you needed to know?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrations — Were they clear and useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Attractiveness — What did you think of the printing, binding, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Were there any terms or concepts that were not defined properly? Y N If so, what were they? _____

After reading this document do you feel that you will be able to operate the equipment/software? Yes No
 Yes, with practice

What errors or faults did you find in the manual? (Please include page numbers) _____

Do you have any other comments or suggestions? _____

Name _____ Street _____

Title _____ City _____

Dept/Mail Stop _____ State/Country _____

Company _____ Zip Code _____ Telephone _____

Thank you for your help.



Fold



**NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES**

BUSINESS REPLY CARD
FIRST CLASS PERMIT NO. 16 LOWELL, MA

POSTAGE WILL BE PAID BY ADDRESSEE

**WANG LABORATORIES, INC.
PUBLICATIONS DEVELOPMENT
ONE INDUSTRIAL AVENUE
LOWELL, MASSACHUSETTS 01851**



Cut along dotted line.

Fold

Order Form for Wang Manuals and Documentation

① Customer Number (If Known) _____					
② Bill To: _____ _____ _____		Ship To: _____ _____ _____			
③ Customer Contact: _____ Phone _____ Name _____		④ Date _____	Purchase Order Number _____		
⑤ Taxable Yes <input type="checkbox"/> No <input type="checkbox"/>	⑥ Tax Exempt Number _____	⑦ Credit This Order to A Wang Salesperson Please Complete _____	Salesperson's Name _____	Employee No. _____	RDB No. _____
⑧ Document Number	Description	Quantity	⑨ Unit Price	Total Price	
⑩ _____ Authorized Signature _____ Date _____ <input type="checkbox"/> Check this box if you would like a free copy of The Literature Catalog (700-7647)			Sub Total		
			Less Any Applicable Discount		
			Sub Total		
			Local/State Tax		
			Total Amount		

Ordering Instructions

1. If you have purchased supplies from Wang before, and know your Customer Number, please write it here.
2. Provide appropriate Billing Address and Shipping Address.
3. Please provide a phone number and name, should it be necessary for WANG to contact you about your order.
4. Your purchase order number and date.
5. Show whether order is taxable or not.
6. If tax exempt, please provide your exemption number.
7. If you wish credit for this order to be given to a WANG salesperson, please complete.
8. Show part numbers, description and quantity for each product ordered.
9. Pricing extensions and totaling can be completed at your option; Wang will refigure these prices and add freight on your invoice.
10. Signature of authorized buyer and date.

Wang Supplies Division Terms and Conditions

1. **TAXES** — Prices are exclusive of all sales, use, and like taxes.
2. **DELIVERY** — Delivery will be F.O.B. Wang's plant. Customer will be billed for freight charges; and unless customer specifies otherwise, all shipments will go best way surface as determined by Wang. Wang shall not assume any liability in connection with the shipment nor shall the carrier be construed to be an agent of Wang. If the customer requests that Wang arrange for insurance the customer will be billed for the insurance charges.
3. **PAYMENT** — Terms are net 30 days from date of invoice. Unless otherwise stated by customer, partial shipments will generate partial invoices.
4. **PRICES** — The prices shown are subject to change without notice. Individual document prices may be found in the Corporate Publications Literature Catalog (700-5294)
5. **LIMITATION OF LIABILITY** — In no event shall Wang be liable for loss of data or for special, incidental or consequential damages in connection with or arising out of the use of or information contained in any manuals or documentation furnished hereunder.



