

IBM
3730
Distributed
Office
Communication
System

Introduction

IBM

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Preface

This publication describes the IBM 3730 Distributed Office Communication System, and its features, and shows how it can help control and simplify the production of, and even reduce the volume of, office paperwork. The publication is intended for readers who want a nontechnical summary of the system and its possible use in their organizations to produce correspondence and other documents.

The publication has eight parts:

- Chapter 1 describes briefly the 3730 Distributed Office Communication System and the potential benefits to be obtained from using it.
- Chapter 2 describes the three devices that make up the 3730 system: the IBM 3732 Text Display Station, the IBM 3736 Printer, and the IBM 3791 Controller.
- Chapter 3 describes how documents are typed and edited at the 3732 Text Display Station.
- Chapter 4 explains how the 3730 system can help automate the production of frequently-used text.
- Chapter 5 describes how the functions of the 3730 system may be extended by application programs and by connection to a host computer.
- Chapter 6 lists those terminals of both a 3730 system and an IBM 3790 Communication System that can be connected to the same 3791 Controller and can operate concurrently for, respectively, text processing and data processing.
- Appendix A contains a diagram of each keyboard that is available and a list of the characters that can be displayed and printed.
- Appendix B gives examples of the four type styles that are available with the 3736 Printer.

For a more detailed and technical description of the 3730 system, see *IBM 3730 Distributed Office Communication System: System Description*, GA33-3022.

Examples appear in this book of simulated business correspondence and records used in day-to-day office work. To illustrate the examples as completely as possible, they include the names and addresses of individuals and companies and the names of brands, products, and services. All of these names and addresses are fictitious and any similarity to the names and addresses used by actual individuals or business organizations is entirely coincidental.

Second Edition, June 1979

This is a major revision of, and obsoletes, GA33-3021-0. The revision adds information about available processors and keyboards. Technical changes or additions are indicated by a vertical line to the left of the change.

Changes are periodically made to the information herein; before using this publication in connection with the operation of IBM systems or equipment, refer to the latest *IBM System/370 Bibliography of Industry Systems and Application Programs*, GC20-0370, for the editions that are applicable and current.

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Contents

Chapter 1. The 3730 Distributed Office Communication System 1-1

- The Size of a 3730 System 1-3
- Extending the Functions of the 3730 System 1-3
 - Application Programs for the 3730 System 1-3
 - Communicating with a Host Computer 1-3
- Streamlining Document Production 1-3
- Aids for the Operator 1-4
- Safeguarding Information 1-4
- Concurrent Operations of 3730 and 3790 Systems 1-5

Chapter 2. Units of the 3730 System 2-1

- IBM 3732 Text Display Station 2-1
- IBM 3736 Printer 2-2
- IBM 3791 Controller 2-3

Chapter 3. Typing and Editing Documents 3-1

- The Screen 3-1
- Commands 3-2
- Document Storage 3-2
- Typing a Document 3-2
 - Adjust Mode 3-2
 - No-Adjust Mode 3-2
 - Correcting a Document While Typing 3-3
 - Indenting Text 3-3
 - Typing Tables 3-3
- Editing a Document 3-3
 - Deleting Text 3-3
 - Inserting Text 3-3
 - Moving and Copying Text 3-4
 - Changing Text 3-4

- Dividing a Document into Pages 3-4
- Printing a Document 3-4
- Supervisory Operations 3-6

Chapter 4. Producing Automated Text 4-1

- Producing Documents from Prestored Pieces of Text 4-2
- Producing Documents from Patterns 4-4
 - Defining a Pattern 4-4
 - Using a Pattern 4-4
- Producing Text on Preprinted Forms 4-6

Chapter 5. Extending the 3730-System Functions 5-1

- Writing 3730 Programs 5-1
- Examples of 3730 Programs 5-1
 - Selective Mass Mail 5-1
- Methods of Connection to a Host Computer 5-3
- Examples of Host-Related Programs 5-3
- Programming Support for Host-Related Programs 5-3
 - Programming Support at the Host Computer 5-3
 - Programming Support at the 3730 System 5-3

Chapter 6. 3730-3790 Concurrent Operations 6-1

Appendix A. Keyboards and Character Sets A-1

Appendix B. Type Styles of the 3736 Printer B-1

Index X-1

Figures

Frontispiece. IBM 3730 Distributed Office Communication System (Design Models) iv

Figure 1-1. Units of the 3730 System (Design Models) 1-2

Figure 2-1. IBM 3732 Text Display Station with Keyboard (Design Models) 2-1

Figure 2-2. English (United States) Keyboard 2-2

Figure 2-3. IBM 3736 Printer (Design Model) 2-2

Figure 2-4. IBM 3791 Controller with Line Printer Feature 2-3

Figure 3-1. The Screen of the 3732 (Design Model) 3-1

Figure 3-2. A Document Printed by the Three Print Commands 3-5

Figure 4-1. Using Prestored Text and Adding Insertions 4-3

Figure 4-2. Producing a Document from a Pattern 4-5

Figure 4-3. Completing a Preprinted Form 4-7

Figure 5-1. Selective Mass Mail 5-2

Figure A-1. Displayable and Printable Text Controls A-2

Figure A-2. Function Key Symbols Used on Some Keyboards A-3

Figure A-3. Austrian/German Keyboard and Characters A-4

Figure A-4. Belgian Keyboard and Characters A-5

Figure A-5. Canadian (English) Keyboard and Characters A-6

Figure A-6. Canadian (French) Keyboard and Characters A-7

Figure A-7. Danish Keyboard and Characters A-8

Figure A-8. Dutch Keyboard and Characters A-9

Figure A-9. English U.K. Keyboard and Characters A-10

Figure A-10. English U.S. Keyboard and Characters A-11

Figure A-11. English U.S. Keyboard and Characters (75 Key Keyboard) A-12

Figure A-12. English U.S. (ASCII) Keyboard and Characters A-12

Figure A-13. Finnish/Swedish Keyboard and Characters A-14

Figure A-14. French (AZERTY) Keyboard and Characters A-15

Figure A-15. French (QWERTY) Keyboard and Characters A-16

Figure A-16. Italian (Communications) Keyboard and Characters A-17

Figure A-17. Italian (Stand-Alone) Keyboard and Characters A-18

Figure A-18. Norwegian Keyboard and Characters A-19

Figure A-19. Spanish Keyboard and Characters A-20

Figure A-20. Swiss (French) Keyboard and Characters A-21

Figure A-21. Swiss (German) Keyboard and Characters A-22

Figure B-1. Courier 10-Pitch Type Style (Actual Size) B-1

Figure B-2. Prestige Pica 10-Pitch Type Style (Actual Size) B-1

Figure B-3. Prestige Elite 12-Pitch Type Style (Actual Size) B-1

Figure B-4. Letter Gothic 12-Pitch Type Style (Actual Size) B-1



Frontispiece. IBM 3730 Distributed Office Communication System (Design Models)

Chapter 1. The 3730 Distributed Office Communication System

The IBM 3730 Distributed Office Communication System (see Frontispiece) is designed to help simplify the production of office correspondence and other business documents.

With the 3730 system your organization can:

- Type documents rapidly at a screen.
- Make changes easily when a document is to be revised.
- Take advantage of keyboard functions that automate many of the tasks usually carried out manually.
- Let the system format documents automatically.
- Store frequently-used text (sentences, paragraphs, and letters) for later recall as often as necessary.
- Have less repetitive typing.
- Use time more efficiently by letting the system print documents while others are being typed.
- Automate various office procedures, for example, mail logs.
- Have clerical and administrative staff use few keystrokes to create unique documents from prestored text.

The 3730 Distributed Office Communication System consists of IBM 3732 Text Display Stations, IBM 3736 Printers, and an IBM 3791 Controller. These units are shown in Figure 1-1 and are described in Chapter 2.

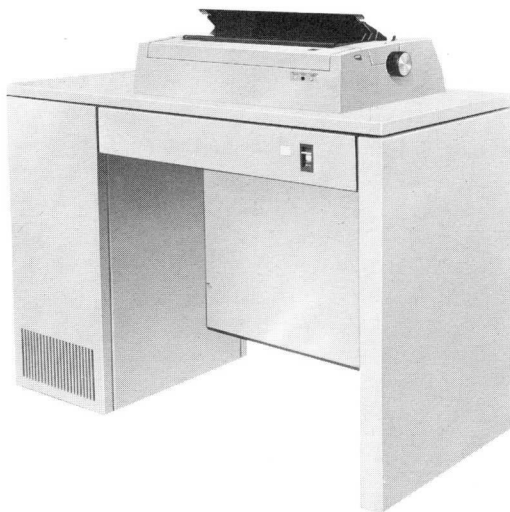


Figure 1-1. Units of the 3730 System (Design Models)

The Size of a 3730 System

The size and arrangement of a 3730 system can be matched to the needs of your organization. The smallest system must have a 3791 Controller, a 3732 Text Display Station with a keyboard, and either the line printer feature of the 3791 Controller or a 3736 Printer. The largest single system can have a 3791 Controller and up to a combined total of thirty-one 3732 Text Display Stations with keyboards and 3736 Printers (or a maximum of thirty if the controller is fitted with a line printer feature). A number of factors influence the performance of the system, for example, the number of display stations being used at one time and the type of work being done at them.

The display stations and printers can be up to 609 meters (2,000 feet) from the 3791 Controller.

Extending the Functions of the 3730 System

On its own, the 3730 system offers comprehensive text-processing functions for creating, editing, storing, printing, and archiving documents. The functions of the 3730 system can be extended by the use of application programs to suit your needs and by connecting the system to the computer of a host system. Programs can be written to run in the 3730 system or in a host computer.

Application Programs for the 3730 System

Using 3730 programs, the 3730 system can, without connection to a host computer, carry out a wide range of more specialized applications such as:

- Providing secretarial aids, including keeping executives' diaries of appointments, and prompting when replies to correspondence are due.
- Automating the logs of incoming and outgoing mail.
- Supplying variable information for use in 3730 documents.

Programs for the 3730 system are prepared at a computer and then either transmitted to a connected 3730 system or transferred to diskettes, which can be loaded into any suitable 3730 system.

Communicating with a Host Computer

If the 3730 system is connected to a host computer, 3730 system functions can be extended by application programming to allow:

- Documents sent from a 3730 system to be stored at the host system.
- Documents stored at the host system to be sent to a 3730 system.
- Documents to be distributed among the 3730 systems connected to the same host computer.
- Information stored in the host system to be used so that, for example, centrally held details may be included in locally generated correspondence and other documents.

See Chapter 5 for further details of programming for the 3730 system and of communication with a host computer.

Streamlining Document Production

Office costs are a large percentage of the expense of running most businesses. Increasing the speed with which documents are produced and reducing the number of retyped documents can greatly improve office efficiency.

Take, for example, the production of a monthly report. It probably contains parts that hardly change from month to month, and parts that are new each month.

With the 3730 system, the first of these reports is produced by the following steps:

1. The originator writes or dictates a draft.
2. The operator types the draft at a 3732 Text Display Station, without interruptions for paper-handling and without worrying about mistakes. (Mistakes are easily corrected.)

The keyboard of the display station has keys (for example, to underscore a whole word) that automate many of the tasks a typist does manually at a typewriter.

In addition, the 3730 system has features that make it easy to produce properly-formatted text; for example, the operator can type a heading and/or footing once, and the system can print it subsequently on every page of a document.

3. When the operator has finished the draft, a copy can be printed while the operator types another document.
4. The originator corrects and amends the printed draft as necessary.
5. The operator types only the corrections and amendments; the unchanged text remains in the system.
6. The final version is then printed at a local 3736 Printer or at another 3736 Printer that is nearer to the recipient.

When the next month's report is due, the operator retrieves the previous month's report and replaces any changed information. The operator also types the new text to assemble a complete unique document. Because the operator has typed only the new text, only the changes need to be proofread. The typing and editing of documents are described in Chapter 3.

Besides speeding the typing, editing, printing, and updating of documents that are typed at the keyboard, the 3730 system can generate complete documents from patterns. These consist of prestored pieces of text and specifications for inserting one or more of the following:

- Other prestored text.
- Information typed by the operator.
- Information retrieved from 3730 system storage.
- Information obtained from the host computer.
- Information generated by application programs.

With few keystrokes, an operator can assemble a personalized document containing up-to-date information. The use of prestored text can save time and effort and is of particular benefit when accuracy and presentation are important.

Patterns and the production of automated text are described in Chapter 4.

Aids for the Operator

The 3730 system can be used by typing, secretarial, and clerical staff with little additional training. The keyboard of the 3732 Text Display Station is similar to that of a typewriter. The screen displays prompts and messages when necessary and, in certain circumstances, highlights pieces of text and errors to assist the operator. Changes appear on the screen as they are made.

For new operators, a training handbook contains instructions for the 3730 system. After using this handbook, operators should be able to use the system straight away.

For all operators, two other aids are available:

- Pressing the HELP key of the display-station keyboard causes the screen to display step-by-step details of how to use the system.
- A quick-reference booklet, readily to hand in a compartment in the keyboard, assists the operator who may have problems.

Safeguarding Information

The 3730 system protects documents and information in the following ways:

- The 3791 Controller and 3732 Text Display Stations can be fitted with keylocks to prevent unauthorized use.
- Before operators can use a display station, they must each type their operator number and password, which the system checks.

