

The **IBM** Personal Computer

**Professional Workstation**

for

**Fixed Disk Systems**

**INSTALLATION AND REFERENCE GUIDE**

**Version 3.00**

**STLM028**

**March 1986**

**IBM Internal Use Only**

PC Systems User Support  
IBM Santa Teresa Laboratory  
555 Bailey Avenue  
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**IBM PERSONAL COMPUTER  
PROFESSIONAL WORKSTATION  
INSTALLATION AND REFERENCE GUIDE**

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## **Security**

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PWS also supports a number of IBM internal software products. All of these programs are restricted to IBM INTERNAL USE ONLY. They may be copied and distributed to employees for IBM business purposes only.



## Preface

This manual guides you through the installation of the Professional Workstation PWS. It includes sections on:

- Using Appropriate Material (Programs and Diskettes)
- Setting up the Fixed Disk
- Installing DOS on Fixed Disk
- Installing PWS from the Distribution Diskettes
- Cleaning up the Fixed Disk
- Installing and Using Additional Application Programs

## Prerequisite Knowledge

Before reading this guide, you should have some knowledge of the IBM Personal Computer Professional Workstation for Fixed Disk Systems. For introductory information, refer to:

*Guide to Operations*

*Exploring the IBM Personal Computer Diskette*

*DOS User's Guide*

*The Professional Workstation User Guide*

## Organization of This Book

This book is divided into three chapters and a reference section:

- **CHAPTER 1 - "Introduction"** describes the installation process and lists the application programs that have been pre-installed.
- **CHAPTER 2 - "Installing PWS"** provides detailed instructions for installing PWS on your fixed disk.

- **CHAPTER 3 - "Fixed Disk Cleanup"** tells you how to use procedures to cleanup obsolete files left from prior versions of PWS.

A reference section follows the chapters. It is divided into subsections that correspond to the PWS applications. Within each are descriptions of the application programs that are supported by PWS.

## Referenced Publications

The following publications will be useful when you begin to use PWS:

*The Professional Workstation User's Guide* (STLM027) teaches you how to use Professional Workstation menus and facilities.

*The Professional Workstation Technical Reference Manual*(STLM031) contains technical information for users who wish to build customized workstations from the PWS Workstation Core.

*The DOS User's Guide* (6138514) is an introduction to the IBM Personal Computer Disk Operating System (DOS). It comes packaged with your copy of DOS.

*The DOS Reference Manual* (6138519) contains all of the detailed information you will need to know to use DOS in reference format. It comes packaged with your copy of DOS.

*The Fixed Disk Organizer Manual* (6024111) includes complete information on the Fixed Disk Organizer (FDO) program which is the foundation of PWS menus. It is included with your copy of Fixed Disk Organizer.

You will need to refer to the manuals for individual application program supported by PWS. They are listed in the reference section.

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## CHAPTER 1. Introduction

This guide will help you install the IBM Personal Computer Professional Workstation. Instructions are provided for installing PWS on fixed disk. It also serves as a reference for individual application programs that are supported by PWS.

Once you have installed PWS, the Reference Section provides information on installing and using additional application programs.

### Pre-Installed Applications

The workstation package is called a customized workstation because a number of application programs have already been installed. These are slightly different depending on whether you are using the PC/XT/AT or the 3270 PC version. The following applications are installed:

APPLICATION	PROGRAM
Appointments Calendar	Remind
Calculator	Menu-Calc
Communications	E78,XT3277 or PCTERM on PC/XT/AT, 3270 PC Control Prog on 3270 PC
Database Manager	PC-File III Version
Editor	Professional Editor II
Foil Maker	FontWriter
Graphics	None
IBM Forms	Professional Editor II Forms
Integrated Application	None
Notepad	GWNOTE on PC/XT/AT
Presentation Maker	None
Project Manager	None
Proof Reader	None

<b>APPLICATION</b>	<b>PROGRAM</b>
Reports	None
Script Processor	DWSCRIPT Text Processor
Spread Sheet	None
Word Processor	None

You may begin to use these programs immediately after the installation of PWS.

## CHAPTER 2. Installing PWS

This chapter provides instructions for installing the PWS on your fixed disk. The procedure depends on whether you have data on the fixed disk or are starting with a new fixed disk. The following topics are discussed:

- Getting Started
- Setting Up a New Fixed Disk
- Setting Up an Existing Fixed Disk
- Installing PWS

We highly recommend that you read the entire chapter before you perform the installation process.

NOTE: You MUST use DOS Version 3.10 or a later version. Professional Workstation will not operate properly with earlier versions of DOS.

### What Do You Need?

Before you begin to install PWS, you will need:

- *IBM PC Disk Operating System (DOS) 3.1* - 6024211 - there are two diskettes in the back of the manual.
- *IBM Fixed Disk Organizer (FDO) 1.0* - 6024111 - there is a single diskette in the plastic box.
- A set of the PWS diskettes - use the ones that match your system, PC/XT/AT or 3270 PC.

**For a PC, XT, or AT system, you need:**

STLP060 - PWS Fixed Disk Installation - DOS 3.10

STLP061 - Backup Diskette #1

STLP062 - Backup Diskette #2

STLP063 - Backup Diskette #3

STLP064 - Backup Diskette #4

STLP065 - Backup Diskette #5

For a 3270 PC system, you need:

STLP050 - PWS Fixed Disk Installation - DOS 3.10

STLP051 - Backup Diskette #1

STLP052 - Backup Diskette #2

STLP053 - Backup Diskette #3

STLP054 - Backup Diskette #4

STLP055 - Backup Diskette #5

Two IBM 3270 PC Control Program Version 1.22 distribution diskettes (1 of 2 and 2 of 2). These are located at the back of the "Control Program User's Guide and Reference" manual. You will also need one of the following customized control program diskettes:

STLP010 - VM or MVS CUT Attachment, 1 session

STLP017 - VM DFT Attachment, 1 session

STLP011 - VM DFT Attachment, 2 sessions

STLP012 - VM DFT Attachment, 4 sessions

STLP013 - MVS DFT Attachment, 2 sessions

STLP014 - MVS DFT Attachment, 4 sessions

Use the one that matches your host system (VM or MVS) and method of attachment (CUT or DFT mode). All of these have been customized to include a notepad and PC session in addition to the host session(s).

Be sure that you have all of these diskettes ready for use before you begin the installation process.

## Fixed Disk Free Space

Before you begin the installation process, be sure there is enough free space to install PWS. To find out, use the DOS CHKDSK command:

CHKDSK C:

It will display "nnn bytes available on disk" where nnn is the amount of free space.

The following table shows the amount of space required in Kbytes:

	PWS 3.00	PWS 2.20	Difference
PC/XT/AT System	3,032,000	2,307,000	725,000
3270 PC System	3,470,000	2,925,000	545,000

The space shown above includes DOS 3.10 and E78 (for XT systems) or the 3270 PC Control Program Version 1.22.

If your system does not contain PWS Version 2.20, use the figure in the column "PWS 3.00." If it does, use the figure in the column "Difference." You must have this amount of free space available BEFORE you begin to install PWS. We recommend that you keep about 1M bytes of your fixed disk free.

## Installing PWS on Fixed Disk

Installation of PWS on your fixed disk will require some or all of the following steps:

1. If your fixed disk has not been used, it must be partitioned using the FDISK program.
2. If your system is new, the fixed disk must be formatted using the DOS FORMAT program. If you want to keep files that currently reside on the fixed disk, you WILL NOT want to perform this step.
3. DOS Version 3.1 must be installed on the fixed disk. The DOS command files must be placed in the sub-directory C:\DOS on the fixed disk drive. If this is already done, you WILL NOT need to perform this step.
4. When the above steps have been completed, the PWS files are copied from the distribution diskettes to the fixed disk and Fixed Disk Organizer is installed.
5. Communication application software must be installed if you require host communications. On the PC/XT/AT system, you may install E78, XT3277, or PCGATE/PCTERM. On a 3270 PC system, the 3270 PC Control Program will be installed.

Depending on the current state of the fixed disk on your system, you may not need to perform all of these steps.

### Fixed Disk Install Program

The Fixed Disk Installation program will help you set up your fixed disk, install DOS Version 3.10, and install the PWS. This program is contained on the "Fixed Disk Installation" diskette package (STLP050 for 3270 PCs and STLP060 for PC/XT/AT systems).

To run the Fixed Disk Installation program:



1. Place the PWS Fixed Disk Installation diskette in drive A and turn the power switch on. If the system is on, press Ctrl-Alt-Del to reboot from drive A.
2. DOS Version 3.10 will be booted from the diskette. Enter the current date in the form *mm/dd/yy* and time in the form *hh/mm/ss* on the first panel. The Fixed Disk Installation menu will appear on the screen.

Use the menu to select the steps to install the Workstation Core on your fixed disk drive C. It looks like this:

Professional Workstation  
Fixed Disk Installation

This program will assist you in setting up your fixed disk and installing Professional Workstation.

If you have a new fixed disk, run step 1, then step 2:

1. Partition Fixed Disk Drive C
2. Format Drive C and Install DOS Version 3.10

If your fixed disk has data on it that you wish to keep, and DOS Version 3.10 is not installed, run step 3:

3. Install DOS Version 3.10 on Drive C

After DOS Version 3.10 is installed, run step 4:

4. Install Professional Workstation on Fixed Disk

Please Select Next Step by Number => [ ]  
Press Esc to exit to DOS.

Proceed as follows:

1. If you have a new fixed disk, perform steps 1, 2, and 4. Follow the instructions in the section "Setting Up a New Fixed Disk."
2. If your fixed disk is set up and contains data but DOS Version 3.10 is not installed perform steps 3 and 4. Follow the instructions in the section "Setting Up an Existing Fixed Disk."
3. If your fixed disk is set up and contains DOS Version 3.10, perform step 4. Follow the instructions in the section "Installing PWS."

If you wish to cancel the installation, press the Esc key.

## Setting up a New Fixed Disk

The following procedure is used to prepare a new fixed disk that does not contain any useful data. It will destroy any existing files on the fixed disk.

Perform step 1 if your fixed disk has never contained data. If it has contained data, go to step 2.

1. Select option 1 "Partition Fixed Disk Drive C" by typing "1" and pressing the Enter↵ key. The FDISK program will run to create the DOS partition on the fixed disk. The system will then reboot from drive A. Enter the date and time again as you did above. The "Fixed Disk Installation" menu will appear again.
2. Select option 2 "Format Drive C & Install DOS 3.10" by typing "2" and pressing the Enter↵ key. This will format the drive so that it can be used to store data. This process will take about 10 minutes. Additional instructions will be displayed when formatting is complete.
3. When instructed, remove the "Fixed Disk Installation" diskette from drive A and insert the DOS Version 3.10 diskette in drive A. Then, press the Enter↵ key. DOS program files will be copied to the fixed disk.
4. When instructed, remove the DOS program diskette from drive A and insert the DOS Version 3.10 Supplemental Programs diskette in drive A. Then, press the Enter↵ key. More files will be copied to the fixed disk.
5. When the Fixed Disk Installation menu is displayed again, remove the DOS Supplemental Programs diskette from drive A and insert the Fixed Disk Installation diskette.

Proceed to the section titled "Installing the Workstation."

## Setting Up an Existing Fixed Disk

The following procedure prepares a fixed disk that contains useful data. It installs DOS Version 3.10 and creates the required sub-directories.

Steps to install DOS Version 3.10:

1. Select option 3 "Install DOS Version 3.10 on Drive C" by typing "3" and pressing the Enter↵ key. This transfers DOS Version 3.10 onto the fixed disk.
2. When instructed, remove the Fixed Disk Installation diskette from drive A and insert the DOS Version 3.10 diskette in drive A. Then, press the Enter↵ key. DOS program files will be copied to the fixed disk.
3. When instructed, remove the DOS program diskette from drive A and insert the DOS Version 3.10 Supplemental Programs diskette in drive A. Then, press the Enter↵ key. More files will be copied to the fixed disk.

4. When the Fixed Disk Installation menu is displayed, remove the DOS "Supplemental Programs" diskette from drive A and insert the "Fixed Disk Installation" diskette.

Proceed to the section titled "Installing the Workstation."

## Installing the Workstation

This section provides instructions for installing PWS on your fixed disk. Before proceeding, be sure that you have performed all necessary steps in the preceding section to place DOS Version 3.10 on the fixed disk.

**NOTE:** The install process will replace the AUTOEXEC.BAT1, AUTOEXEC.BAT2., and CONFIG.SYS files in the root directory. The existing files will be saved as AUTOEXEC.USR, AUTO2.USR, and CONFIG.USR. After installation, you may incorporate any special commands that you need into these files.

Steps to install the PWS Workstation Core:

1. While the Fixed Disk Installation menu is being displayed, select option 4 "Install Professional Workstation on Fixed Disk" by typing "4" and pressing the Enter key. Files from the diskette will be copied to fixed disk. The BACKSTOR program will restore the files from the backup diskettes.
2. The BACKSTOR program will ask "Which disk do you want to restore." Type C or c. You do not need to press the Enter key.
3. The BACKSTOR program will ask "Which disk should I copy from." Type A or a. You do not need to press the Enter key.
4. The BACKSTOR program will then ask you to insert the backup control diskette BACKDISK C. Leave the Fixed Disk Install diskette in drive A and press the Enter key.
5. The BACKSTOR program will ask you to insert the first backup diskette BACKUP01. For a PC/XT/AT system, insert diskette STLP061 in drive A. For a 3270 PC, insert diskette STLP051 in drive A. Then press the Enter key.
6. All files from the diskette will be copied to the fixed disk. Then, BACKSTOR will ask for the next diskette. Insert the next backup diskette in drive A and press the Enter key.
7. Repeat step 6 the remaining backup diskettes. Then insert the fixed disk installation diskette in drive A.  
  
Perform step 8 if you have a PC, XT, or AT system. Skip to step 9 if you have a 3270 PC system.
8. If you have a PC/XT/AT system, a menu will be displayed to allow you to select the host communications software. You may select:

- PC3277 ANR Emulation if your system is equipped with an IBM 3270 Emulation Adapter. DO NOT select this option if you have an AT system.
- E78 3278/79 Emulation if your system is equipped with an IBM 3278/79 Emulation Adapter.
- PCGATE/PCTERM Async Communications if your system is equipped with an ASYNC adapter and 1200 baud modem. You must have home terminal authorization to use this attachment. You will need diskette STLP003.

If you do not wish to install communications software, press the Esc key.

Proceed to step 10.

Perform step 9 only if you have a 3270 PC system and the 3270 PC Control Program is not installed. Skip to step 10 if you have a PC, XT, or AT system. If the control program is already present, this step will be bypassed automatically.

9. If you have a 3270 PC, the 3270 PC Control Program will be installed next unless it exists on your fixed disk.

When prompted, insert the 3270 PC Control Program diskette 1 of 2 in drive A and press the Enter↵ key. Files will be copied to the fixed disk.

When prompted, insert the 3270 PC Control Program diskette 2 of 2 in drive A and press the Enter↵ key. Files will be copied to the fixed disk.

When prompted, insert the customized Control Program diskette in drive A and press the Enter↵ key. Be sure to use the one that matches the system configuration. Files will be copied to the fixed disk.

10. When prompted, insert the FDO program diskette. Fixed Disk Organizer files will be copied to the fixed disk.

11. Professional Workstation has now been installed. Remove the diskette from drive A and press Ctrl-Alt-Del to reboot the system from fixed disk. When prompted, enter the date and time. The PWS Master Menu will appear on the screen.

**NOTE:** The diskettes that you used to install PWS may be used as a starting set of backup diskettes. We recommend that you retain these diskettes for use with the backup procedures described in Chapter 6 "Backing Up Your Data" in the *Professional Workstation User's Guide*.

If you have installed PWS on a fixed disk that contained a previous version of PWS, proceed to Chapter 3 "Cleaning Up the Fixed Disk."



## CHAPTER 3. Fixed Disk Cleanup

There have been a number of changes in PWS between version 2.20 and version 3.00. If you are using a previous version of PWS, you may wish to run the fixed disk cleanup procedure.

### What the Cleanup Procedure Will Do

The cleanup procedure will perform the following functions:

- Erase obsolete PWS files that are no longer used by Version 3.00.
- Move the program files for Word Proof and Script/PC from the C:\PWS DOCUMENT sub-directory to the new sub-directories C:\WORDPRF and C:\SCRIPTPC, respectively.
- Remove the following sub-directories that are no longer used if they are empty:

C:\PWS\DOCUMENT

C:\PWS\FORMMSTR

C:\PWS\FORMWORK

C:\PWS\WRKSHEET

At the end of this chapter is a section titled "Cleanup Details." It lists the files and sub-directories that are effected by the installation of PWS and the cleanup procedure. You may wish to read this section before you run the cleanup procedure.

### What the Cleanup Procedure Will Not Do

The cleanup procedure WILL NOT erase any of your data files. It will only erase or move files that are part of PWS. You will need to move data files in the obsolete sub-directories. Instructions for this is provided in the section "Moving Your Data" on page 12.

## How to Run Cleanup

The cleanup procedure is easy to run and will take about five minutes. Perform the following steps:

1. If you are in PWS, exit to DOS by pressing function key F7 (Quit) and replying "Y." The DOS prompt will appear.
2. Type the following DOS commands:
 

```
CD C:  INSTALL
        CLEANUP
```
3. A message that cleanup has started will appear. To proceed, press any key. If you change your mind, press Ctrl-Break and reply "Y" to the message "Terminate batch procedure?"
4. The cleanup procedure will tell you what it is doing. If Word Proof and/or Script/PC are found, they will be moved to new sub-directories.
5. When the process is complete, the DOS prompt will appear again. If you wish to return to PWS, type "return" and press the Enter key.

## Moving Your Data

If you have data files in the obsolete sub-directories, you will have to move them to the C:\USER sub-directory, erase them from the old sub-directory, then remove the old sub-directory when it is empty. The sub-directories are:

```
C:\ PWS \ DOCUMENT
```

```
C:\ PWS \ FORMMSTR
```

```
C:\ PWS \ FORMWORK
```

```
C:\ PWS \ WRKSHEET
```

The easiest way to do this is to use the Directory Utility (DU) program that is included with PWS. Here is how it works:

1. On the PWS Desk Top Tools menu, select 3, Directory Utility. If you are in DOS, just type "DU" and press the Enter key.
2. The program will ask which drive to use. Type "C."
3. DU will present a display of the directory tree. Move the cursor to the sub-directory DOCUMENT under PWS and press the Enter key.
4. The files that reside in the directory will appear on the screen. Press the PgDn and PgUp keys to scroll if there is more than one page.
5. Select the files that you wish to move:

To move ALL files, press function key F7 (MARK). An arrow will appear to the right of each file indicating that the file is marked for movement.

To move selected files, move the cursor to the file and press the space bar. An arrow will appear to the right of the file indicating that the file is marked. Mark all of the files that you wish to move in this way.

6. When all files are marked, press F5 (COPY). A window will appear with the message "Enter Output Directory Name". Type "C:\USER" and press the Enter key. The files will be copied. If you only wish to delete the files (without copying them), skip this step.
7. After the files are copied, they will still be marked. Press function key F4 (DEL) to erase the files. A window will appear with the message "Confirm DELETE for marked files". Type "Y" to delete the files and press the Enter key.
8. Repeat steps 5 and 7 for the files that you wish to delete without copying.
9. Return to the directory display by pressing the Esc key. Now select the next sub-directory and repeat steps 4 through 8. When you are finished, press Esc to exit from DU.
10. At this point, all of the obsolete sub-directories should be empty. If you are in PWS, exit to DOS by pressing F7 (Quit). Then, type the commands:

```
RD C:\ PWS \ DOCUMENT
RD C:\ PWS \ FORMMSTR
RD C:\ PWS \ FORMWORK
RD C:\ PWS \ WRKSHEET
```

This completes the cleanup process.

## Cleanup Details

This section lists the sub-directories and files that will be changed by the installation of PWS Version 3.00 and the cleanup procedure.

For each sub-directory that is affected, a list of files is given. Following each file is a code letter that indicates what will be done with the file as follows:

### **CODE    MEANING**

- |   |  |
|---|--|
| R | the file will be replaced with another file during installation of PWS Version 3.00. |
| N | the file is new to PWS Version 3.00.   |



**E** the file is obsolete and will be ERASED by the cleanup process.

**M** the file will be moved to another sub-directory by the cleanup process.

Any sub-directories and files not listed will not be affected. This includes almost all of your data files. Most of these should be moved to sub-directory C:\USER.

### Root Directory C:\

---

AUTO1	.BAT	E	(File belongs in C:\HOST)
AUTO2	.BAT	R	(See Note)
AUTOEXEC	.BAT	R	(See Note)
COMMAND	.COM	R	
CONFIG	.SYS	R	(See Note)
DISK	.BDK	N	
FILES	.BDK	N	

---

Note: If files AUTOEXEC.BAT, AUTO2.BAT, and CONFIG.SYS are found during the install process, they will be renamed to AUTOEXEC.USR, AUTO2.USR, and CONFIG.USR, respectively and new files will replace them.

Sub-Directory C:\DOS (DOS Version 3.10 Commands)

ANSI	.SYS	R	JOIN	.EXE	N
ASSIGN	.COM	R	KEYBFR	.COM	N
ATTRIB	.EXE	N	KEYBGR	.COM	N
BACKUP	.COM	R	KEYBIT	.COM	N
BASIC	.COM	R	KEYBSP	.COM	N
BASICA	.COM	R	KEYBUK	.COM	N
CHKDSK	.COM	R	LABEL	.COM	N
COMMAND	.COM	R	LINK	.EXE	R
COMP	.COM	R	MODE	.COM	R
DEBUG	.COM	R	MORE	.COM	R
DISKCOMP	.COM	R	PRINT	.COM	R
DISKCOPY	.COM	R	RECOVER	.COM	R
EDLIN	.COM	R	RESTORE	.COM	R
EXE2BIN	.EXE	R	SELECT	.COM	N
FDISK	.COM	R	SHARE	.EXE	N
FIND	.EXE	R	SORT	.EXE	R
FORMAT	.COM	R	SUBST	.EXE	N
GRAFTABL	.COM	N	SYS	.COM	R
GRAPHICS	.COM	R	TREE	.COM	R
			VDISK	.SYS	N

NOTE: Installation of DOS 3.10 will replace all DOS 2.10 files. Some files new to DOS 3.10 will be added.

