Xerox 860 IPS Software

Validator.
Validator is a proofreading program that checks spelling and enables you to correct errors. This instruction manual is designed for the Phoenix version of Validator. This manual tells you how to use the Phoenix version. We recommend that you first read the entire manual and then go back and follow the step-by-step instructions as you begin to work with the program. The manual also has an index at the back to help you find topics and details quickly.

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VALIDATOR: AN OVERVIEW

Validator is a proofreading program that checks spelling and enables you to correct errors.

The Validator Disc

The Validator master disc contains the Validator software and a 100,000 word dictionary. Before you use the Validator, you must add the Validator software from the Validator master disc to your system disc. Part 2 of this manual gives you step-by-step instructions for creating a new system disc.

The Phoenix

The Phoenix is a version of the Validator which allows you to experience all the capabilities of the program for a limited period of time. You can verify 10 documents with the Phoenix version. After the 10 verifications you will no longer be able to access the Validator Spelling Verification Program. All of the remaining features on your system disc will function normally and you can continue to use the system disc indefinitely.

If you purchase the Validator Spelling Verification Program, a password will be forwarded to you. After receiving the password, you will modify the system disc by typing in the password. In this way, you unlock the Validator Spelling Verification Program. You only need to perform this modification once. After this modification the Validator disc becomes a standard master disc and you again can use your system disc to verify documents.

Proofreading With Validator

Once you have added the Validator software to your system disc, you can proofread documents for misspellings. Validator proofreads a document in two passes. You place the document on the Active List and select the Validate Instruction Block. You can begin Pass 1.

Pass 1

Validator “passes through” the document and compares each word with the 100,000 words in its dictionary. If a word is not in the dictionary, then Validator records the word as an error. When it has checked all the words in the document, you begin Pass 2.

Pass 2

Validator highlights each error it has found. For each error, you have three choices. You can

1. Correct the word and go to the next error.
2. Leave the word as it is and go to the next error.

3. Add the word to the Personal Word List and go to the next error.

You complete Pass 2 when Validator has shown you all the errors that it has found. You then store the document as you normally do.

Personal Word Lists

A good, general vocabulary contains about 5,000 words. Since the Validator dictionary contains 100,000 words, you can be sure that most of the words you type are in it. However, some words, such as proper nouns and terms unique to an industry or profession, are not in the Validator dictionary. To add these words to the dictionary, you use Personal Word Lists. (Part 5 describes Personal Word Lists in more detail.)

Errors

When you proofread a document, Validator tries to find each word either on a Personal Word List or in the Validator dictionary. If it does not find the word, then it will highlight the word as an error.

Validator checks for misspellings and typos only. It does not highlight grammatical mistakes or incorrect or unconventional usages. If you typed the wrong word but spelled it correctly, then Validator will not record it as an error. For example, if you have typed “effect” when you intended “affect,” Validator will skip over it. Validator does not distinguish between uppercase and lowercase letters. (For a full discussion of how Validator defines words and errors, see Part 6.)
ADDING VALIDATOR TO YOUR SYSTEM DISC

Before you use Validator, you must add the software from the Validator master disc to your system disc.

The steps you use to add the Validator software to your system disc are similar to the standard 860 procedure. Before you add the Validator software to your system disc, you may want to create a new system disc. (Part 8 summarizes the instructions for creating a new system disc from your 860 master disc.)

Before You Begin

For this procedure, you need the 6.2 or 6.3 Word Processing master disc for your 860, the Validator master disc, and your system disc.

- Make sure you are using the Validator master disc on the correct 860. (When you add the Validator software to your system disc, the Validator master disc locks to your 860 and then cannot be used on any other 860.)

- Make sure that there are no discs in the controller and that each disc (the Word Processing master disc, the Validator master disc, and the system disc) has the write-protect-notch covered.

The Procedure

1. Insert the Word Processing master disc in the right station.

2. Turn on the 860. (If it is already on, press RESTART.)
   
   The 860 displays the message:
   
   XEROX
   
   Next, the 860 displays the message:
   
   LOADING--PLEASE WAIT
   
   Then, the 860 displays the message:
   
   INSERT THE DISC TO BE CREATED OR MODIFIED--THEN ACCPT.

3. Insert the system disc into the left station and press ACCPT.

   The 860 displays the Disc Creation and Modification page and highlights the DATE FORMAT line. The Command Line prompts you to ENTER DATE FORMAT.
4. Use LINE to highlight DATE and then type today's date.

5. Use LINE to highlight the procedure:

ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

Then press ACCPT. The 860 displays the message:

REMOVE MASTER DISC

6. Remove the Word Processing master disc.

The 860 displays the message:

INSERT NEXT MASTER DISC—ACCPT TO CONTINUE

7. Insert the Validator master disc into the right station and press ACCPT.

After a few seconds, the 860 displays the message CHECKING OPTIONS/UTILITIES—PLEASE WAIT. Then it displays the Options and Utility Selection page. The page lists SPELL CHECK on the left of the screen and the system disc software on the right:
In the Command Line, the 860 displays the message:

RECORD OPTIONS/UTILITIES ON SYSTEM DISC?

