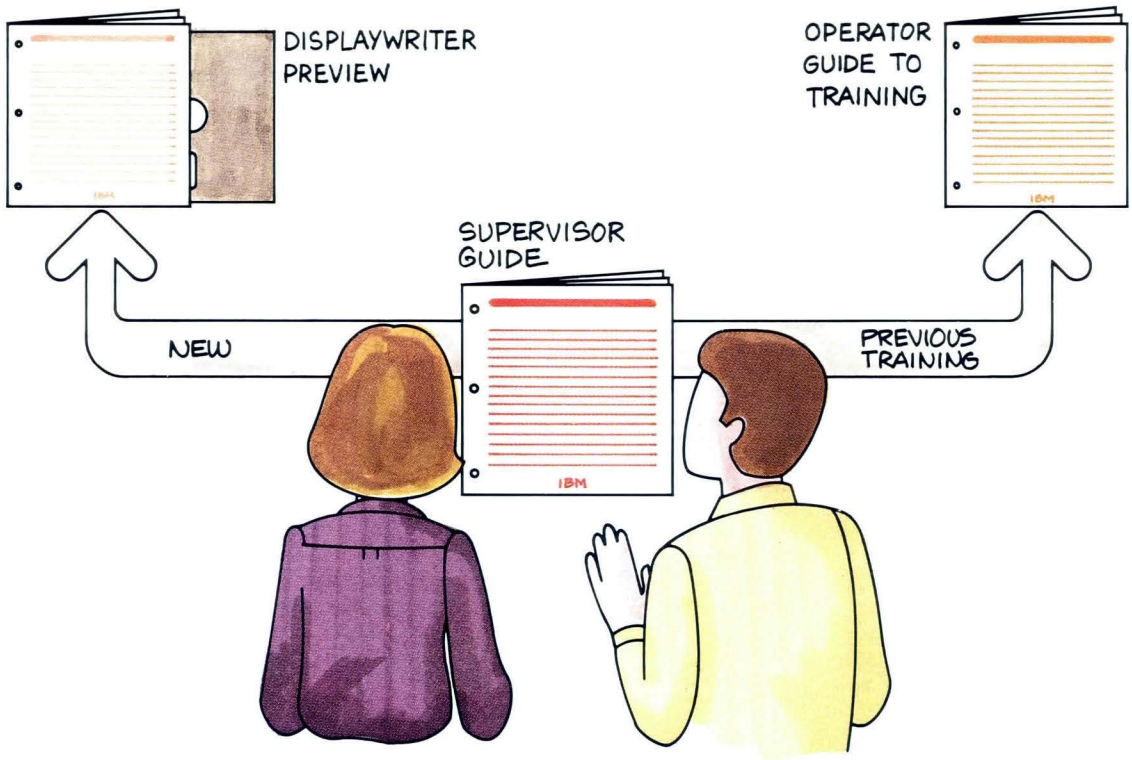
Instructions



1. IF YOU ARE NEW TO THE DISPLAYWRITER SYSTEM, GO TO THE IBM DISPLAYWRITER SYSTEM PREVIEW.

2. IF YOU HAVE HAD PREVIOUS DISPLAYWRITER TRAINING, GO TO THE OPERATOR GUIDE TO TRAINING.

3. GIVE YOUR SUPERVISOR THE SUPERVISOR GUIDE TO TRAINING.

Displaywriter Preview

IBM

Displaywriter Preview

Second Edition (May 1983)

Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.

Use this publication only for the purpose stated in the "About the Preview" section.

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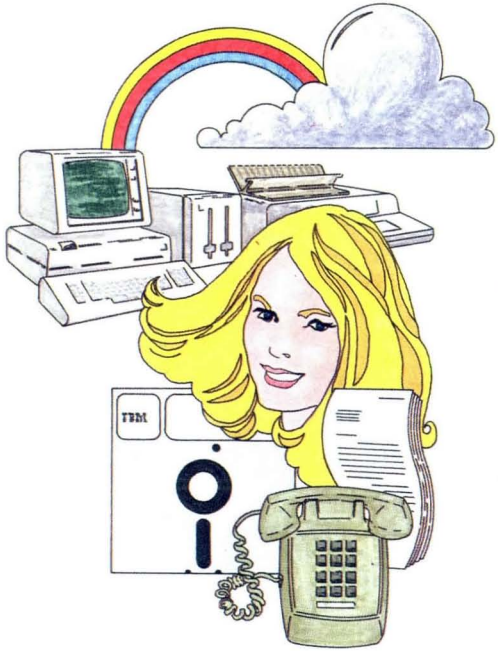
About the Preview

The Preview booklet gives you instructions on how to turn on your Displaywriter and load the Preview diskette. Once the Preview diskette begins, you may put the booklet aside until you have completed the session.