Sub-Directory C:\DWSCRIPT (DWSCRIPT Program Files)

\$SCRIPT	.BAT	N	INVENT	.INV	N
BSAV2HEX	.EXE	N	LASERJET	.PRO	N
BSAV2RAS	.EXE	N	LPTCOM	.COM	N
DWINDEX	.EXE	N	MX80	.PRO	N
DWMENU	.COM	N	MYSIG	.RAS	N
DWS	.BAT	N	NOPRO	.PRO	N
DWSCRIPT	.BLE	N	OKIDATA	.PRO	N
DWSCRIPT	.EXE	N	OLDDOC	.PRO	N
DWSCRIPT	.MEM	N	PPLAN	.SCR	N
DWSCRIPT	.PRO	N	PRINTRON	.PRO	N
DWSCRIPT	.RAS	N	QUIETWTR	.PRO	N
DWSCRIPT	.ROU	N	RAS2BSAV	.EXE	N
DWSCRIPT	.TIT	N	SCRN2RAS	.COM	N
FX80	.FNT	N	VGRAF	.COM	N
FX80	.PRO	N	VNET	.PRO	N
IBMCOLOR	.PRO	N			
IBMGRAF	.PRO	N			

## Sub-Directory C:\FORMS (Forms Application Program &amp; Data)

\$\$\$FORMA .BAT	N	DEVPLAN .FRM	N
\$\$\$FORMC .BAT	N	EMMMS .FRM	N
\$\$\$FORMD .BAT	N	FORMLIST.DAT	N
\$\$\$FORMP .BAT	N	FORMS .EXE	N
\$\$\$FORMR .BAT	N	LETTER .LTR	N
\$\$\$FORMU .BAT	N	MEMO .MEM	N
\$FRM\$\$\$ .PRF	N	MGRPERF .FRM	N
\$LTR\$\$\$ .PRF	N	PCSTORE .FRM	N
\$MEM\$\$\$ .PRF	N	PEOPLMGT.FRM	N
\$PRINTF .RDI	N	PERFPLAN.FRM	N
APPLEVAL.FRM	N	ROUTSLIP.FRM	N
AWARDPLN.FRM	N		

NOTE: The FORMS directory is new and will contain a later version of Professional Editor Forms than \PWS\FORMMSTR.

---

## Sub-Directory C:\FW (FontWriter Program Files)

FW	.EXE	N
FW	.FNT	N
FW	.HLP	N
FWDEMO	.TXT	N

NOTE: This directory contains FontWriter which formerly resided in C:\PWS\DOCUMENT.

---

## Sub-Directory C:\GWNOTE (GWNOTE Program Files)

\$\$NOTE .BAT	N
\$GWNOTE\$.HLP	N
\$GWNOTE\$.KEY	N
GWCOMMGR.COM	N
GWKEYDEF.COM	N
GWNOTE .COM	N
GWNOTE .FUN	N

---

Sub-Directory C:\HOST (Communications Programs)

Files will be placed in this sub-directory when you install your communications application.

HOST .SDR N

NOTE: This directory contains the communications programs E78 or PC3277. For the 3270 PC it contains the 3270 PC Control Program Version 1.22 configured for 1 DFT mode VM session and notepad.

Sub-Directory C:\INSTALL (PWS Install Files)

\$\$\$CR	.RDI	N	\$\$PROOF	.BAT	N	\$SCRPDW	.BAT	N
\$\$ASSIST	.BAT	N	\$\$RASST	.BAT	N	\$\$SCRPPC	.BAT	N
\$\$DASST	.BAT	N	\$\$SCRIPT	.BAT	N	\$\$SYMP	.BAT	N
\$\$DW3	.BAT	N	\$\$SCRPDW	.BAT	N	\$WASST	.BAT	N
\$\$EDIT	.BAT	N	\$\$SCRPPC	.BAT	N	COPYDOS	.BAT	N
\$\$EZED	.BAT	N	\$\$SW	.BAT	N	EDIT	.BAT	N
\$\$FASST	.BAT	N	\$\$SYMP	.BAT	N	EZED	.BAT	N
\$\$FC	.BAT	N	\$\$WASST	.BAT	N	INST3270	.BAT	N
\$\$GASST	.BAT	N	\$\$ASSIST	.BAT	N	INST3277	.BAT	E
\$\$HTPM	.BAT	N	\$DW3	.BAT	N	INST3278	.BAT	E
\$\$KEDIT	.BAT	N	\$FASST	.BAT	N	INSTAUTO	.BAT	E
\$\$L123	.BAT	N	\$FORMS	.BAT	N	INSTCOMM	.BAT	R
\$\$L123N	.BAT	N	\$GASST	.BAT	N	INSTDATA	.BAT	N
\$\$MULT	.BAT	N	\$HTPM	.BAT	N	INSTDESK	.BAT	N
\$\$PASST	.BAT	N	\$L123	.BAT	N	INSTDW3	.BAT	N
\$\$PCFL	.BAT	N	\$L123N	.BAT	N	INSTE78	.BAT	E
\$\$PCSB	.BAT	N	\$\$PASST	.BAT	N	INSTEDIT	.BAT	R
\$\$PDS	.BAT	N	\$PCSB	.BAT	N	INSTFOIL	.BAT	N
\$\$PE	.BAT	N	\$PDS	.BAT	N	INSTFORM	.BAT	R
\$\$PE2	.BAT	N	\$\$RASST	.BAT	N	INSTFW	.BAT	E
INSTGRAF	.BAT	N	PROOF	.BAT	N			
INSTINTG	.BAT	N	REXX88	.EXE	E	(Moved to C:\SYSTEM)		
INSTOPTS	.BAT	E	SCRPDW	.BAT	N			
INSTPRED	.BAT	N	SCRPPC	.BAT	N			
INSTPRES	.BAT	N	SYMPHONY	.CNF	N			
INSTPROF	.BAT	E	TXT	.SYS	N			
INSTPROJ	.BAT	N	WORDPRF	.PRO	N			
INSTPRUF	.BAT	N						
INSTPWS	.BAT	N						
INSTPWS2	.BAT	E						
INSTREPT	.BAT	N						
INSTSCRIP	.BAT	N						
INSTSPRD	.BAT	N						

```

INSTTERM.BAT  E
INSTTYPE.BAT  N
INSTWORD.BAT  N
INSTXT  .BAT  E
KEDIT  .BAT  N
PE  .BAT  N
PE2  .BAT  N

```

---

Sub-Directory C:\PCFILE (PC-File III Version 3 Program Files)

```

DOC  .BAT  E (See Note)      PC-LABEL.EXE  R
PC-DEF .EXE  R              PC-OVL  .EXE  R
PC-EXPOR.EXE  R          PC-PRINT.EXE  R
PC-FILE .DOC  E (See Note)  PC-SETUP.EXE  R
PC-FILE .EXE  R          PC-SORT .EXE  R
PC-FILE .PRO  R          PC-UTIL .EXE  R
PC-FIX .EXE  R          SAMPLE .BAS  R
PC-IMPOR.EXE  R

```

NOTE: If you have existing database files in this sub-directory, we recommend that you move them to sub-directory C:\USER.

The documentation files are being deleted since they are quite large. You can get a printed copy of the documentation at the PC Store.

---

Sub-Directory C:\PROFEDIT (Professional Editor II Program Files)

```

$BAS$$$$.PRF  N      FIGURE .GML  N      SAMPLE8 .LTR  N
$CONFIG .PRF  N      GRAPHICS.PRF  N      SETEDIT .EXE  N
$DM1$$$$.PRF  N      IBMLOGO1.DOC  N      TITLEP .GML  N
$DM2$$$$.PRF  N      IBMLOGO2.DOC  N      ULIST  .GML  N
$DOC$$$$.PRF  N      LOGO10 .FNT  N
$FLS$$$$.PRF  N      NOPRINT .PRF  N
$FRM$$$$.PRF  N      OLIST  .GML  N
$LTR$$$$.PRF  N      PICA10 .FNT  N
$MEM$$$$.PRF  N      SAMPLE1 .DM1  N
$PROOF .BAT  N      SAMPLE10.FLS  N
$SCR$$$$.PRF  N      SAMPLE2 .DM1  N
$SCRIPT .BAT  N      SAMPLE3 .DM2  N
DOCUMENT.GML  N      SAMPLE4 .DM1  N
EDIT  .EXE  N      SAMPLE6 .DOC  N
EXAMPLE .GML  N      SAMPLE7 .MEM  N

```

NOTE: The Professional Editor II files have been moved here from the

sub-directory C:\SYSTEM. Copies in C:\SYSTEM will be erased.

---

Sub-Directory C:\PWS (Professional Workstation Menus & Help)

\$\$APPT	.BAT	N	BKUPF	.HLP	E	EDITD	.HLP	E
\$\$CALC	.BAT	N	BKUPMENU	.MNU	N	ERASE	.HLP	R
\$\$DATA	.BAT	N	BKUPU	.HLP	N	FDOSTART	.EXE	R
\$\$EDIT	.BAT	N	BROWSE	.HLP	R	FILEC	.HLP	N
\$\$FOIL	.BAT	N	CALC	.HLP	N	FOILS	.HLP	E
\$\$NOTE	.BAT	N	COLOR	.HLP	R	FORMM	.HLP	E
\$\$SCRIPT	.BAT	N	COMM	.HLP	R	FORMMENU	.MNU	E
\$FW	.BAT	N	COMMENU	.MNU	R	FORMP	.HLP	E
\$PRINTD	.RDI	R	COMP	.HLP	R	FORMT	.HLP	R
\$PRINTF	.RDI	R	COPY	.HLP	R	FORMX	.HLP	R
\$PROFDC	.RDI	E	CUSTM	.HLP	N	FPRTMENU	.MNU	E
APPLM	.HLP	N	CUSTOMENU	.MNU	N	FSELMENU	.MNU	E
APPLMENU	.MNU	N	DATAMENU	.MNU	E	FW	.HLP	E
APPT	.HLP	N	DCOMP	.HLP	R	IAPLMENU	.MNU	N
AUTOEXEC	.BAT	R	DCOPY	.HLP	R	IAPPLM	.HLP	N
AUTOEXEC	.MMF	R	DESKM	.HLP	N	ICOMM	.HLP	N
BKCT	.HLP	N	DESKMENU	.MNU	N	IDATA	.HLP	N
BKCWS	.BAT	N	DIRUT	.HLP	N	IDESK	.HLP	N
BKDISK	.HLP	N	DOSCM	.HLP	R	IEDIT	.HLP	N
BKLOOK	.HLP	N	DOSCMENU	.MNU	R	IFOIL	.HLP	N
IFORM	.HLP	N	ISCRP	.HLP	N	PCFLMENU	.MNU	E
IGRAF	.HLP	N	ISPRD	.HLP	N	PDSHLP	.HLP	E
IINTG	.HLP	N	IUPDT	.HLP	N	PRINT	.HLP	E
ILETR	.HLP	E	IWORD	.HLP	N	PROFM	.HLP	E
IMEMO	.HLP	E	LISTF	.HLP	E	PROOF	.HLP	R
IN3278	.HLP	E	LOTUS	.HLP	E	PRTDC	.HLP	E
INSCR	.HLP	E	LOTUSI	.HLP	E	PRTF	.HLP	R
INSFC	.HLP	E	MAINMENU	.MNU	R	PRTFM	.HLP	E
INSMPL	.HLP	E	MASTMAIN	.HLP	R	PWSID	.DAT	N
INST123	.MNU	E	MASTMENU	.EXE	R	RDATA	.HLP	N
INSTM	.HLP	E	MASTMENU	.HLP	R	RECBT	.HLP	E
INSTMENU	.MNU	E	MENUSYS	.COL	R	RECBV	.HLP	R
INSTOR	.HLP	E	MENUSYS	.DAT	R	RECTT	.HLP	R
INSWP	.HLP	E	MENUSYS	.MON	R	RECTV	.HLP	R
INSYMP	.HLP	E	MKDIR	.HLP	R	RECTV	.HLP	R
INUPDT	.HLP	E	MONO	.HLP	R	REDIT	.HLP	N
IPRES	.HLP	N	MOVEC	.HLP	E	RENAM	.HLP	R
IPROJ	.HLP	N	MULTP	.HLP	E	REVF	.HLP	E
IPRUF	.HLP	N	NOTE	.HLP	N	RFOIL	.HLP	N
IREPT	.HLP	N	PCFILE	.HLP	E	RGRAF	.HLP	N

RINTEG	.HLP	N	TEXTMENU.MNU	E
RMDIR	.HLP	R	TREEC .HLP	E
RPRES	.HLP	N	TYPE .HLP	E
RPROJ	.HLP	N	USR1MENU.MNU	E
RREPT	.HLP	N	USR2MENU.MNU	E
RSPRD	.HLP	N	WHERS .HLP	N
RWORD	.HLP	N	WKSMM .HLP	N
SCRPC	.HLP	E	WKSMMENU.MNU	N
SCRIPT	.HLP	R		
SELFM	.HLP	E		
SNDBT	.HLP	R		
SNDBV	.HLP	R		
SNDDT	.HLP	R		
SNDTV	.HLP	R		
SPRDM	.HLP	E		
SPRDMENU.MNU		E		
SVCOLR	.HLP	R		
SYMPH	.HLP	E		
SYMPMENU.MNU		E		
TEXTM	.HLP	E		

---

Sub-Directory C:\PWS\DOCUMENT

This sub-directory is no longer used by PWS. The files listed below will be erased or moved elsewhere. We recommend that you copy any remaining files to sub-directory C:\USER. If the sub-directory is empty, it will be removed.

Any files belonging to Word Proof will be moved to sub-directory C:\WORDPRF and erased from this sub-directory.

Any files belonging to Script/PC will be moved to sub-directory C:\SCRIPTPC and erased from this sub-directory.

\$BAS\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$DM1\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$DM2\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$DOC\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$FLS\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$FRM\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$LTR\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$MEM\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$SCR\$\$\$\$.PRF	E	(Now in C:\PROFEDIT)
\$SCRIPT .BAT	E	(Now in C:\PROFEDIT)
BSAV2HEX.EXE	E	(Now in C:\DWSCRIPT)
BSAV2RAS.EXE	E	(Now in C:\DWSCRIPT)
DEVPLAN .FRM	E	(Now in C:\FORMS)

```

DOCUMENT.GML      E (Now in C:\PROFEDIT)
DWINDEX .EXE      E (Now in C:\DWSCRIPT)
DWMENU .COM       E (Now in C:\DWSCRIPT)
DWS .BAT          E (Now in C:\DWSCRIPT)
DWSCRIPT.BLE     E (Now in C:\DWSCRIPT)
DWSCRIPT.EXE     E (Now in C:\DWSCRIPT)
DWSCRIPT.MEM     E (Now in C:\DWSCRIPT)

DWSCRIPT.PRO     E (Now in C:\DWSCRIPT)
DWSCRIPT.RAS     E (Now in C:\DWSCRIPT)
DWSCRIPT.ROU     E (Now in C:\DWSCRIPT)
DWSCRIPT.TIT     E (Now in C:\DWSCRIPT)
EXAMPLE .GML     E (Now in C:\PROFEDIT)
FIGURE .GML      E (Now in C:\PROFEDIT)
FW .EXE          E (Now in C:\FW)
FW .FNT          E (Now in C:\FW)
FWDEMO .TXT      E (Now in C:\FW)
FX80 .FNT        E (Now in C:\DWSCRIPT)
FX80 .PRO        E (Now in C:\DWSCRIPT)
IBMCOLOR.PRO     E (Now in C:\DWSCRIPT)
IBMGRAF .PRO     E (Now in C:\DWSCRIPT)
IBMLOGO1.DOC     E (Now in C:\PROFEDIT)
IBMLOGO2.DOC     E (Now in C:\PROFEDIT)
INSTALL .BAT     E
LETTER .LTR      E (Now in C:\FORMS)
LPTCOM .COM      E (Now in C:\DWSCRIPT)
MEMO .MEM        E (Now in C:\FORMS)
MGRPERF .FRM     E (Now in C:\FORMS)

MX80 .PRO        E (Now in C:\DWSCRIPT)
MYSIG .RAS       E (Now in C:\DWSCRIPT)
NOPRO .PRO       E (Now in C:\DWSCRIPT)
NULL             E
OLDDOC .PRO      E (Now in C:\DWSCRIPT)
OLIST .GML       E (Now in C:\PROFEDIT)
PERFPLAN.FRM    E (Now in C:\FORMS)
QUIETWTR.PRO    E (Now in C:\DWSCRIPT)
RAS2BSAV.EXE    E (Now in C:\DWSCRIPT)
SAMPLE1 .DM1     E (Now in C:\PROFEDIT)
SAMPLE10.FLS    E (Now in C:\PROFEDIT)
SAMPLE2 .DM1     E (Now in C:\PROFEDIT)
SAMPLE3 .DM2     E (Now in C:\PROFEDIT)
SAMPLE4 .DM1     E (Now in C:\PROFEDIT)
SAMPLE6 .DOC     E (Now in C:\PROFEDIT)
SAMPLE7 .MEM     E (Now in C:\PROFEDIT)
SAMPLE8 .LTR     E (Now in C:\PROFEDIT)
SCRN2RAS.COM    E (Now in C:\DWSCRIPT)
STLP004 .LBL     E
TITLEP .GML     E (Now in C:\PROFEDIT)

```



```

ULIST .GML E (Now in C:\PROFEDIT)
VGRAF .COM E (Now in C:\DWSCRIPT)
VNET .PRO E (Now in C:\DWSCRIPT)
WORDPRF .PRO E (Now in C:\WORDPRF)

```

---

Sub-Directory C:\PWS\FORMMSTR

This sub-directory is no longer used by PWS. The new form files are in sub-directory C:\FORMS. These files will be erased and the directory removed if it is empty.

```

$FRM$$$ .PRF E LBRYORDR.FRM E
$PRINTF .RDI E LOCK&KEY.FRM E
AWARPLN.FRM E M-TDRECT.FRM E
CASAUTHR.FRM E PERFPLAN.FRM E
COMPSERV.FRM E PETYCASH.FRM E
DEVPLAN .FRM E PRGEDNRL.FRM E
EMMMS .FRM E PURCHASE.FRM E
FACLTICR.FRM E REQ4TRNS.FRM E
FORMSTST.FRM E TRAVADV .FRM E
GPDED .FRM E TRVLRESV.FRM E

```

---

Sub-Directory C:\PWS\FORMWORK

This sub-directory is no longer used by PWS. It was previously used to contain working form files. If it is empty, it will be removed by the cleanup process. If not, copy the files that you want to keep to C:\USER and remove the sub-directory.

---

Sub-Directory C:\PWS\WRKSHEET

This sub-directory is no longer used by PWS. It was previously used to contain spread sheet files. If it is empty, it will be removed by the cleanup process. If not, copy the files that you want to keep to C:\USER and remove the sub-directory.

---

Sub-Directory C:\REMIND (REMIND Program Files)

REMCNFG .EXE	N
REMCNFG .HLP	N
REMIND .EXE	N
REMIND .HLP	N

---

Sub-Directory C:\SYSTEM (Utility Program Files)

\$\$HOSTED.BAT	N
\$CONFIG .PRF	E (Now in C:\PROFEDIT)
\$DOC\$\$\$ .PRF	E (Now in C:\PROFEDIT)
\$EDIT .BAT	N
\$FORMS .BAT	N
\$PROOF .BAT	R
\$SCRIPT .BAT	R
BACKDISK.EXE	N
BACKSTOR.EXE	N
BROWSE3 .EXE	R
CHMOD .COM	N
DOSEDIT .COM	R
DU .COM	N
EDIT .BAT	N
EDIT .EXE	E (Now in C:\PROFEDIT)
FORMAT .BAT	R
GRAPHICS.PRF	E (Now in C:\PROFEDIT)
LOGO10 .FNT	E (Now in C:\PROFEDIT)
MC .EXE	N
NOPRINT .PRF	E (Now in C:\PROFEDIT)
PCUTIL .COM	R
PICA10 .FNT	E (Now in C:\PROFEDIT)
PROFED2 .TBL	E (Now in C:\PROFEDIT)
PROFEDIT.PIF	E (Now in C:\PROFEDIT)
PRT .COM	R
RETURN .BAT	R
REXX88 .EXE	N
SCRIPT .BAT	N
SETEDIT .EXE	E (Now in C:\PROFEDIT)
SHIPDISK.COM	R
SP .EXE	R
WHEREIS .COM	N

---

Sub-Directory C:\USER (User Data Files)

This sub-directory is new for PWS and should contain most user working data files.

USER	.SDR	N
------	------	---



## REFERENCE SECTION

The Reference Section contains detailed information on the application programs that can be installed in PWS as follows:

**Section A - Appointment Calendars**

Personal Record  
Remind Appointment Calendar

**Section B - Calculators**

Menu-Calc  
PCCALC Hexadecimal Calculator

**Section C - Communications**

E78 3278/79 Emulation  
PCGATE/PCTERM Home Terminal Support  
XT3277 3277 Emulation  
3270 PC Control Program Version 1.22

**Section D - Database Managers**

IBM Filing Assistant  
PC-File III  
See also IBM PDS, Lotus 1-2-3, Lotus Symphony

**Section E - Editors**

EZ-VU Editor  
KEDIT  
Personal Editor II  
Professional Editor II

**Section F - Foil Makers**

FontWriter  
SlideWrite

**Section G - Graphics**

IBM Graphing Assistant  
See also IBM PDS, Lotus 1-2-3, Lotus Symphony

**Section H - IBM Forms Application**

Professional Editor II Forms Application

**Section I - Integrated Applications**

IBM Assistant Series  
IBM Personal Decision Series  
Lotus 1-2-3  
Lotus Symphony

**Section J - Notepads**

**GWNOTE Notepad**

**Section K - Presentation Makers**

**IBM Drawing Assistant**

**IBM PC Storyboard**

**Section L - Project Managers**

**Harvard Total Project Manager**

**Section M - Proof Readers**

**Word Proof**

**Section N - Reports**

**IBM Reporting Assistant**

**See also IBM PDS, Lotus 1-2-3, Lotus Symphony**

**Section O - Script Processors**

**DWSCRIPT**

**Script/PC**

**Section P - Spread Sheets**

**IBM Multiplan**

**IBM Planning Assistant**

**See also IBM PDS, Lotus 1-2-3, Lotus Symphony**

**Section Q - Word Processors**

**IBM DisplayWrite 3**

**IBM Writing Assistant**

**See also IBM PDS, Professional Editor II,**

**Lotus Symphony**

## **SECTION A. Appointment Calendar**

This section contains a description of the software packages that can be installed under the PWS Appointment Calendar application.

Applications currently supported:

1. Personal Record
2. Remind

You may place the reference manuals for these programs in this section:

- Personal Record - STLM017
- Remind - STLM018



## Personal Record

**AUTHOR/VENDOR:** Leo Stutzmann, IBM Canada Limited

**DESCRIPTION:**

Personal Record combines the following functions into a single program:

- Wall Calendar Display
- Daily Calendar
- To Do List
- Phone Directory
- Name and Address List
- File Utilities

The program is completely menu driven and easy to use.

**PWS APPLICATIONS:** Appointment Calendar

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 96 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Common Utilities Diskette #3 (STLP038)

**MANUALS:** Personal Record Desk Top Functions STLM017

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ PR  
Data (Q-Drive): C:\ PR  
Default Drive: C:\ PR

**BACKUP CONSIDERATIONS:**

The data files created by PR are located in the sub-directory C:\ PR. The will be backed up when you use the Backup User Data Operation.