8. Press STOP to remove the message RECORD OPTIONS/UTILITIES ON SYSTEM DISC?

The 860 then highlights SPELL CHECK.

9. Press MARK to select the option SPELL CHECK.

If the 860 did not highlight SPELL CHECK, then use LINE to highlight it. Then press MARK.

The 860 displays the message:

CHECKING OPTIONS/UTILITIES--PLEASE WAIT

Then the message clears, SPELL CHECK begins to flash, and the 860 displays the message:

RECORD OPTIONS/UTILITIES ON SYSTEM DISC?

10. Press ACCPT.

The 860 begins to add the Validator software to the system disc. It first displays the message:

RECOVERING DISC SPACE--PLEASE WAIT

Then it displays the message:

CREATING SYSTEM DISC--PLEASE WAIT

When the 860 has finished adding the Validator software to the system disc, it displays this message:

ADD OPTIONS/UTILITIES FROM ANOTHER DISC?
11. Press STOP.
The 860 displays the message:
CONTINUE USING MASTER DISC?

12. Press STOP.
The 860 displays the message:
REMOVE MASTER DISC

13. Remove the Validator master disc from the right station.
The 860 displays the message:
PRESS RESTART

14. Remove the system disc from the left station and insert it into the right station.

15. Press RESTART.
The 860 displays the message:
LOADING--PLEASE WAIT
Then it displays the System Disc Page and the message:
ENTER DATE

16. Type today’s date.

17. Use LINE to highlight SPELL CHECK and then press ACCPT.
The 860 displays the message:
INSERT SYSTEM DISC IN RIGHT STATION--CONTINUE?

18. Press ACCPT. (The system disc is already in the right station.)
The 860 displays the message:
MODIFYING SYSTEM DISC--PLEASE WAIT
Then it displays the message:
INSERT MASTER DISC IN LEFT DRIVE--CONTINUE?

19. Press RESTART to load the software from your system disc as you normally do.
The 860 displays the System Disc Page and Spell Check is no longer listed under OPTIONS. The Validator software is now installed on your system disc. When you install the Phoenix version of Validator onto your system disc you also install a counter. This counter will allow you to validate documents for a specific number of times. Each time you validate a document you will receive a prompt which will alert you to the remaining number of validations. After you have used all the validations, the system disc will function normally except it will not allow you to validate any more documents. To validate you must input a password which unlocks Validator. Software Concepts will provide you with the password, if you purchase Validator.
USING VALIDATOR

As you know from Part 2, before you can use Validator, you must add the Validator software to your system disc. Once you have done that, you are ready to proofread documents.

Getting Ready to Proofread

The steps you use to begin proofreading are the ones you normally use to begin work with a document on the 860.

The Discs You Need

• The system disc (containing the Validator software).
• The disc containing the documents you want to proofread.
• The Validator master disc.

Pre-Proofreading Checklist

• As you normally do, make sure you have inserted the system disc into one station and the disc with the document you want to proofread into the other station.
• As you normally do, make sure you have loaded the word processing software from your system disc.
• Make sure that the document disc has enough free sectors. As with normal editing, Validator safeguards your document by creating and working with a copy. Therefore, the disc must have enough room for a copy of the document. For example, to proofread a document that uses 14 sectors you must have at least 14 free sectors on the disc.
• Make sure you have stored the document(s) and then listed it on the Active List.
• On the Non-Recordable Format Page, make sure that EDIT REFORMAT and AUTO CARRIER RETURN are on.
• Because Validator proofreads the first EDIT document on the Active List, make sure that you list first the name of the document you want to proofread.
• Make sure the Activity page is displayed.

Pass 1

When you have displayed the Activity page, you are ready to proofread the first EDIT document on the Active List. You proofread in two passes. During Pass 1, Validator searches for errors. During Pass 2, Validator highlights the errors so you can correct them.

How to Begin Pass 1

1. Hold down CODE and type 6 to select the Validate Instruction Block.
The 860 displays:

```
REMOVE SYSTEM DISC--INSERT DICTIONARY DISC
```

2. **Remove the system disc, insert the Validator master disc, and press ACCPT.**

   The 860 displays this message:

   ```
   VALIDATIONS REMAINING: ## --CONTINUE?
   ```

   This message will alert you to the number of validations you have left on your Phoenix version of Validator.

   **Press ACCPT.**

   Pass 1 begins asValidator proofreads the first document listed on the Active List.

### During Pass 1

During Pass 1, Validator proofreads the document. It compares every word in the document with the words in the dictionary and with the words in the Personal Word List. It uses the Activity page to keep you posted as it proofreads.