Fold



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

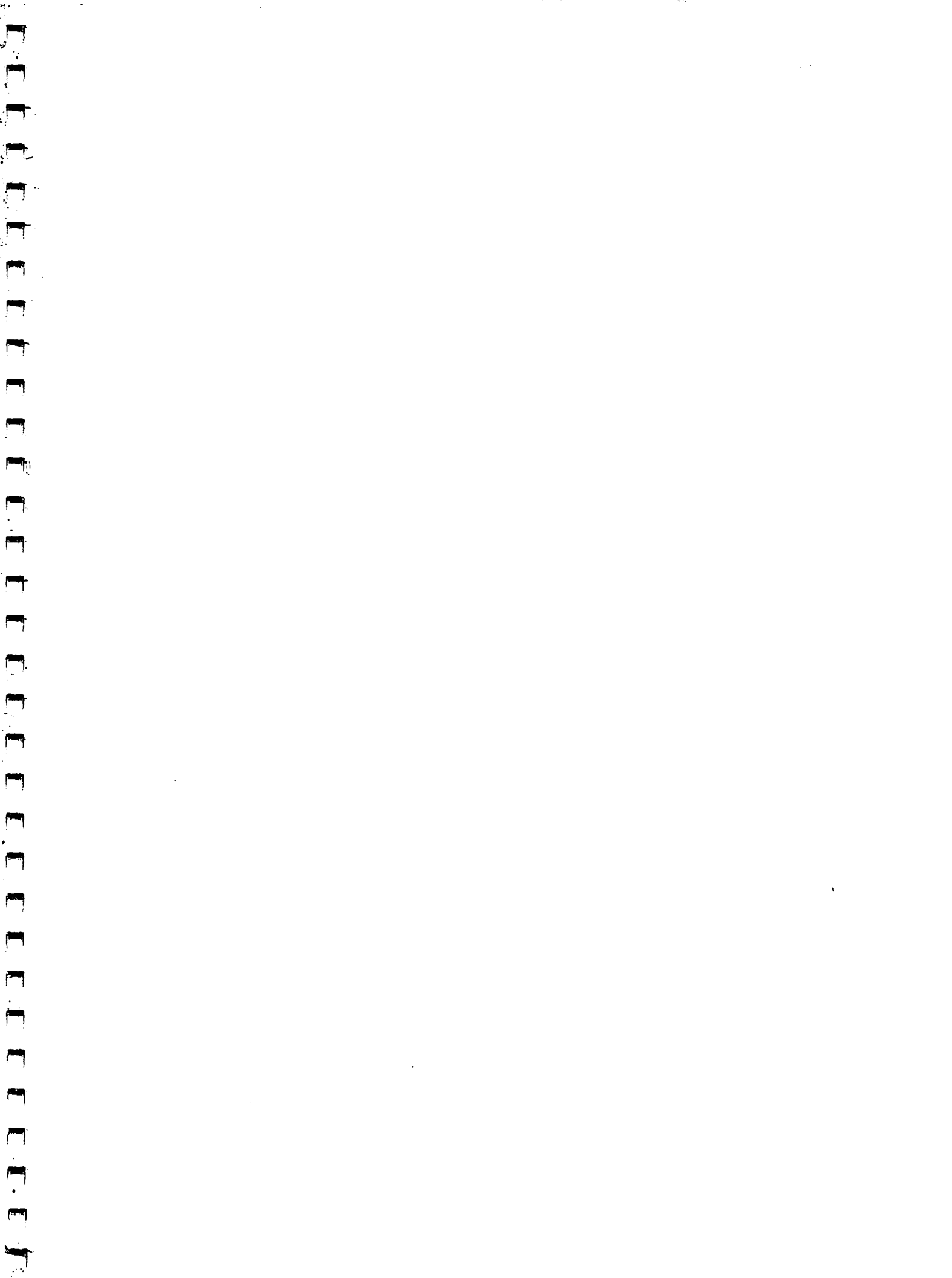
BUSINESS REPLY CARD
FIRST CLASS PERMIT NO. 16 LOWELL, MA

POSTAGE WILL BE PAID BY ADDRESSEE



WangDirect
Attention: Order Entry
800 Chelmsford Street
Lowell, MA 01851

Fold



WANG

ONE INDUSTRIAL AVE., LOWELL, MA 01851
TEL. (617) 459-5000, TWX 710-343-6769, TELEX 94-7421