## Installation Instructions

Steps to install Personal Record:

1. From the Install Workstation Applications Menu, select 3, Install Desk Top Tools.
2. From the Install Desk Top Tools Menu, select 2, Personal Record.
3. When instructed, insert the Common Utilities #3 diskette STLP038 in drive A.
4. Personal Record will be copied onto your fixed disk.

## Operating Instructions

To start Personal Record, display the Desk Top Tools Menu and select 1, Appointments Calendar. The Personal Record menu will appear. Select the function that you wish to use by typing the first letter of the menu option.

To exit from the program, select Quit from the menu.

NOTE: If you are running in DOS, outside of PWS, you may start by typing the command PR.

## Remind

**AUTHOR/VENDOR:** Steven R. Nichols, IBM Endicott

**DESCRIPTION:** Remind is a program which will keep track of your appointments, important dates, and things to do and remind you of these events. The program is completely menu driven and easy to use.

**PWS APPLICATIONS:** Appointment Calendar

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 116 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Common Utilities Diskette #3 (STLP038)

**MANUALS:** Remind Appointments Calendar User Reference Manual STLM018

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\REMIND  
Data (Q-Drive): C:\USER  
Default Drive: C:\REMIND

### **BACKUP CONSIDERATIONS:**

The data files created by Remind will be placed in the C:\USER sub-directory and will be backed up when you perform the Backup User Data operation.

### **Installation Instructions**

Steps to install Remind:

1. From the Install Workstation Applications Menu, select 3, Install Desk Top Tools.
2. From the Install Desk Top Tools Menu, select 3, Remind.
3. When instructed, insert the Common Utilities diskette diskette STL P038 in drive A.

Remind will be copied onto your fixed disk.

### **Operating Instructions**

To start Remind, display the Desk Top Tools Menu and select 1, Appointments Calendar. The Remind menu will appear. For help, press function key F1.

To exit from the program, press function key F10.

NOTE. If you are running in DOS outside of PWS, start by typing REMIND.



## SECTION B. Calculators

This section contains a description of the software packages that can be installed under the PWS Calculator application.

Applications currently supported:

- Menu-Calc
- PCCALC

You may place the reference manuals for these programs in this section:

- *Menu-Calc* - STLM022
- *PCCALC* - STLM023



## Menu-Calc

**AUTHOR/VENDOR:** Ted Diament & Davis Foulger, IBM Yorktown

**DESCRIPTION:**

Menu-Calc is an easy to use algebraic calculator which performs like a standard pocket calculator. It provides both a standard calculator mode and a formula. Menu-Calc does not remain resident in memory.

**PWS APPLICATIONS:** Calculator

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 45 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Common Utilities Diskette #3 (STLP038)

**MANUALS:** *Menu-Calc User's Guide* STLM022

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \SYSTEM  
Data (Q-Drive): N/A (Does not create data files)  
Default Drive: C:

**BACKUP CONSIDERATIONS:** None

### Installation Instructions

Steps to install Menu-Calc:

1. On the Install Workstation Applications menu, select 3 Install Desk Top Tools.
2. On the Install Desk Top Tools menu, select 6 Menu-Calc Calculator.
3. When instructed, insert the Common Utilities #3 diskette STLP038 in drive A.
4. The required files will be copied to the fixed disk.

## Operating Instructions

To use Menu-Calc, select option 2 Calculator from the Desk Top Tools menu. The menu will appear. To get Help, press F1.

To exit from the calculator, select the Quit option.

If you are running in DOS outside of PWS, type the command MC.

## PCCALC

**AUTHOR/VENDOR:** Geoff R. Ingalls, IBM Boulder

**DESCRIPTION:**

PCCALC is a decimal, hexadecimal, and floating point calculator. When loaded, it becomes a resident extension and accessed by a hot key Alt-Del.

**PWS APPLICATIONS:** Calculator

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 20 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Common Utilities Diskette #3 (STLP038)

**MANUALS:** *PCCALC User's Guide* STLM023

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: SYSTEM  
Data (Q-Drive): N/A (Does not create data files)  
Default Drive: C:

**BACKUP CONSIDERATIONS:** None

## Installation Instructions

Steps to install PCCALC:

1. On the Install Workstation Applications menu, select 3 Install Desk Top Tools.
2. On the Install Desk Top Tools menu, select 5 PCCALC Calculator.
3. You will be asked if you wish to install PCCALC so that it becomes resident in memory when the system is booted. This will allow PCCALC to be available at all times. If you do, reply "Y."

Reply "N" if you do not want PCCALC to be loaded during startup. You may load it later by selecting the Calculator option on the Desk Top Tools menu.

4. When instructed, insert the Common Utilities diskette STLP038 in drive A.

The required files will be copied to the fixed disk.

## **Operating Instructions**

If PCCALC is not loaded during startup, select option 2 Calculator from the Desk Top Tools menu. The PCCALC menu will appear.

Once PCCALC is loaded, it remains resident in memory. To access it, press the "hot key", Alt-Del. You may use PCCALC while running another program.

To exit from the calculator, press Alt-Del again.

**NOTE:** If you are running in DOS outside of PWS, type the command PCCALC.





## SECTION C. Communications

This section contains a description of the software packages that can be installed under the PWS Communications Application.

Applications currently supported:

1. E78 3278/79 Emulation
2. XT3277 3277 Emulation
3. PCGATE/PCTERM Home Terminal Support
4. IBM 3270 PC Control Program Version 1.22 (3270 PC Only)

You may wish to place the reference manuals for these programs in this section:

- *E78 User's Guide* - STLM005
- *PC3277/XT3277 User's Guide* - STLM004
- *PCTERM User's Guide* STLM007 and *PCGATE User's Guide* - STLM008

NOTE: For information on the IBM 3270 PC Control Program, refer to the *IBM 3270 PC Control Program User's Guide and Reference manual* - 1837434.



## **E78 3278/79 Emulation Program**

**AUTHOR/VENDOR:** Jeff Kravitz, IBM Yorktown Research Center  
Ray Holland, IBM Almaden Research Center

**DESCRIPTION:**

The E78 program provides host terminal emulation and file transfer facilities using the IBM 3278/79 Emulation Adapter attached to an IBM System/370 host system via coaxial cable.

**PWS APPLICATIONS:** Communications

**USAGE RESTRICTIONS:** **IBM Internal Use Only**

**FIXED DISK STORAGE REQUIRED:** 40K bytes

**SPECIAL REQUIREMENTS:**

An IBM 3278/79 Emulation Adapter card must be installed in the system.

**DISKETTES:** Fixed Disk Installation (STLP060)

**MANUALS:**

STLM005 - *E78 User's Guide*

STLM006 - *E78 Reference Manual* (contains complete information)

**SUB-DIRECTORIES USED:** (Applies to File Transfer only)

Program (P-Drive): C: \ HOST

Data (Q-Drive): C: \ USER

Default Drive: Q

**BACKUP CONSIDERATIONS:** None

### **Installation Instructions**

E78 may be installed by selecting it on the Install Communications Application menu while PWS is being installed or at a later time from the Install Applications Menu.

After selecting E78 on the menu, insert diskette STLP060 in drive A. You will be asked if you wish to have the PC date and time set from the VM host system.

Reply "Y" if you do, or "N" if you do not. The E78 programs will be copied to fixed disk.

After installation, reboot your system to activate E78.

## Operating Instructions

The E78 emulator will be loaded automatically each time you boot your system. To use it press the Alt and Esc keys together.

While you are logged onto a VM or MVS host system, you may transfer files between the PC and the host by using the tasks on the Host Communications menu. The Help text for these menu options will explain the parameters that must be entered.

## XT3277 3277 Emulation Program

**AUTHOR/VENDOR:** Earl Franklin et al., IBM Raleigh

**DESCRIPTION:**

The XT3277 program provides host terminal emulation and file transfer facilities using the IBM 3277 ANR Emulation Adapter attached to an IBM System/370 host system via coaxial cable. File transfer is supported for VM host systems only.

**PWS APPLICATIONS:** Communications

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 25K bytes

**SPECIAL REQUIREMENTS:**

A 3270 ANR Emulation Adapter card must be installed in the system. This adapter cannot be installed on an AT or 3270PC system.

**DISKETTES:** Fixed Disk Installation (STLP060)

**MANUALS:** PC3277/XT3277 User's Guide (STLP004)

**SUB-DIRECTORIES USED:** (Applies to File Transfer only)

Program (P-Drive): C:\ HOST  
Data (Q-Drive): C:\ USER  
Default Drive: Q

**BACKUP CONSIDERATIONS:** None

## Installation Instructions

XT3277 may be installed by selecting it on the Install Communications Application menu while PWS is being installed or at a later time from the Install Applications Menu.

After selecting XT3277 on the menu, insert diskette STLP060 in drive A. The programs will be copied to fixed disk.

After installation, reboot your system to activate XT3277.

## Operating Instructions

The XT3277 emulator will be loaded automatically each time that you boot your system. To use it press the Alt and Esc keys together.

While you are logged onto a VM host system, you may transfer files between the PC and the host by using the tasks on the Host Communications menu. The help text for these menu options will explain the parameters that must be entered.



## PCGATE/PCTERM Communications

**AUTHOR/VENDOR:** Carlos A. Font, IBM Santa Teresa Lab  
Mark Auslander, etal, IBM Yorktown

**DESCRIPTION:**

The PCGATE/PCTERM package is an asynchronous communications program that may be used to access the STL home terminal service. PCGATE provides an easy to use, menu driven, front end for the PCTERM emulation program. Both terminal emulation and file transfer operations are provided.

**PWS APPLICATIONS:** Communications

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 230 Kbytes

**SPECIAL REQUIREMENTS:**

An asynchronous communications adapter and 1200 baud modem is required. You must also have STL home terminal authorization.

**DISKETTES:** PCGATE/PCTERM Distribution Diskette (STLP003)

**MANUALS:**

*PCGATE User's Guide* STLM008

*PCTERM User's Guide* STLM007

**SUB-DIRECTORIES USED:** (Applies to File Transfer only)

Program (P-Drive): C:\PCGATE12

Data (Q-Drive): C:\USER

Default Drive: Q

**BACKUP CONSIDERATIONS:** None



## Installation Instructions

PCGATE/PCTERM may be installed by selecting it on the Install Communications Application menu while PWS is being installed or at a later time from the Install Applications Communication Menu.

After selecting PCGATE/PCTERM on the menu, insert diskette STLP003 in drive A. The programs will be copied to fixed disk.

## Operating Instructions

To use the PCGATE/PCTERM programs, select the appropriate function from the Host Communications menu. Refer to the program documentation for complete information.

## SECTION D. Database Managers

This section contains a description of the software packages that can be installed under the PWS Database application.

Applications currently supported:

1. IBM Filing Assistant
2. PC-File III

The following integrated programs are also supported as database managers. Information for these programs may be found in the Integrated Programs section.

3. IBM PDS Data Edition
4. Lotus Symphony
5. Lotus 1-2-3

You may place the reference manuals for these programs in this section:

PC-File III - STLMO13



## IBM Filing Assistant

**AUTHOR/VENDOR:** IBM Product 6024145

**DESCRIPTION:**

IBM Filing Assistant is an easy to use database manager program. It allows you to create forms that define the records of your database and to enter, modify, delete, and retrieve information in the database.

IBM Filing Assistant can exchange and share data with other IBM Assistant Series programs. You can use Reporting Assistant to print reports.

**PWS APPLICATIONS:** Database Manager

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 119 Kbytes

**SPECIAL REQUIREMENTS:**

IBM Filing Assistant is copy protected. It can be installed on fixed disk only a limited number of times.

**DISKETTES:** Included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ ASSIST  
Data (Q-Drive): C: \ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

IBM Filing Assistant program files can be backed up to and restored from diskettes. We recommend that you backup the sub-directory C: \ ASSIST after you have installed the IBM Assistant Series programs that you intend to use.

Data files created by Filing Assistant will be placed in the sub-directory C: \ USER as described below. We recommend that you backup this sub-directory frequently to protect your data.

## Installation Instructions

**IMPORTANT!** Because of the copy protection scheme use by Filing Assistant, you can only perform this procedure 5 times. Therefore, it is important that you make a backup of the program files from fixed disk as described above.

Steps to install Filing Assistant on fixed disk:

1. Have the ORIGINAL copy of the IBM Filing Assistant diskette ready for use with the write protect tab removed.
2. On the Install Workstation Applications menu, select 4 Install Database Manager.
3. On the Install Database Manager, select 1 IBM Filing Assistant.
4. Insert the original program diskette in drive A when prompted and press the Enter↵ key.
5. The Setup program will be started and will display instructions on the screen. Read the instructions, then press the Enter↵ key to continue.
6. When the setup menu appears, type "2" to select Select a Work Drive and press the Enter↵ key. Then type "C" and press the Enter↵ key.
7. When the setup menu appears again, type "5" to select Install Program on Fixed Disk and press the Enter↵ key.
8. When the message "Drive Name for Fixed Disk" appears, type "C:\ASSIST" and press the Enter↵ key. The program files will then be copied onto fixed disk.
9. When the setup menu reappears, type "6" to select Exit to DOS.

This completes the installation of IBM Filing Assistant.

## Operating Instructions

To run IBM Filing Assistant, select Database Manager from the PWS applications menu by typing "1." The Filing Assistant main menu will now appear.

When Filing Assistant is started, drive Q is assigned to the sub-directory C:\USER. We recommend that you place all files that you create on drive Q so that they may be found and backed up easily.

Refer to the program manual for detailed information on using IBM Filing Assistant.

NOTE: If you are running in DOS outside of PWS, type the command FILE.

## PC-File III

**AUTHOR/VENDOR:** Jim Button, Buttonware, Inc.

**DESCRIPTION:**

PC-File III is an easy to use database manager program. It allows you to create forms that define the records of your database and to enter, modify, delete, and retrieve information in the database. You can also print reports and mailing labels from your databases.

**PWS APPLICATIONS:** Database Manager

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 224 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** PC-File III Program Diskette STLP007

**MANUALS:** *PC-File III User's Manual* STLM013 A complete manual is available from Buttonware. It is copyrighted and cannot be reproduced.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\PCFILE  
Data (Q-Drive): C:\USER  
Default Drive: C

**BACKUP CONSIDERATIONS:**

Data files created by PC-File III will be placed in the sub-directory C:\USER as described below. We recommend that you backup this sub-directory frequently to protect your data.

### Installation Instructions

Steps to install PC-File III on fixed disk:

1. Have the program diskette STLP007 ready for use.
2. On the Install Workstation Applications menu, select 2 Install Database Manager.
3. On the Install Database Manager, select 2 PC-File III.
4. Insert the program diskette STLP007 in drive A when prompted and press the Enter↵ key.
5. The program files will be copied to fixed disk.

This completes the installation of PC-File III.

## Operating Instructions

To run PC-File III, select Database Manager from the PWS applications menu by typing "1." The PC-File III menu will now appear.

Type "C" on the entry menu to use fixed disk sub-directory C:\USER.

Refer to the program manual for detailed information on using PC-File III.

NOTE: If you are running in DOS outside of PWS, type the command PC-FILE.

## SECTION E. Editors

This section contains a description of the software packages that can be installed under the PWS Editor application.

Applications currently supported:

1. EZ-VU Editor
2. KEDIT
3. Personal Editor or Personal Editor II
4. Professional Editor II

You may place the reference manuals for these programs in this section:

- *Professional Editor II Tutorial & Reference Manual - STLM010*
- *Professional Editor II Quick Reference Manual - STLM011*
- *Personal Editor II Reference Manual* printed from the distribution diskette.





## **EZ-VU Editor**

**AUTHOR/VENDOR:** IBM Product 6466974

**DESCRIPTION:**

The EZ-VU Editor is a full screen editor derived from the ISPF/PDF editor that is available on IBM host systems. It may be used to create and modify ASCII text files.

**PWS APPLICATIONS:** Editor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 712 Kbytes

**SPECIAL REQUIREMENTS:**

The EZ-VU Runtime Facility (6316969) is required to install and use the EZ-VU Editor.

**DISKETTES:** Program Diskette  
Tutorial Diskette  
EZ-VU Runtime Diskette

**MANUALS:** Included with product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\EZED  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

You may backup the program files from sub-directory C:\EZED. Data files may be created in any sub-directory. The sub-directory C:\USER is assigned as the default.

## Installation Instructions

Steps to install the EZ-VU Editor:

1. Have the two EZ-VU Editor diskettes and the EZ-VU Runtime diskette ready for use.
2. From the Install Workstation Applications menu, select 4 Install Editor.
3. From the Install Editor Application menu, select 1 EZ-VU Editor.
4. When prompted, insert the EZ-VU Editor program diskette in drive A and press the Enter key. Read the instructions that are displayed and press the Enter key to proceed. Program files will be copied onto the fixed disk.
5. When instructed, remove the program diskette from drive A and insert the EZ-VU Runtime Facility diskette in drive A. Then, press the Enter key. Additional files will be copied to the fixed disk.
6. When instructed, remove the EZ-VU Runtime diskette from drive A and insert the EZ-VU Editor Tutorial diskette. Then, press the Enter key. The tutorial files will be copied to the fixed disk. This will take a while.

## Operating Instructions

To start the EZ-VU Editor select option 4, Editor, on the PWS Applications menu. You will be asked to specify the path to be used. This path will be assigned to the Q drive as the default.

When started, the editor menu will appear. You may select the file to be edited. Refer to the program tutorial for detailed information.

**NOTE:** If you are running in DOS outside of PWS, you may start the EZ-VU Editor by typing the command EZED.

## KEDIT Editor

**AUTHOR/VENDOR:** Mansfield Software Group

**DESCRIPTION:**

The KEDIT Editor is a full screen editor that is very similar to the XEDIT editor that is available on IBM host systems. It may be used to create and modify ASCII text files.

**PWS APPLICATIONS:** Editor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 173 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Program diskette is included with product package

**MANUALS:** Included with product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\KEDIT  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

You may backup the program files from sub-directory C:\KEDIT. Data files may be created in any sub-directory. The sub-directory C:\USER is assigned as the default.

## Installation Instructions

Steps to install the KEDIT Editor:

1. Have the KEDIT program diskette ready for use.
2. From the Install Workstation Applications menu, select 4 Install Editor.
3. From the Install Editor Application menu, select 2 KEDIT Editor.
4. When prompted, insert the KEDIT Editor program diskette in drive A and press the Enter key. Program files will be copied onto the fixed disk.

## Operating Instructions

To start the KEDIT Editor select option 4, Editor, on the PWS Applications menu. You will be asked to specify the path to be used. This path will be assigned to the Q drive as the default.

When started, the editor will prompt for the file to be edited. Refer to the program manual for detailed information.

**NOTE:** If you are running in DOS outside of PWS, you may start by typing the command KEDIT.

## Personal Editor/Personal Editor II

**AUTHOR/VENDOR:** Personal Editor IBM Product 6024051  
Personal Editor II PDS 6489331

**DESCRIPTION:**

The Personal Editor is a full screen editor that may be used to create and modify ASCII text files. Personal Editor II is an enhanced version of Personal Editor.

**PWS APPLICATIONS:** Editor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 60 Kbytes (Personal Editor) 346 Kbytes (Personal Editor II)

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Program diskette is included with product package

**MANUALS:** Included with the Personal Editor product package. With Personal Editor II, use the VIEWDOX program to print the manual from the distribution diskette.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ PE  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

You may backup the program files from sub-directory C:\ PE. Data files may be created in any sub-directory. The sub-directory C:\ USER is assigned as the default.

## Installation Instructions

Steps to install Personal Editor or Personal Editor II:

1. Have the program diskette ready for use.
2. From the Install Workstation Applications menu, select 4 Install Editor.
3. From the Install Editor Application menu, select 3 Personal Editor.
4. When prompted, insert the Personal Editor program diskette in drive A and press the Enter key. Program files will be copied onto the fixed disk.

## Operating Instructions

To start Personal Editor select option 4, Editor, on the PWS Applications menu. You will be asked to specify the path to be used. This path will be assigned to the Q drive as the default.

When started, the editor will prompt for the file to be edited. Refer to the program manual for detailed information.

**NOTE:** If you are running in DOS outside of PWS, start Personal Editor or Personal Editor II by typing the command PE or PE2, respectively.

## Professional Editor II

**AUTHOR/VENDOR:** Walter J. Paul, IBM Santa Teresa Laboratory

**DESCRIPTION:**

The Professional Editor II is a full screen editor that may be used to create and modify ASCII text files and provides word processing features for preparing and printing documents.

**PWS APPLICATIONS:** Editor

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 336 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Program Diskette (STLP005)  
Sample Data Diskette (STLP006)

**MANUALS:** *Tutorial and Reference Manual* STLP010 *Quick Reference Manual* STLP011

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ PROFEDIT  
Data (Q-Drive): C: \ USER  
Default Drive: Q

**BACKUP CONSIDERATIONS:**

You may backup the program files from sub-directory C: \ PROFEDIT. Data files may be created in any sub-directory. The sub-directory C: \ USER is assigned as the default.

### Installation Instructions

Steps to install Professional Editor II:

1. Have the Program Diskette (STLP005) and sample Data Diskette (STLP006) ready for use.
2. From the Install Workstation Applications menu, select 4 Install Editor.
3. From the Install Editor Application menu, select 4 Professional Editor II.
4. You will be shown a list of printers that are supported by Professional Editor II. Type the number that matches the printer that is installed on your system.
5. When prompted, insert the program diskette (STLP005) in drive A and press the Enter↵ key. Program files will be copied onto the fixed disk.

6. When prompted, remove the program diskette from drive A and insert the Sample Data diskette (STLP006) in drive A. Then, press the Enter **↵** key. The sample data files will be copied to fixed disk.

## **Operating Instructions**

To start Professional Editor II, select option 4, Editor, on the PWS Applications menu. You will be asked to specify the path to be used. This path will be assigned to the Q drive as the default.

When started, the editor will present a menu so that you can select the file to be edited. Refer to the program manual for detailed information.

**NOTE:** If you are running in DOS outside of PWS, start Professional Editor II by typing the command EDIT.

## SECTION F. Foil Maker

This section contains a description of the software packages that can be installed under the PWS Foil Maker application.

Applications currently supported:

1. FontWriter
2. SlideWrite (Version 1.00 or 1.10)

You may place the reference manuals for these programs in this section:

- *FontWriter User's Guide* - STLM003





## FontWriter

**AUTHOR/VENDOR:** Robert G. Oesterlin, IBM Rochester

**DESCRIPTION:**

FontWriter is a text processing program which produces printed documents using graphic printer fonts. It provides several different fonts and sizes.

To use FontWriter, you first prepare your text using an editor. Script like commands are used to control formatting and to select fonts. Then, you use the text file as input to FontWriter which formats and prints the text.