First, Validator tells you how full the Personal Word List is. For example:

```
PERSONAL WORD LIST IS 09% FULL    SN  ###### --####
``` 

Then, Validator displays a running count of the words it is processing and the words it has not found (errors). For example:

```
WORDS PROCESSED: 214  WORDS NOT FOUND: 4
``` 

### After Pass 1

When it has completed Pass 1, Validator has finished proofreading. It displays the total number of words in the document, the total number of words not found, and asks you if you want to continue. For example:

```
WORDS PROCESSED: 983  WORDS NOT FOUND: 22  CONTINUE?
``` 

If Validator has found no errors during Pass 1, you do not need to go on to Pass 2 (since there are no errors to correct). When Validator finds no errors, it displays this message:

```
WORDS PROCESSED: 0  WORDS NOT FOUND: 0  CONTINUE?
``` 

### If No Errors

1. **Press ACCPT.**

   Because Validator has found no errors, it does *not* highlight the name of the proofread document in the Active List and Validator does not recall the Personal Word List (PWL) to the Active List.
You can either proofread another document or continue with any of the other word processing functions. To resume proofreading, remove the proofread document from the Active List. Then, if necessary, move the next document you want to proofread to the Active List and hold down CODE and press 6. **Validator** always proofreads the first EDIT document on the Active List. If you continue with other word processing functions, **Validator** displays this message:

```
INSERT DISC (name of system disc)
```

2. **Remove the **Validator** master disc, insert the system disc, and press ACCPT.**
   The 860 displays this message:
   
   ````LOADING—PLEASE WAIT````
   After the message clears, you can proceed with other word processing functions.

**To Go to Pass 2**

After the message that gives the total number of words and errors in the document, you

1. **Press ACCPT to continue.**
   **Validator** highlights the name of the document you are proofreading and calls the document PWL to the Active List. It displays this message in the Command Line:
   
   ```INSERT DISC (name of system disc)```

2. **Remove the **Validator** master disc, insert the system disc, and press ACCPT.**
   The 860 displays this message:
   