The diskette will give you a brief overview of word processing and the Displaywriter. For demonstration purposes, the Preview diskette will present some Displaywriter functions which differ slightly from actual operating functions. At the end of the session, refer to the booklet to remove the diskette and turn off your Displaywriter.

Data Security

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any information system should be to establish and implement backup (duplication) procedures, recovery procedures, and other appropriate security procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.



Your IBM Displaywriter System Preview introduces you to some word processing concepts and provides a basic Displaywriter overview. This prerecorded diskette will quickly involve you in the operation of your Displaywriter. At the end of the session, you will be familiar with your Displaywriter and ready to proceed with your training. Your training program will then give you thorough instructions on Displaywriter's actual functions.

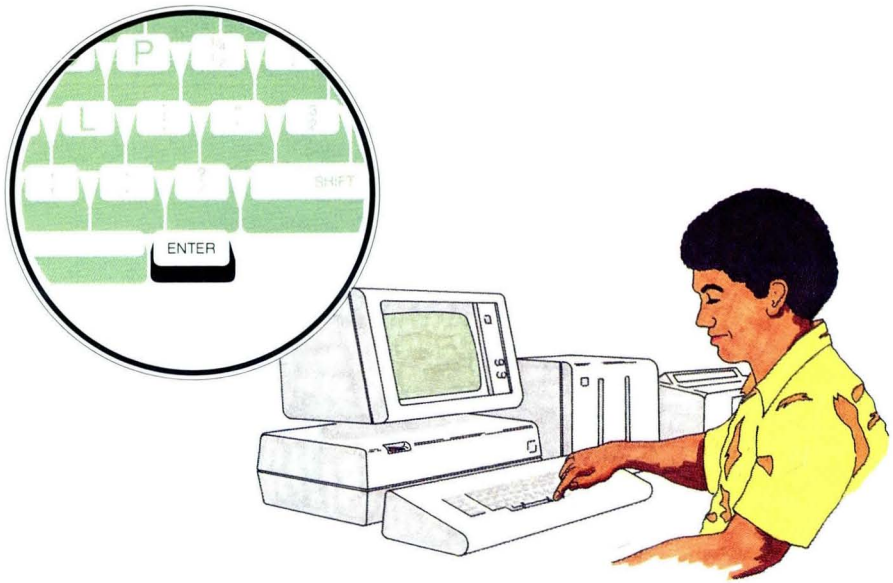
This booklet includes the steps you need to begin your Preview diskette. You should allow approximately 25 uninterrupted minutes for this session.

NOTE: If you are sharing a printer with another Displaywriter, you should use a secondary work station to go through the Preview diskette.

You will use two special keys during this session. They are the **ENTER** key and the **STOP** key.

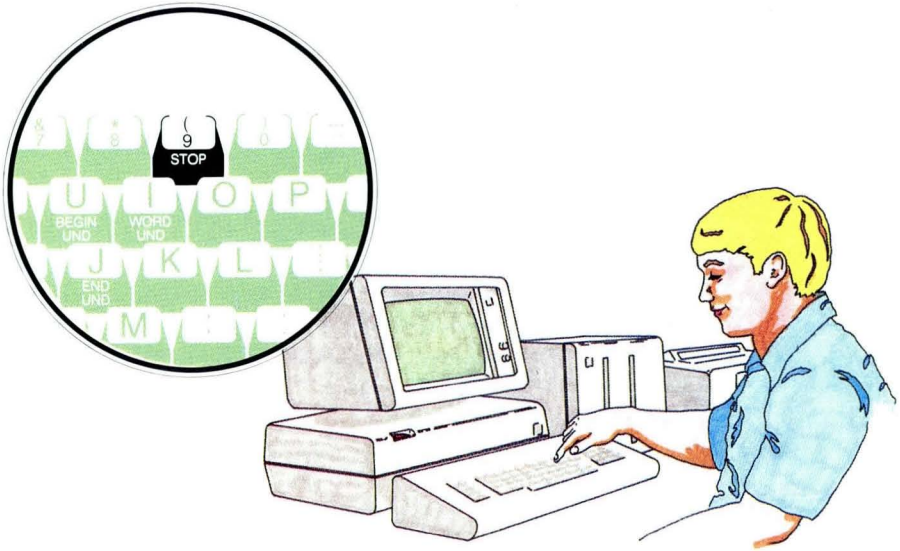
Locate them on your keyboard.