- Each operator has a 'profile' that defines which functions are available to that operator. A profile may specify, for example, whether an operator is allowed to use documents from another operator's store.
- When the operator stores a document, it must always be given a document name, which must be specified when the document is retrieved. It may also be given a get code and a delete code; if a document has a get code, this must be specified before the document can be printed or displayed; if it has a delete code, this must be specified before the document can be deleted or overwritten.
- Copies of important documents can be sent to the host computer, or recorded on diskettes, which can then be stored in a different location.

Concurrent Operations of 3730 and 3790 Systems

The 3730 system can operate concurrently with the IBM 3790 Communication System using the same 3791 Controller. In such a system, terminals of the 3730 system do text-processing work and terminals of the 3790 Communication System do data-processing work. For more details of concurrent 3730-3790 operations, see Chapter 6.

Chapter 2. Units of the 3730 System

The units that make up the 3730 system are:

- IBM 3732 Text Display Stations.
- IBM 3736 Printers.
- IBM 3791 Controller.

IBM 3732 Text Display Station

The 3732 Text Display Station (Figure 2-1) consists of a visual display unit and a typewriter-style keyboard. The keyboard is attached (by cable) to the display unit, which has a 381-millimeter (15-inch) antiglare screen.



Figure 2-1. IBM 3732 Text Display Station with Keyboard (Design Models)

Keyboard languages are: Austrian/German, Belgian, Canadian (English), Canadian (French), Danish, Dutch, English U.K., English U.S. (75 Key and 77 Key), English U.S. (ASCII), Finnish/Swedish, French (AZERTY), French (QWERTY), Italian (Communications), Italian (Stand-Alone), Norwegian, Spanish, Swiss (French), and Swiss (German).

Figure 2-2 shows the English (United States) keyboard and Appendix A shows all keyboards.



Repeat-Action Keys

Figure 2-2. English (United States) Keyboard

Many of the keys automate tasks that a typist has to do manually at a typewriter; for example, pressing the I-key while the CODE key is held down causes a whole word to be underscored. Keys are provided that help the operator to make corrections and insertions, to copy (that is, to repeat) text, to move text around a document, and to delete a character, word, line, sentence, or block of text. Certain other keys enable the operator to select the appropriate part of a document that needs attention.

Some of the keyboards have special keys that allow a wide range of accented characters to be easily created as shown in Appendix A.

IBM 3736 Printer

The 3736 Printer (Figure 2-3) is a bi-directional, impact printer that has a printing speed of up to 55 characters per second. It can print on both cut sheets and continuous stationery, the paper having a maximum width of 381 millimeters (15 inches).



Figure 2-3. IBM 3736 Printer (Design Model)

The 3736 can take single sheets, forms, envelopes, and labels if they are manually loaded, or it can take continuous paper that has these single items mounted on the paper. It can print up to five carbon copies.

Interchangeable print wheels with pitch settings of 10 or 12 characters per 25.4 millimeters (10 or 12 characters per inch) provide various type styles. The characters available on each print wheel are shown in Appendix A. Examples of the available type styles are shown in reduced size in Chapters 3, 4, and 5 and in actual size in Appendix B.

A variable-width forms tractor feature, a paper stacker/tray, and a paper carrier are available. All three are required for optimum printing of a wide range of continuous stationery.

IBM 3791 Controller

The 3791 Controller (Figure 2-4):

- Controls and coordinates the connected 3732s and 3736s, which can be up to 609 meters (2,000 feet) from it.
- Holds documents that are stored in the system.
- Can execute application programs.
- Uses removable diskettes on which documents can be copied for storage outside the system.
- Can have a line printer feature.



Figure 2-4. IBM 3791 Controller with Line Printer Feature

Line Printer Feature

The optional line printer feature (see Figure 2-4) is mounted on the 3791 Controller. The line printer uses continuous paper that can be up to a width of 381 millimeters (15 inches). There are three line printer features, which have different carriage widths or speeds.

Chapter 3. Typing and Editing Documents

This chapter briefly introduces the 3732 screen, the commands operators can use, and the system storage. It continues with a description of how documents are typed and edited (that is, modified), and printed.

The Screen

The screen of the display station (Figure 3-1) shows text, indicators, status messages, and a scale. The scale displays the positions of the left margin, the right margin, and the tabulator stops; the operator can change any or all of these when necessary.

The scale also highlights the horizontal position of the cursor, which is a bright marker that indicates where the next character is to be typed.

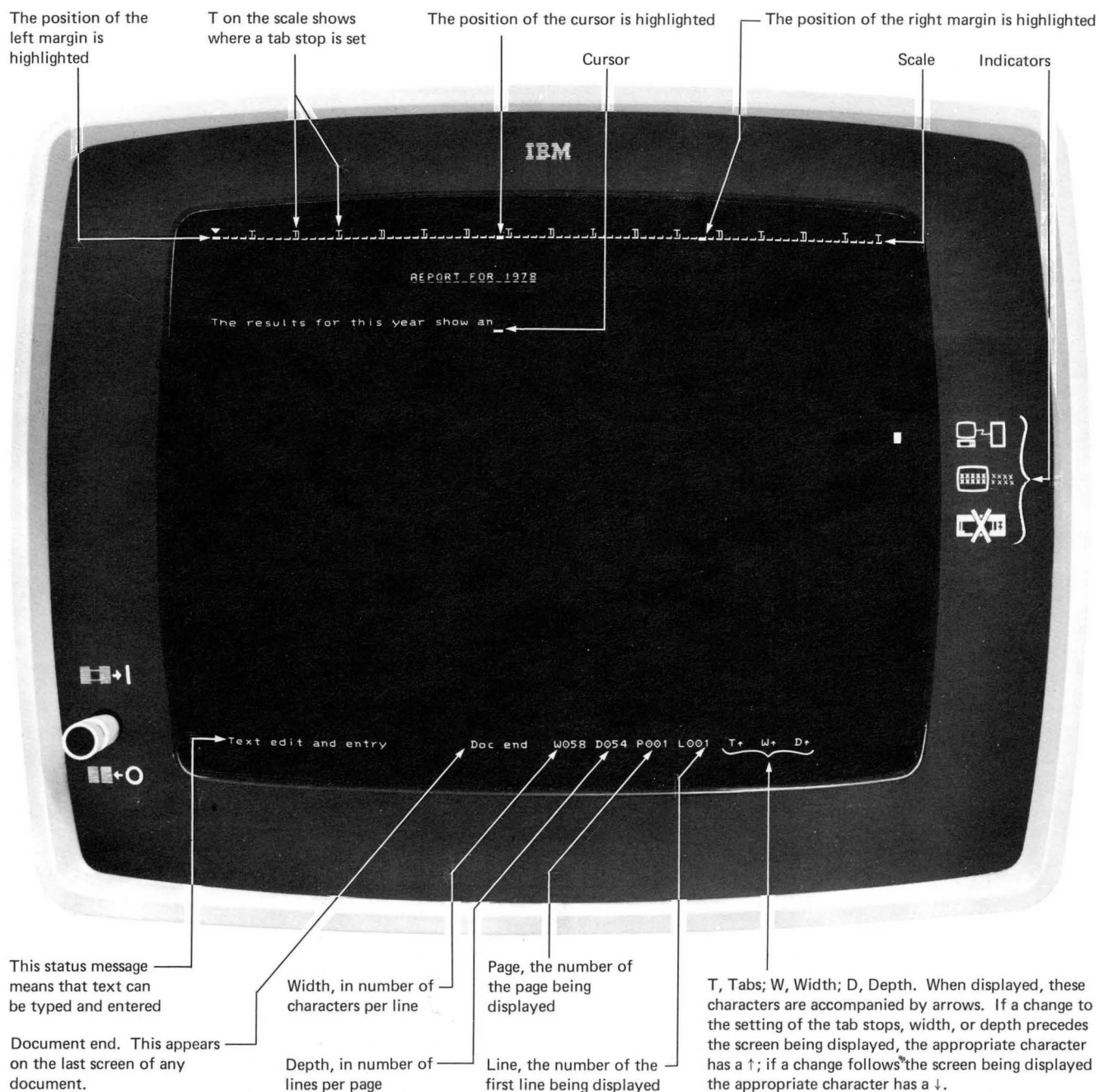


Figure 3-1. The Screen of the 3732 (Design Model)

Commands

The display-station operator uses two types of commands: immediate commands and text commands. Immediate commands (used, for example, to set a new width) take effect straight away. Text commands (used, for example, to number successive pages) are entered as part of the document; they take effect only when the document is formatted or printed.

Commands consist of easy-to-remember characters, for example, 'wd' for setting a width, 'pn' for page numbering. The operator can either type the whole command or, with immediate commands, can be prompted for each part of the command.

Using such commands the operator can, for example:

- Define a new line width and page depth.
- Set normal, centering, and decimal tab-stops.
- Cause text to be automatically centered.
- Define a heading and footing once at the beginning of a document, and have it automatically printed on every page.
- Find a particular page, word, or phrase.
- Change the first or every occurrence of a group of characters to something else.
- Define how documents are to be printed.

Document Storage

There are three types of storage in the 3730 system:

- Working store.
- Permanent store.
- Archival store.

Working store holds a document while the operator is working on it, that is, typing, displaying, or editing it.

Permanent store is where the operator stores the document if it is to be later displayed, edited, or printed. A document remains in permanent store until deleted.

Archival store is where documents may be held when they are not frequently used but must be retained. It can also be used for storing backup copies of documents held in permanent store. Documents can be archived by being copied onto diskettes, or being copied and sent to a host computer. When the archived document is required, it is copied back into permanent store.

Typing a Document

Adjust Mode

As their typing approaches the end of a line, typists usually slow down (although they may not be aware of this) to consider the best place to start a new line and whether a hyphen is required. The 3730 system removes the need for line-ending decisions through adjust mode.

Adjust mode is normally used whenever text, that is, sentences and paragraphs, is being typed. When text is in adjust mode, the screen automatically starts a new line when typing reaches the right margin. If a word does not fit on the line, the word is automatically placed on the next line. The operator does not need to look up to check line endings or to decide when to start a new line, and therefore can maintain full typing speed.

When typing reaches the last text line of the screen, a tone sounds to warn the operator that the screen is almost full. The operator then presses the ENTER key and continues on a fresh screen.

No-Adjust Mode

No-adjust mode is normally used when tables and other work with a special layout are being typed.

When the text is in no-adjust mode, the system does not automatically start new lines. A tone sounds when the typing is five positions from the right margin but the operator must choose the ends of lines by pressing the New Line (RETURN) key.

The system leaves text in no-adjust mode exactly as it was entered.

The operator can change from adjust mode to no-adjust mode and back as many times as are necessary in the same document by pressing the appropriate function keys.

Correcting a Document While Typing

A typist usually notices most typing errors as soon as they are made. To correct such errors, the display-station operator presses the Backspace Delete (BACKSPACE) key to delete the incorrect character(s). The operator does not need to erase from multiple copies or spend time painting out a mistake on paper.

If an operator is typing from dictation (either from shorthand or audio equipment) and the originator unexpectedly gives an instruction to insert text in a section that has already been typed, the operator just returns to the appropriate screen, presses the Block Insert (BLK INS) key and types the insertion. The insertion can be of any size and can contain text in both adjust and no-adjust modes.

Indenting Text

Text can be indented in both adjust and no-adjust modes by the operator setting a temporary left margin. For text in adjust mode, the system then automatically starts each line at the temporary left margin. In no-adjust mode, the system starts each new line at the temporary left margin when the operator presses the New Line (RETURN) key.

Typing Tables

Tables, such as for accounts and sales statistics, are normally typed in no-adjust mode so that the column layout is preserved by the system exactly as it was entered.

To make the typing of tables simple and speedy, the 3730 system has three types of tab stop: ordinary, centering, and decimal. Furthermore, the keyboard has a dual purpose key that assists the operator in typing the table either line-by-line, or column-by-column.

Editing a Document

Editing or updating a document on the display-station screen is quick and simple. Keys and commands are provided for displaying the top or bottom of a document, each screen, or a specified page or sequence of characters. The screen enables the operator to delete, move, copy, and insert text in an existing document or even change the width. The operator then adjusts the document by either pressing the ADJST key or entering an Adjust-with-Hyphenation command to produce a final document, which is correctly formatted despite all the changes.

A Display (DISP) key assists the operator to edit a document. This key controls the displaying of symbols that represent spaces, new lines, and tabs. Use of this key shows exactly how the document was originally typed so that operators can update work they did not themselves originally type.

Deleting Text

Function keys allow the operator to delete each of the following: a character, a word, a line, a sentence, and a block of text. A block can be of any size.

Inserting Text

When a screen of text is displayed, two empty lines remain at the bottom. If the text is in adjust mode and the operator inserts some characters, words following the insertion move down to the following line. This effect may continue down the screen from line to line until the screen is full. If the text is in no-adjust mode, however, the operator can insert words until only a particular line is full.

To insert large pieces of text in both adjust mode and no-adjust mode, the operator uses the Block Insert (BLK INS) key. When this key is pressed, the screen displays the last two lines of text before the insertion. The operator can then type the insertion, which can be of any size.

Moving and Copying Text

The 3730 system assists the operator both to move a block of text from one place to another in the same document, and to copy a block of text so that it appears twice (or more times if necessary) in the same document.

The operator simply indicates the beginning and end of the block, then chooses the position where it is to appear. The system highlights the block before the change is made so that the operator can confirm the action.