   ````LOADING—PLEASE WAIT````
   After a few seconds, **Validator** displays the first page of the document with an error. You begin Pass 2.

**Pass 2**

After you pressed ACCPT to continue, **Validator** displayed the first page with an error.

**How to Highlight and Correct Errors**

1. **Hold down CODE and press SEARCH to highlight the first error.**
   **Validator** highlights the error and positions the cursor on the space after the error. For example:
   
   in 1914, the Colt company manufactured a revised version of the gub
   used in the

2. **Correct the word, skip it, or add it to the Personal Word List (PWL):**
   - **Correct the word**
     Use any word processing method (such as strikeover, delete, or insert). After you have corrected the word, hold down CODE and press SEARCH in order to highlight the next error.
• Skip the word
  Hold down CODE and press SEARCH. Validator leaves the word as it is and highlights the next error.

• Add the word to the Personal Word List
  Hold down CODE and press RPLCE. Validator leaves the word as it is and adds it to the Personal Word List (PWL). It will not stop at any other occurrences of the word during this pass. Also, the next time you proofread a document using this Personal Word List (PWL), Validator will not highlight the word as an error. Hold down CODE and press SEARCH to go to the next error.

In our example, if you held down CODE and pressed RPLCE, then Validator would add “gub” to the Personal Word List (PWL) on this disc and skip all remaining occurrences of “gub” during this pass. The next time that you proofread a document using this Personal Word List (PWL), “gub” would be on the Personal Word List (PWL), so Validator would not highlight it as an error.

Do not add a misspelled word or a corrected word to the Personal Word List. (Part 4 provides you with a detailed description of Personal Word Lists and how to use them.)

3. Continue to use CODE SEARCH until you have highlighted all the errors that Validator has found during Pass 1. (You can stop Pass 2 at any time by pressing STORE.) If you have highlighted all the errors, Validator will display this message when you hold down CODE and press SEARCH:

   NOT FOUND

4. Press STOP.

You have completed Pass 2. If you wish, you can use any word processing feature to edit the document further.

When you have finished with the document, press STORE (as you normally do) to store the revised document.

During Pass 2

• If you correct a word, do not add it to the Personal Word List (PWL) because Validator will add the word as it was before you corrected it.

• Once you add a word to a Personal Word List (PWL), Validator will not stop on that word again no matter how many times it occurs. (However, after you have completed Pass 2, you can display the Personal Word List (PWL) and revise it. See Part 4.)

How to Stop Proofreading

You can stop proofreading at any time during Pass 2 by pressing STORE. You can then store the document as you normally do.
**How to Skip Pass 1**

If you stored a proofread document before completing Pass 2, it is possible to resume Pass 2 at the point where you stored the document. Return the proofread document to the active page.

1. **Hold down CODE and type 6 to select the Validate Instruction Block.**
   
   The 860 displays:
   
   REMOVE SYSTEM DISC -- INSERT DICTIONARY DISC

2. **Remove the system disc, insert the Validator master disc, and press ACCEPT.**
   
   The 860 displays this message:
   
   VALIDATIONS REMAINING: # -- CONTINUE?

3. **Press ACCEPT.**
   
   The 860 displays this message:
   
   PERSONAL WORD LIST IS 00% FULL: SN #### -- ####

4. **Press STOP once.**
   
   After a few seconds the 860 displays this message:
   
   CONTINUE?
   
   (If you change your mind and decide to continue with Pass 1, press ACCEPT.)

5. **Press STOP.**
   
   The 860 displays this message:
   
   INSERT DISC (name of system disc) -- CONTINUE?

6. **Remove the Validator master disc, insert the system disc, and press ACCEPT.**
   
   The 860 displays this message:
   
   LOADING -- PLEASE WAIT
   
   After a few seconds, Validator displays the first page of the document. You now resume Pass 2. Hold down CODE and press SEARCH. Validator will return you to the point in the document where you left off and highlight the next error. Proceed with Pass 2 as you normally would.

**Proofreading Another Document**

After you have stored the proofread document, you can proofread another document. Validator always proofreads the first EDIT document on the Active List. So, to resume proofreading, you move the next document you want to proofread to the beginning of the Active List and hold down CODE and type 6.
Proofreading and Printing Simultaneously

You can print a document while proofreading. Simply initiate the print function as you normally do. Then call the document you want to proofread to the Active List and press CODE and 6. Validator will proofread the first document on the Active List with a usage of EDIT.

While you can queue documents for printing, you cannot queue documents for verification with Validator. You may move as many documents as you want to the Active List; but, Validator will only proofread the first EDIT document on the Active List.

<table>
<thead>
<tr>
<th>ACTIVE LIST</th>
<th>WORD PROCESSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>TYPE DISC</td>
</tr>
<tr>
<td>letter</td>
<td>WP WORKING</td>
</tr>
<tr>
<td>proposal</td>
<td>WP WORKING</td>
</tr>
<tr>
<td>brief</td>
<td>WP WORKING</td>
</tr>
</tbody>
</table>

Validator will proofread this document first. Validator will not proofread this document.

It is a good habit to proofread a document and then print it. You should never print a specific document while it is being proofread.
WORKING WITH PERSONAL WORD LISTS

Each disc contains its own Personal Word List because Validator creates it for you the first time you proofread a document.

As you know, when you proofread a document, Validator compares each word with:

- The list of 100,000 words in the Validator dictionary.
- The Personal Word List on the working disc.

If Validator does not find the word on either list, it highlights the word during Pass 2.

On Personal Word Lists you include words, such as proper nouns and technical terms, that are not in the Validator dictionary. For example, if you proofread a memo to Ms. Prescott, Validator will highlight “Prescott” as an error. If you add “Prescott” to the Personal Word List on the disc that contains the memo, then Validator will no longer highlight “Prescott” as an error.

Adding Words To a Personal Word List

- When proofreading a document, you can add a word that Validator is highlighting.
- Like any other document, you can display a Personal Word List on the screen and then simply add, delete, or edit the words.

Helpful Facts When Using Personal Word Lists

Here is a list of helpful facts for working with Personal Word Lists:

- When you proofread a document on a disc that does not yet contain a Personal Word List, Validator creates one.
- The Personal Word List on each disc has the name PWL.