You will press **ENTER** to start the session and at other times within the session. You will be instructed when to use it.



You can press **STOP** at any time to interrupt the session.

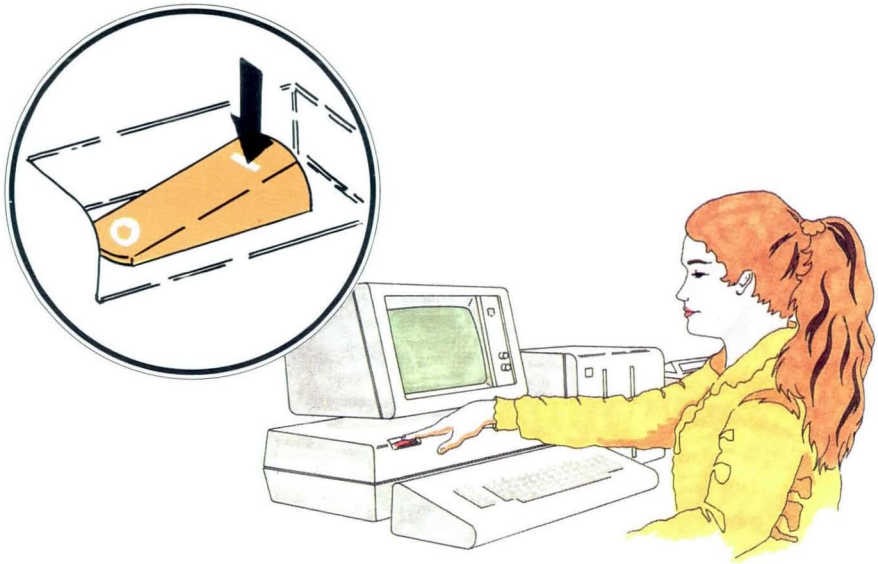
When you are ready to resume, simply press **STOP** again.



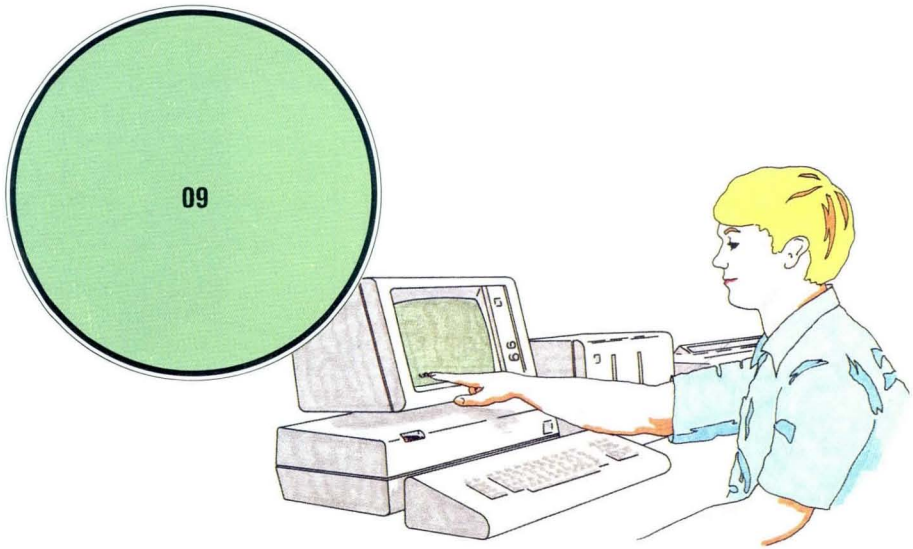
GETTING STARTED

The Displaywriter must be turned **OFF** before you begin.