**PWS APPLICATIONS:** Foil Makers

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 76 Kbytes

**SPECIAL REQUIREMENTS:**

Requires an IBM Graphics Printer or IBM Proprinter.

**DISKETTES:** Common Utilities #1 (STLP001)

**MANUALS:** *FontWriter User's Guide* STLM003

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ FW  
Data (Q-Drive): C: \ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

Program files are located in the sub-directory C: \ FW. Data files are normally placed in sub-directory C: \ USER.

### Installation Instructions:

Steps to install FontWriter:

1. On the Install Workstation Applications menu, select 5, Install Foil Maker.
2. On the Install Foils Application menu, select 1, FontWriter.

3. When requested, insert the Common Utilities #1 diskette (STLP001) in drive A.
4. The program files will be copied to the fixed disk.

## Operating Instructions

1. Before using FontWriter, you must prepare the text input file using an editor.
2. To start FontWriter, select option 3, Foil Maker on the Workstation Applications menu.
3. The message "Enter drive and path where file resides" will appear. If the file resides in the C:\ USER sub-directory, just press the Enter key. If not, type the drive and complete path, then press the Enter key.
4. The message "Enter the file name and extension of the file to be processed" will appear. Type the file name and extension, such as FOIL.TXT, and press the Enter key.
5. FontWriter will then format and print the file on the printer. When printing is finished, the program will terminate.

NOTE: If you are running in DOS outside of PWS, type the command FW.

## SlideWrite

**AUTHOR/VENDOR:** IBM Product 6317023 (Version 1.00)  
IBM Product 6317034 (Version 1.10)

### DESCRIPTION:

SlideWrite is used to make high quality presentation charts and foils on a printer or plotter. You make your charts on the screen by entering text, figures, and graphics. Then, you can print them on a printer or plot them on a plotter in color.

SlideWrite includes a tutorial and is easy to learn and use. For best results, a plotter should be used to produce the charts.

**PWS APPLICATIONS:** Foil Maker

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 240 Kbytes

### SPECIAL REQUIREMENTS:

1. SlideWrite requires an IBM Color/Graphics Adapter and IBM Color Monitor.

2. SlideWrite supports only the IBM Graphics Printer, or equivalent (an IBM Proprinter should work).
3. For plotting, one of the following IBM plotters is required: 7371, 7372, 7374, or 7375. Certain Hewlett Packard plotters can also be used.
4. SlideWrite is copy protected and can only be installed on fixed disk a limited number of times.

**DISKETTES:** Included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ SW  
Data (Q-Drive): C: \ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

Because of its copy protection scheme, SlideWrite program files cannot be backed up and restored successfully. Data files you create should be backed up. We recommend that you place them on the Q drive which is assigned to C: \ USER.

## **Installation Instructions**

**WARNING!** Installation on fixed disk can only be performed a limited number of times. See the manual for details.

Do not install SlideWrite unless your system is equipped with an IBM Color Adapter and display. It will not work with the Monochrome Display.

The installation procedure is the same for both versions 1.00 and 1.10.

Steps to install SlideWrite on fixed disk:

1. On the Install Workstation Applications menu, select 5, Foil Maker.
2. On the Install Foil Maker menu, select 2, SlideWriter.
3. When prompted, insert the SlideWrite distribution diskette in drive A. Files will be copied to your fixed disk.
4. The configuration program will be run to allow you to select your printer and plotter type. Refer to the manual for details on using the configuration program. Be sure to save your choices before exiting.

## Operating Instructions

To run SlideWrite:

1. On the Workstation Applications Menu, select 3, Foil Maker.
2. SlideWrite will be started.
3. To place your chart files in the C:\USER sub-directory, use the Setup option and set the chart storage drive to Q.
4. We recommend that you use the tutorial in the manual to become familiar with the operation of the program.

NOTE: If you are running in DOS, outside of PWS, type the command SLIDE.

## SECTION G. Graphics

This section contains a description of the software packages that can be installed under the PWS Graphics application.

Applications currently supported:

1. IBM Graphing Assistant

The following integrated programs are also supported as graphics. Information for these programs may be found in the Integrated Programs section.

2. IBM PDS Graphs Edition
3. Lotus Symphony
4. Lotus 1-2-3



## IBM Graphing Assistant

**AUTHOR/VENDOR:** IBM Product 6024147

**DESCRIPTION:**

IBM Graphing Assistant is an easy to use graph maker program. It can exchange and share data with other IBM Assistant Series programs including Filing and Writing Assistants.

**PWS APPLICATIONS:** Graphics

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 310 Kbytes

**SPECIAL REQUIREMENTS:**

IBM Graphing Assistant is copy protected. It can be installed on fixed disk only a limited number of times.

**DISKETTES:** Included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ASSIST  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

IBM Graphing Assistant program files can be backed up to and restored from diskettes. We recommend that you backup the sub-directory C:\ASSIST after you have installed the IBM Assistant Series programs.

Data files created by Graphing Assistant will be placed in the sub-directory C:\USER as described below. We recommend that you backup this sub-directory frequently to protect your data.



## Installation Instructions

**IMPORTANT!** Because of the copy protection scheme use by Graphing Assistant, you can only perform this procedure 5 times. Therefore, it is important that you make a backup of the program files from fixed disk as described above.

Steps to install Graphing Assistant on fixed disk:

1. Have the ORIGINAL copy of the IBM Graphing Assistant diskette ready for use with the write protect tab removed.
2. On the Install Workstation Applications menu, select 6 Install Graphics.
3. On the Install Graphics menu, select 1 IBM Graphing Assistant.
4. Insert the original program diskette in drive A when prompted and press the Enter↵key.
5. The Setup program will be started and will display instructions on the screen. Read the instructions, then press the Enter↵key to continue. The setup menu will appear.
6. If you have a printer other than the IBM Graphics Printer, type 1 and press the Enter↵key. Then, select your printer from the list by number.
7. If you have a plotter, type 2 and press the Enter key. Then, select your plotter from the list by number.
8. When the setup menu appears again, type "5" to select Install Program on Fixed Disk and press the Enter↵key.
9. When the message "Drive Name for Fixed Disk" appears, type "C:\ ASSIST" and press the Enter↵key. The program files will then be copied onto fixed disk.
10. When the setup menu reappears, type "6" to select Exit to DOS.

This completes the installation of IBM Graphing Assistant.

## Operating Instructions

To run IBM Graphing Assistant, select Graphics from the PWS applications menu by typing "4." The Graphing Assistant main menu will now appear.

When Graphing Assistant is started, drive Q is assigned to the sub-directory C:\ USER. We recommend that you place all files that you create on drive Q so that they may be found and backed up easily.

Refer to the program manual for detailed information on using IBM Graphing Assistant.

**NOTE:** If you are running in DOS outside of PWS, type the command GRAPH.

## SECTION H. IBM Forms Application

This section contains a description of the software packages that can be installed under the PWS IBM Forms application.

Application currently supported:

1. Professional Editor II Forms Application

You may place the reference manuals for these programs in this section:

- *Forms Application User's Guide* - STLP012



## Professional Editor II Forms

**AUTHOR/VENDOR:** Walter J. Paul, IBM Santa Teresa Laboratory

**DESCRIPTION:**

The Professional Editor II Forms Application is a library manager program. It allows you to fill in, print, and revise forms. You can also add, delete, and modify forms in the forms library.

Forms libraries are provided for the following printers:

IBM Graphics Printer,

IBM Proprinter,

IBM Color Printer,

IBM 5218 Printer, and

IBM Quietwriter Printer

**PWS APPLICATIONS:** IBM Forms

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 172 Kbytes

**SPECIAL REQUIREMENTS:** Requires Professional Editor II and one of the printers listed above.

**DISKETTES:** Professional Editor II Forms Application (STLP039)

**MANUALS:** *Forms Application User's Guide* - STLM012

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ FORMS

Data (Q-Drive): C: \ USER

Default Drive: Q

**BACKUP CONSIDERATIONS:**

The program and forms library files may be backed up from the sub-directory C:\FORMS. Filled in forms are placed in the sub-directory C:\USER and may be backed up from there.

## Installation Instructions

Steps to install the Forms Application:

1. Have the Forms Application diskette (STLP039) ready for use.
2. From the Install Workstation Applications menu, select 7 IBM Forms.
3. From the Install Forms Application menu, select 1 IBM Internal Forms.
4. You will be shown a list of printers. Select the printer that is installed on your system by typing the number.
5. When prompted, insert the Forms Application diskette (STLP039) in drive A and press the Enter key. The forms files will be copied to fixed disk.

NOTE: You must install Professional Editor II under either the Editor or Word Processor application before you can use the Forms Application.

## Operating Instructions

To start the Forms Application, select 7 IBM Forms from the Workstation Applications menu. The Forms Application menu will then appear. Refer to the program manual for detailed information.

NOTE: If you are running in DOS outside of PWS, type the Command FORMS.

## SECTION I. Integrated Applications

This section contains a description of the software packages that can be installed under the PWS Integrated application.

Applications currently supported:

1. IBM Assistant Series
2. IBM PDS Data Edition
3. Lotus Symphony Release 1.0 or 1.1
4. Lotus 1-2-3 Release 1A or 2

NOTE: You cannot install both releases of Lotus 1-2-3 or Lotus Symphony since they reside in the same sub-directory and one will overlay the other. We strongly recommend that you upgrade to the latest release of these products if you have not done so already.

You can install both 1-2-3 (either release) and Symphony (either release) since they reside in different sub-directories. Only one can be used as the Integrated Application.



## IBM Assistant Series

**AUTHOR/VENDOR:** IBM Products

**DESCRIPTION:**

The IBM Assistant Series is a set of separate programs which can share and interchange data. Each of these programs must be installed under an individual application. Installing the Assistant Series as your integrated application will provide a menu by which you may run the individual programs.

**PWS APPLICATIONS:** Integrated Application

**USAGE RESTRICTIONS:** Subject to license agreement

**FIXED DISK STORAGE REQUIRED:** See individual programs

**SPECIAL REQUIREMENTS:** See requirements of individual programs.

**DISKETTES:** Included with each program.

**MANUALS:** Included with each program.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: / ASSIST  
Data (Q-Drive): C: / USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

All of the IBM Assistant Series programs are stored in the sub-directory C: / ASSIST. Data files are placed in the sub-directory C: / USER. Although these programs are copy protected, they may be backed up and restored using the PWS backup procedures.

### Installation Instructions

Steps to install the Assistant Series menu selector program:

1. On the Install Applications Menu, select 8 Integrated Application.
2. On the Install Integrated Application menu, select 2 IBM Assistant Series. The menu program will be installed on fixed disk. You will not need any diskettes.



## Operating Instructions

To run the IBM Assistant Series programs:

1. On the Workstation Applications menu, select 6 Integrated Application.
2. A menu will appear that lists the individual programs by number. To run a program, type the number. Be sure that you have installed the program first.

## IBM Personal Decision Series

**AUTHOR/VENDOR:** IBM Products

**DESCRIPTION:**

The IBM Personal Decision Series is a set of integrated programs that provide specific functions. Each of these programs is called an "Edition" and each edition must be installed separately. Data Edition provides the basis for the other programs and must be installed first.

After installing Data Edition, you may install any of the other editions. The installation process is identical except for the number of diskettes used.

You may install any of the following editions:

- Data Edition (required by all other editions)
- Reports+ Edition
- Plans+ Edition
- Graphs Edition
- Words Edition

**PWS APPLICATIONS:** Integrated Application

**USAGE RESTRICTIONS:** Subject to license agreement

**FIXED DISK STORAGE REQUIRED:** 3.6 Mbytes (for all editions)

**SPECIAL REQUIREMENTS:** See requirements of individual programs.

**DISKETTES:** Included with each program.

**MANUALS:** Included with each program.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ PDSCMD  
Data (Q-Drive): C: \ LIB  
Default Drive: P

### BACKUP CONSIDERATIONS:

Most of the PDS programs are stored in the sub-directory C:\PDSCMD. Some files are placed in the root directory. Data files are normally placed in the sub-directory C:\LIB. You can create and use other sub-directories when you build your applications.

### Installation Instructions:

You must install Data Edition first.

Steps to install any PDS edition:

1. On the Install Applications Menu, select 8 Integrated Application.
2. On the Install Integrated Application menu, select 1 IBM Personal Decision Series.
3. Have the distribution diskettes for the edition that you are installing ready in numeric order. When instructed, place the first diskette in drive A and press the Enter key to begin
4. You will be prompted when it is time to change diskettes. All diskettes will be copied to fixed disk.
5. After the last diskette, you will be asked if you wish to install another edition. If you do, type "Y". If not, type "N".

NOTE: Some of the PDS editions include update diskettes. PWS does not supply menus for installing these updates. To install PDS update diskettes, exit from PWS to DOS and follow the instructions packaged with the update diskettes.

### Operating Instructions

To run the IBM Personal Decision Series programs:

1. On the Workstation Applications menu, select 6 Integrated Application.
2. The main PDS menu will then appear. Refer to the PDS manuals for instructions on using PDS programs.

NOTE: If you are running in DOS outside of PWS, type the command PDS.

## Lotus Symphony Release 1.0

**AUTHOR/VENDOR:** Lotus Development Corporation

**DESCRIPTION:**

Lotus Symphony Release 1.0 is an integrated spread sheet, data base, word processor, communications, and graphics program. This version is replaced by release 1.1.

**PWS APPLICATIONS:** Database, Integrated, Reports, Spread Sheet, Word Processor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 1.2 Mbytes

**SPECIAL REQUIREMENTS:**

This software is copy protected. A color graphics adapter and color display are required to produce graphic displays.

**DISKETTES:** 5 Diskettes included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ SYMPHONY  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

The program files reside in sub-directory C:\ SYMPHONY. The data files will reside in sub-directory C:\ USER if the installation procedure below is followed.

### Installation Instructions

Steps to install Lotus Symphony Release 1.0 on fixed disk:

1. On the Install Workstation Applications menu, select 8, Integrated Application.
2. On the Install Integrated Application menu, select 3, Lotus Symphony Release 1.0.
3. You will be prompted to insert the distribution diskettes in drive A in the following order. Insert each diskette as requested and the files will be copied to fixed disk.

- Program Disk
  - Help & Tutorial Disk
  - Install & Utility Disk
  - Install Library Disk
  - PrintGraph Program Disk
4. When all diskettes have been copied to fixed disk, the Install program will be executed. You will be asked a series of questions about the equipment installed on your system. The following steps suggest the proper answers. Be sure to read the information on each screen before selecting your reply.
  5. On the Main Menu, select 1 "Installation: Create a Driver Set." Read the instructions, then press the space bar to proceed.
  6. "Do you wish to add single drivers to the master library?" Press the space bar to go on.
  7. On the next screen, press the space bar to select "First time installation."
  8. On the next screen, select 1 if you have a monochrome display or 2 if you have a color display.
  9. "Do you want to select a text printer?" Type "Y" and press the Enter↵ key. A list of printers will be displayed. Press the space bar to see the next page. Then, type "17" for IBM Graphics Printer and press the Enter↵ key. Press the Enter↵ key again on the next screen to confirm the selection.
  10. "Do you wish to select a graphics printer or plotter?" Type "Y" and press the Enter↵ key. A list of printers will be displayed. Press the space bar twice to see the IBM printers. Then, type "36" for IBM Graphics Printer and press the Enter↵ key. Press the Enter↵ key again on the next screen to confirm the selection.
  11. "Do you wish to select a modem?" Press the space bar to continue.
  12. "Do you wish to select an asynchronous communications port?" Press the space bar to continue.
  13. On the next screen, type "1" (numbers first) and press the Enter↵ key. Then press the Enter↵ key again to confirm.
  14. On the next screen, type "1" (for hard disk) and press the Enter↵ key. Then press the space bar to save the driver set in C: \ SYMPHONY.
  15. Press the space bar to go to the main menu. Then, type "5" and press the Enter↵ key to leave the program. Press the space bar to exit.
  16. "Do you want to designate Lotus Symphony as your integrated application?" Reply "Y" if you want to make Lotus Symphony your integrated application. If you want to make it some other application, such as spread sheet, reply "N."

17. At this point the Install Software menu will appear. Press the Esc key twice to return to the Master Menu. Then, select 1, Applications Menu. When the applications menu appears, press the PgDn key to display page 2. Then select 6, Integrated Application.

NOTE: In the following steps, you will start Symphony and set the default working directory to C:\USER. This will allow all of your working files to be placed in this sub-directory.

18. When instructed, place the Symphony Program Disk in drive A and press the Enter↵ key. The Lotus Symphony Access menu will appear.
19. On the Access menu, select Symphony. The Symphony program will be started. Press the Enter↵ key and an empty spread sheet will be displayed.
20. Press F9 to display the menu. Then type "C" (for configuration) then "F" (for file). A window will then appear. The field "Initial current directory" will appear set to "C:\ SYMPHONY." Press the backspace key to erase the letters, then type "C:\ USER." The field will now read "C:\ USER." Press the Enter↵ key when the field is correct. Then, type "U" (for update) and "Q" to exit from the menu.
21. To exit from Symphony, press F9 for the menu and type "E" (for exit). Reply "Y" to leave Symphony. Now exit from the Access Menu by typing "E."

This completes the installation of Lotus Symphony Release 1.0.

You can designate Lotus Symphony to be your database manager, spread sheet, graphics, word processing, or reports application if desired.

## Operating Instructions

To start Lotus Symphony Release 1.0:

1. On the Workstation Applications menu, select the application under which you have installed Lotus Symphony (integrated, spread sheet, ...).
2. When instructed, insert the Lotus Symphony Program disk in drive A and press any key.
3. The Access menu will then appear and you may use any of the Lotus Symphony functions. To exit, select "Exit".

NOTE: If you are running under DOS outside of PWS, type the command SYMPHONY.

## Lotus Symphony Release 1.1

**AUTHOR/VENDOR:** Lotus Development Corporation

**DESCRIPTION:**

Lotus Symphony Release 1.1 is an integrated spread sheet, data base, word processor, communications, and graphics program. This version replaces release 1.0.

**PWS APPLICATIONS:** Database, Integrated, Reports, Spread Sheet, Word Processor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 1.9 Mbytes

**SPECIAL REQUIREMENTS:**

This software is copy protected. A color graphics adapter and color display are required to produce graphic displays.

**DISKETTES:** 6 Diskettes included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ SYMPHONY  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

The program files reside in sub-directory C:\ SYMPHONY. The data files will reside in sub-directory C:\ USER if the installation procedure below is followed.

### Installation Instructions

Steps to install Lotus Symphony Release 1.1 on fixed disk:

1. On the Install Workstation Applications menu, select 8, Integrated Application.
2. On the Install Integrated Application menu, select 4, Lotus Symphony Release 1.1
3. You will be prompted to insert the distribution diskettes in drive A in the following order. Insert each diskette as requested and the files will be copied to fixed disk.
  - Program Disk

- Help & Tutorial Disk
  - Install & Utility Disk
  - Master Library Disk
  - PrintGraph Program Disk
  - Tutorial Lessons Disk
4. When all diskettes have been copied to fixed disk, the Install program will be executed. You will be asked a series of questions about the equipment installed on your system. The following steps suggest the proper answers. Be sure to read the information on each screen before selecting your reply.
  5. On the first screen, select "First Time Installation." Read the next panel, then press the Enter key.
  6. "Can your computer display graphics?" If you have an IBM PC, XT, or AT and have a color graphics adapter and display, or if you have a 3270 PC with color monitor, select "Yes." If you have a monochrome display only, select "No."
  7. "How many monitors do you have?" Select "One Monitor" unless your system is equipped with both a monochrome and color display.
  8. "Do you want graphs and text together?" Select "No."
  9. "Select Monitor Type." Select the type of monitor that is installed. If you have a 3270 PC be sure to select the "IBM 3270 PC Color Monitor" option.
  10. "Do you have a text printer." If you have an IBM printer, select "Yes." On the next screen, select "IBM." On the next screen, select the type of printer that you have.
  11. "Do you have another text printer?" If you do, select "Yes" and repeat step 9. If you have only one printer, select "No."
  12. "Do you want to print graphs?" If you have a printer capable of printing graphics, select "Yes." On the next screen, select "IBM." On the next screen, select your printer type.
  13. "Do you have another graphics printer?" If you do, select "Yes" and repeat step 11. Otherwise, select "No."
  14. "Do you plan to use communications?" Select "No" since the communications is not compatible with IBM host attachment.
  15. "Do you want to name your driver set?" Select "No." You can create other driver sets later if you wish.
  16. "Press Enter to save selections." Press the Enter key so that your selections are save on fixed disk.

17. "Press Enter to exit." Press the Enter  $\leftarrow$  key and select "Yes" to exit from the install program.
18. "Do you want to designate Lotus Symphony as your integrated application?" Reply "Y" if you want to make Lotus Symphony your integrated application. If you want to make it some other application, such as spread sheet, reply "N."
19. At this point the Install Software menu will appear. Press the Esc key twice to return to the Master Menu. Then, select 1, Applications Menu. When the applications menu appears, press the PgDn key to display page 2. Then select 6, Integrated Application.

NOTE: In the following steps, you will start Symphony and set the default working directory to C:\USER. This will allow all of your working files to be placed in this sub-directory.

20. When instructed, place the Symphony Program Disk in drive A and press the Enter  $\leftarrow$  key. The Lotus Symphony Access menu will appear.
21. On the Access menu, select Symphony. The Symphony program will be started and an empty spread sheet will be displayed.
22. Press F9 to display the menu. Then type "C" (for configuration) then "F" (for file). A window will then appear. The field "Initial current directory" will appear set to "A: \". Press the backspace key 3 times to erase the letters, then type "C:\USER." The field will now read "C: \ USER." Press the Enter key when the field is correct. Then, type "U" (for update) and "Q" to exit from the menu.
23. To exit from Symphony, press F9 for the menu and type "E" (for exit). Reply "Y" to leave Symphony. Now exit from the Access Menu by typing "E".

This completes the installation of Lotus Symphony Release 1.1.

You can designate Lotus Symphony to be your database manager, spread sheet, graphics, word processing, or reports application if desired.

## Operating Instructions

To start Lotus Symphony Release 1.0:

1. On the Workstation Applications menu, select the application under which you have installed Lotus Symphony (integrated, spread sheet, ...).
2. When instructed, insert the Lotus Symphony Program disk in drive A and press any key.
3. The Access menu will then appear and you may use any of the Lotus Symphony functions. To exit, select "Exit."

NOTE: If you are running under DOS outside of PWS, type the command SYMPHONY.



## Lotus 1-2-3 Release 1A

**AUTHOR/VENDOR:** Lotus Development Corporation

**DESCRIPTION:**

Lotus 1-2-3 Release 1A is an integrated spread sheet, data base, and graphics program. This version is replaced by release 2.