- When proofreading a document always guarantee that the Personal Word List (PWL) is not on the active list. Validator will automatically bring it to the active list just before Pass 2. If you bring it to the active list before proofreading a document, Validator will disregard it and create a new document with the same name (PWL). Additionally, Validator will move the original Personal Word List (PWL) to the backup index.
• Each Personal Word List (PWL) can hold up to 2,000 words. It is possible to place more than 2,000 words in the Personal Word List (PWL). However, the proofreading speed during Pass 1 will be slower when you use a Personal Word List (PWL) with more than 2,000 words.

• Whether the words on a Personal Word List are stored as uppercase or lowercase letters does not matter. For example, if “xerox” is stored in the Personal Word List, then Validator will not highlight “XEROX” as an error.

• When you add a word to a Personal Word List, add the plural form as well. For example, if you add “bus” and “cat,” also add “busses” and “cats.” (Of course, both “bus” and “cat” are already in the Validator dictionary.)

• You can instruct Validator not to check the Personal Word List on a disc by simply changing the name of the Personal Word List document to a name other than PWL. (Validator will create another Personal Word List and name it PWL when you proofread.)

• Like any other document, you can delete a Personal Word List from the disc index.

• Like any other document, you can copy a Personal Word List from one disc to another.

**Editing and Printing Personal Word Lists**

When you add words to the Personal Word List during Pass 2, Validator automatically places each word at the left margin. You can add other words and you can rearrange these words in any way you wish. The only requirement is that every word be followed by a blank space.

Validator always opens the Personal Word List (PWL) document with the standard format settings. You may change any of the standard format settings. However, Validator ignores the page layout settings (top margin, bottom margin, and paper size) when words are being added during Pass 2. Therefore, you should always paginate the Personal Word List (PWL) document before printing it.

**Some Reasons to Use Personal Word Lists**

Use Personal Word Lists to tailor Validator to your work needs. Most often, you will add proper nouns, technical terms, abbreviations, and acronyms.

**Proper Nouns**

You may often type the same personal names. For example, you may often type “Maria Martinson, Vice-President of Marketing.” Since the proper nouns “Maria” and “Martinson” are not in the Validator dictionary, Validator will highlight them as errors. If you add “Maria” and “Martinson” to a Personal Word List, Validator will no longer highlight them as errors.

**Technical Terms**

For example, if you work in a medical office, you may type terms such as “thoracic,” “inguinal,” etc. Since these terms are not in the Validator dictionary, Validator will highlight them as errors. If you add these terms to a Personal Word List, then Validator will no longer highlight them as errors.
Abreviations and Acronyms

You may often type the same abbreviations and acronyms. For example, you may type “Pol. Sci.” as an abbreviation for “Political Science,” “HUD” as an acronym for “Housing and Urban Development,” or “AMA” as an acronym for the “American Medical Association.” You can add such frequently used abbreviations and acronyms to a Personal Word List.

Creating a Personal Word List Library

As you proofread, you may find that you need different Personal Word Lists for different kinds of documents. For example, when you proofread documents for Marketing, you may need a Personal Word List that contains the names of regional sales managers. When you proofread documents for Accounting, you may need a Personal Word List that contains billing addresses. To handle these different needs, develop a Personal Word List Library.

To continue with our example, on the disc that contains your Personal Word List Library you might store two or more Personal Word Lists: one named “MarketingPWL” and one named “AccountingPWL.” Then, before you proofread documents for Marketing, you would copy “MarketingPWL” onto the document disc and name it PWL.

A Sample Personal Word List

<table>
<thead>
<tr>
<th>Validator</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS</td>
</tr>
<tr>
<td>Coleman</td>
</tr>
<tr>
<td>Smith</td>
</tr>
<tr>
<td>carotid</td>
</tr>
<tr>
<td>Mary</td>
</tr>
<tr>
<td>Gibson</td>
</tr>
<tr>
<td>WP</td>
</tr>
<tr>
<td>Matt</td>
</tr>
<tr>
<td>ASCII</td>
</tr>
<tr>
<td>Tobin</td>
</tr>
</tbody>
</table>
Words, "Non-words," and Errors

During Pass 1, Validator tries to find each word in the dictionary or the Personal Word List. However, Validator considers some groups of characters "non-words," and does not check them. This section describes how Validator defines words, "non-words," and errors.

Words

Validator defines a word as a group of characters enclosed within "separators." A separator is a space, a format block, a punctuation mark, or a carrier return. This group of characters must begin with a letter (uppercase or lowercase). A group of characters that begins with a letter but includes a numeral is also a word (for example, R2D2).

One Word

- a
- R2D2
- Joseph
- don't

Two Words

- You are
  - The space is a separator.
  - c/o
- The / is a separator.
- now. He
- The . is a separator.

A single apostrophe, a single numeral from 0 through 9, or a single letter is not a separator.

A group of characters that begins with an apostrophe is a word ('til).

If a word ends in 's (boy's), Validator defines as a word only the characters before the apostrophe (boy).

Hyphens As Separators

There are three kinds of hyphens:

- Dash
  - Use CODE + the hyphen key.
  - You type a dash when you do not want the word to be split during reformatting (for example, 203-348-2099).
A dash is a separator.

- Required hyphen
  Use the hyphen key.
  You type a required hyphen when you do not want the hyphen to be dropped during reformatting (for example, mother-in-law).
  A required hyphen is a separator.

- Non-required hyphen
  You enter a non-required hyphen by typing CODE + 0 during reformatting.
  A non-required hyphen divides a word at the end of a line and may be dropped during reformatting.
  A non-required hyphen is not a separator.

**Non-Words**

A group of characters is a "non-word" if it is a separator, if it is a code symbol, if it has more than 25 characters, or if it begins with a numeral. **Validator** does not check a "non-word." It skips over a "non-word" and does not highlight it as an error.

<table>
<thead>
<tr>
<th>Non-Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D</td>
</tr>
<tr>
<td>1985</td>
</tr>
<tr>
<td>Antidisestablishmentarianism</td>
</tr>
</tbody>
</table>

**Errors**

**Validator** scans each page from separator to separator. It scans each group of characters between separators. If the characters between separators form a word, then **Validator** tries to match the word with a word in the 100,000-word dictionary or in the Personal Word List. If it cannot find a match, it identifies the word as an error.
Prompts