Changing Text

Two immediate commands are particularly useful during editing: Change First and Change All. The Change First command causes the text to be searched from where the cursor is positioned and changes the first occurrence of a specified sequence of characters to another specified sequence. Similarly, the Change All command replaces every occurrence of a specified sequence of characters by another specified sequence.

Dividing a Document into Pages

As we have seen, the 3730 system solves, through adjust mode, the problems of line-ending decisions. It also removes the need for page-ending decisions. As their typing approaches the end of a page, typists usually slow down to consider where to start the next page and to avoid making a mistake that could necessitate retyping the whole page.

With the 3730 system the operator types the whole document, however long, and does not worry about ending pages. When the document is finished, the operator presses a key (the ADJUST key) that divides the document into pages of the chosen depth. The operator can then look through the document on the screen to check that the page-endings are suitable. The 3730 system automatically avoids separating a single line of text from the rest of its paragraph but, if the paging is not satisfactory, the operator can type a command to force a page to end in another place.

If the document is to be printed with a justified right margin, the operator may decide to use the Adjust-with-Hyphenation command instead of the ADJUST key. Adjust-with-Hyphenation can reduce the rivers of white space that sometimes appear in documents printed with a justified right margin.

The Adjust-with-Hyphenation command divides the document into pages after highlighting each word that could be hyphenated. For each of these words, the operator either chooses a point at which the system is to insert a hyphen and end the line, or leaves the whole word at the beginning of the next line.

Printing a Document

Typing and printing are done separately in the 3730 system. The operator types and edits the document on the screen but a copy is printed only when required.

Two ways are available for requesting the system to print a document:

- The operator can type one of three print commands, which specify whether the document is to be printed exactly as displayed, with a ragged right margin, or with a justified right margin. Figure 3-2 shows results of the three commands.
- The operator can press the PRINT key of the display-station keyboard. The document will be printed by a printer and in a format both of which have been predefined for that operator.

When a print request is made, the document is placed in a queue. The printing of documents held in queues is controlled by a supervisory operator. When all the documents in a queue have been printed, the queue may remain active so that the next request causes printing to resume.

By using the appropriate text command, the display-station operator can specify spacing of 1, 1.5, 2, or 3 lines for a document to be printed by the 3736 Printer, and spacing of 1, 2, or 3 lines for a document printed on the line printer feature of the 3791 Controller.

Supervisory Operations

The day-to-day running of the system is controlled by supervisory operators who are responsible for operations such as:

- Starting up and closing down the system.
- Controlling operator access to the system.
- Controlling printing and archiving operations.
- Providing a common layout (line width, page depth, and tab-stop settings) that is automatically in force when the operators start work.
- Controlling the amount of system storage each operator can use for documents.
- Taking corrective action should problems arise.

Depending on the size of the system, the different departments who may use it, and how it is physically arranged, you may wish to select one or more supervisory operators.

Chapter 4. Producing Automated Text

A large proportion of the correspondence produced by many businesses consists of the same sentences and paragraphs used again and again.

Using the automated-text facilities of the 3730 system optimizes accuracy and control by centralizing the source of text, and minimizes the amount of new information to be provided when a specific document is to be produced.

Identifying which text your organization uses repeatedly and storing it in the system once, can improve document accuracy and uniformity, and can speed production for all display-station operators. Once the original text has been stored, any number of operators can use it at any time.

Those who request prestored text do not have to be skilled typists. They can be, for example, clerks or administrators who make short inserts in the prestored text.

The 3730-system automated-text functions handle two types of prestored material:

- Pieces of text.
- Patterns.

Producing Documents from Prestored Pieces of Text

Prestored text (1) can save your organization time spent on documents that consist of frequently used pieces of text, and (2) can help to ensure that those documents are accurate, and that they will appear unique to their recipients.

Pieces of frequently used text, containing indications of where any insertions are required, need only be stored once in the 3730 system's permanent store. Subsequently, the originator of an important document (say, a contract) needs only to list the names of the prestored pieces of text and write any insertions. A display-station operator can then assemble the complete document by:

1. Getting the pieces of text in sequence from permanent store.
2. Finding the points at which the insertions are to be made, either by inspecting the screen or by using a Find command.
3. Typing the insertions.

Figure 4-1 shows how the separately stored parts of a contract are used to produce a unique personalized document.

A long document can be accurately produced from very few keystrokes. It is often convenient to produce a draft for the originator to mark as negotiations take place and terms are settled. The draft can be quickly revised at a display station using the system's normal editing facilities. Parts of the document that must not be altered under any circumstances can be protected from editing.

These pieces of example text, with markers for where insertions are to be made, are stored in the system.

This Agreement is made between (***) whose office is at (***) (hereinafter referred to as "(***)") and (***) of (**) (hereinafter referred to as "the Contractor").	
The parties hereto agree as follows:	
The Contractor undertakes to provide (**) in accordance with the terms of this Agreement.	
In the event of cancellation or expiration of any Purchase Order issued hereunder, all work being performed thereunder in the Contractor's possession shall be delivered to (**).	
Each party will select and advise the other in writing of the name and address of a Managing Coordinator. The Managing Coordinator of each party shall be responsible for arranging visits, maintaining pertinent records and the like, and coordinating all work and any other requirements occasioned by this Agreement. Each Managing Coordinator shall advise the other of his successor or designee hereunder.	
For total services under this Agreement (**) shall pay the Contractor the sum of (**).	
Invoices should be submitted (**). (**) agrees to pay the Contractor net within (**) of the receipt of an acceptable invoice.	
This Agreement shall commence on the (**) day of (**), and shall expire on the (**) day of (**).	
In witness whereof the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.	
Signed for and on behalf of the Contractor	Signed for and on behalf of (**)
Authorized Signature-----	Authorized Signature-----

This contract is produced by the operator typing the insertions.

This Agreement is made between East-West Delivery and Storage Company whose office is at 201 East 42nd Street, New York (hereinafter referred to as "East-West") and John James Company of 919 Third Avenue, New York (hereinafter referred to as "the Contractor").	
The parties hereto agree as follows:	
The Contractor undertakes to provide safe, secure, and suitable storage space for 1,000 plywood cartons, measuring 2 feet by 4 feet by 2 feet, and containing printed paper, in accordance with the terms of this Agreement.	
In the event of cancellation or expiration of any Purchase Order issued hereunder, all work being performed thereunder in the Contractor's possession shall be delivered to East-West.	
Each party will select and advise the other in writing of the name and address of a Managing Coordinator. The Managing Coordinator of each party shall be responsible for arranging visits, maintaining pertinent records and the like, and coordinating all work and any other requirements occasioned by this Agreement. Each Managing Coordinator shall advise the other of his successor or designee hereunder.	
For total services under this Agreement East-West shall pay the Contractor the sum of One Thousand Dollars.	
Invoices should be submitted monthly. East-West agrees to pay the Contractor net within seven days of the receipt of an acceptable invoice.	
This Agreement shall commence on the first day of April, and shall expire on the thirty-first day of July.	
In witness whereof the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.	
Signed for and on behalf of the Contractor	Signed for and on behalf of East-West Delivery and Storage Company
Authorized Signature-----	Authorized Signature-----

Figure 4-1. Using Prestored Text and Adding Insertions

The type style shown here (reduced) is Prestige Elite 12-pitch.

Producing Documents from Patterns

A pattern is a prestored document that is defined once and subsequently used as often as required. It consists typically of text and references to sources of information. There is one such reference at every point in the text where variable information, such as a name, is to be inserted. Patterns are used when the same document, for example, an order acknowledgment, is used on many occasions.

Defining a Pattern

Like other documents, patterns are created at a 3732 display station. In addition to typing the text, the operator enters special commands at each point where variable information is to be inserted. These commands, provided by IBM, indicate information is to be obtained from:

- The keyboard of a display station.
- A document stored in the system.
- A file stored in the system.
- A program.

When information is to be obtained from the keyboard, the operator who designs the pattern may also define the prompts (for example 'Type recipient's name'), which will appear on the screen when the pattern is used.

When defining the pattern, the operator also specifies how documents obtained from the pattern are to be printed (for example, by which print command and the number of copies).

Using a Pattern

To create a unique document from a pattern, an operator simply requests the pattern by name and replies to the prompts, if any, which are then displayed. The 3730 system obtains the variable information and merges it with the text of the pattern to produce a properly formatted document.

Figure 4-2 shows an example of a pattern, the information that appears on the screen, and the final letter.

IBM provides a facility to extract names and addresses from a list stored in the system. The names and addresses are accessed one after another so that, for example, a pattern can be personalized automatically for everyone on the list.

This example of a prestored pattern contains two commands:

- Tif commands, for information to be keyed by the operator in response to prompts (see below).
- Tif commands, for information to be extracted from files stored in the system.

An operator requesting the above pattern is presented with prompts, such as these, and responds as required.

This letter is printed when the operator has keyed the information in response to the prompts and the system has supplied the remaining details.

Tif1
Tif2
Tif3

Tif4
Tif5

Dear Tif6 Tif7 ,

We are pleased to inform you that your client's application for life insurance has been accepted with the following provision: after reviewing the personal details submitted, we find it necessary to add an exclusion rider for Tif8 , which causes this policy to be Category Tif9 .

Please ensure that your client signs the enclosed form, and returns it, dated and witnessed, within fifteen days.

Thank you for your assistance in issuing this policy.

Sincerely,

James T R Sneath
Manager, Policies Department

Type date: August 8, 1978

Type holders name: G A C Thomas

Type policy no: 027905C

Exclusion for: gliding

Category no: 94

Figure 4-2. Producing a Document from a Pattern (Artist's representation only)

The type style shown here (reduced) is Prestige Pica 10-pitch.

Producing Text on Preprinted Forms

A pattern can be used when personalized information is to be printed in specified places on a preprinted form.

The source of each piece of information that appears on the form is predefined in the same way as the insertions in patterns. The source can be the keyboard, a stored document, a file, or a program. The position of each piece of information is also predefined, and so are the prompts (if any) that request information from the display-station operator.

The display-station operator requests the pattern and supplies responses to any prompts.

Figure 4-3 shows (1) an example of the information that an operator sees after requesting a pattern and (2) the form that has been completed using the information supplied from the keyboard and from files stored in the system.

Example of a preprinted form. The information that the 3730 system is to supply for the form comes from the operator and, in this example, from files stored in the system.

Form 27

Personal and Confidential

Lee Insurers Inc., Leesburg Pike, Vienna, VA 22180

We are auditing our records and wish to confirm that the details we hold are up-to-date. Please check that the information below is correct, sign the form, and return it within 10 days.

POLICYHOLDER'S DETAILS

Full name:	Date:
Date of birth:	Policy no:
Sex:	Policy category:
Height:	
Weight:	
Marital status:	
Signature.....	Date.....

Note: The information on this form does not invalidate the coverage provided by the policy of the above number. Lee Insurers Inc. reserve the right, however, to renegotiate the terms of the policy or the premiums payable if the information varies significantly from that provided in the policyholder's Application for Insurance.

An operator requesting the pattern is presented with prompts such as these, and responds as required.

Type date: September 14, 1978

Type policy no: 983418

The information provided by the operator in response to the prompts, and the remaining details obtained from the system files, are correctly positioned when the form is completed.

Form 27

Personal and Confidential

Lee Insurers Inc., Leesburg Pike, Vienna, VA 22180

We are auditing our records and wish to confirm that the details we hold are up-to-date. Please check that the information below is correct, sign the form, and return it within 10 days.

POLICYHOLDER'S DETAILS

Full name: Jessica Mary Wrighton	Date: September 14, 1978
Date of birth: June 8, 1957	Policy no: 983418
Sex: Female	Policy category: 12
Height: 5ft 5in.	
Weight: 120-130 lb.	
Marital status: Single	
Signature.....	Date.....

Note: The information on this form does not invalidate the coverage provided by the policy of the above number. Lee Insurers Inc. reserve the right, however, to renegotiate the terms of the policy or the premiums payable if the information varies significantly from that provided in the policyholder's Application for Insurance.

Figure 4-3. Completing a Preprinted Form (Artist's representation only)

The type style shown here (reduced) is Letter Gothic 12-pitch.

Chapter 5. Extending the 3730-System Functions

The text-processing functions of a 3730 system can be extended by (1) application programming and (2) connection to a host computer. Application programs may run in a 3730 system that is or is not connected to a host computer. Other application programs may run in a host computer.

Writing 3730 Programs

Writing programs for a 3730 system is similar to writing programs for an IBM 3790 Communication System. 3730 programs are written using 3730 and certain 3790 programming statements, which are assembled and processed on a computer such as that of an IBM System/370, and are tested at the 3730 system. The programs can be stored either in the 3791 Controller or on diskettes from which they can be loaded into the controller when required.

For further information on programming, see *IBM 3730 Distributed Office Communication System: System Description*, GA33-3022.

Examples of 3730 Programs

Programs for the 3730 system can be written to support your organization's specific requirements. The following examples show the use to which 3730 programs can be put:

- Creating and updating local name/address and customer data files.
- Accessing each of the addresses in a file and selecting recipients who satisfy certain criteria for mass mail (see 'Selective Mass Mail' below).
- Generating a personalized letter by searching files and carrying out calculations when a clerk enters an inquiry from a customer.
- Extracting details from files about the products that people have bought and including those details in a letter offering more of those products at a special price.
- Carrying out validity checks on data that is to be included in a document. For example, checking that the first figure is not greater than 10% of the second figure.
- Triggering some action when a certain date arrives. For example, listing the events in a diary for that date, or indicating that the reply to a previously sent letter is due, or automatically generating a reminder letter.
- Logging outgoing mail.
- Keeping a log of incoming mail.