**PWS APPLICATIONS:** Database, Integrated, Reports, Spread Sheet

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 700 Kbytes

**SPECIAL REQUIREMENTS:**

This software is copy protected. A color graphics adapter and color display are required to produce graphic displays. This version does not support the IBM Enhanced Color Adapter.

**NOTE:** A special version is required for the 3270 PC.

**DISKETTES:** 5 Diskettes included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ L123  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

The program files reside in sub-directory C:\ L123. The data files will reside in sub-directory C:\ USER if the installation procedure below is followed.

### Installation Instructions

Steps to install Lotus 1-2-3 of fixed disk:

1. On the Install Workstation Applications menu, select 8, Integrated Application.
2. On the Install Integrated Application menu, select 5, Lotus 1-2-3 Release 1A.
3. You will be prompted to insert the distribution diskettes in drive A in the following order. Insert each diskette as requested and the files will be copied to fixed disk.
  - System Disk

- PrintGraph Disk
  - Utility Disk
4. When all diskettes have been copied to fixed disk, a menu will be displayed to select the type of displays installed on your system. Type the number 1, 2, 3, or 4 that describes the combination of displays installed. On a 3270 PC, select 1 if you have the IBM Monochrome Display, or 2 if you have the 3270 PC color display. Note that the EGA is NOT supported.
  5. After the files have been copied to fixed disk, you will see a message that gives instructions for "Two Diskette Installation" and "Hard Disk Installation." Follow the instructions under "Hard Disk Installation." Hold down the Ctrl key and press the Break key.
  6. You will next see the message "Do you want to designate Lotus 1-2-3 as your integrated application?" Reply "Y" if you want to make Lotus 1-2-3 your integrated application. If you want to make it some other application, such as spread sheet, reply "N."
  7. At this point the Install Software menu will appear. Press the Esc key twice to return to the Master Menu. Then, select 1, Applications Menu. When the applications menu appears, press the PgDn key to display page 2. Then select 6, Integrated Application. The Lotus Access menu will appear.  
NOTE: In the following steps, you will start 1-2-3 and set the default working directory to C: \USER. This will allow all of your working files to be placed in this sub-directory.
  8. On the Access menu, select 1-2-3. The message "Insert diskette for drive B: and strike any key when ready" will appear. Place any formatted diskette in drive A if you have only one diskette drive. The 1-2-3 spread sheet program will be started and an empty spread sheet will be displayed.
  9. Type "/wgdd" and the field "Directory at Starting" will appear set to "B: ." Press the backspace key 3 times to erase all of the letters, then type "C: \ USER." The field will now read "C: \ USER." Press the Enter key when the field is correct. Then, type "uq" to exit from the menu.
  10. To exit from 1-2-3, type "/qy." Now exit from the Access Menu by typing "e."

This completes the installation of Lotus 1-2-3 Release 1A.

You can designate Lotus 1-2-3 to be your database manager, spread sheet, or reports application if desired.

## Operating Instructions

NOTE: The program GO123 is included when you install Lotus 1-2-3 Release 1A. This program allows you to start 1-2-3 without having the system diskette in drive A. Its use is authorized by agreement between IBM and Lotus Development Corporation for IBM Internal Use Only. It only works with Release 1A, NOT release 2 or Symphony.

To start Lotus 1-2-3 Release 2:

1. On the Workstation Applications menu, select the application under which you have installed Lotus 1-2-3 (integrated, spread sheet, ...).
2. The Access menu will then appear and you may use any of the Lotus 1-2-3 functions. To exit, select "Exit".

NOTE: If you are running under DOS outside of PWS, type the command LOTUS.

## Lotus 1-2-3 Release 2

**AUTHOR/VENDOR:** Lotus Development Corporation

**DESCRIPTION:**

Lotus 1-2-3 Release 2 is an integrated spread sheet, data base, and graphics program. This version replaces release 1A.

**PWS APPLICATIONS:** Database, Integrated, Reports, Spread Sheet

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 1.1 Mbytes

**SPECIAL REQUIREMENTS:**

This software is copy protected. A color graphics adapter and color display are required to produce graphic displays.

**DISKETTES:** 6 Diskettes included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C: \ L123  
Data (Q-Drive): C: \ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

The program files reside in sub-directory C: \ L123. The data files will reside in sub-directory C: \ USER if the installation procedure below is followed.

## Installation Instructions

Steps to install Lotus 1-2-3 of fixed disk:

1. On the Install Workstation Applications menu, select 8, Integrated Application.
2. On the Install Integrated Application menu, select 6, Lotus 1-2-3 Release 2.
3. You will be prompted to insert the distribution diskettes in drive A in the following order. Insert each diskette as requested and the files will be copied to fixed disk.
  - System Disk
  - PrintGraph Disk
  - Utility Disk
  - Install Library Disk
  - A View of 1-2-3 Disk
4. When all diskettes have been copied to fixed disk, the Install program will be executed. You will be asked a series of questions about the equipment installed on your system. The following steps suggest the proper answers. Be sure to read the information on each screen before selecting your reply.
5. On the first screen, select "First Time Installation." Read the next panel, then press the Enter $\leftarrow$  key.
6. "Can your computer display graphics?" If you have an IBM PC, XT, or AT and have a color graphics adapter and display, or if you have a 3270 PC with color monitor, select "Yes." If you have a monochrome display only, select "No."
7. "How many monitors do you have?" Select "One Monitor" unless your system is equipped with both a monochrome and color display.
8. "Select Monitor Type." Select the type of monitor that is installed. If you have a 3270 PC be sure to select the "IBM 3270 PC Color Monitor" option.
9. "Do you have a text printer." If you have an IBM printer, select "Yes." On the next screen, select "IBM." On the next screen, select the type of printer that you have.
10. "Do you have another text printer?". If you do, select "Yes" and repeat step 9. If you have only one printer, select "No."
11. "Do you want to print graphs?" If you have a printer capable of printing graphics, select "Yes." On the next screen, select "IBM." On the next screen, select your printer type.
12. "Do you have another graphics printer?" If you do, select "Yes" and repeat step 11. Otherwise, select "No."

13. "Do you want to name your driver set?" Select "No." You can create other driver sets later if you wish.
  14. "Press Enter to save selections." Press the Enter key so that your selections are save on fixed disk.
  15. "Press Enter to exit." Press the Enter key and select "Yes" to exit from the install program.
  16. "Do you want to designate Lotus 1-2-3 as your integrated application?" Reply "Y" if you want to make Lotus 1-2-3 your integrated application. If you want to make it some other application, such as spread sheet, reply "N".
  17. At this point the Install Software menu will appear. Press the Esc key twice to return to the Master Menu. Then, select 1, Applications Menu. When the applications menu appears, press the PgDn key to display page 2. Then select 6, Integrated Application.
- NOTE: In the following steps, you will start 1-2-3 and set the default working directory to C: \ USER. This will allow all of your working files to be placed in this sub-directory.
18. When instructed, place the Lotus 1-2-3 System Disk in drive A and press the Enter key. The Lotus 1-2-3 Access menu will appear.
  19. On the Access menu, select 1-2-3. The 1-2-3 spread sheet program will be started and an empty spread sheet will be displayed.
  20. Type "/wgdd" and the field "Directory at Starting" will appear set to "C:\ L123." Press the backspace key 3 times to erase the letters L123, then type "USER." The field will now read "C:\ USER." Press the Enter key when the field is correct. Then, type "uq" to exit from the menu.
  21. To exit from 1-2-3, type "/qy". Now exit from the Access Menu by typing "e."

This completes the installation of Lotus 1-2-3 Release 2.

You can designate Lotus 1-2-3 to be your database manager, spread sheet, or reports application if desired.

## Operating Instructions

To start Lotus 1-2-3 Release 2:

1. On the Workstation Applications menu, select the application under which you have installed Lotus 1-2-3 (integrated, spread sheet, ...).
2. When instructed, insert the Lotus 1-2-3 System disk in drive A and press any key.
3. The Access menu will then appear and you may use any of the Lotus 1-2-3 functions. To exit, select "Exit."

**IBM Internal Use Only**

**If you are running under DOS outside of PWS, type the command LOTUS.**



## SECTION J. Notepads

This section contains a description of the software packages that can be installed under the PWS Notepad application.

Application currently supported:

1. GWNOTE

You may place the reference manuals for these programs in this section:

*GWNOTE User's Guide - STLM021*





## GWNOTE

**AUTHOR/VENDOR:** Jerry Watson, IBM Lexington

**DESCRIPTION:**

GWNOTE is an easy-to-use notepad management program. It can be installed as a resident extension so that it may be used while running other programs by pressing the hot key. It may also be installed as a non-resident program and run from the Desk Top Tools menu.

**PWS APPLICATIONS:** Notepad

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 60 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Common Utilities Diskette #2 (STLP033)

**MANUALS:** *GWNOTE User's Guide* - STLM021

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\GWNOTE  
Data (Q-Drive): C:\USER  
Default Drive: P:

**BACKUP CONSIDERATIONS:**

Note files are stored in the sub-directory C:\USER and may be backed up from this sub-directory.

### Installation Instructions

Steps to install GWNOTE:

1. On the Install Workstation Applications menu, select 3 Install Desk Top Tools.
2. On the Install Desk Top Tools menu, select 4 GWNOTE Notepad Program.
3. You will be asked if you wish to install GWNOTE as a resident extension.

Reply Y if you wish to have GWNOTE loaded when the system is booted. It will remain in memory and can be called up by pressing the hot key.

Reply N if you wish to use GWNOTE by running it from the Desk Top Tools menu.

4. When instructed, insert the Common Utilities #2 diskette STLP033 in drive A.
5. The required files will be copied to the fixed disk.

## **Operating Instructions**

If you installed GWNOTE as a resident program, you may use it at any time by pressing the hot key Ctrl-N.

If you did not install GWNOTE as a resident program, select option 5 Notepad from the Desk Top Tools menu. The GWNOTE window menu will appear. To get help, press F1.

To exit from the notepad window, press the Esc key.

**NOTE:** If you are running in DOS outside of PWS, type the command **GWNOTE**.

## **SECTION K. Presentation Makers**

This section contains a description of the software packages that can be installed under the PWS Presentation Maker application.

Applications currently supported:

1. IBM Drawing Assistant
2. IBM PC Storyboard



## IBM Drawing Assistant

**AUTHOR/VENDOR:** IBM Product 6024089

**DESCRIPTION:**

IBM Drawing Assistant is an easy to use program that you can use to create drawings for use with the IBM Writing and Graphing Assistant programs or printed on your PC printer. It includes an art library of pre-designed graphics which you may include in your own drawings.

IBM Drawing Assistant can exchange and share data with other IBM Assistant Series programs.

**PWS APPLICATIONS:** Presentation Maker

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 615 Kbytes

**SPECIAL REQUIREMENTS:**

A Color/Graphics Adapter or Enhanced Graphics Adapter with appropriate display is required. IBM Drawing Assistant is copy protected. It can be installed on fixed disk only a limited number of times.

**DISKETTES:** Included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ASSIST  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

IBM Drawing Assistant program files can be backed up to and restored from diskettes. We recommend that you backup the sub-directory C:\ASSIST after you have installed of the IBM Assistant Series programs that you intend to use.

Data files created by Drawing Assistant will be placed in the sub-directory C:\USER as described below. We recommend that you backup this sub-directory frequently to protect your data.

## Installation Instructions

**IMPORTANT!** Because of the copy protection scheme use by Drawing Assistant, you can only perform this procedure 5 times. Therefore, it is important that you make a backup of the program files from fixed disk as described above.

Steps to install Drawing Assistant on fixed disk:

1. Have the ORIGINAL copy of the IBM Drawing Assistant diskette ready for use with the write protect tab removed.
2. On the Install Workstation Applications menu, select 9 Install Presentation Maker.
3. On the Install Presentation Maker, select 1 IBM Drawing Assistant.
4. Insert the original program diskette in drive A when prompted and press the Enter↵ key.
5. The Setdraw program will be started and will display instructions on the screen. Read the instructions, then press the Enter↵ key to continue.
6. When the Setdraw menu appears, select option 6 "Install program on fixed disk." The program files will be copied to your fixed disk.
7. When you are asked "Drive/path for the fixed disk", type C:\ ASSIST and press the Enter key.
8. When the Setdraw menu appears again, select option 7 "Exit."
9. When instructed, remove the program diskette from drive A and insert the Art Library diskette. The library files will be copied to your fixed disk.

This completes the installation on fixed disk. Depending on the equipment that is installed on your system, you may wish to run the Setdraw program again to change some of the setup options. To do this:

1. On the Workstation Maintenance menu, select 4 "Program Customization Menu."
2. On the Program Customization menu, select 3 "IBM Drawing Assistant Setdraw Program."
3. You may then change any of the setup options. Refer to Chapter 2 of the *Drawing Assistant* manual for instructions. When you have finished, select 7 "Exit."

## Operating Instructions

To run IBM Drawing Assistant, select Presentation Maker from the PWS applications menu by typing "9." The Drawing Assistant main menu will now appear.

When Drawing Assistant is started, drive Q is assigned to the sub-directory C:\USER. We recommend that you place all files that you create on drive Q so that they may be found and backed up easily.

Refer to the program manual for detailed information on using IBM Drawing Assistant.

## IBM PC Storyboard

**AUTHOR/VENDOR:** IBM Product 6316998

### DESCRIPTION:

IBM PC Storyboard is a set of four programs that allow you to create video presentations that may be shown on the PC color display or a video display. The Picture Maker program is used to create individual screens that may include both graphics and text. The Story Editor Program is used to combine the individual screens into a full presentation and to introduce special effects. The Story Teller program is used to run the presentation. The Picture Taker program can be used to capture screens from other programs for inclusion into your story.

**PWS APPLICATIONS:** Presentation Maker

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 1.1 Mbytes

### SPECIAL REQUIREMENTS:

A color graphics adapter and display is required to use PC Storyboard. The program does not operate properly on a 3270 PC.

**DISKETTE:** Three diskettes are included in the product package.

**MANUALS:** Included in the product package.

### SUB-DIRECTORIES USED:

Program (P-Drive): C:\PCSCMD

Data (Q-Drive): C:\USER

Default Drive: P

### BACKUP CONSIDERATIONS:

PC Storyboard program files are stored in the sub-directory C:\PCSCMD. Data files should be placed in sub-directory C:\USER which is assigned to the Q drive.



## Installation Instructions

Steps to install PC Storyboard:

1. On the Install Workstation Applications menu, select 9 Presentation Maker.
2. On the Install Presentation Maker menu, select 2 IBM PC Storyboard.
3. When instructed, insert the diskette PCSTORY1 in drive A and press any key. Files will be copied to the fixed disk. You will be instructed to insert each of the remaining diskettes PCSTORY2, and PCSTORY3 in sequence.

## Operating Instructions

To run PC Storyboard:

1. On the Workstation Applications menu, select 9 "Presentation Maker."
2. A second menu will appear which lists each of the PC Storyboard programs. Select the one that you wish to run by number.
3. When you exit from a PC Storyboard program, the menu will be displayed again. You may select another program or press Esc to exit.

Refer to the PC Storyboard manual for details on using the programs.

NOTE: If you are running in DOS outside of PWS, type the commands:

- PM for Picture Maker
- SE for Story Editor
- ST for Story Teller
- PT for Picture Taker

## **SECTION L: Project Managers**

This section contains a description of the Harvard Total Project Manager. It can be installed under the PWS Project Managers application. It is currently the only supported package.



## Harvard Total Project Manager

**AUTHOR/VENDOR:** Harvard Software, Inc.

**DESCRIPTION:**

Harvard Total Project Manager will assist you in managing projects and resources. It will help you design projects, track them, predict their costs and resource requirements, and produce useful reports of all types.

**PWS APPLICATIONS:** Project Manager

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 752 Kbytes

**SPECIAL REQUIREMENTS:**

Harvard Total Project Manager is copy protected. Please see the installation instructions below.

**DISKETTES:** Two diskettes are supplied with product package.

**MANUALS:** Included with product package.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\HTPM  
Data (Q-Drive): C:\USER  
Default Drive: Q

**BACKUP CONSIDERATIONS:**

The program files are located in sub-directory C:\HTPM. Be sure to follow the installation instructions below so that these files may be backed up. Data files will normally reside in sub-directory C:\USER.

### Installation Instructions

**IMPORTANT!** The HTPM manual provides instructions for installing HTPM on fixed disk. This procedure may only be performed **ONCE** and there is no way to undo the installation.

We **STRONGLY** recommend that you **DO NOT** use this procedure since you will be out of luck if your fixed disk drive ever fails. Instead, use the method below.

**Steps to install Harvard Total Project Manager on your fixed disk:**

1. On the Install Workstation Applications menu page 2, select 1 Install Project Manager.
2. In the Install Project Manager menu, select 1 Harvard Total Project Manager.
3. When instructed, insert the HTPM Program Diskette in drive A. Files will be copied to fixed disk.
4. When instructed, remove the program diskette and insert the HTPM Utility Diskette in drive A. Files will be copied to fixed disk.

**Operating Instructions**

**To run Harvard Total Project Manager:**

1. On the Workstation Applications menu page 2, select 1 Project Manager.
2. When instructed, place the HTPM Program Diskette in drive A and press any key to continue.
3. HTPM will be started. After the first menu appears, you may remove the diskette from drive A.

Refer to the program manual for information on using HTPM.

**NOTE:** If you are running in DOS out of PWS, type the command HTPM.

## **SECTION M. Proof Readers**

This section contains a description of IBM Word Proof. It can be installed under the PWS Proof Readers application. It is currently the only supported proofreading package.



## Word Proof

**AUTHOR/VENDOR:** IBM Product 6024071

**DESCRIPTION:**

Word Proof is an easy to use program that will allow you to spell check your documents and look up synonyms. It has a built in editor to allow you to make corrections to your file. You can use Word Proof in conjunction with your editor and script processor.

**PWS APPLICATIONS:** Proof Reader

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 324 Kbytes

**SPECIAL REQUIREMENTS:** None

**DISKETTES:** Two diskettes are included in the product package.

**MANUALS:** Included with product package.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\WORDPRF  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:** Word Proof program files are stored in the sub-directory C:\WORDPRF. Data files are normally located in sub-directory C:\USER.

### Installation Instructions

Steps to install Word Proof:

1. On the Install Workstation Applications menu, page 2, select 2, Install Proof Reader.
2. On the Install Proof Reader menu, select 1, Word Proof.
3. When instructed, insert the Word Proof Program and Main Word List diskette in drive A. The files will be copied to fixed disk.



4. When instructed, insert the Word Proof Synonym List diskette in drive A. The files will be copied to fixed disk.

## Operating Instructions

To run Word Proof:

1. On the Workstation Applications menu, page 2, select 2, Proof Reader.
2. The message "Enter drive and path where file resides:" will be displayed. Type the drive and complete path of the sub-directory that contains the files to be used by Word Proof and press the Enter  $\leftarrow$  key. If you wish to use sub-directory C:\ USER, you may leave the field blank and press the Enter  $\leftarrow$  key.
3. Word Proof will be started and will present a menu. You may then choose the file that you wish to proof read. The drive and sub-directory chosen in step 2 will be assigned to the Q drive.

Refer to the Word Proof manual for instructions on using the program.

NOTE: If you are running in DOS outside of PWS, type the command WP.

## SECTION N. Reports

This section contains a description of the software packages that can be installed under the PWS Reports application.

Applications currently supported:

1. IBM Reporting Assistant

The following integrated programs are also supported for reports. Information for these programs may be found in the Integrated Programs section.

2. IBM PDS Reports+ Edition
3. Lotus Symphony
4. Lotus 1-2-3



## IBM Reporting Assistant

**AUTHOR/VENDOR:** IBM Product 6024146

**DESCRIPTION:**

IBM Reporting Assistant is an easy-to-use reports generator program that allows you to print tabulated reports from IBM Filing Assistant files.

**PWS APPLICATIONS:** Reports

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 142 Kbytes

**SPECIAL REQUIREMENTS:**

IBM Reporting Assistant is copy protected. It can be installed on fixed disk only a limited number of times.

**DISKETTES:** Included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ ASSIST  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

IBM Reporting Assistant program files can be backed up to and restored from diskettes. We recommend that you backup the sub-directory C:\ ASSIST after you have installed of the IBM Assistant Series programs that you intend to use.

Data files created by Reporting Assistant will be placed in the sub-directory C:\ USER as described below. We recommend that you backup this sub-directory frequently to protect your data.

## Installation Instructions

**IMPORTANT!** Because of the copy protection scheme use by Reporting Assistant, you can only perform this procedure 5 times. Therefore, it is important that you make a backup of the program files from fixed disk as described above.

Steps to install Reporting Assistant on fixed disk:

1. Have the ORIGINAL copy of the IBM Reporting Assistant diskette ready for use with the write protect tab removed.
2. On the Install Workstation Applications menu, select 3 Install Reports on page 2 of the menu.
3. On the Install Report menu, select 1 IBM Reporting Assistant.
4. Insert the original program diskette in drive A when prompted and press the Enter↵key.
5. The Setup program will be started and will display instructions on the screen. Read the instructions, then press the Enter↵key.
6. When the setup menu appears, type "2" to select Select a Work Drive and press the Enter↵key. Then type "C" and press the Enter↵key.
7. When the setup menu appears again, type "5" to select Install Program on Fixed Disk and press the Enter↵key.
8. When the message "Drive Name for Fixed Disk" appears, type "C: \ ASSIST" and press the Enter↵key. The program files will then be copied onto fixed disk.
9. When the setup menu reappears, type "6" to select Exit to DOS.

This completes the installation of IBM Reporting Assistant.

## Operating Instructions

To run IBM Reporting Assistant, select Reports from the PWS applications menu by typing "3" on page 2 of the menu. The Reporting Assistant main menu will now appear.

When Reporting Assistant is started, drive Q is assigned to the sub-directory C:\ USER. We recommend that you place all files that you create on drive Q so that they may be found and backed up easily. Refer to the program manual for detailed information on using IBM Reporting Assistant.

**NOTE:** If you are running in DOS outside of PWS, type the command REPORT.

## SECTION O. Script Processors

This section contains a description of the software packages that can be installed under the PWS Script application.

Applications currently supported:

1. IBM Script/PC Text Processor
2. DWSCRIPT Text Processor

You may place the reference manuals for these programs in this section:

*DWSCRIPT Text Processor - STLM004*



## Script/PC Text Processor

**AUTHOR/VENDOR:** IBM Product 6024110

**DESCRIPTION:**

Script/PC is a text formatter program for the IBM Personal Computer that provides a subset of the IBM System 370 Script/VS product. Text to be processed by Script/PC must first be prepared by using a text editor. The text is then formatted and printed by Script/PC.

**PWS APPLICATIONS:** Script Processor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 133 Kbytes

**SPECIAL REQUIREMENTS:**

Script/PC supports only the IBM Graphics printer, which requires Script/PC Version 1.00.