Here are the routine messages that Validator displays from time to time.

**While Adding the Validator Software to the System Disc**
- LOADING--PLEASE WAIT
- INSERT THE DISC TO BE CREATED OR MODIFIED--THEN ACCPT.
- RECORD OPTIONS/UTILITIES ON SYSTEM DISC?
- RECOVERING DISC SPACE--PLEASE WAIT
- CREATING SYSTEM DISC--PLEASE WAIT
- REMOVE MASTER DISC
- INSERT NEXT MASTER DISC--ACCPT TO CONTINUE
- CHECKING OPTIONS/UTILITIES--PLEASE WAIT
- ADD OPTIONS/UTILITIES FROM ANOTHER DISC?
- CONTINUE USING MASTER DISC?
- INSERT SYSTEM DISC IN RIGHT STATION--CONTINUE?
- MODIFYING SYSTEM DISC--PLEASE WAIT
- MODIFICATIONS COMPLETE--PRESS MOVE OR RESTART
- INSERT MASTER DISC IN LEFT STATION--CONTINUE?
- COPYING DICTIONARY FILES--PLEASE WAIT
- COPY COMPLETE--PRESS RESTART
- PRESS RESTART
- SELECT OPTION

**While Proofreading a Document**
- REMOVE SYSTEM DISC--INSERT DICTIONARY DISC CONTINUE?
- PERSONAL WORD LIST IS 00% FULL
- WORDS PROCESSED: 0 WORDS NOT FOUND: 0
- WORDS PROCESSED: 0 WORDS NOT FOUND: 0 CONTINUE?
- INSERT DISC (SYSTEM DISC)
- VALIDATIONS REMAINING ##--CONTINUE?
Error Messages

Here are the messages that indicate a problem, a description of the problem, and a suggested solution:

ACTIVE LIST EMPTY

**Problem.** You have touched CODE + 6 and there are no documents in the Active List.

**Solution.** Touch STOP and move the document you want to proofread to the Active List and touch CODE + 6 again.

CANNOT CONTINUE — CHECK DOCUMENT

**Problem.** Either something is wrong with one of your documents or there is not enough room on the document disc.

**Solution.** Insert the system disc. Press RESTART (#1) and then check the document or copy the document onto a disc that has more free sectors than the disc you were using and try again.

If you get the same message, follow the steps suggested under DISC READ/WRITE ERROR.

DICTIONARY DISC ERROR

**Problem.** You did not insert the Validator master disc when instructed to insert the dictionary disc at the beginning of Pass 2.

**Solution.** Remove the disc and insert the proper dictionary disc. Then press ACCEPT to continue.

DISC READ/WRITE ERROR

**Problem.** Something is wrong with the document that you are proofreading, with the PWL document, the dictionary disc, or the system disc.

**Solution.** Try again. (This could be a temporary problem.)

If you get the same message, try duplicating the document you are proofreading onto a different disc and then proofread the document.

If you get the same message, try making a new system disc. Then try again.

If you still get the same message, try the Reconstruct Utility or call your Xerox representative. You may have a hardware problem.

PERSONAL WORD LIST OVERFLOW

**Problem.** You have accumulated more than 2,000 words in the Personal Word List on the document disc. However, Passes 1 and 2 will continue as normal.

**Solution.** After you finish Pass 2, either delete some words from the PWL on the document disc, create a new PWL, or copy the document to a disc with fewer words in its Personal Word List.
UNLOCKING THE PHOENIX VERSION OF VALIDATOR

As you know from Part 2, the Phoenix version of Validator allows you to validate a specified number of documents and then it locks out Validator from the system disc. You can modify your Validator master disc and your system disc by inputting a password. You should not attempt to unlock Validator unless you have received a password from Xerox. This unlocks the Validator.

Double-Sided and Single-Sided Discs

The instructions for unlocking the Validator software from the system disc vary slightly depending on whether your 860 uses double-sided or single-sided disc drives.

• If your 860 uses double-sided disc drives, you will have room on your system disc to hold both the Validator program and the 100,000-word dictionary. After you unlock Validator, you will be allowed to transfer the 100,000-word dictionary onto your system disc.

• If your 860 uses single-sided disc drives, you will be able to copy the Validator dictionary onto a blank initialized disc. After you unlock Validator, you will be allowed to transfer the 100,000-word dictionary onto a blank initialized disc.

Before You Begin

For this procedure, you need the 6.2 or 6.3 Word Processing master disc for your 860, the Validator master disc, and your system disc with the Validator software on it. (If your 860 uses single-sided discs, you will also need an initialized disc.)

• Make sure you are using the Validator master disc on the correct 860.

• Make sure that there are no discs in the controller and that each disc (the Word Processing master disc, the Validator master disc, the system disc with the Phoenix version of Validator on it; and, on 860’s with single-sided disc drives, a blank initialized disc) is write-protected.

The Procedure

1. Insert the Word Processing master disc in the right station.

2. Turn on the 860. (If it is already on, press RESTART.)

   The 860 displays the message:

   XEROX
Next, the 860 displays the message:

LOADING--PLEASE WAIT

Then, the 860 displays the message:

INSERT THE DISC TO BE CREATED OR MODIFIED--THEN ACCPT.

3. Insert the system disc with the Phoenix version of Validator on it into the left station and press ACCPT.

The 860 displays the Disc Creation and Modification page and highlights the DATE FORMAT line. The Command Line prompts you to ENTER DATE FORMAT.

<table>
<thead>
<tr>
<th>LEFT: SYSTEM FORMAT</th>
<th>RIGHT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE FORMAT:</td>
<td>MM/DD/YY</td>
</tr>
<tr>
<td>DATE:</td>
<td>MM/DD/YY</td>
</tr>
<tr>
<td>SYSTEM DISC NAME:</td>
<td>SYSTEM DISC</td>
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<tr>
<td>MACHINE SERIAL NUMBER:</td>
<td># ####</td>
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<td>NONE</td>
</tr>
<tr>
<td>PROCEDURE:</td>
<td></td>
</tr>
<tr>
<td>COPY ENTIRE MASTER DISC TO SYSTEM DISC</td>
<td></td>
</tr>
<tr>
<td>SELECT OPTIONS OR UTILITIES TO BE COPIED</td>
<td></td>
</tr>
<tr>
<td>ADD OPTIONS/UTILITIES FROM ANOTHER DISC</td>
<td></td>
</tr>
<tr>
<td>REPLACE CONFIGURATION</td>
<td></td>
</tr>
</tbody>
</table>

4. Use LINE to highlight DATE and then type today’s date.

5. Use LINE to highlight the procedure:

ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

Then press ACCPT. The 860 displays the message:

REMOVE MASTER DISC

6. Remove the Word Processing master disc.
The 860 displays the message:

**INSERT NEXT MASTER DISC--ACCPT TO CONTINUE**

7. Insert the *Validator* master disc into the right station and press ACCPT.

After a few seconds, the 860 displays the message **CHECKING OPTIONS/UTILITIES—PLEASE WAIT.** Then it displays the Options and Utility Selection page. The page lists **SPELL CHECK** on the left of the screen and the system disc software on the right:

<table>
<thead>
<tr>
<th>options and utility selection</th>
</tr>
</thead>
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<tr>