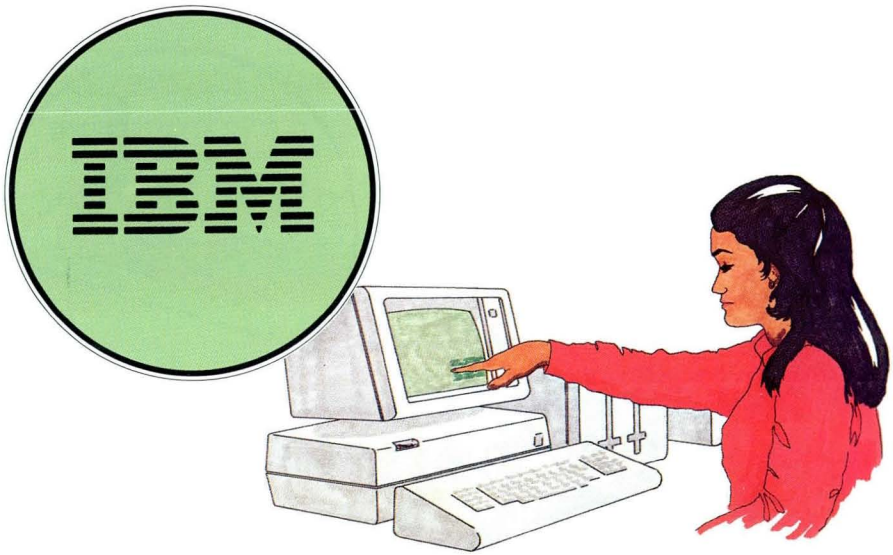
1 **Turn the power on by pressing the right side of the power switch.**



You will see some numbers on the screen.



When you see IBM, proceed to Step 2.



2 Insert the diskette.

You will find the diskette in the pocket in the front of this book.

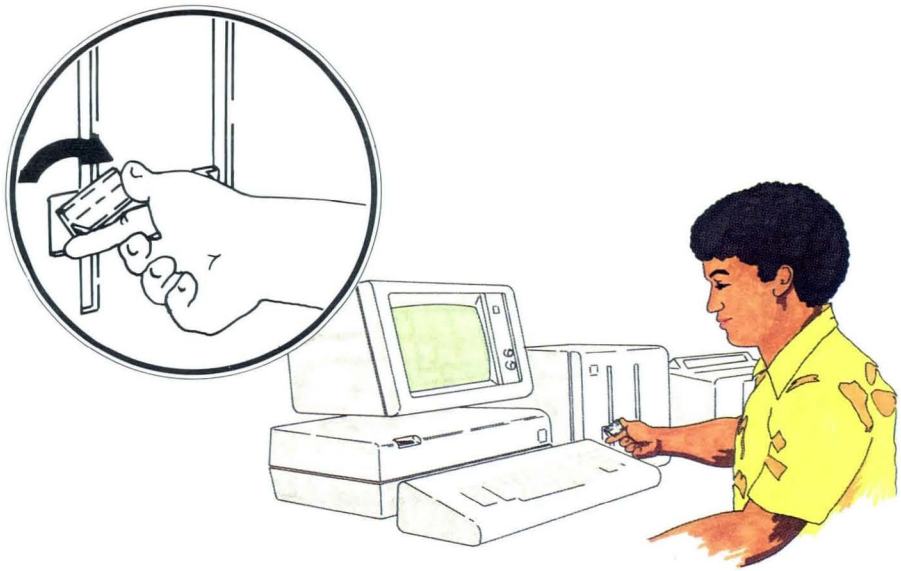
When you insert the diskette, be sure the label is in the same position as shown in the picture.

You can insert the diskette in either the left or right diskette slot if you have a dual diskette unit.

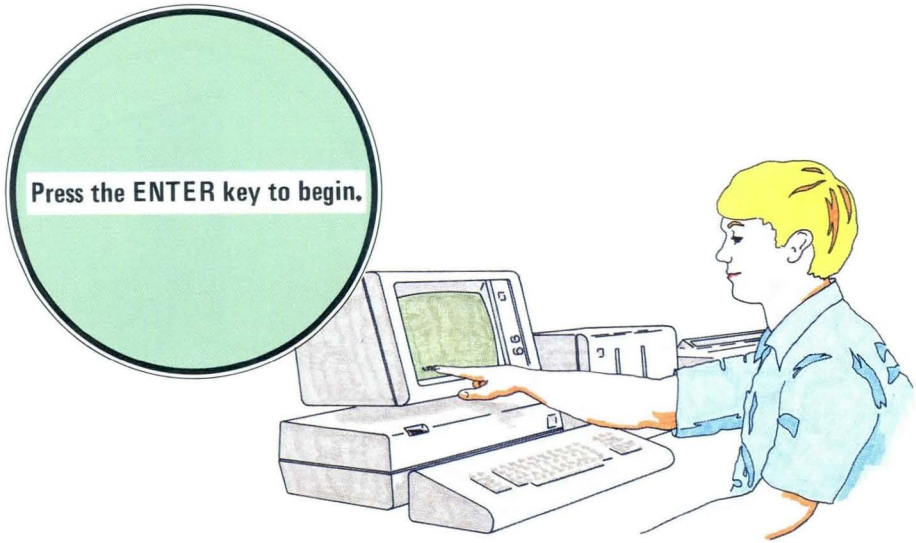
Insert the diskette all the way into the slot.