**DISKETTES:** Included in product package.

**MANUALS:** Included in product package.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\SCRIPTPC  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

Script/PC program files are stored in sub-directory C:\SCRIPTPC. Data files are normally stored in sub-directory C:\USER.

### Installation Instructions

Steps to install Script/PC:

1. On the Install Workstation Applications menu, page 2, select 4, Install Script Processor.
2. On the Install Script Application menu, select 1, Script/PC.



3. When instructed, insert the Script/PC program diskette in drive

## Operating Instructions

To run Script/PC:

1. On the Workstation Applications menu, page 2, select 4, Script Processor.
2. The message "Enter drive and path where file resides:" will appear. Type the drive and complete path of the sub-directory that contains the files that you wish to use and press the Enter↵ key. If you wish to use files in the C:\USER directory, just press the Enter↵ key.
3. The program will be started and will display a menu so that you can select the file to be processed.

Refer to the Script/PC manual for complete details on using the program.

NOTE: If you are running in DOS outside of PWS, type the command **SCRIPT**.

## DWSCRIPT Text Processor

**AUTHOR/VENDOR:** Don Williams, IBM Boca Raton

**DESCRIPTION:**

DWSCRIPT is a text formatter program for the IBM Personal Computer that provides a subset of the IBM System 370 Script/VS product. Text to be processed by DWSCRIPT must first be prepared by using a text editor. The text is then formatted and printed by DWSCRIPT.

**PWS APPLICATIONS:** Script Processor

**USAGE RESTRICTIONS:** IBM Internal Use Only

**FIXED DISK STORAGE REQUIRED:** 360 Kbytes

**SPECIAL REQUIREMENTS:**

DWSCRIPT supports a number of different printers. See the manual for details.

**DISKETTES:** DWSCRIPT Program Diskette (STLP004)

**MANUALS:** *DWSCRIPT Reference Manual* (STLM009)

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\DWSCRIPT  
Data (Q-Drive): C:\USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

DWSCRIPT program files are stored in sub-directory C:\DWSCRIPT. Data files are normally stored in sub-directory C:\USER.

## Installation Instructions

Steps to install DWSCRIPT:

1. On the Install Workstation Applications menu, page 2, select 4, Install Script Processor.
2. On the Install Script Application menu, select 2, DWSCRIPT.
3. When instructed, insert the DWSCRIPT program diskette (STLP004) in drive A. Files will be copied to the fixed disk.

## Operating Instructions

To run DWSCRIPT:

1. On the Workstation Applications menu, page 2, select 4, Script Processor.
2. The message "Enter drive and path where file resides:" will appear. Type the drive and complete path of the sub-directory that contains the files that you wish to use and press the Enter key. If you wish to use files in the C:\USER directory, just press the Enter key.
3. The program will be started and will display a menu so that you can select the file to be processed.

Refer to the DWSCRIPT manual for complete details on using the program.

NOTE: If you are running in DOS outside of PWS, type the command SCRIPT.



## SECTION P. Spread Sheets

This section contains a description of the software packages that can be installed under the PWS Spread Sheet application.

Applications currently supported:

1. IBM Multiplan Version 1.10
2. IBM Planning Assistant

The following integrated programs are also supported as spread sheets. Information for these programs may be found in the Integrated Programs section.

3. IBM PDS Plans+ Edition
4. Lotus Symphony
5. Lotus 1-2-3



## IBM Multiplan Version 1.10

**AUTHOR/VENDOR:** IBM Product 6024022

**DESCRIPTION:**

IBM Multiplan Version 1.10 is a general purpose spread sheet program.

**PWS APPLICATIONS:** Spread Sheet

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 250 Kbytes

**SPECIAL REQUIREMENTS:**

Multiplan is copy protected.

**DISKETTES:** Two diskettes are included in product package.

**MANUALS:** Included in product package.

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\MULTPLAN  
Data (Q-Drive): C:\MULTPLAN  
Default Drive: C

**BACKUP CONSIDERATIONS:**

Multiplan program files are stored in sub-directories C:\MP and C:\MSTOOLS. These files may be backed up to diskette. Data files on fixed disk drive C must be placed in sub-directory C:\MULTPLAN.

### Installation Instructions

**IMPORTANT!** Multiplan allows you to copy the program to fixed disk only once. Please read the following instructions and make sure that you understand them before you proceed.

Steps to install IBM Multiplan:

1. On the Install Workstation Applications menu page 2, select 5 Install Spread Sheet.

2. On the Install Spread Sheet menu, select 1 IBM Multiplan Version 1.10.
3. When instructed, place the Multiplan Tutorial Diskette in drive A and press the Enter key to continue.
4. After the program has been loaded, you will be instructed to insert the Multiplan Program diskette in drive A. Do so and press the Enter key. Read the first page of instructions and press the Enter key to continue.
5. You will be asked to type the letter of the fixed disk drive to be used. Type "C" and press the Enter key.
6. You will be asked to enter the path of the sub-directory to be used. Type "C:\MULTPLAN" and press the Enter key.
7. If the directory does not exist, you will receive a message asking if it should be created. Type "Y" and press the Enter key.
8. When instructed, remove the write protect tab from the Multiplan Program diskette which should already be in drive A. Then, press the Enter key to continue.
9. The program files will be copied to your fixed disk.

You should backup the fixed disk at the earliest possible time after installing Multiplan since you will not be able to reinstall it from the original diskettes. You may, however, restore the program from the backup diskettes if it should become necessary.

NOTE: During installation, Multiplan creates a sub-directory C:\MSTOOLS and places several hidden files into it. If you decide to remove Multiplan from your system, you will have to change the attributes on these files before you can erase them or remove the sub-directory. We recommend that you use the Directory Utility program to do this. It is included in the PWS Workstation Core.

## Operating Instructions

To run Multiplan Version 1.10

1. On the Workstation Applications menu page 2, select 5 Spread Sheet.
2. The Multiplan program will be started. Refer to the program manual for information on using the program and tutorial files.

NOTE: Multiplan will not support the use of the P and Q drives. Therefore, any files that you use or create on the fixed disk drive C will reside in the sub-directory C:\MULTPLAN.

NOTE: If you are running in DOS outside of PWS, type the command MP80.

## IBM Planning Assistant

**AUTHOR/VENDOR:** IBM Product 6024145

**DESCRIPTION:**

IBM Planning Assistant is an easy-to-use spread sheet program. It may be used for all types of numerical planning, tracking, analyzing, and reporting tasks.

IBM Planning Assistant can exchange and share data with other IBM Assistant Series programs.

**PWS APPLICATIONS:** Spread Sheet

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 341 Kbytes

**SPECIAL REQUIREMENTS:**

IBM Planning Assistant is copy protected. It can be installed on fixed disk only a limited number of times.

**DISKETTES:** Included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ ASSIST  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

IBM Planning Assistant program files can be backed up to and restored from diskettes. We recommend that you back up the sub-directory C:\ ASSIST after you have installed all of the IBM Assistant Series programs that you intend to use.

Data files created by Planning Assistant will be placed in the sub-directory C:\ USER as described below. We recommend that you backup this sub-directory frequently to protect your data.

### Installation Instructions

**IMPORTANT!** Because of the copy protection scheme used by Planning Assistant, you can only perform this procedure five times. Therefore, it is important that you make a backup of the program files from fixed disk as described above.

Steps to install Planning Assistant on fixed disk:



1. Have the ORIGINAL copy of the IBM Planning Assistant diskette ready for use with the write protect tab removed.
2. On the Install Workstation Applications menu page 2, select 5 Install Spread Sheet.
3. On the Install Spread Sheet, select 2 IBM Planning Assistant.
4. Insert the original program diskette in drive A when prompted and press the Enter↵ key.
5. The Setup program will be started and will display instructions on the screen. Read the instructions, then press the Enter↵ key to continue.
6. When the setup menu appears, type "4" to select Install Program on Fixed Disk and press the Enter↵ key.
7. When the message "Drive Name for Fixed Disk" appears, type "C:\ ASSIST" and press the Enter↵ key. The program files will then be copied onto fixed disk.
8. When the setup menu reappears, type "5" to select Exit to DOS.

This completes the installation of IBM Planning Assistant.

NOTE: If you wish to change any of the other setup options, you may start the IBM Assistant Series Setup program from the Program Customization menu.

## Operating Instructions

To run IBM Planning Assistant, select Spread Sheet from the Workstation Applications menu page 2 by typing "5." The Planning Assistant main menu will appear.

When Planning Assistant is started, drive Q is assigned to the sub-directory C:\ USER. We recommend that you place all files that you create on drive Q so that they may be found and backed up easily.

Refer to the program manual for detailed information on using IBM Planning Assistant.

NOTE: If you are running in DOS outside of PWS, type the command PLAN.

## SECTION Q. Word Processors

This section contains a description of the software packages that can be installed under the PWS Word Processing application.

Applications currently supported:

1. IBM DisplayWrite 3
2. IBM Writing Assistant
3. Professional Editor II (See Editors)

The following integrated programs are also supported as word processors. Information for these programs may be found in the Integrated Programs section.

4. IBM PDS Words Edition
5. Lotus Symphony

NOTE: To install Professional Editor II as your word processor, follow the instructions for installing Professional Editor II in the Editors section of this manual.



## IBM DisplayWrite 3

**AUTHOR/VENDOR:** IBM Product 6024177

**DESCRIPTION:**

DisplayWrite 3 is a full function word processor for the IBM Personal Computer. It is similar in operation to the version that was used on the IBM DisplayWriter.

**PWS APPLICATIONS:** Word Processor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 1.1 Mbytes

**SPECIAL REQUIREMENTS:** A suitable printer is required.

**DISKETTES:** Four diskettes are included in the product package.

**MANUALS:** Included in the product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ DW3  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS:**

DisplayWrite 3 program files are stored in the sub-directory C:\ DW3. Data files are normally created in the sub-directory C:\ USER.

### Installation Instructions

Steps to install DisplayWrite 3 on fixed disk:

1. Have the four distribution diskettes ready for use.
2. On the Install Workstation Applications menu page 2, select 6 Install Word Processor.
3. On the Install Word Processor, select 1 IBM DisplayWrite 3.
4. When instructed, place the DisplayWrite 3 distribution diskette 1 in drive A and press the Enter key. Files will be copied to the fixed disk.

5. Repeat step 4 for the remaining 3 distribution diskettes.

## Operating Instructions

To run IBM DisplayWrite 3, select Word Processor from page 2 of the Workstation Applications menu by typing "6." The DisplayWrite 3 main menu will now appear.

When DisplayWrite 3 is started, drive Q is assigned to the sub-directory C: USER. We recommend that you place all files that you create on drive Q so that they may be found and backed up easily.

Refer to the program manual for detailed information on using IBM DisplayWrite 3.

NOTE: If you are running in DOS outside of PWS, type the command DW3.

## IBM Writing Assistant

**AUTHOR/VENDOR:** IBM Product 6024144

**DESCRIPTION:**

IBM Writing Assistant is an easy-to-use word processing program. It allows you to create, print, and store documents of all types.

IBM Writing Assistant can exchange and share data with other IBM Assistant Series programs.

**PWS APPLICATIONS:** Word Processor

**USAGE RESTRICTIONS:** Subject to License Agreement

**FIXED DISK STORAGE REQUIRED:** 574 Kbytes

**SPECIAL REQUIREMENTS:**

IBM Writing Assistant is copy protected. It can be installed on fixed disk only a limited number of times.

**DISKETTES:** Two diskettes are included in product package

**MANUALS:** Included in product package

**SUB-DIRECTORIES USED:**

Program (P-Drive): C:\ ASSIST  
Data (Q-Drive): C:\ USER  
Default Drive: P

**BACKUP CONSIDERATIONS**

IBM Writing Assistant program files can be backed up to and restored from diskettes. We recommend that you backup the sub-directory C:\ASSIST after you have installed all of the IBM Assistant Series programs that you intend to use.

Data files created by Writing Assistant will be placed in the sub-directory C:\USER as described below. We recommend that you backup this sub-directory frequently to protect your data.

## Installation Instructions

**IMPORTANT!** Because of the copy protection scheme use by Writing Assistant, you can only perform this procedure 5 times. Therefore, it is important that you make a backup of the program files from fixed disk as described above.

Steps to install Writing Assistant on fixed disk:

1. Have the ORIGINAL copy of the IBM Writing Assistant diskette ready for use with the write protect tab removed.
2. On the Install Workstation Applications menu page 2, select 6 Install Word Processor.
3. On the Install Word Processor, select 3 IBM Writing Assistant.
4. Insert the original program diskette in drive A when prompted and press the Enter↵ key.
5. The Setup program will be started and will display instructions on the screen. Read the instructions, then press the Enter↵ key to continue.
6. When the setup menu appears, type "4" to select Install Program on Fixed Disk and press the Enter↵ key.
7. When the message "Drive Name for Fixed Disk" appears, type "C:\ASSIST" and press the Enter key.
8. When instructed, place the Writing Assistant Sample diskette in drive A and press the Enter↵ key. The sample data files will then be copied onto fixed disk.
9. When instructed, place the Writing Assistant Program diskette in drive A and press the Enter↵ key. The program data files will then be copied onto fixed disk.
10. When the setup menu reappears, type "5" to select Exit to DOS.
11. When instructed, insert the Writing Assistant Sampler diskette in drive A. The sample files will be copied to fixed disk.

This completes the installation of IBM Writing Assistant.

**NOTE:** If you wish to change any of the setup options, run the setup program by selecting IBM Assistant Series Setup Program on the Program Customization menu.

## **Operating Instructions**

To run IBM Writing Assistant, select Word Processor from page 2 of the Workstation Applications menu by typing "6." The Writing Assistant main menu will appear.

When Writing Assistant is started, drive Q is assigned to the sub-directory C:\USER. We recommend that you place all files that you create on drive Q so they may be found and backed up easily.

The Writing Assistant sample files are placed in the sub-directory C:\ASSIST during installation. This sub-directory is assigned to the P drive during execution and you will find them there.

Refer to the program manual for detailed information on using IBM Writing Assistant.

If you are running in DOS outside of PWS, type the command WRITE.

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The **IBM** Personal Computer

**Professional Workstation**

for  
Fixed Disk Systems

USER'S GUIDE

Version 3.00

STLM027

February 1986

IBM Internal Use Only

PC Systems User Support  
IBM Santa Teresa Laboratory  
555 Bailey Avenue  
P.O. Box 50020  
San Jose, California 95150

**IBM PERSONAL COMPUTER  
PROFESSIONAL WORKSTATION  
USER'S GUIDE**

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## **Security**

Professional Workstation (PWS) is restricted to IBM INTERNAL USE ONLY. It may not be distributed to individuals who are not employees of IBM Corporation. The programs and manuals may be freely copied and distributed to IBM employees for IBM business purposes.

Many of the programs supported by PWS are licensed by IBM and other software vendors. IBM policy requires that you adhere to the terms and conditions of the license agreement of all software products including those licensed by IBM. In order to use licensed products, you must have an ORIGINAL copy of the product diskette(s) and manual(s) in your possession.

PWS also supports a number of IBM internal software products. All of these programs are restricted to IBM INTERNAL USE ONLY. They may be copied and distributed to IBM employees for IBM business purposes subject to this restriction.



# Preface

The Professional Workstation (PWS) is a set of menus, programs, and procedures that help make the IBM Personal Computer easy to use. This book explains:

- Getting Started
- Using the PWS Menus
- Using PWS Applications
- Installing and Using Application Programs
- Backing Up Your Data

## Prerequisite Knowledge

Before reading this guide, you should have some knowledge of how to use the IBM Personal Computer. For introductory information about the Personal Computer, refer to:

*Guide to Operations*

*Exploring the IBM Personal Computer Diskette*

*DOS User's Guide*

If you are using a host operating system, you will need to know how to log on to either Multiple Virtual Storage/Time Sharing Option (MVS/TSO) or Virtual Machine/System Product (VM/SP).

## Organization of This Book

This book contains the following chapters:

- Chapter 1, "Introduction"

This chapter tells you how to get started and introduces you to the concept and benefits of PWS.

- Chapter 2, "Using PWS Menus"

This chapter explains how to start your system, and how to use PWS and FDO.

- Chapter 3, "PWS Applications"

This chapter tells you how to use PWS application menus.

- Chapter 4, "PWS Programs"

This chapter provides information on installing and running application programs under PWS.

- Chapter 5, "Backing Up Your Data"

This chapter describes methods for backing up and recovering data on your fixed disk.



## Referenced Publications

Each publication and reference number are listed below.

Depending on which level of DOS you have, you may need:

*IBM PC Disk Operating System (DOS) 3.1 - 6024211*

Depending on which PC you have, you may need:

*IBM PC Guide to Operations for IBM PC - 6025000*

*IBM PC Guide to Operations for IBM PC XT - 6936810*

*IBM Guide to Operations for IBM PC AT - 1502241*

*IBM PC Guide to Operations for IBM Portable PC - 6936571*

*IBM 3270 Personal Computer Guide to Operation - 1837432*

*IBM 3270 Personal Computer Control Program User's Guide and Reference Version 1.22 - 1837434*

When using the Professional Workstation, you may need:

*The DOS User's Guide - 6138514*

*The DOS Reference Manual - 6138519*

*The Fixed Disk Organizer Manual - 6024111*

For installing and using individual application programs, you may need:

*PWS Installation Guide - STLM028*

For technical information and instructions on customizing, you may need:

*PWS Technical Reference Guide - STLM031*



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IBM  
Professional  
Workstation



## Chapter 1. Introduction

### Getting Started

If you are a new PC User and use host services,

learn about the host application so that you can continue the work that is in progress. You can then spend time learning other PWS applications.

To help get started quickly, proceed as follows:

- If an introductory for the IBM Personal Computer is offered at your site, take this course to become familiar with the Personal Computer and DOS.
- Read Chapter 1 "Introduction" in its entirety.
- Refer to the *PWS Installation Guide* if PWS has not been installed.
- Read Chapter 2 "Using PWS Menus" and learn how the menus work. Experiment with the menus on your system.
- Skim Chapter 3 "PWS Applications" and learn how the other menus work. You will not need to read the entire chapter.
- Read Chapter 4 "PWS Programs" and learn how application programs work under PWS.

### What is Professional Workstation?

Professional Workstation (PWS) is a set of menus, programs, and procedures which integrate software packages for the IBM Personal Computer user into an organized working environment. Using menus, you select tasks to be performed and are prompted for information. After obtaining the information, the programs needed to perform the task are executed under DOS. When the task is complete, control returns to the menus for selection of the next operation.

The goal of PWS is to make the IBM Personal Computer easy to use for new and non-technical users. The menus allow you to use a variety of applications with little knowledge of DOS commands.

## What is Fixed Disk Organizer?

Professional Workstation uses the IBM Fixed Disk Organizer (FDO) program as a base for its menus and procedures. FDO allows you to create your own menus and procedures as well as changing those supplied with PWS. You may easily customize the workstation environment to suit your needs. A help facility is available to assist you in learning and using the menus.

## How is PWS Organized?

Professional Workstation consists of a basic component called the "Workstation Core" and a set of "Workstation Applications".

### The Workstation Core

The Workstation Core is the software foundation for the workstation. It includes:

- The initial install process which is used to install DOS, the Workstation Core, and the FDO on your fixed disk.
- The FDO program which drives the menus and applications.
- The FDO menus, help text, and batch files which allow you to run the applications.
- A set of utility programs which include:
  - BACKDISK Fixed Disk Backup System
  - BROWSE3 File Browse Program
  - Directory Utility Program (DU)
  - DOSEDIT Command Editor
  - SP Print Spooler
- The menus, help text, and batch files that are used to install specific application programs and link them to the application menus.

### Workstation Applications

Workstation Applications are the components of the workstation that perform your tasks. The applications are general in nature such as database manager, editor, spread sheet, and so forth. For each application, you can usually choose a specific program supported by PWS. This allows you to select the program which best suits your needs.

The applications provided by PWS are:

**COMMUNICATIONS** provides the link between the PC workstation and the VM/370 or MVS/TSO host including terminal emulation and file transfer.

**DATABASE MANAGER** allows you to create and use data bases on the PC.

**DESK TOP TOOLS** provide useful functions such as calendars, notepads, calculators and so forth.

**EDITOR** is used to create and change text files for use by other applications including program source code, memos, documents, and so forth.

**FOIL MAKER** is used to prepare and print presentation foils.

**GRAPHICS** is used to create graphs and charts and to display and print them.

**IBM FORMS APPLICATION** is a collection of IBM internal forms that can be filled out and printed on the PC using Professional Editor II. Forms include IBM memos, business letters, and employee related forms for use by managers. The Forms Application includes a driver program that allows you to select forms from the library, change existing forms, and add new forms that you design.

**INTEGRATED APPLICATION** supports the use of an integrated software product such as the IBM Assistant Series, IBM Personal Decision Series, Lotus 1-2-3, and Lotus Symphony.

**PRESENTATIONS** is used to prepare video presentations.

**PROJECT MANAGER** provides access to project management software for scheduling, critical path, and resource management functions.

**PROOF** is used to spell check and correct documents.

**REPORTS** provides access to reports generation programs which are used with a data base manager.

**SCRIPT** is used to format and print documents prepared using the Script/GML languages on the PC.

**SPREAD SHEET** provides access to an electronic spread sheet program.

**WORD PROCESSOR** provides access to a word processor program.

Refer to the *PWS Installation Guide* STLM028 for information on the individual programs that may be used with these applications.

## Fixed Disk Directories

To organize your program files and data files, PWS uses sub-directories on your fixed disk. Good organization ensures that you can find your data files easily and that programs can access needed data files. It also makes it easier for you to backup critical data files periodically to diskettes.

- Where possible, all data files that you create by using your application programs are placed in a common directory named C: USER.

- The program files for each application program are placed in a unique directory. This makes it easier for you to update a particular program and to delete it when it is no longer required.

The directory structure will be discussed in more detail when we describe the application programs in chapter 4.

## Where to Get Help

If you have questions about your IBM PC, DOS or PWS, call your local PC Support Group. Such groups exist at almost all IBM locations with a charter to make you a productive and satisfied user of your personal computer. This group will also help you get additional software.

## Installation of PWS

If PWS has already been installed on your system, go to *Chapter 2. Using PWS*.

If PWS is not installed, use the distribution diskettes and the *PWS Installation Guide*, STLMO28, to install PWS on your system.

## Using PWS Menus

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## Chapter 2. Using PWS

### Starting PWS

After PWS has been installed on your fixed disk, it will start automatically each time you turn on and boot your system. Use these steps:

1. Remove any diskette from drive A
2. If your system is off, turn it on
3. If your system is on, press the Ctrl-Alt-Del keys simultaneously.