<td>master disc: validator</td>
</tr>
<tr>
<td>option &amp; utility names</td>
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<tr>
<td>revision</td>
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<td>level</td>
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<td>sectors</td>
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<td>spell check</td>
</tr>
<tr>
<td>h2.500</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>initialize</td>
</tr>
<tr>
<td>h6.200</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>duplicate</td>
</tr>
<tr>
<td>h6.200</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>reconstruct</td>
</tr>
<tr>
<td>h6.200</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>rename</td>
</tr>
<tr>
<td>h6.200</td>
</tr>
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<td>11</td>
</tr>
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<td>backup index</td>
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<td>convert</td>
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<tr>
<td>h6.200</td>
</tr>
<tr>
<td>62</td>
</tr>
<tr>
<td>recover</td>
</tr>
<tr>
<td>h6.200</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>spell check</td>
</tr>
<tr>
<td>h2.500</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

In the Command Line, the 860 displays the message:

**RECORD OPTIONS/UTILITIES ON SYSTEM DISC?**

8. **Press STOP** to remove the message **RECORD OPTIONS/UTILITIES ON SYSTEM DISC?**

The 860 then highlights **SPELL CHECK**.

9. **Press MARK** to select the option **SPELL CHECK** in the left column.

If the 860 did not highlight **SPELL CHECK**, then use **LINE** to highlight it. Then press **MARK**.

The 860 displays the message:

**CHECKING OPTIONS/UTILITIES--PLEASE WAIT**

Then the message clears, the 860 highlights **SPELL CHECK** in the right column and displays the message:

**DELETE OBSOLETE OPTIONS/UTILITIES FROM SYSTEM DISC?**

10. **Press ACCPT**.

The 860 deletes the old version of *Validator* and begins to add the new *Validator* software to the system disc.
It first displays the message:

RECOVERING DISC SPACE--PLEASE WAIT

Then it displays the message:

CREATING SYSTEM DISC--PLEASE WAIT

When the 860 has finished adding the *Validator* software to the system disc, it displays this message:

ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

11. Press STOP.

The 860 displays the message:

CONTINUE USING MASTER DISC?

12. Press STOP.

The 860 displays the message:

REMOVE MASTER DISC

13. Remove the *Validator* master disc from the right station.

The 860 displays the message:

PRESS RESTART

14. Remove the system disc from the left station and insert it into the right station.

15. Press RESTART.

The 860 displays the message:

LOADING--PLEASE WAIT

Then it displays the System Disc Page and the message:

ENTER DATE

16. Type today's date.

17. Use LINE to highlight SPELL CHECK and then press ACCPT.

The 860 displays the message:

INSERT SYSTEM DISC IN RIGHT STATION--CONTINUE?

18. Press ACCPT. (The system disc is already in the right station.)

The 860 displays the message:

MODIFYING SYSTEM DISC--PLEASE WAIT

Then it displays the message:

INSERT MASTER DISC IN LEFT DRIVE--CONTINUE?
19. Insert the **Validator** master disc into the left station and press **ACCPT**.

The 860 displays the message:

ENTER VALIDATOR UNLOCKING CODE:

20. Type your unlocking code. Make sure the shift-lock key is *not* on. You may use the backspace key to correct mistakes. When you are sure you have typed the correct unlocking code, press **ACCPT**. The 860 displays the message:

MODIFICATIONS COMPLETE--PRESS COPY OR RESTART

21. **Press COPY**.

You press **COPY** to copy the 100,000-word **Validator** dictionary from the **Validator** master disc either to the system disc or to an initialized disc.

The 860 displays the message:

INSERT DESTINATION DISC IN RIGHT DRIVE--CONTINUE?

22. **Insert the disc(s)**.

Insert the **Validator** master disc into the *left* station.

- If your 860 uses single-sided discs, then remove the system disc from the right station and insert a newly *initialized* blank disc.

- If your 860 uses double-sided discs, then leave the system disc in the right station.

23. **Press ACCPT**.

The 860 copies the **Validator** dictionary from the **Validator** master disc to the new disc in the right station (either the system disc or the newly initialized disc). As the 860 copies the dictionary, it displays the message:

COPYING DICTIONARY FILES--PLEASE WAIT

When it has finished copying the dictionary, it displays:

**XEROX**

24. **Remove the **Validator** master disc from the left station**.

- If your 860 uses single-sided discs, then remove the disc from the right station and label it "Dictionary." Then insert the system disc into the right station.

- If your 860 uses double-sided discs, then just leave the system disc in the right station.

25. **Put the **Validator** master disc away for safekeeping**.

26. **Press RESTART** to load the software from your system disc as you normally do.

The **Validator** software is now installed on your system disc.

- If your 860 uses single-sided discs, then the **Validator** dictionary is now copied onto your dictionary disc.
• If your 860 uses double-sided discs, then the *Validator* dictionary is now copied onto your system disc.
CREATING A NEW SYSTEM DISC

This section tells you how to create a system disc. It is included here for your convenience if you decide to create a new system disc before adding the Validator software.

Before You Begin

For this procedure, you will need either the 6.2 or 6.3 Word Processing master disc for your 860 and an initialized disc. Validator is compatible only with the 6.2 and 6.3 word processing releases.

Make sure there are no discs in the controller, and that each disc (the Word Processing master disc and the initialized disc) has the write-protect-notch covered.

The Procedure

1. Insert the word processing master disc into the right station.

2. Turn on the 860. (If it is already on, press RESTART.)
   
   The 860 displays the message:

   \[ \text{XEROX} \]

   Next, the 860 displays the message:

   \[ \text{LOADING--PLEASE WAIT} \]

   Then, the 860 displays the message:

   \[ \text{INSERT THE DISC TO BE CREATED OR MODIFIED--THEN ACCEPT.} \]

3. Insert an initialized disc into the left station and press ACCEPT.

   The 860 displays the Disc Creation and Modification page and highlights the DATE FORMAT line. The Command Line prompts you to ENTER DATE FORMAT.
4. Use the first four lines of the Disc Creation and Modification page to provide the system disc with information about your system.

If you want, change the DATE FORMAT.

Use LINE to highlight DATE and type today’s date.

Use LINE to highlight SYSTEM DISC NAME and type VAL SYS DISC. (You can give the system disc any name you want.)

Use LINE to highlight MACHINE SERIAL NUMBER and type the serial number of your 860.

5. Use the next six lines to provide the new system disc with information about the configuration of your 860.

Use LINE to highlight DISPLAY.

The 860 displays in the Command Line:

```
ENTER SYSTEM CONFIGURATION
```

Highlight each option in turn and use CHAR to display the correct setting. (For more information about the system configuration options, see the 860 Reference Manual.)

6. After you have selected the final configuration option (COMMUNICATIONS MODE), press LINE to highlight the procedure:

```
COPY ENTIRE MASTER DISC TO SYSTEM DISC
```
Then press ACCPT.
The 860 displays in the Command Line:

RECORD OPTIONS/UTILITIES ON SYSTEM DISC?

7. Press ACCPT.
The 860 copies the word processing master disc software onto your new system disc. The 860 displays the message:

RECOVERING DISC SPACE--PLEASE WAIT

Next the 860 displays the message:

CREATING SYSTEM DISC--PLEASE WAIT

When the 860 has finished adding the master disc software to the new system disc, it displays the message:

REMOVE MASTER DISC

You have now created a new system disc and you are ready to add the Validator software to it. (See Part 2.)
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<td>8</td>
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<td>Letter, not a separator</td>
<td>17</td>
</tr>
<tr>
<td>Loading--please wait</td>
<td>3, 6, 9, 11, 19, 22, 24, 27</td>
</tr>
<tr>
<td>Lock, to 860</td>
<td>3</td>
</tr>
<tr>
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</tr>
<tr>
<td>Modifications complete--press copy or restart</td>
<td>25</td>
</tr>
<tr>
<td>Modify, master disc</td>
<td>21</td>
</tr>
<tr>
<td>Modify, Phoenix version</td>
<td>21</td>
</tr>
<tr>
<td>Modify, system disc</td>
<td>21</td>
</tr>
<tr>
<td>Modifying system disc--Please wait</td>
<td>6, 19, 24</td>
</tr>
<tr>
<td>Next error, highlight</td>
<td>9, 10</td>
</tr>
<tr>
<td>No errors, during pass 1</td>
<td>8</td>
</tr>
<tr>
<td>Non-words, definition of</td>
<td>18</td>
</tr>
<tr>
<td>Not found</td>
<td>10</td>
</tr>
</tbody>
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