Selective Mass Mail

Mass mail normally consists of letters, possibly with some variable content, that are sent to a large number of addresses. IBM provides a facility to extract each address in turn from a file of addresses stored in the system. The addresses can be used, for example, when the same letter is sent to many recipients. If the names and addresses are to be selected according to certain criteria, programs that supply the logic for these criteria are needed.

Figure 5-1 illustrates a letter addressed to customers whose files show they have frequently used a particular service.

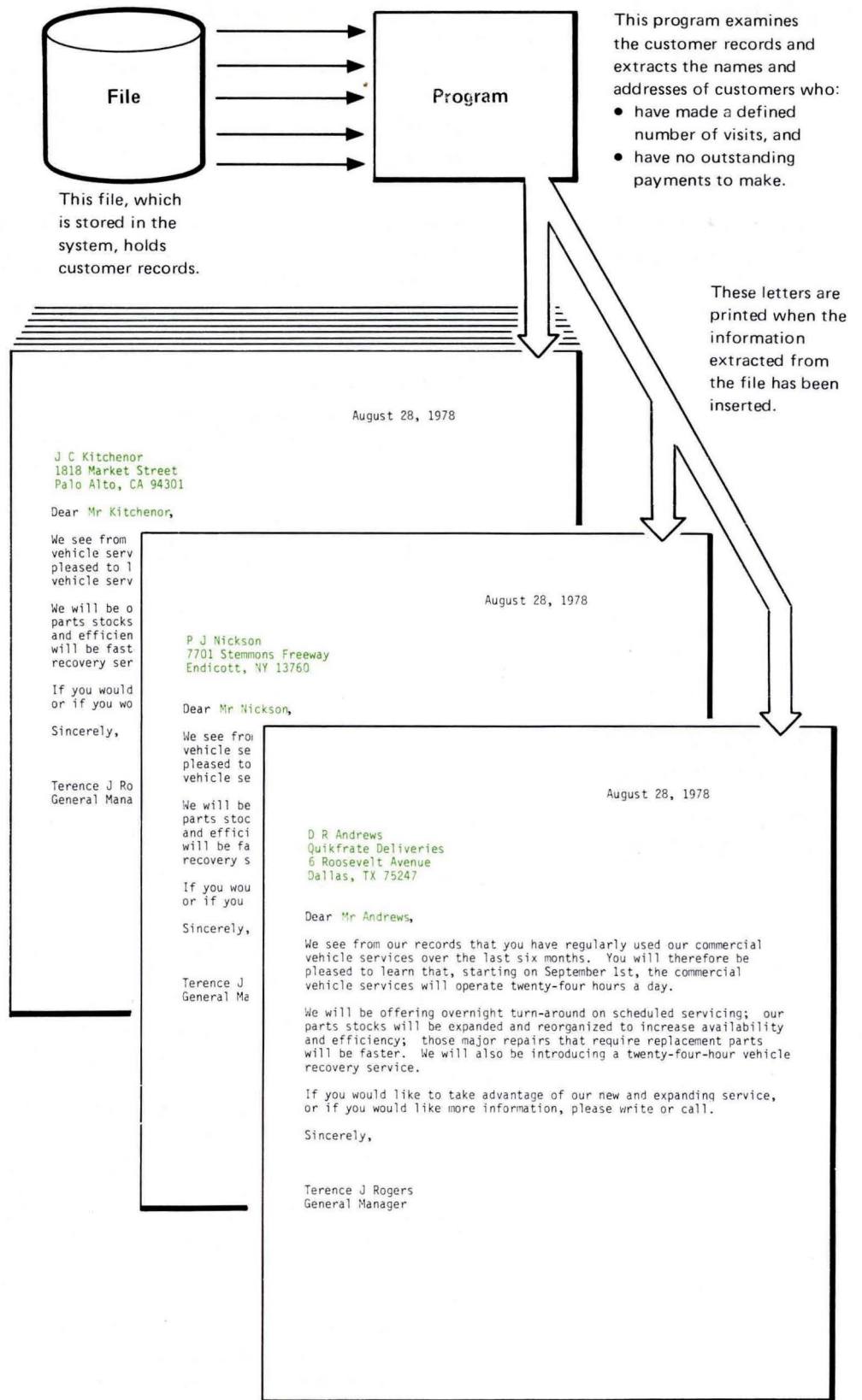


Figure 5-1. Selective Mass Mail (Artist's representation only)

The type style shown here (reduced) is Gothic 12-pitch.

Methods of Connection to a Host Computer

The 3791 Controller of a 3730 system can be connected directly, or via telephone lines, to a host computer. The host computer can be any virtual-storage model of IBM System/370, an IBM 3031, 3032, or 3033 Processor, or IBM 4300 Processor.

If the 3730 system is over 61 meters (200 feet) from the host computer, connection can only be through a suitable communication line, using permanently connected or dial-up lines and an IBM 3704 or 3705 Communications Controller.

Examples of Host- Related Programs

Application programs requiring a host computer can be developed to support your organization's specific requirements. Examples of these requirements are:

- Sending documents to the host computer for archiving.
- Sending documents from one 3730 system to any other attached 3730 systems by way of the host computer.
- Real-time or batch update or inquiry of host-system data bases, for example, Customer Information Control System/Virtual Storage (CICS/VS) or Information Management System/Virtual Storage (IMS/VS) data bases.
- Accessing and using data stored in the host system, to allow centrally held information to be included in locally generated correspondence and other documents.
- Creating a host-based central file of documents, with retrieval by search on specified search terms. (The search terms associated with each document must be specified when it is filed.)
- Sending documents to the host computer for preprocessing or conversion prior to input to other text-based systems.

Programming Support for Host- Related Programs

Programming Support at the Host Computer

All the above examples of host-related applications require programs that control, store, process, or redirect documents received at the host computer. These host programs must be provided by your organization.

Programming Support at the 3730 System

The 3730 system provides a document transmission function that can send or receive documents to or from a host computer. Host applications to communicate with this function can be CICS/VS or IMS/VS transactions, or Virtual Telecommunications Access Method (VTAM) or Telecommunications Access Method (TCAM) applications. For example, straightforward archiving or retrieval can be accomplished without any 3730 programming.

The 3730 document transmission function can also be used as a basis for more complex host-related applications.

With 3730 programming, systems may solicit and check their own data, (for example, filing or distribution data) and may associate this data with a document before transmitting both, by the document transmission function.

Several 3790 host-communication functions are available with the 3730 system, or your organization can program communication applications independently of the IBM-provided functions.

For further information on host connection and the IBM-provided document transmission function, see *IBM 3730 Distributed Office Communication System: System Description*, GA33-3022.

Chapter 6. 3730-3790 Concurrent Operations

A 3730 system and a 3790 system can be combined so that their respective text-processing and data-processing terminals are attached to the same 3791 Controller.

It may have been difficult in the past to justify a dedicated text-processing system or a dedicated data-processing system, but a combined 3730-3790 system can give the benefits of both systems without the cost of two systems.

The 3730 terminals are:

3732 Text Display Station

3736 Printer

The 3790 terminals are:

IBM 3277 Display Station

IBM 3284 Printer

IBM 3286 Printer

IBM 3287 Printer

IBM 3288 Line Printer

IBM 3411 Magnetic Tape Unit and Control and IBM 3410

Magnetic Tape Unit

IBM 3793 Keyboard-Printer

In such a 3730-3790 system, the 3730 display stations and printers do text processing and the 3790 operator terminals and printers do data processing.

If application programs are provided, files that are normally created and updated by 3790 applications can also be accessed by 3730 applications, for example, to supply information for pattern documents.

Appendix A. Keyboards and Character Sets

This appendix contains details of the keyboards and character sets for the 3732 Text Display Station in each available language.

Figure A-1 shows the displayable and printable text controls; they are the same for each language. Figure A-2 identifies the symbols used on some keyboard keys.

Figures A-3 through A-21 illustrate keyboards with the following keyboard languages:

- Austrian/German
- Belgian
- Canadian (English)
- Canadian (French)
- Danish
- Dutch
- English U.K.
- English U.S. (77 Key)
- English U.S. (75 Key)
- English U.S. (ASCII)
- Finnish/Swedish
- French (AZERTY)
- French (QWERTY)
- Italian (Communications)
- Italian (Stand-Alone)
- Norwegian
- Spanish
- Swiss (French)
- Swiss (German)

These figures also contain lists of the displayable and printable characters associated with each keyboard.

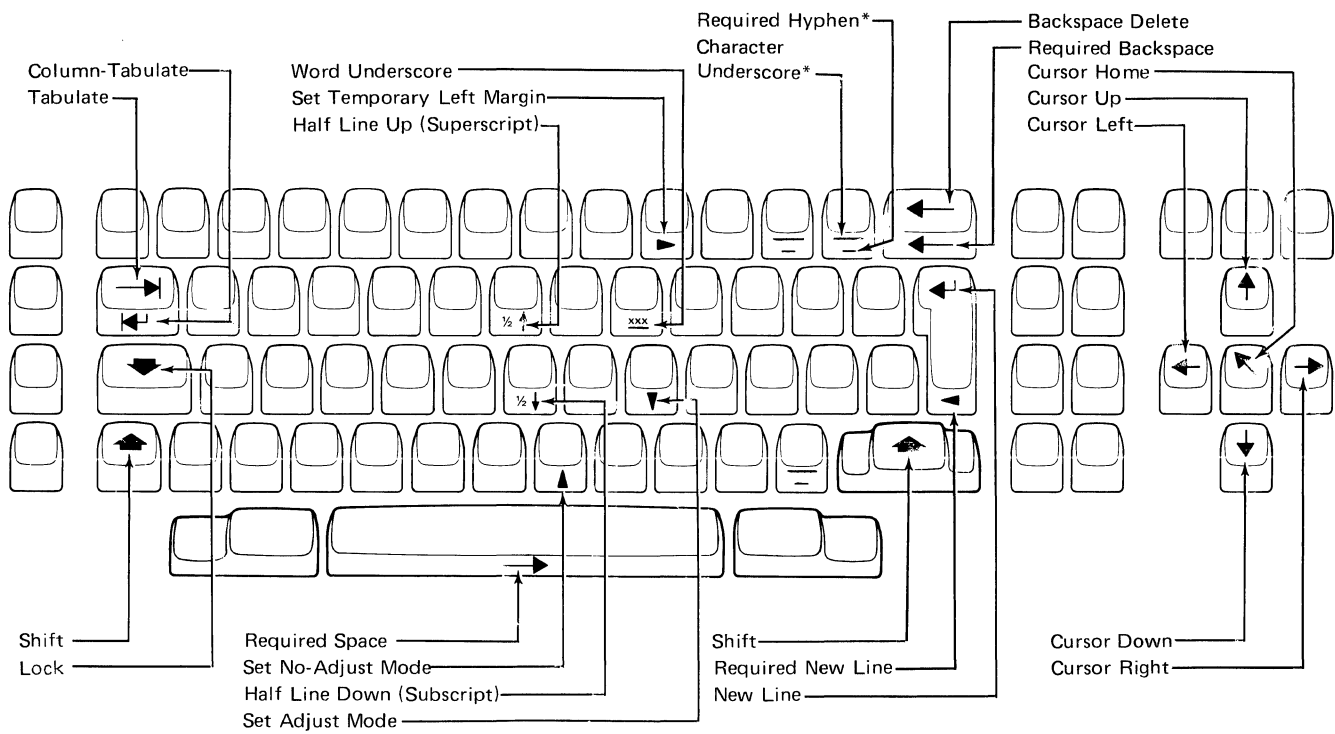
Note: *The displayable and printable characters of a particular system correspond with those shown here only if the keyboard language, character set language, terminal language support, and print wheel language have been matched as described in IBM 3790 Communication System: Configurator, GA27-2768 (for United States and Canada), or GA19-0111 (for other countries). The configurator contains information for both 3790 and 3730 systems.*

<i>Text Control</i>	<i>Displayed as:</i>	<i>Printed as:</i>	<i>Function</i>
Forced Line End	⏏	⏏	Generated by the system if a particular line of text is longer than the available space between margins
Required Backspace	← (Note 1)		Causes the character following the Required Backspace to be printed on top of the character preceding the Required Backspace
Required New Line	◀	≠	Causes the immediately following text to begin on a new line, and turns off any Temporary Left Margin
Required Space	∴ (Note 2)		A space used to keep words together on the same line
Set Adjust Mode	▼	≠	Indicates that the following text is to be in adjust mode
Set No-Adjust Mode	▲	≠	Indicates that the following text is to be in no-adjust mode
Space	• • (Notes 1 and 2)		A nongraphic character used as a separator between words
Tabulator	→ (Note 2)	≠	Causes the immediately following text to be positioned at the next tabstop
Temporary Left Margin	▶	≠	The means of automatically indenting the subsequent line of text
Text Command	⌘	⌘	Indicates that the following characters, up to the next space character, represent a text command
Half-Line Down	↓	∇	Causes the following characters to be printed as subscripts on the 3736 Printer. Reset by Half-Line Up
Half-Line Up	↑	△	Causes the following characters to be printed as superscripts on the 3736 Printer. Reset by Half-Line Down