The following panel will appear:

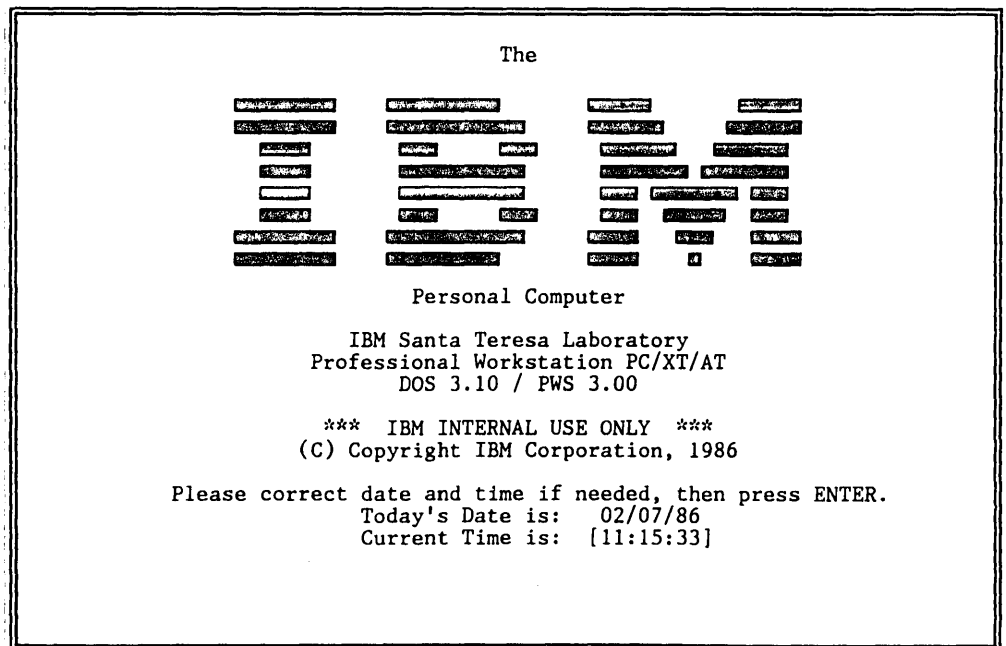


Figure 1. PWS Logo Panel

## Setting the Date and Time

If the date and time have not been set, you will be prompted to enter them. This will give you an accurate record of when your files were last revised.

- Enter the date in the format mm/dd/yy, where mm is the month (01-12), dd is the day(01-31), and yy is the year (e.g.83 for 1983). Then press Enter ←.
- Enter the time of day in 24-hour format hh mm ss, where hh is the hour (00-23), mm is the minute (00-59) and ss is the second (00-59). Then press Enter ←.

The PWS Master Menu appears. It looks like this:

*** Professional Workstation Master Menu ***	
Date: 02-07-1986	Page 1 of 2
Time: 10:25:00	Version 1.00
<ol style="list-style-type: none"> <li>1. Applications Menu</li> <li>2. Desk Top Tools Menu</li> <li>3. DOS Services Menu</li> <li>4. Host Services Menu</li> <li>5. Maintenance Menu</li> <li>6. Exit to FileCommand</li> </ol>	
↑ or ↓ point to option Enter select option	F1 Help F7 Quit F9 Menu Maintenance    PgDn Next page

Figure 2. PWS Master Menu - Page 1 of 2

## How the Menus Work

Professional Workstation menus make it easy for you to select tasks to be performed without having to remember all of the options that may be required and without having to learn a lot of DOS commands. The menus are controlled by the FDO program.

When you start PWS, the FDO will display the PWS Master Menu and ask you to select a task. When you have selected a task, a secondary menu panel may be displayed to request specific information required by the task such as the name of the file to be processed. After you supply this information, the task will be performed.



When the task is complete, FDO will again display the menu that you used to start the task. You may then select a new menu and/or task.

## The PWS Master Menu

Use the Master Menu (figure 2) to select tasks to be performed and to get to more specific menus. The Master Menu is typical of all of the PWS menus; therefore, we will discuss this menu in some detail.

The current date and time are displayed in the upper left corner. The time is updated once each second until you make a menu selection. In the upper right corner, the page number appears. Some menus have more than one page. Press PgDn to see the next page. Press PgUp to return. The FDO version number is also displayed in the upper right corner.

### PWS Master Menu Options

A menu may have up to nine options. The PWS Master Menu has six options which are:

1. Option 1 causes the Application Menu to be displayed. Use this menu to run your application programs.
2. Option 2 causes the Desk Top Menu to be displayed. Use this menu to run your appointment calendar, calculator, and notepad applications.
3. Option 3 causes the DOS Services Menu to be displayed. Use it to perform file operations such as copying files and diskettes, erasing files, and so forth.
4. Option 4 causes the Host Services Menu to be displayed. Use it to transfer files between your personal computer and host system.
5. Option 5 causes the Maintenance Menu to be displayed. Use it to install applications, backup your data files, and perform other maintenance operations.
6. Option 6 is titled "Exit to FileCommand." We will discuss this option in more detail.

### Selecting Options

Press Enter  $\leftarrow$  to select an option (option 1 is highlighted). To choose a different option, you may use the Cursor Up  $\uparrow$  and Cursor Down  $\downarrow$  keys to point to any option. Press Enter  $\leftarrow$  to select it. You may also select an option by pressing the numeric key associated with the option.

When you select an option from the menu, one of two things happens:

- Another menu will be displayed which has a different list of options, or
- A task will be started. You may then be prompted to enter information required by that task.

PWS menus may be several layers deep and selecting an option on a menu may cause another menu to be displayed. You may return to the previous menu by pressing the Esc key.

## Getting Help

Function key F1 is the Help key. When you press F1 from a menu or a task screen, the following menu will appear at the bottom of the screen.

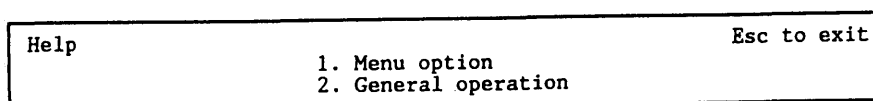


Figure 3. Help Screen

If you want help for a particular menu item, type 1 to select "Menu Option." When the menu appears, type the number of the option you want (1 through 9).

If you want information on using the Fixed Disk Organizer, type 2 to select "General Operation."

Some Help information uses more than one screen. To see the next screen in a series, press the PgDn key. To see the previous screen, press the PgUp key. To exit from Help, press the Esc key.

## Returning to DOS or PWS

Function key F7 is the Quit key. Press F7 to return to DOS from any menu screen. When you press F7, reply "Y" to the prompt message to exit from PWS. If you change your mind, reply "N" to remain in PWS.

When you are in DOS, you may return to the PWS Master Menu by typing: RETURN and press the Enter  $\leftarrow$  key.

## Menu Maintenance

Function key F9 will place FDO in menu maintenance mode. In this mode, you may make changes to the menus. Before using the menu maintenance facility, read the sections in the *Fixed Disk Organizer Manual* which describe its operation. If you get into menu maintenance accidentally, press the Esc key.

## Using FileCommand

FileCommand is an IBM product which provides an alternative environment to the PWS menus. It combines a file directory list with a multi-line command area to provide a fast, easy way to issue DOS commands and manage files. If you are a VM user, you will find that the FileCommand is very similar to FULIST.

PWS provides facilities that allow you to use FileCommand outside of the PWS environment. Option 6 on the Master Menu loads FileCommand. FileCommand will be loaded into memory if it has not already been loaded. Once loaded, FileCommand will remain resident in memory.

You may return to PWS menus from FileCommand by typing the command "/O RETURN" in any of the command areas and pressing Ctrl-Enter keys. You may also assign a function key to do this.

## Monochrome & Color Display

If your system is equipped with both a monochrome display and a color display, you may use these options to switch between these displays. If your system does not have both displays, do not use these options.

To see the second page of the PWS Master Menu, press PgDn. It looks like this:

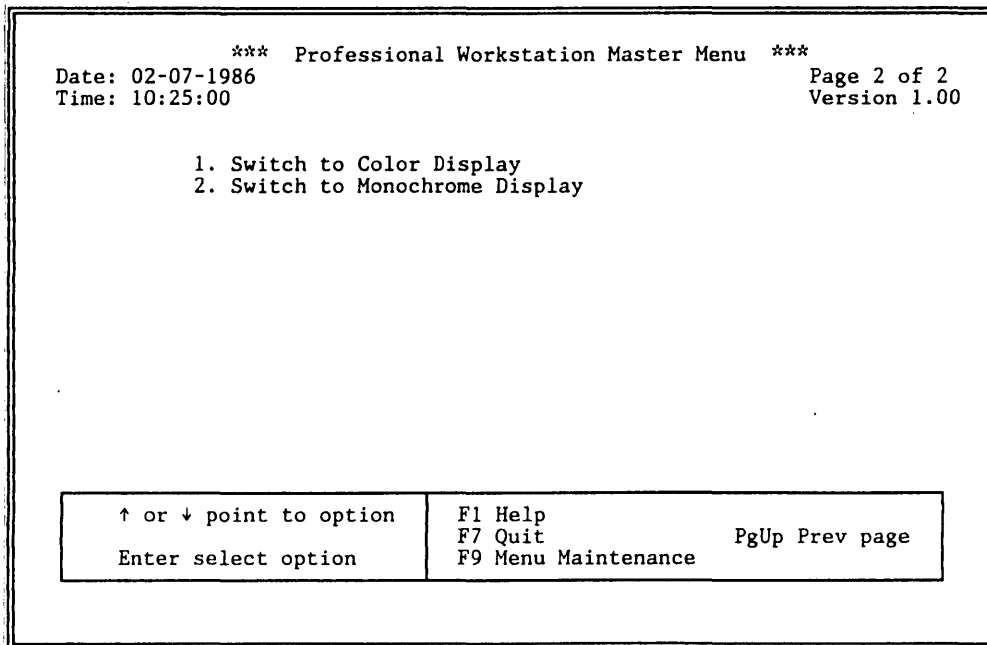


Figure 4. PWS Master Menu - Page 2 of 2

## Using the Host Screen

While using PWS, you will very likely be using host communications software that allows you to use your personal computer as a host terminal. This software remains in memory after you boot your system so that you can access the host session at anytime.

**To switch to the host screen while running PWS:**

- If you are using the E78 or XT3277 terminal emulation packages, hold down the Alt key and press the Esc key. To return to the PC screen, press Alt-Esc again.
- If you are using a 3270 PC, press the Jump key to rotate from the PC session to the host and notepad sessions.

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## Chapter 3. PWS Applications

### The Applications Menu

Before you can run an application, you must install a program and assign it to that application. Then use the applications menu to run the program. We will show you how to do this in chapter 4 of this guide. Refer to the *PWS Installation Guide* for information about specific programs.

The Applications Menu is displayed when you select option 1 on the PWS Master Menu. It looks like this:

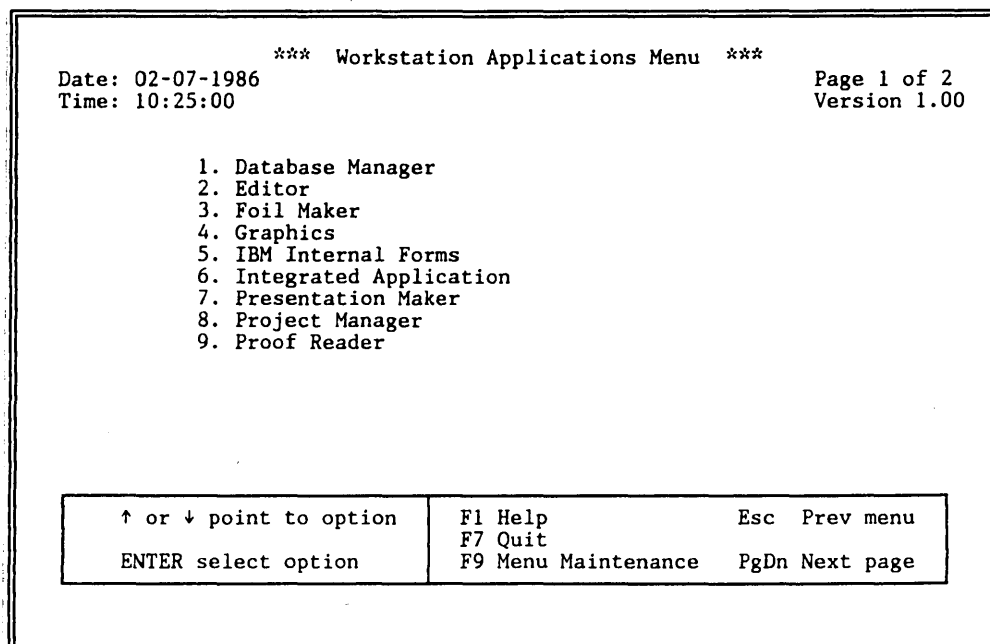


Figure 5. Applications Menu - Page 1 of 2

The Application Menu has two pages. To see the second page of the menu, press the PgDn key. The second page of the Applications Menu looks like this:

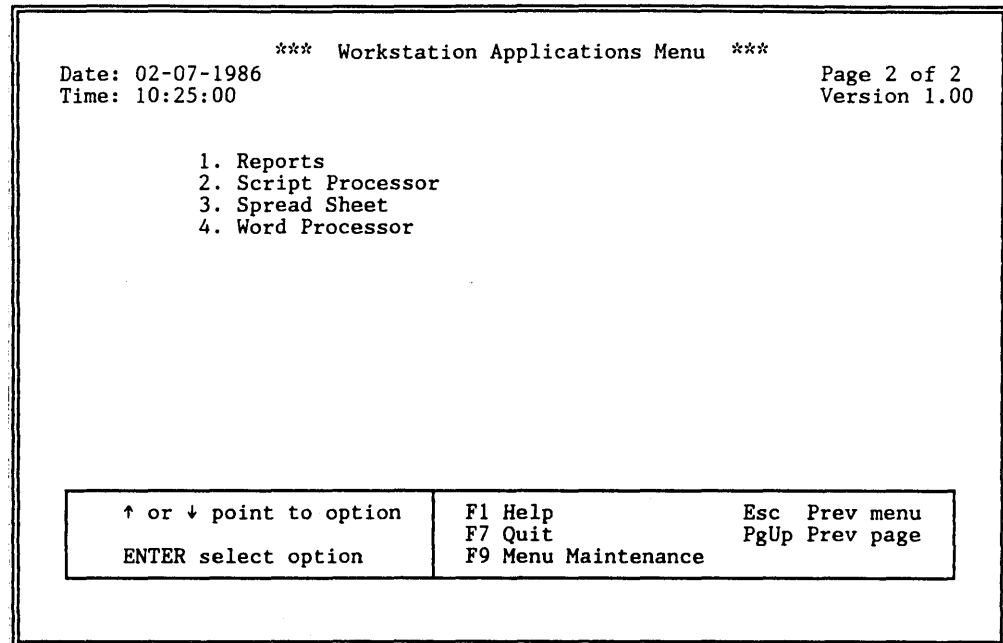


Figure 6. Applications Menu - Page 2 of 2

To start an application, select it from the menu by typing the number of the option.

## The Desk Top Tools Menu

The Desk Top Tools Menu is used to run your desk top applications. It is displayed when you select option 2 on the PWS Master Menu. It looks like this:

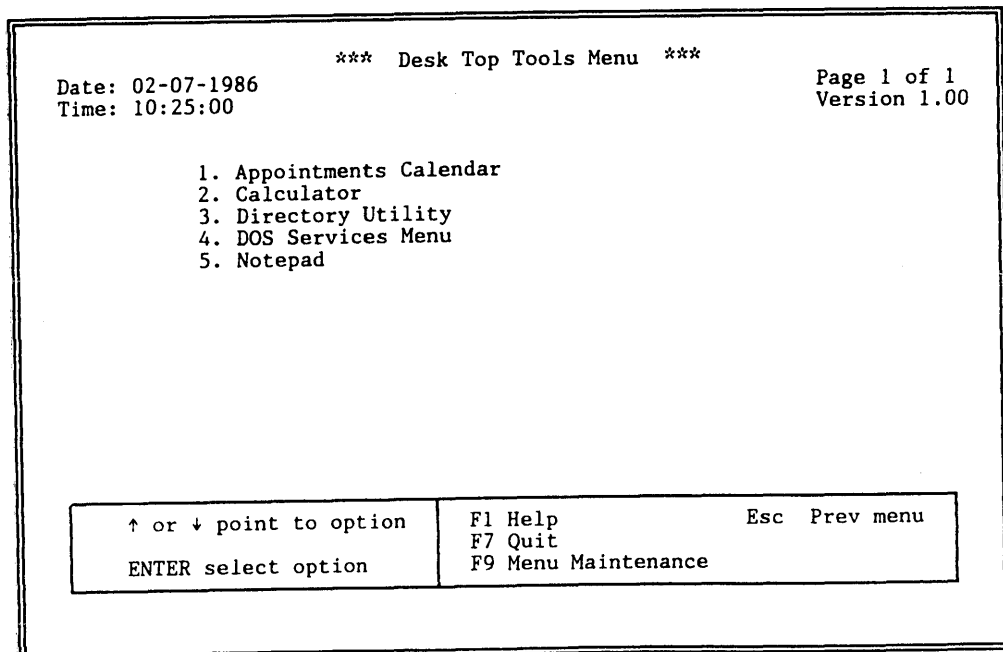


Figure 7. Desk Top Tools Menu



## Appointment Calendar

Select option 1 for the appointment calendar application program to be run. There will be no prompting for parameters. When you exit from the program, you will be returned to this menu.

## Calculator

Select option 2 for the calculator application program. There will be no prompting for parameters. If you are using the Menu-Calc calculator, you will return to this menu when you exit from the program.

If you are using the PCCALC calculator, there are two possibilities:

1. If PCCALC is loaded automatically when the system is booted, you will return immediately to this menu, since PCCALC is already loaded. Use the hot key Alt-Del to enter the calculator.
2. If PCCALC is not already resident, it will be loaded into memory and the calculator screen will be displayed. When you exit from the calculator, you will return to this menu. From then on, use the hot key Alt-Del to enter the calculator.

## Directory Utility

If you select option 3 for the Directory Utility program, consult the program documentation for instructions on using Directory Utility.

## DOS Service Menu

Select option 4 for the DOS Services Menu. This menu will be discussed later in this chapter.

## Notepad

Select option 5 for the notepad application program. The notes below apply if you are using GWNOTE notepad.

1. If you elected to have GWNOTE loaded automatically when the system is booted, you will return immediately to this menu, since GWNOTE is already loaded. Use the hot key Alt-Tab to enter the notepad.
2. If GWNOTE was not loaded when the system was booted, it will be loaded into memory and the notepad screen will be displayed. When you exit from the calculator, you will return to this menu. GWNOTE will not remain resident in memory.

## DOS Services Menu

The DOS Services Menu help you manage files using DOS commands. The menu is displayed when you select option 3 on the PWS Master Menu or option 4 on the Desk Top Tools Menu.

The DOS Services Menu contains three pages. Use the PgDn and PgUp keys to view page 2 and 3. Page 1 contains file related operations and looks like this:

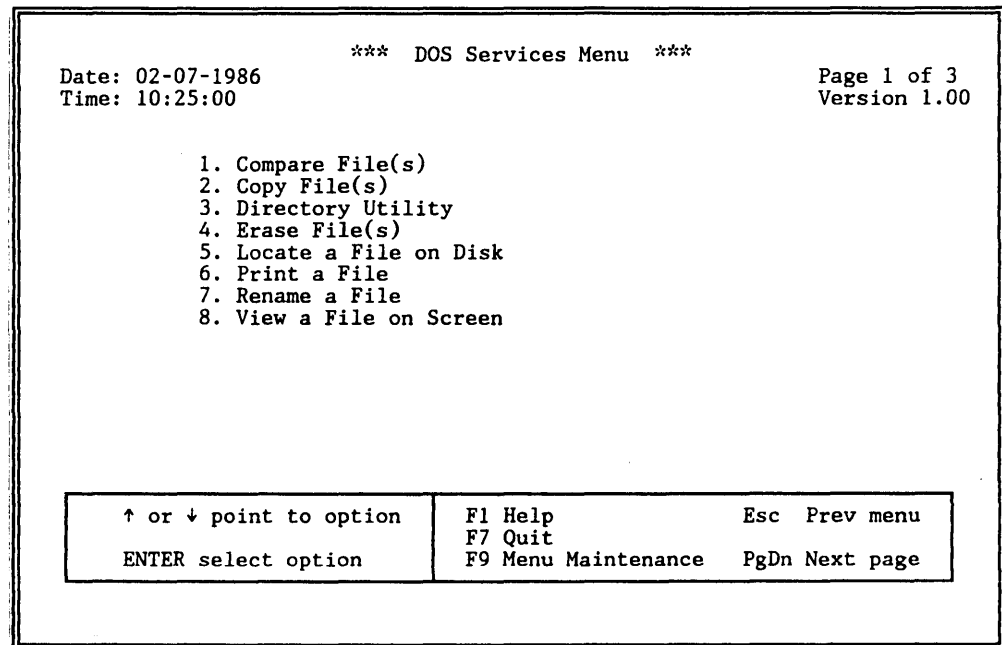


Figure 8. DOS Services Menu - Page 1 of 3

Most all of the tasks on the DOS Services Menu require you to enter parameters. See the Help screens for detailed information on the choices. Remember, to get help:

1. Press F1, the Help key
2. Select "Menu Option" by typing 1.
3. Type the number of the menu option that you want help for.
4. When you have read the Help screens, press Esc to exit from help.

### DOS Services Menu Options

We will briefly describe each of the options on page 1 of the DOS Services Menu.

1. "Compare File(s)" allows you to compare the contents of two files on disk. You will be told if they match or not.
2. "Copy File(s)" allows you to copy one or more files to another or the same drive. You can assign different names to the copies.

3. "Directory Utility" runs the Directory Utility program. Refer to the program documentation for details.
4. "Erase File(s)" allows you to erase one or more files from disk. BE CAREFUL when you use this operation! Erased files cannot be recovered.
5. "Locate File on Disk" searches all directories for a given file and tells you in which directories it exists.
6. "Print a File" prints the contents of a disk file on the printer using the PRT utility program. Refer to the program documentation for more details.
7. "Rename a File" changes the name and extension of a file on disk.
8. "View a File on Screen" allows you to display the contents of a file using the BROWSE3 utility program. You can scroll through the entire file. Refer to the program documentation for more details.