3 **Close the lever on the diskette unit.**

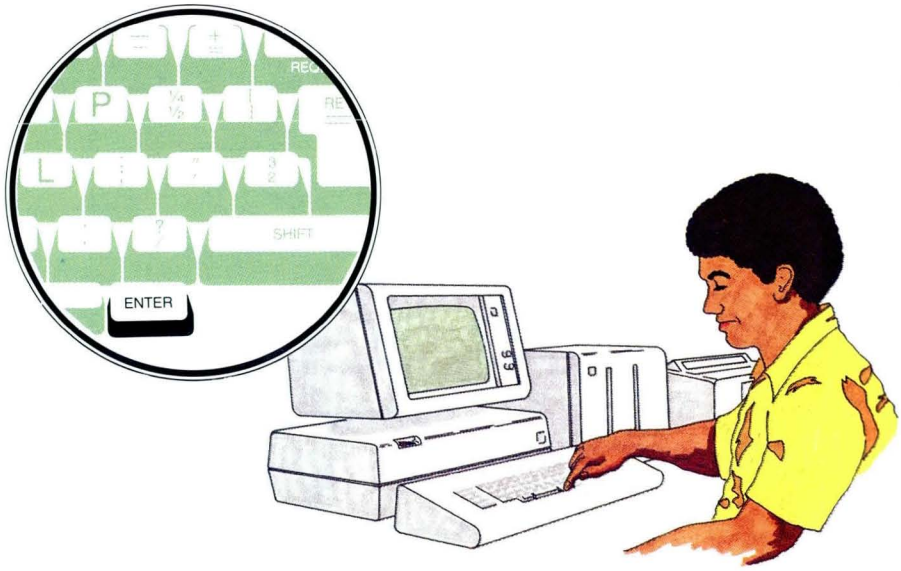
The sounds you hear from the diskette unit are normal. They mean the Displaywriter is accepting the diskette.



After a few seconds the screen should look like this.

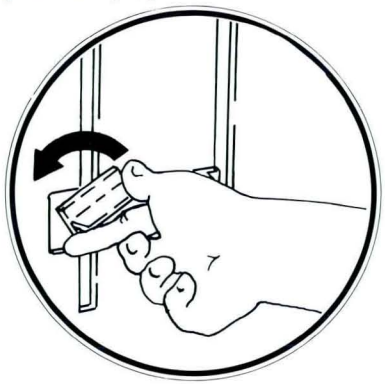


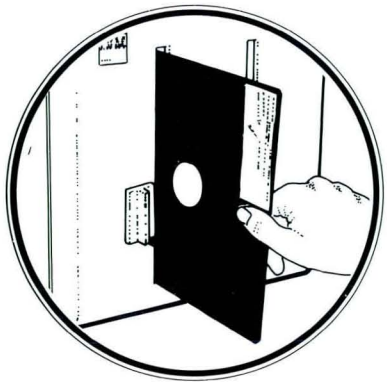
4 **Press ENTER when you are ready to begin.**

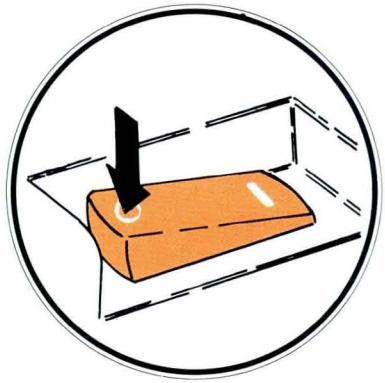


The Preview will begin when you press **ENTER**. Relax and enjoy the experience.

When you complete the session, remove the diskette and turn off your Displaywriter.







Now go to the Operator Guide to Training.

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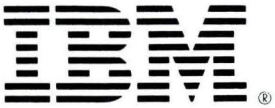

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