Notes:

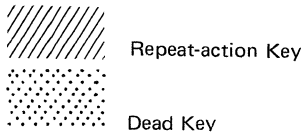
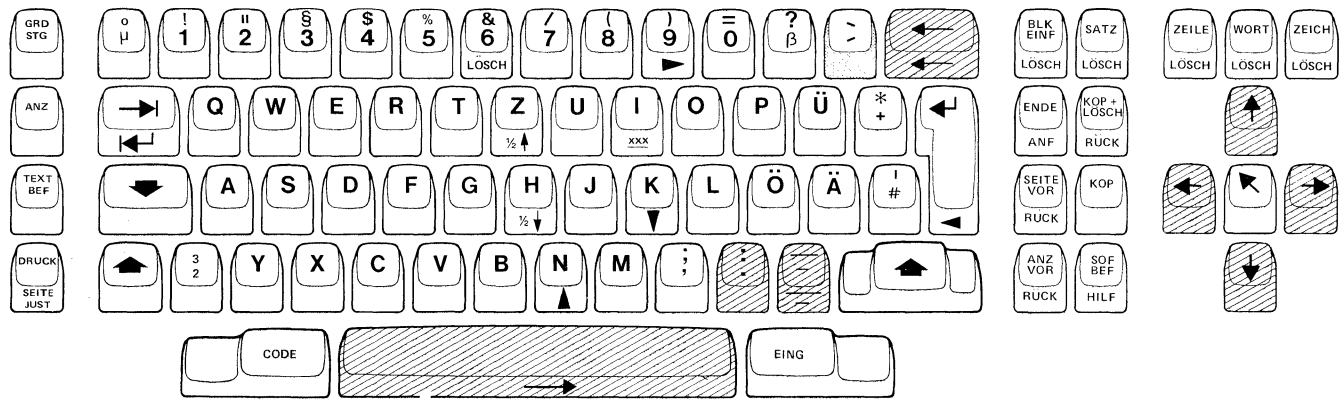
1. This text control is actioned but not printed.
2. This character can be seen only when the DISP key is on.

Figure A-1. Displayable and Printable Text Controls



* The position of this key depends on the keyboard language chosen

Figure A-2. Function Key Symbols Used on Some Keyboards



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ° μ ! " § \$ % & / () = β ? ' ` + * # ' ² ³ , ; . : - _
à è ì ò ù ä Ä ö Ö ü Ü á é

Dead-Key Generated Characters

These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.



à è ì ò ù á é

3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ° μ ! " § \$ % & / () = β ? ' ` + * # ' ² ³ , ; . : - _
ä Ä ö Ö ü Ü

Figure A-3. Austrian/German Keyboard and Characters



 Repeat-action Key
 Dead Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ² ³ & " ' (§ !) ° - _ ~ ¨ \$ * % # £ < > , ? ; . : / = +
 à è ù ä ë ï ö ü ÿ â ê î ô û é ç

Dead-Key Generated Characters

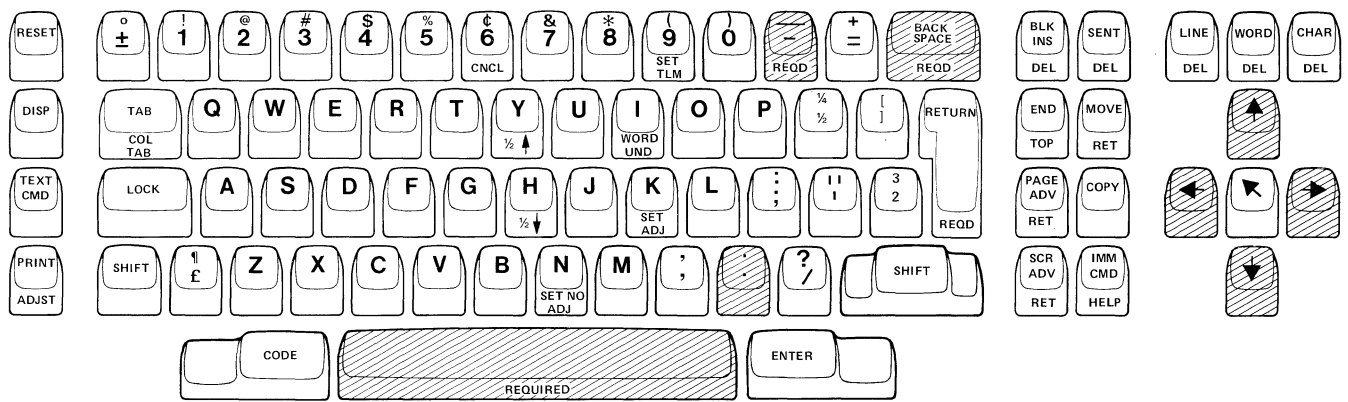
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

ä ë ï ö ü ÿ â ê î ô û

3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ² ³ & " ' (§ !) ° - _ ~ ¨ \$ * % # £ < > , ? ; . : / = +
 à è ù é ç

Figure A-4. Belgian Keyboard and Characters



 Repeat-action Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9 ° ± ! @ # \$ % ¢ & * () - _ = + 1/2 1/4] [; : ' " ^ 2 3 £ ¤ , . / ?

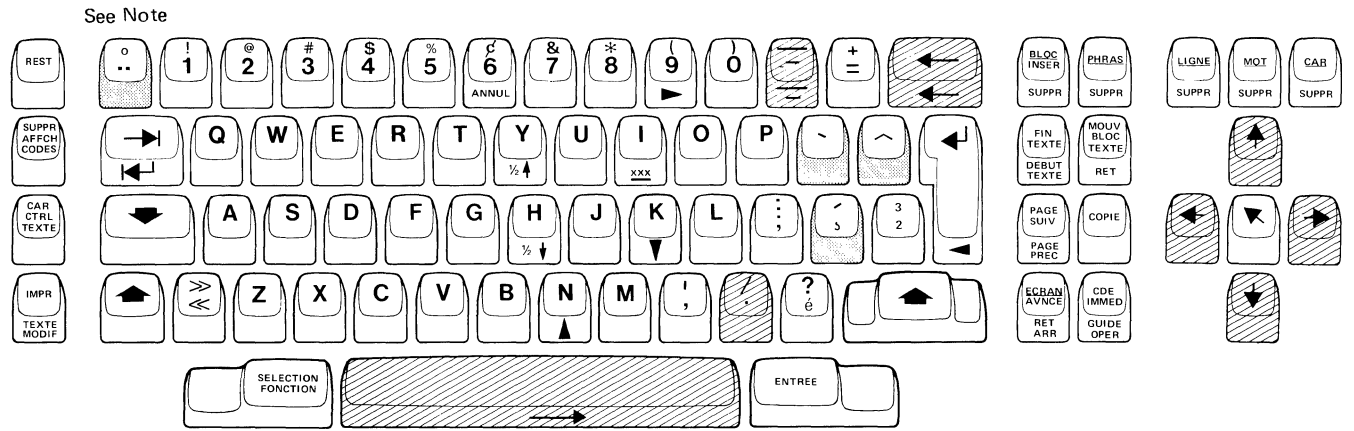
3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9 ° ± ! @ # \$ % ¢ & * () - _ = + 1/2 1/4] [; : ' " ^ 2 3 £ ¤ , . / ? . ,

Figure A-5. Canadian (English) Keyboard and Characters



Note: To display the degree symbol, first press the dead key, then the spacebar.

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ° ! @ # \$ % & * () - _ = + ; : ' . / ?
 à À è È ù Û ë Ë ï ÿ ü Ü â Â ê Ê î Î ô Ô û Û é É ÿ Ÿ

Dead-Key Generated Characters

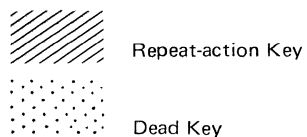
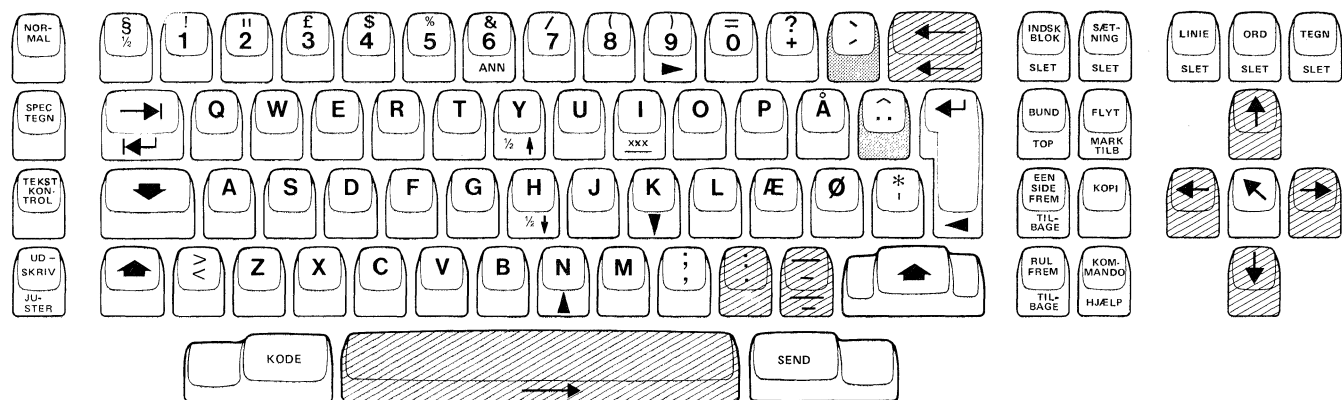
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

à À è È ù Û ë Ë ï ÿ ü Ü â Â ê Ê î Î ô Ô û Û é É ÿ Ÿ

3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ° ! @ # \$ % & * () - _ = + , ^ ` ; : ' . / ?

Figure A-6. Canadian (French) Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ½ § ! " £ \$ % & / () = + ? ' ` ~ ^ ' * < > , ; . : - _
 à è ì ò ù ä ë ï ö ü ÿ â ê î ô û á é â Å ø Ø æ Æ

Dead-Key Generated Characters

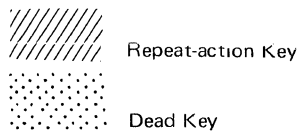
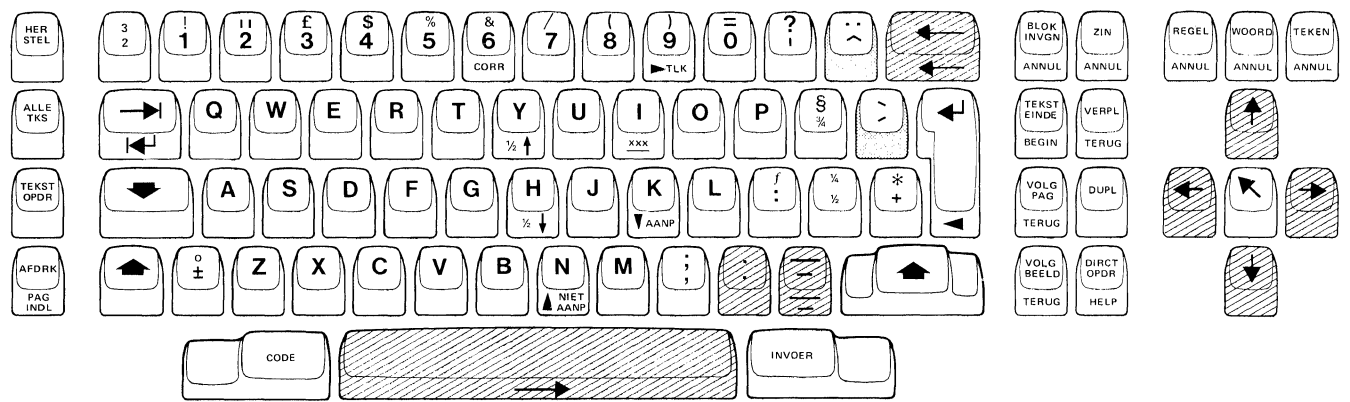
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

à è ì ò ù ä ë ï ö ü ÿ â ê î ô û á é

3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ½ § ! " £ \$ % & / () = + ? ' ` ~ ^ ' * < > , ; . : - _
 à Å ø Ø æ Æ

Figure A-7. Danish Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ² ³ ! " £ \$ % & / () = ' ? ^ " § ¼ ' ` : f ½ ¼ + * ± ° , ; . : - _
à è ì ò ù ä ë ï ö ü ÿ â ê î ô û á é

Dead-Key Generated Characters

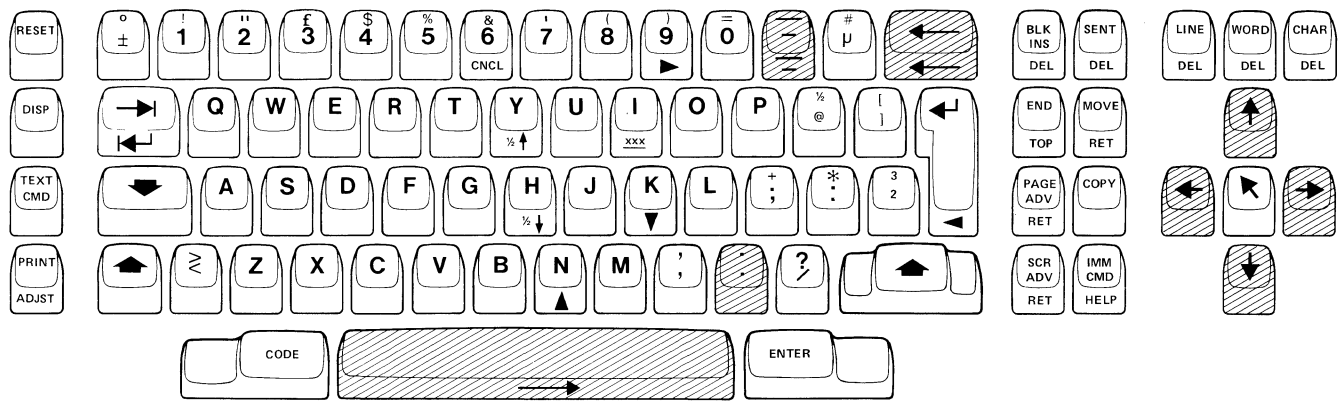
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

à è ì ò ù ä ë ï ö ü ÿ â ê î ô û á é

3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ² ³ ! " £ \$ % & / () = ' ? ^ " § ¼ ' ` : f ½ ¼ + * ± ° , ; . : - _

Figure A-8. Dutch Keyboard and Characters



 Repeat-action Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9 ° ± ! " £ \$ % & ' () = - _ μ # @ ½] [; + : * ² ³ < > , . / ?

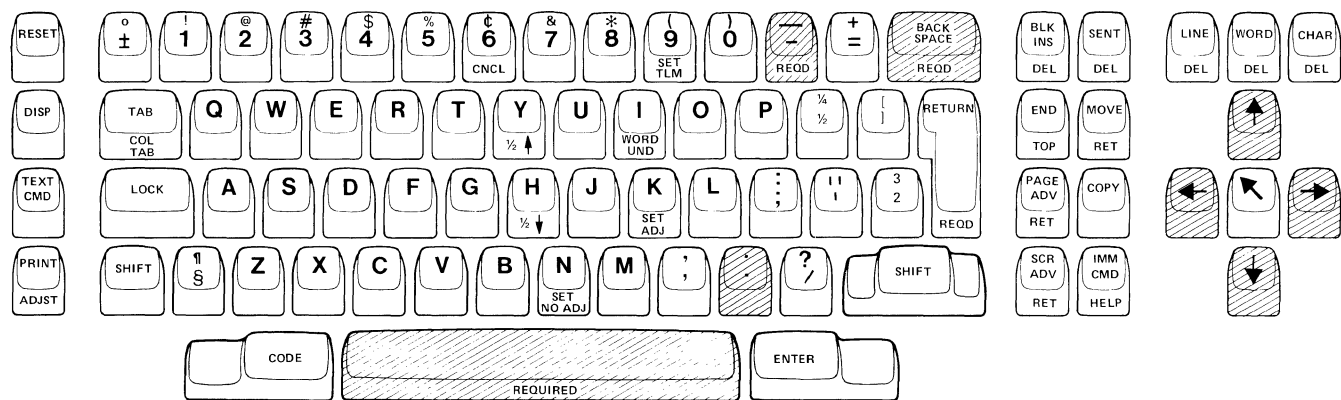
3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9 ° ± ! " £ \$ % & ' () = - _ μ # @ ½] [; + : * ² ³ < > , . / ? . ,

Figure A-9. English U.K. Keyboard and Characters



 Repeat-action Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9 ° ± ! @ # \$ % ¢ & * () - _ = + ½ ¼] [; : ' " ² ³ § ¶ , . / ?

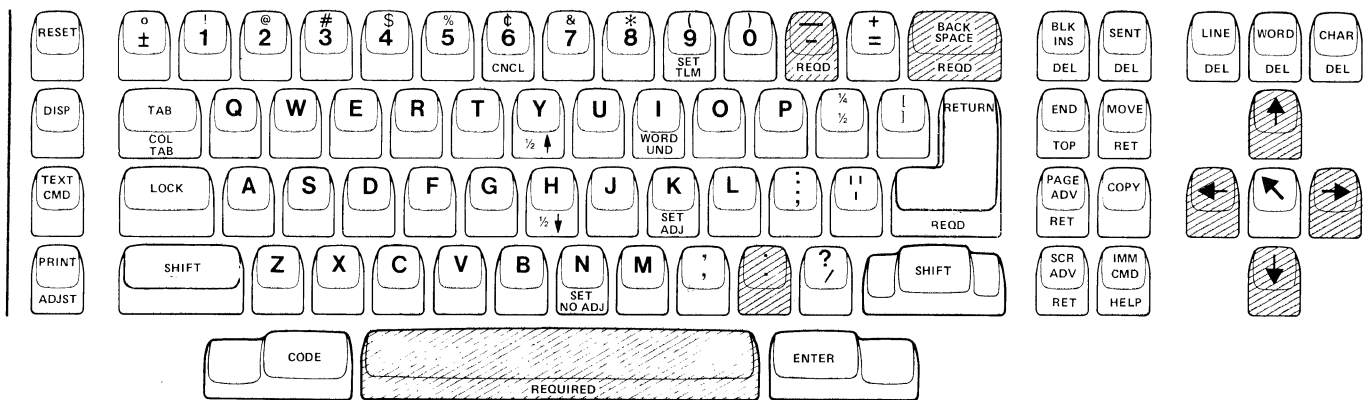
3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9 ° ± ! @ # \$ % ¢ & * () - _ = + ½ ¼] [; : ' " ² ³ § ¶ , . / ? . ,

Figure A-10. English U.S. Keyboard and Characters (77 Key)



 Repeat-action Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| 0 1 2 3 4 5 6 7 8 9 ° ± ! @ # \$ % ¢ & * () - _ = + ½ ¼] [; : ' " , . / ?

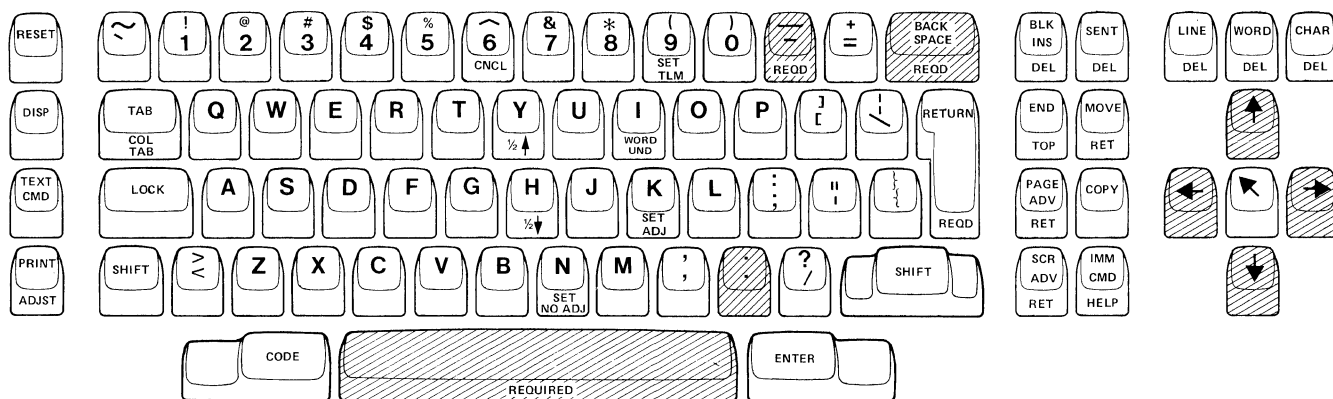
3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| 0 1 2 3 4 5 6 7 8 9 ° ± ! @ # \$ % ¢ & * () - _ = + ½ ¼] [; : ' " , . / ? . ,

Figure A-11. English U.S. Keyboard and Characters (75 Key)



 Repeat-action Key

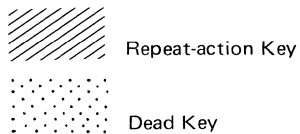
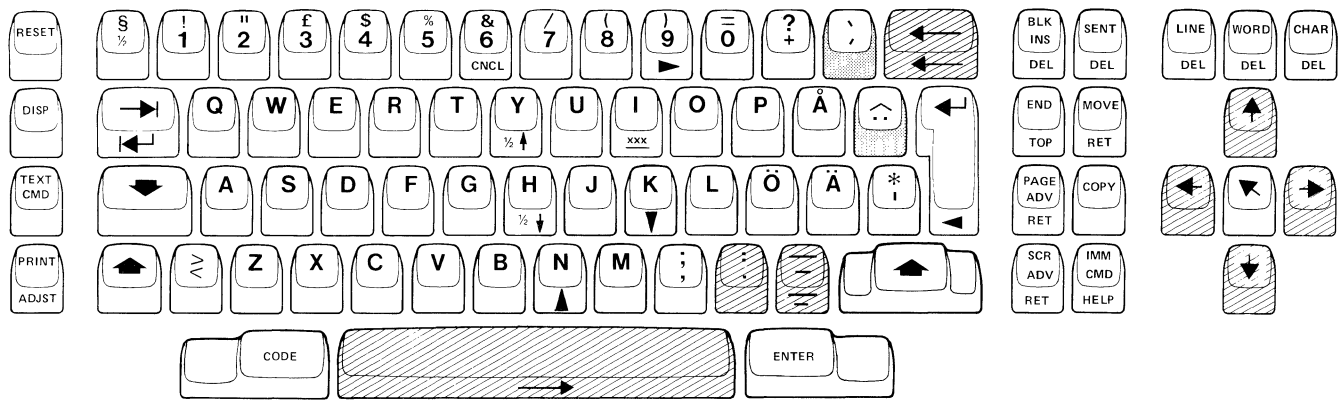
Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ` ~ ! @ # \$ % ^ & * () - _ = + [] \ | ; : ' " { } < > . , / ?

3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ` ~ ! @ # \$ % ^ & * () - _ = + [] \ | ; : ' " { } < > . , / ? . ,

Figure A-12. English U.S. (ASCII) Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ½ § ! " £ \$ % & / () = + ? ' ` " ^ ' * < > , ; . : - -
à è ì ò ù ä Ä ë ï ö Ö ü ÿ â ê î ô û á é â Å

Dead-Key Generated Characters

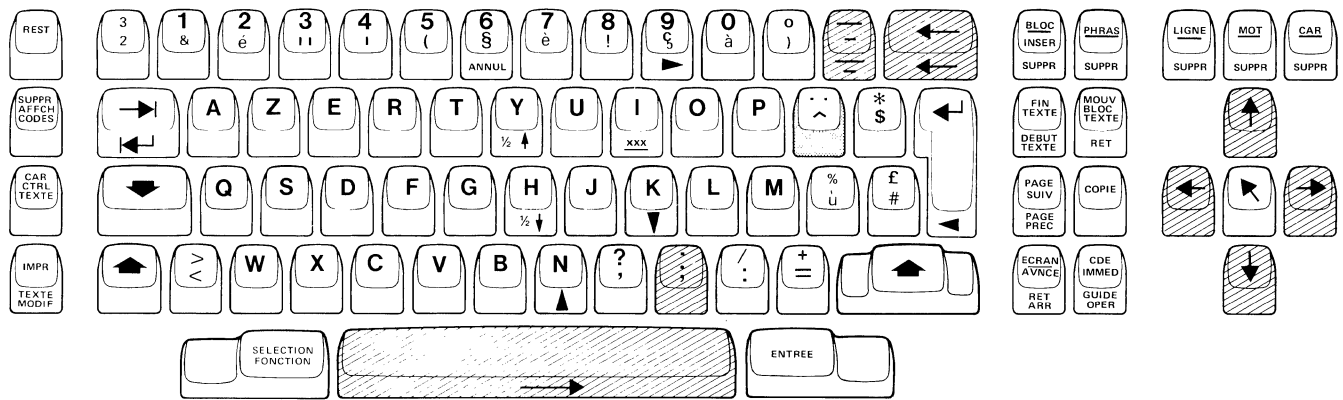
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.



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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ½ § ! " £ \$ % & / () = + ? ' ` " ^ ' * < > , ; . : - -
ä Ä ö Ö å Å

Figure A-13. Finnish/Swedish Keyboard and Characters



 Repeat-action Key
 Dead Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ² ³ & " ' (§ !) ° - _ ^ ¨ \$ * % # £ < > , ? ; . : / = +
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Dead-Key Generated Characters

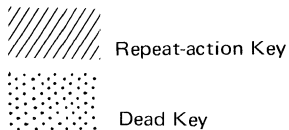
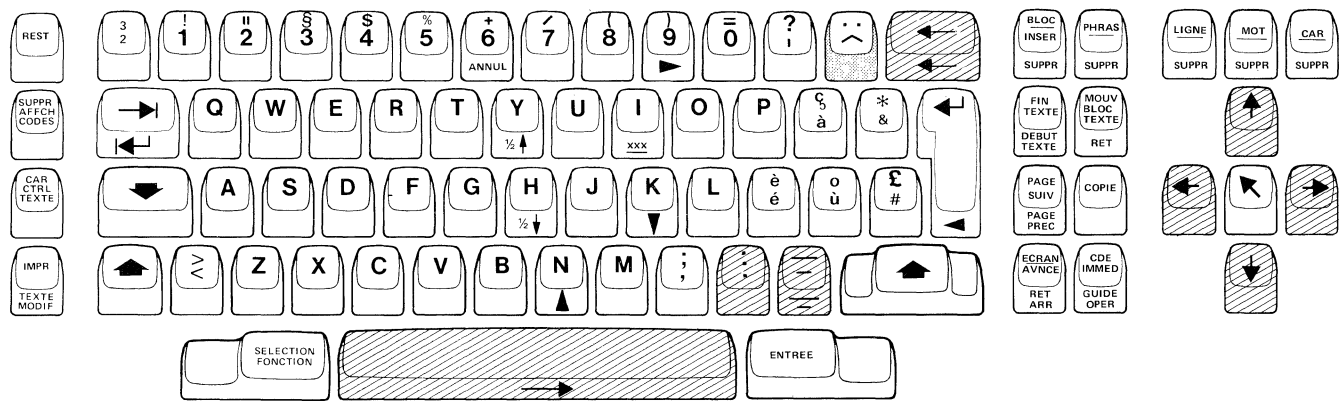
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ² ³ & " ' (§ !) ° - _ ^ ¨ \$ * % # £ < > , ? ; . : / = +
 à è ù é ç

Figure A-14. French (AZERTY) Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ² ³ ! " § \$ % + / () = ' ? ^ ` & * ° # £ < > , ; . : -
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Dead-Key Generated Characters

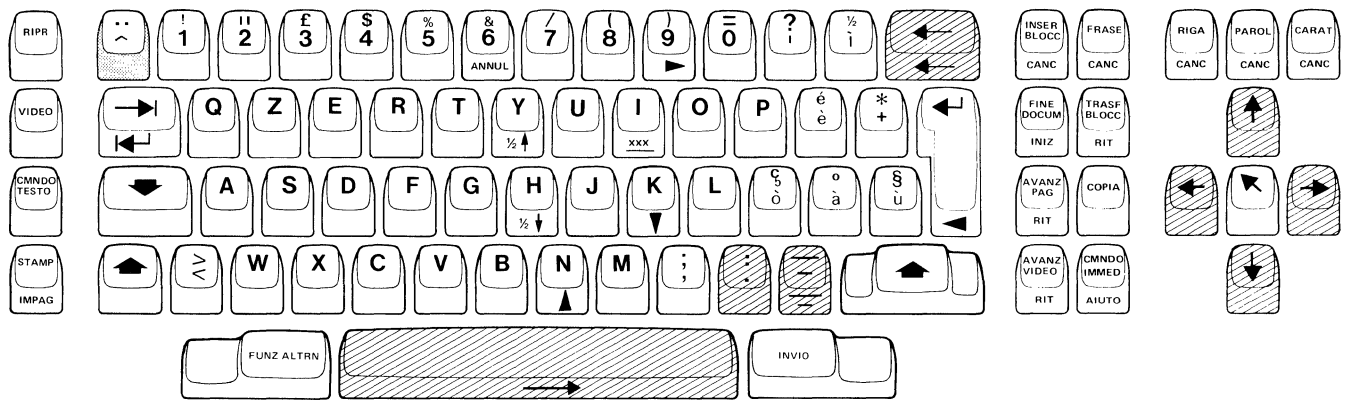
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.



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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ² ³ ! " § \$ % + / () = ' ? ^ ` & * ° # £ < > , ; . : -
 à è ù é ç

Figure A-15. French (QWERTY) Keyboard and Characters



 Repeat-action Key
 Dead Key

Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 " ^ ! " £ \$ % & / () = ' ? ½ + * ° § < > , ; . : - -
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Dead-Key Generated Characters

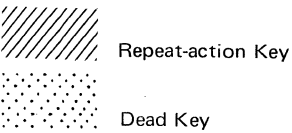
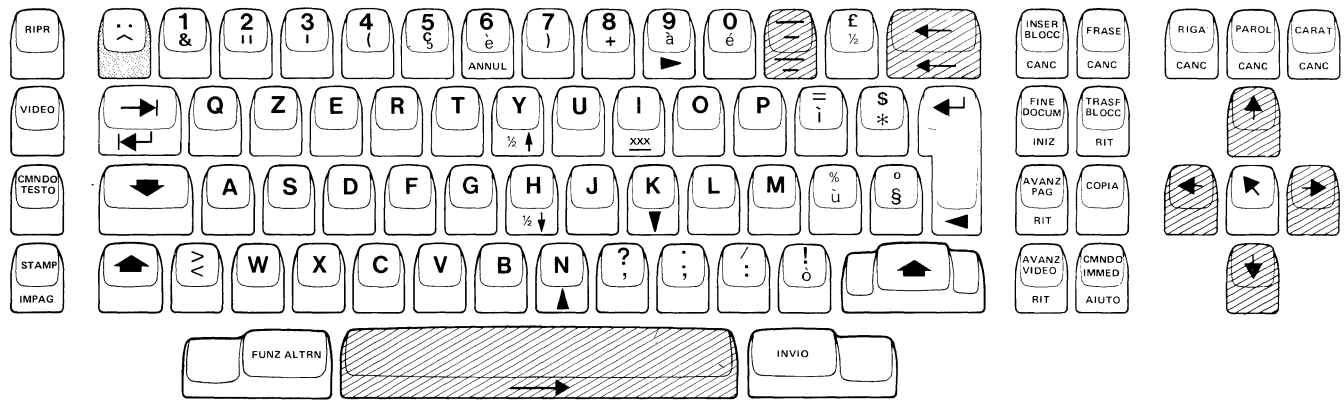
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 " ^ ! " £ \$ % & / () = ' ? ½ + * ° § < > , ; . : - -
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Figure A-16. Italian (Communications) Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 " ^ & " ' () + - _ ½ £ = * \$ % ° § < > , ? ; . : / !
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Dead-Key Generated Characters

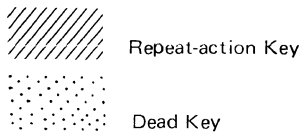
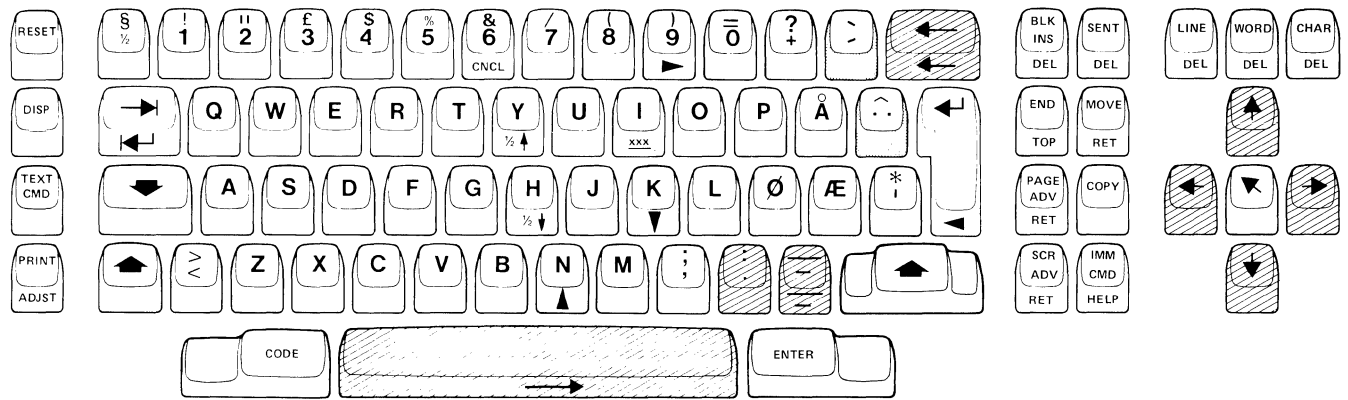
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 " ^ & " ' () + - _ ½ £ = * \$ % ° § < > , ? ; . : / !
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Figure A-17. Italian (Stand-Alone) Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 § ½ ! " £ \$ % & / () = + ? ` ´ ˆ ˇ * < > , ; : . -
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Dead-Key Generated Characters

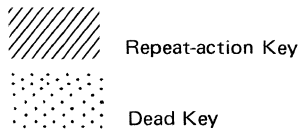
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 § ½ ! " £ \$ % & / () = + ? ` ´ ˆ ˇ * < > , ; : . -
â Å ø Ø æ Æ

Figure A-18. Norwegian Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 i ! " £ \$ % & / () = ' ? ` ^ + * ´ ¨ ½ P_r ç , ; : - _
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Dead-Key Generated Characters

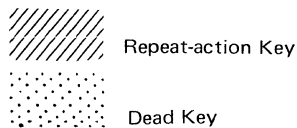
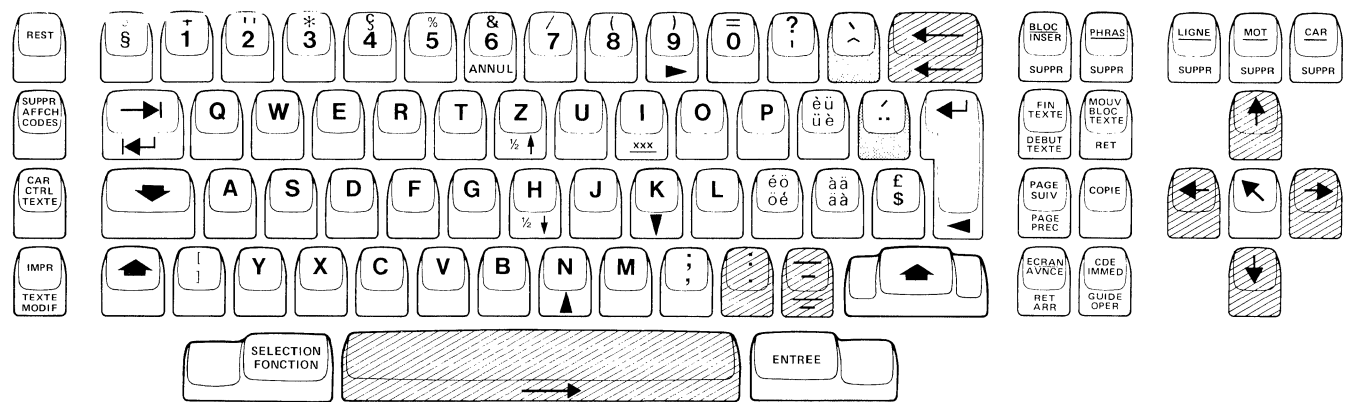
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 i ! " £ \$ % & / () = ' ? ` ^ + * ´ ¨ ½ P_{ts} ç , ; : - _
 ñ Ñ ç ª º

Figure A-19. Spanish Keyboard and Characters



Displayed Characters

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ° § + " * % & / () = ' ? ` ^ ~ ' \$ £] [, ; . : - _
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Dead-Key Generated Characters

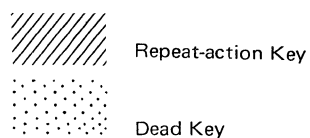
These characters are created by pressing the dead key, then typing the character to be accented. To display the accent alone, first press the dead key, then the spacebar.

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3736 Print-Element Character Set

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9 ° § + " * % & / () = ' ? ` ^ ~ ' \$ £] [, ; . : - _
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Figure A-20. Swiss (French) Keyboard and Characters



a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ° § + " * % & / () = ' ? ^ ` ~ ¨ ´ \$ £] [, ; . : - _
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a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ° § + " * % & / ( ) = ' ? ^ ` ~ ¨ ´ $ £ ] [ , ; . : - _
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Appendix B. Type Styles of the 3736 Printer

Figures B-1 through B-4 show examples of the four type styles available with the 3736 Printer.

The 3730 Distributed Office Communication System is a distributed text processing system designed for use in offices. 3730 documents are printed on the 3736 Printer, a bi-directional, serial impact printer, at up to 55 characters per second.

Figure B-1. Courier 10-Pitch Type Style (Actual Size)

The 3730 Distributed Office Communication System is a distributed text processing system designed for use in offices. 3730 documents are printed on the 3736 Printer, a bi-directional, serial impact printer, at up to 55 characters per second.

Figure B-2. Prestige Pica 10-Pitch Type Style (Actual Size)

The 3730 Distributed Office Communication System is a distributed text processing system designed for use in offices. 3730 documents are printed on the 3736 Printer, a bi-directional, serial impact printer, at up to 55 characters per second.

Figure B-3. Prestige Elite 12-Pitch Type Style (Actual Size)

The 3730 Distributed Office Communication System is a distributed text processing system designed for use in offices. 3730 documents are printed on the 3736 Printer, a bi-directional, serial impact printer, at up to 55 characters per second.

Figure B-4. Letter Gothic 12-Pitch Type Style (Actual Size)

Index

- accented characters 2-2
 - generated by dead keys
 - Austrian/German keyboard A-4
 - Belgian keyboard A-5
 - Canadian (French) keyboard A-7
 - Danish keyboard A-8
 - Dutch keyboard A-9
 - Finnish/Swedish keyboard A-13
 - French (AZERTY) keyboard A-14
 - French (QWERTY) keyboard A-15
 - Italian (Communications) keyboard A-16
 - Italian (Stand-Alone) keyboard A-17
 - Norwegian keyboard A-18
 - Spanish keyboard A-19
 - Swiss (French) keyboard A-20
 - Swiss (German) keyboard A-21
- adjust mode 3-2
 - indenting text 3-3
 - inserting text 3-3
 - set-adjust-mode key A-3
- ADJUST key 3-3, 3-4
- Adjust-with-Hyphenation command 3-4
- aids for the operator 1-4
- application programs
 - 3730 system 1-3, 5-1
 - host-related 5-3
- archival store 3-2
- archive/retrieve 5-3
- ASCII (American National Standard Code for Information Interchange) keyboard and characters A-12
- audible alarm
 - in adjust mode 3-2
 - in no-adjust mode 3-2
- Austrian/German keyboard and characters A-4
- automated text 4-1
- automatic new line 3-2
- Backspace Delete key 3-3
 - symbol on key A-3
- BACKSPACE key 3-3
- Belgian keyboard and characters A-5
- BLK INS (Block Insert) key 3-3
- block delete 3-3
- Block Insert (BLK INS) key 3-3
- boiler plate material, *see* prestored text, pattern
- Canadian (English) keyboard and characters A-6
- Canadian (French) keyboard and characters A-7
- canned material, *see* prestored text, pattern
- centering tab stop 3-3
- changing text 3-4
- character
 - delete 3-3
 - sets A-1
 - underscore A-3
- characters, accented *see* accented characters
- characters displayable and printable
 - Austrian/German A-4
 - Belgian A-5
 - Canadian (English) A-6
 - Canadian (French) A-7
 - Danish A-8
 - Dutch A-9
 - English U.K. A-10
 - English U.S. (77-Key) A-11
 - English U.S. (75-Key) A-12
 - English U.S. (ASCII) A-13
 - Finnish/Swedish A-14
 - French (AZERTY) A-15
 - French (QWERTY) A-16
 - Italian (Communications) A-17
 - Italian (Stand-Alone) A-18
 - Norwegian A-19
 - Spanish A-20
 - Swiss (French) A-21
 - Swiss (German) A-22
- CICS/VS (Customer Information System/Virtual Storage) 5-3
- closing down the system 3-6
- Column-Tabulate key symbol A-3
- commands 3-2
 - Adjust-with-Hyphenation 3-3, 3-4
 - Change All 3-4
 - Change First 3-4
 - Find 4-2
 - print 3-4
 - spacing 3-4
 - specifying pattern insertions 4-4
- communicating with a host computer 1-3
 - document transmission function 5-3
 - using 3790 functions 5-3
- completing a preprinted form 4-6
- computer, *see* host computer
- concurrent operations of 3730-3790 systems 1-5, 6-1
- configuration 1-3
- connecting to a host computer 5-3
- continuous forms
 - for line printer feature 2-3
 - for 3736 2-2
- controller 2-3
 - distance from 3730 display stations and printers 2-3
 - line printer feature 2-3
- controlling
 - archiving 3-6
 - operator access 3-6
 - printing 3-6
 - storage 3-6
- copying text 3-4
- copying documents 3-2
- correcting a document while typing 3-3
- correcting errors 3-3
- Courier 10-pitch type style
 - actual size B-1
 - reduced 3-5
- Customer Information System/Virtual Storage (CICS/VS) 5-3
- cursor 3-1
 - keys A-3
- cut forms
 - for line printer feature 2-3
 - for 3736 2-2
- daisy wheel, *see* print wheel
- daisy-wheel printer, *see* 3736 Printer
- dead keys *see* accented characters
- Danish keyboard and characters A-8
- data processing 1-5, 6-1
- decimal tab stop 3-3
- defining a pattern 4-4
- delete code 1-5
- deleting text 3-3
- diskette
 - for archiving documents 3-2
 - for transferring programs 1-3
- DISP (Display) key 3-3
- display station, 3277 6-1
- display station, 3732 2-1
 - distance from controller 1-3
 - keyboards A-1
 - screen 3-1
- Display (DISP) key 3-3
- displayable and printable characters A-1
- displayable and printable text controls A-2
- dividing a document into pages 3-4
- document
 - automated production 4-1
 - created from pre-stored text 4-2
 - example of production 1-3
 - printing 3-4
 - storage 3-2
 - transmission 5-3
- document transmission function 5-3
- Dutch keyboard and characters A-9

- editing a document 3-3
- English U.K. keyboard and characters A-10
- English U.S. keyboard and characters A-11
- English U.S. ASCII keyboard and characters A-12
- ENTER key 3-2
- erasing text 3-3
- examples
 - application programs in the 3730 system 1-3, 5-1
 - application programs for a host connected system 1-3, 5-3
 - command uses 3-2
 - producing a monthly report 1-3
 - a document printed by the three print commands 3-5
 - a contract produced from prestored text with insertions 4-3
 - producing a letter from a pattern 4-5
 - completing a preprinted form 4-7
- extending the functions of the 3730 system 1-3, 5-1
- extracting information from a file 4-4
- extracting information from a program 4-4

- Find command 4-2
- Finnish/Swedish keyboard and characters A-13
- floppy disk, *see* diskette
- forced line end A-2
- form letter, *see* mass mail, pattern
- forms
 - paper for 3791 line printer feature 2-3
 - paper for 3736 Printer 2-3
 - preprinted 4-6
- French (AZERTY) keyboard and characters A-14
- French (QWERTY) keyboard and characters A-15
- function key symbols used on some keyboards A-3

- German keyboard and characters A-4
- get code 1-5

- half line down
 - printable and displayable character A-2
 - symbol on key A-3
- half line up
 - printable and displayable character A-2
 - symbol on key A-3
- host communication 1-3
 - document transmission function 5-3
 - 3790 functions 5-3
- host computer
 - communicating with 1-3
 - connection to 5-3
 - examples of host-related programs 5-3
 - programming support 5-3
- hyphen key A-3
- hyphenation (Adjust-with-Hyphenation) command 3-3, 3-4

- imbed commands 4-4
- immediate commands 3-2
 - Adjust-with-Hyphenation 3-4
 - Change All 3-4
 - Change First 3-4
 - Find 4-2
- IMS/VS (Information Management System/Virtual Storage) 5-3
- indenting text 3-3
- Information Management System/Virtual Storage (IMS/VS) 5-3
- inserting text 3-3
 - in automated text 4-3
- Italian (Communications) keyboard and characters A-16
- Italian (Stand-Alone) keyboard and characters A-17

- justify, print command 3-4

- keyboard, display station 2-1
 - accented characters 2-2
 - keys 2-2
 - languages 2-1
 - symbols A-3
- keyboard-printer, 3793 6-1
- keyboards and character sets A-1

- keylock
 - controller 1-4
 - display station 1-4
- keys
 - ADJUST (Adjust) 3-3, 3-4
 - BACKSPACE 3-3
 - Backspace Delete 3-3
 - BLK INS (Block Insert) 3-3
 - DISP (Display) 3-3
 - ENTER key 3-2
 - New Line 3-2
 - PRINT 3-4
 - RETURN 3-2
 - Tab (Tabulator) 3-3
- keys with symbols A-3

- language, keyboard 2-1
- Letter Gothic 12-pitch type style
 - actual size B-1
 - reduced 5-2
- line delete 3-3
- line-ending decision 3-2
- line printer, 3288 6-1
- line printer feature of 3791 2-3
- line spacing 3-4
- Lock key symbol A-3

- mass mail 4-4
 - example of selective mass mail 5-1
- magnetic tape unit, 3410 6-1
- magnetic tape unit and control, 3411 6-1
- memory (storage) 3-2
- methods of connection to a host computer 5-3
- mode
 - adjust 3-2
 - changing 3-3
 - no-adjust 3-2
- moving text 3-4

- New Line key 3-2
 - symbol on key A-3
- no-adjust mode 3-2
 - inserting text 3-3
 - symbol on key A-3
- Norwegian keyboard and characters A-18
- number, operator 1-4

- operator aids 1-4
- operator number 1-4
- operator password 1-4
- operator profile 1-5

- page-ending decisions 3-4
- paging a document 3-4
- paper
- password, operator 1-4
- pattern 1-4, 4-4
 - for 3736 Printer 2-2
 - for line printer feature 2-3
- performance factors 1-3
- permanent store 3-2
- petal printer, *see* 3736 Printer
- playback (printing) 3-4
- preprinted forms 4-6
 - figure 4-6
- Prestige Elite 12-pitch type style
 - actual size B-1
 - reduced 4-3
- Prestige Pica 10-pitch type style
 - actual size B-1
 - reduced 4-5
- prestored text 1-4, 4-1
- print commands 3-4
 - figure 3-5
- PRINT key 3-4
- print queue 3-4

- print wheel 2-3
 - type styles B-1
- printable and displayable text controls A-2
- printable and displayable characters A-1
- printer
 - line, 3288 6-1
 - line, feature of 3791 2-3
 - spacing 3-4
 - 3284 6-1
 - 3286 6-1
 - 3287 6-1
 - 3736 2-2
 - distance from controller 1-3
 - spacing 3-4
- producing automated text 4-1
- producing documents from patterns 4-4
- producing documents from prestored pieces of text 4-2
- producing text on preprinted forms 4-6
- profile, operator 1-5
- programming statements 5-1
- programming support 5-3
- programs 5-1
- protecting text from changes 4-2

queue, print 3-4

- replacing a sequence of characters 3-4
- required backspace A-2
 - symbol on key A-3
- required hyphen A-2
 - symbol on key A-3
- required new line A-2
 - symbol on key A-3
- required space A-2
 - symbol on key A-3
- retrieve/archive 5-3
- RETURN key 3-2
- revising a document 3-3
- right margin
 - on scale 3-1
 - on printed document 3-4

- safeguarding information 1-4
- scale 3-1
- screen 3-1
 - empty lines 3-3
 - last text line 3-2

- selective mass mail 5-1
- sentence delete 3-3
- set adjust mode
 - displayed symbol A-2
 - printed symbol A-2
 - symbol on key A-3
- set no-adjust mode
 - displayed symbol A-2
 - printed symbol A-2
 - symbol on key A-3
- set temporary left margin
 - displayed symbol A-2
 - printed symbol A-2
 - symbol on key A-3
- shift-key symbol A-3

- size of a 3730 system 1-3
- space
 - displayed symbol A-2

- space, required A-2
 - symbol on key A-3
- spacing for printed documents 3-4
- Spanish keyboard and characters A-19
- starting up the system 3-6
- storage, document 3-2
- storing a document 1-5
- subscript, *see* half line up
- superscript, *see* half line down
- supervisory operations 3-6
- supervisory operators 3-6
- Swedish/Finnish keyboard and characters A-13
- Swiss (French) keyboard and characters A-20
- Swiss (German) keyboard and characters A-21

- symbols
 - DISP key 3-3
 - on keys A-3
- System/370 5-3

- Tab (Tabulator) key 3-3
- Tabulate
 - displayable character A-2
 - printable character A-2
 - symbol on key A-3
- tab stop 3-3
 - on scale 3-1
- tables, typing 3-2, 3-3
- tape unit, 3410, 3411 6-1
- TCAM (Telecommunications Access Method) 5-3
- temporary left margin 3-3
 - displayed symbol A-2
 - printed symbol A-2
 - symbol on key A-3
- text commands 3-2
 - displayable symbol A-2
 - printable symbol A-2
 - spacing 3-4
- text controls A-2
- text display station 2-1
 - distance from controller 2-3
- tone 3-2
- training, operator 1-4
- transmission function, document 5-3
- type styles of the 3736 Printer B-1
- typing a document 3-2
- typing and editing documents 3-1
- typing tables 3-2, 3-3

- underscore
 - word underscore key A-3
 - character underscore key A-3
- units of the 3730 system 2-1
- updating a document 3-3
- U.K. English keyboard and characters A-10
- U.S., *see* English U.S.
- using a pattern 4-4
- using prestored text and adding insertions 4-3
- using the 3730 system 1-3

Virtual Telecommunications Access Methods (VTAM) 5-3

- word delete 3-3
- word underscore key symbol A-3
- word spill 3-2
- working store 3-2
- writing 3730 programs 5-1

- 3031 Processor 5-3
- 3032 Processor 5-3
- 3033 Processor 5-3
- 3277 Display Station 6-1
- 3284 Printer 6-1
- 3286 Printer 6-1
- 3287 Printer 6-1
- 3288 Line Printer 6-1
- 3410 Magnetic Tape Unit 6-1
- 3411 Magnetic Tape Unit and Control 6-1
- 3704 Communications Controller 5-3
- 3705 Communications Controller 5-3
- 3730 Distributed Office Communication System 1-1
 - concurrent operations with 3790 system 6-1
 - distance between controller and units 1-3, 1-5
 - performance factors 1-3
 - size 1-2
 - units 2-1
 - 3732 Text Display Station 2-1
 - 3736 Printer 2-2
 - 3791 Controller 2-3
 - using 1-3

- 3732 Text Display Station 2-1
- 3736 Printer 2-2
 - spacing 3-4
 - type styles B-1
- 3790 Communication System 6-1
 - concurrent operations with 3730 system 6-1
 - 3277 Display Station 6-1
 - 3284 Printer 6-1
 - 3286 Printer 6-1
 - 3287 Printer 6-1
 - 3288 Line Printer 6-1
 - 3410 Magnetic Tape Unit 6-1
 - 3411 Magnetic Tape Unit and Control 6-1
 - 3793 Keyboard-Printer 6-1
 - 3791 Controller 6-1
- 3791 Controller 2-3
 - line printer feature 2-3
- 3793 Keyboard-Printer 6-1
- 4300 Processor 5-3

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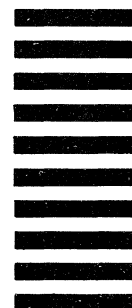
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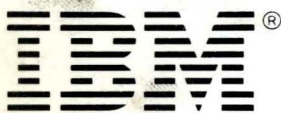
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