Page 2 of the DOS Services Menu is used to perform operations on diskettes. Use Help to get information about the parameters required. Page 2 looks like this:

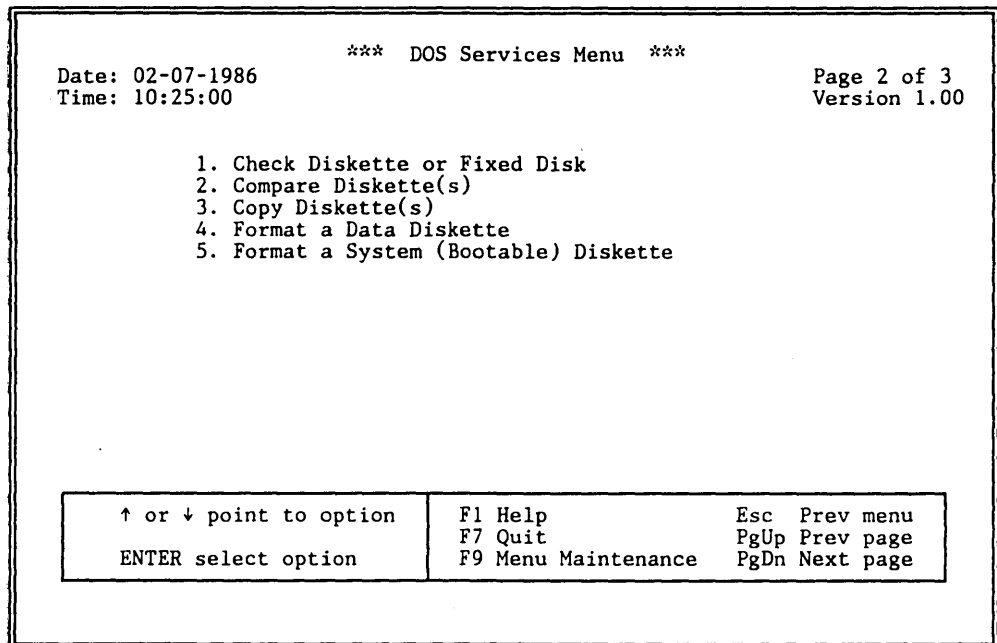


Figure 9. DOS Services Menu - Page 2 of 3

The operations are:

- "Check Diskette or Fixed Disk" which displays the space on a diskette or a fixed disk drive. It also reports file allocation errors and allows you to recover lost space.
- "Compare Diskette(s)" which compares the contents of two diskettes and tells you whether they are identical.
- "Copy Diskette(s)" copies the contents of a diskette onto another diskette.

- "Format a Data Diskette" formats a new diskette for storing data files. It does not contain DOS.
- "Format a System Diskette" formats a new diskette for storing data files. It contains DOS and can be used to boot a diskette based system.

CAUTION: "Format" destroys any data files on the diskette.

Page 3 of the DOS Services Menu is used to perform operations on fixed disk drives. Use Help to get information of the parameters required. Page 3 looks like this:

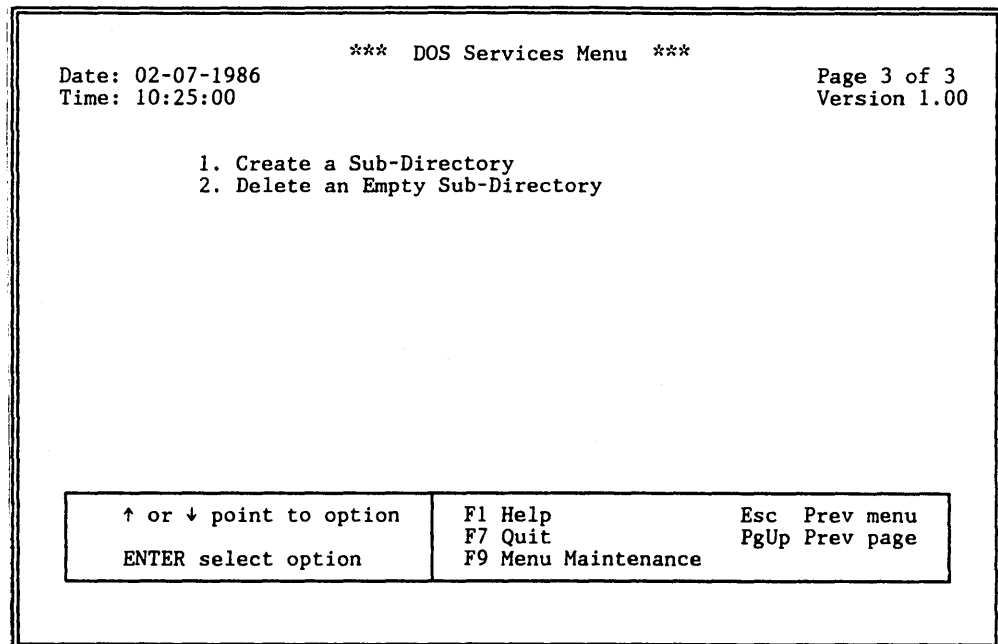


Figure 10. DOS Services Menu - Page 3 of 3

The operations are:

- "Create a Sub-Directory" which creates a new sub-directory on fixed disk or a diskette.
- "Delete an Empty Sub-Directory" which deletes a sub-directory on fixed disk or a diskette.

## Host Services Menu

The Host Services Menu is used to perform file transfer operations between your IBM Personal Computer and an IBM System/370 mainframe. It is displayed when you select option 4 on the PWS Master Menu.

The Host Services Menu depends on the software package installed for the Communications Application.

## E78 3278/79 Emulation

If you have installed the E78 3278/79 Emulation program, the Host Services Menu will look like this:

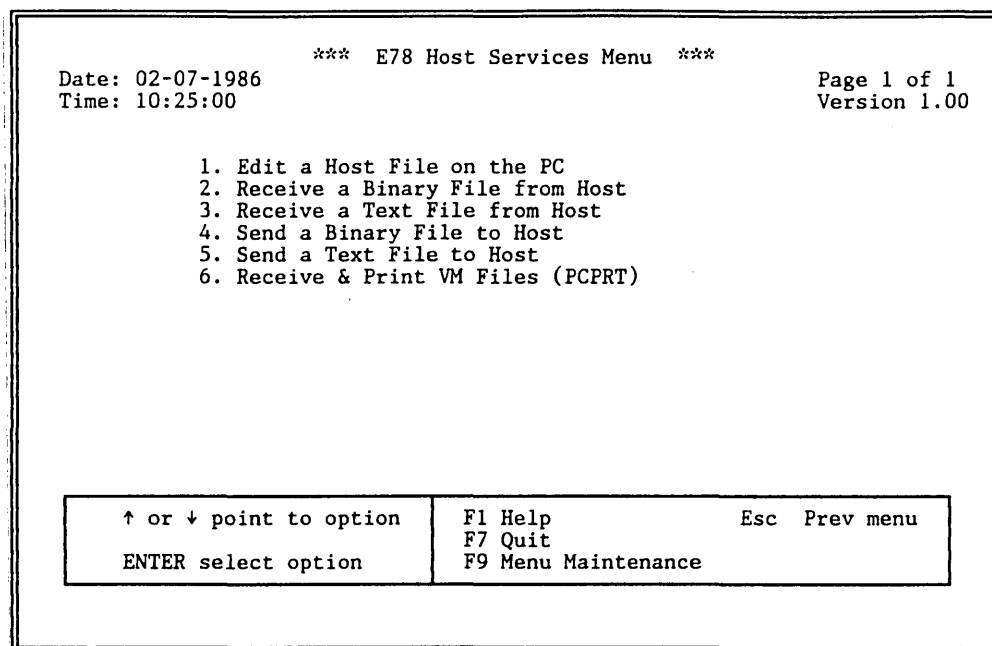


Figure 11. E78 Host Services Menu

All of these menu options require you to enter parameters. Use Help to get detailed information on these parameters. The options perform the following tasks:

1. "Edit a Host File on the PC" transfers a text file from your host system to your fixed disk. It then runs the editor application program so that you may edit the file. When you finish editing the file, you may send it back to the host or retain it on your fixed disk.
2. "Receive a Binary File from Host" transfers a binary file from your host system to a diskette or fixed disk. Use this option to transfer program files and other files that contain binary data. Do not use it to transfer text files that contain EBCDIC characters.
3. "Receive a Text File from Host" transfers a text file from your host system onto a diskette or fixed disk. Use this option to transfer text files which contain EBCDIC characters. Do not use it to transfer binary files.
4. "Send a Binary File from Host" transfers a binary file from a PC diskette or fixed disk to your host system. Use this option to transfer program files and other files that contain binary data. Do not use it to transfer text files that contain EBCDIC characters.
5. "Send a Text File from Host" transfers a text file from a PC diskette or fixed disk to your host system. Use this option to transfer text files which contain EBCDIC characters. Do not use it to transfer binary files.

6. "Receive and print VM Host Files (PCPRT)" is used to transfer files that have been prepared by the PCPRT utility on a VM host to the PC and print them. This option can be used only with a VM host system. Refer to the PCPRT manual for detailed information.

Options 1 through 5 may be used with either a VM or MVS/TSO host system. Option 6 may be used only with a VM host.

## XT3277 Emulation

If you have installed the XT3277 Emulation program as your communication application, the Host Services Menu will contain the same options shown above. You will be able to use them only with a VM/370 host system.

## 3270 PC Control Program

On a 3270 PC, you will be using the 3270 PC Control Program as your communications application. The Host Services Menu will look like this:

*** 3270 Personal Computer Host Services Menu ***						
Date: 02-07-1986		Page 1 of 1				
Time: 10:25:00		Version 1.00				
<ol style="list-style-type: none"> <li>1. Save/Restore Sessions Menu</li> <li>2. Edit a Host File on the PC</li> <li>3. Receive a Binary File from Host</li> <li>4. Receive a Text File from Host</li> <li>5. Send a Binary File to Host</li> <li>6. Send a Text File to Host</li> <li>7. Receive &amp; Print VM Files (PCPRT)</li> </ol>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">           ↑ or ↓ point to option            ENTER select option         </td> <td style="width: 50%; padding: 5px;">           F1 Help            F7 Quit            F9 Menu Maintenance         </td> </tr> <tr> <td colspan="2" style="text-align: right; padding: 5px;">Esc Prev menu</td> </tr> </table>			↑ or ↓ point to option ENTER select option	F1 Help F7 Quit F9 Menu Maintenance	Esc Prev menu	
↑ or ↓ point to option ENTER select option	F1 Help F7 Quit F9 Menu Maintenance					
Esc Prev menu						

Figure 12. 3270 Host Services Menu

All of these menu options require parameters. Use Help to get detailed information on these parameters. The options perform the following tasks:

1. "Save & Restore Sessions Menu" displays another menu that allows you to save and restore your screen profiles, notepads, and auto keys.
2. "Edit a Host File on the PC" transfers a text file from your host system onto your fixed disk. The editor application then allows you to edit a file. When you finish editing, you may send it back to the host or retain it on your fixed disk.

3. "Receive a Binary File from Host" transfers a binary file from your host system onto a diskette or fixed disk. Use this option to transfer program files and other files that contain binary data. Do not use it to transfer text files that contain EBCDIC characters.
4. "Receive a Text File from Host" transfers a text file from your host system onto a diskette or fixed disk. Use this option to transfer text files which contain EBCDIC characters. Do not use it to transfer binary files.
5. "Send a Binary File to Host" transfers a binary file from a PC diskette or fixed disk to your host system. Use this option to transfer program files and other files that contain binary data. Do not use it to transfer text files that contain EBCDIC characters.
6. "Send a Text File to Host" transfers a text file from a PC diskette or fixed disk to your host system. Use this option to transfer text files which contain EBCDIC characters. Do not use it to transfer binary files.
7. "Receive and Print VM Host Files (PCPRT)" transfers files from a VM host to a PC and prints them. The files must have been prepared by the PCPRT utility. This option can be used only with a VM host system. Refer to the PCPRT manual for detailed information.

Options 2 through 6 may be used with either a VM or MVS/TSO host system. Option 7 may only be used with a VM host.

If you select option 1 on the Host Services Menu, the Save & Restore Sessions Menu appears:

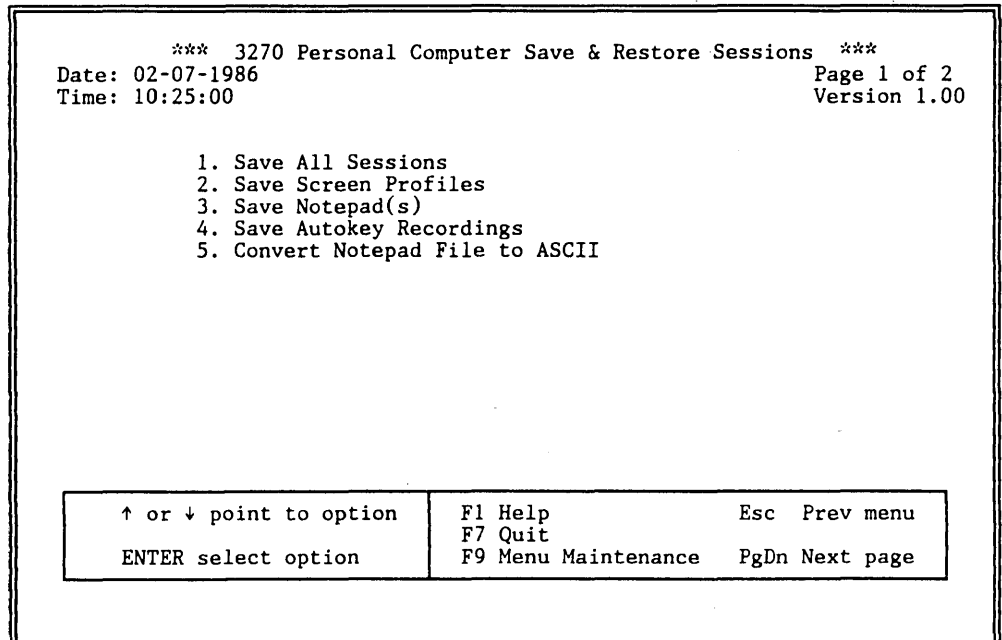


Figure 13. 3270 PC Save & Restore Sessions Menu

The options on this menu performs the following functions:

1. "Save all Sessions" saves the current screen profiles, notepad contents, and autokey values in a file on disk.
2. "Save Screen Profiles" saves only the current screen profiles.
3. "Save Notepad(s)" saves only the current notepad contents.
4. "Save Autokey Recordings" saves only the current autokey recordings.
5. "Convert Notepad File to ASCII" converts the current contents on a notepad file to ASCII. The ASCII file may then be used by other programs on the PC. You will be prompted for the name of the file to use.

There are corresponding options for restoring the session values from the files on disk. These are listed on page 2 of the menu. Press the PgDn key to view this page.

**NOTE:** The session values are not saved automatically. You must save them before you turn off your 3270 PC system. The values will be restored automatically when the system is booted.

## Workstation Maintenance

The Workstation Maintenance menu allows you to maintain your workstation. It is displayed when you select option 5 on the PWS Master Menu. It looks like this:

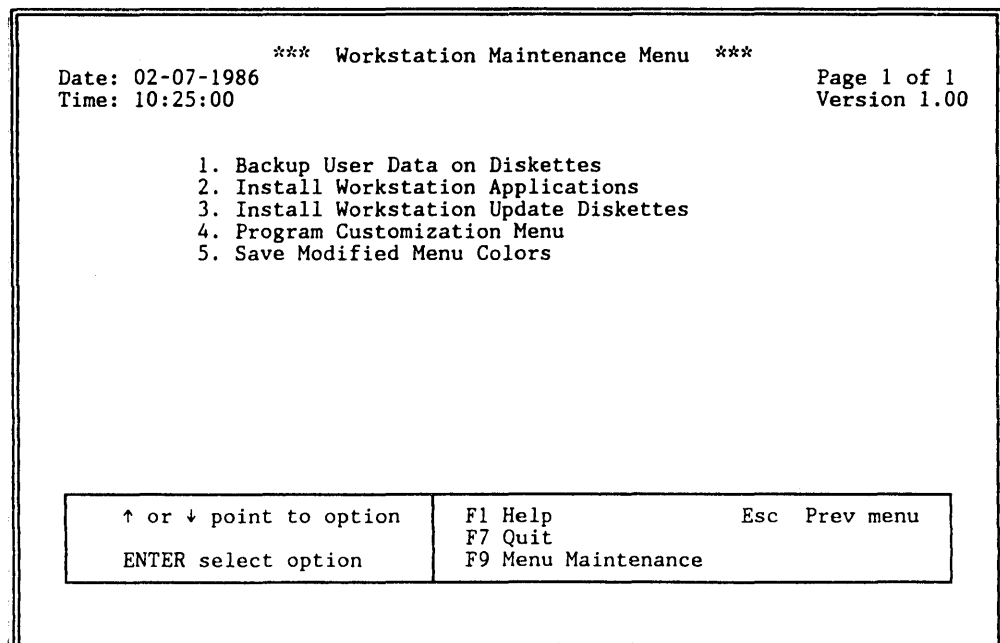


Figure 14. Workstation Maintenance Menu

The maintenance functions are as follows:



1. "Backup User Data on Diskettes" uses the BACKDISK program to make backup copies of data files that reside on fixed disk. We will discuss this procedure in Chapter 5, "Backing Up Your Data."
2. "Install Workstation Applications" installs application programs and link them to the PWS menus. These procedures will be discussed in Chapter 4, "PWS Programs" and the *PWS Installation Guide*.
3. "Install Workstation Update Diskettes" installs updates to PWS that are distributed on updated diskettes. Refer to the *PWS Installation Guide* for details.
4. "Program Customization Menu" takes you to another menu from which you can run setup and customization programs for your applications. These programs setup and change options for your applications. We will discuss this menu in Chapter 4, "PWS Programs."
5. "Save Modified Menu Colors" saves any color changes that you have made to PWS menus. You will use the FDO Menu Maintenance facility to change the menu colors. When you are satisfied with the color selections, use this function to make the changes permanent.



## **PWS Programs**

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## Chapter 4. PWS Programs

### Install Applications Menu

The Install Applications Menu is used to install individual application programs and link them to the PWS menus. This menu is displayed when you select "Install Workstation Applications" on the Workstation Maintenance menu.

The Install Applications menu looks like this:

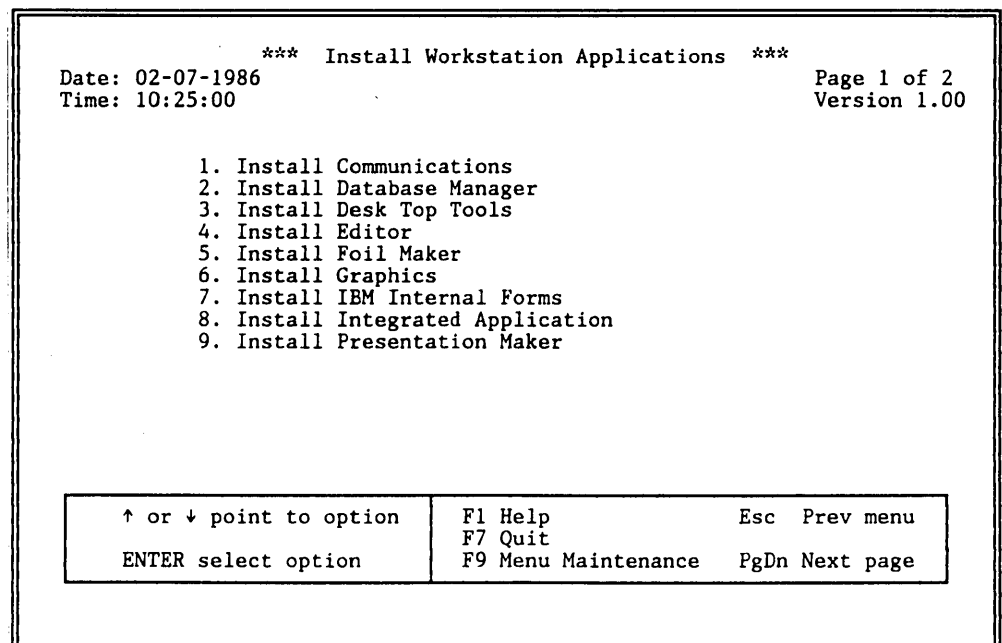


Figure 15. Install Workstation Applications Menu - Page 1 of 2

Each item on the menu represents an individual application. Select the application under which you want to install a program; you will be presented with a list of possible programs.

The Install Workstation Applications menu has a second page you can display by pressing the PgDn key. It contains additional applications:

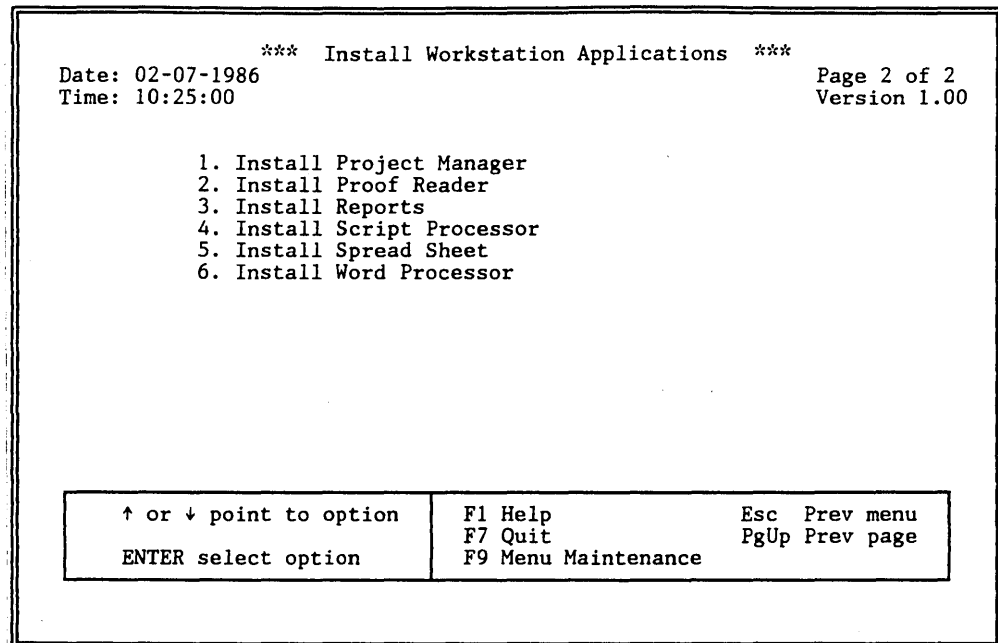


Figure 16. Install Workstation Applications Menu - Page 2 of 2

## The Install Process

Professional Workstation includes automated procedures that install any of the application programs with minimal assistance by you. Prompts will guide you through the installation process.

### Program Descriptions

The *PWS Installation Guide* contains information on each application program supported by PWS. This information includes detailed instructions for installing the program. Before you install any program, please read the program description first so that you become familiar with the installation procedure.

### Installing an Application

To see how the menu works, let's suppose you want to install the PC-File III program as your database application. First, consult the program information in the *PWS Installation Guide* to find out what you need. The program information is located in the "Database Managers" sub-section. You will find that PC-File III is distributed on diskette STLPO07 along with a users manual. After acquiring the diskette, you may proceed with the installation.

To install PC-File III, select option 2 "Install Database Manager" by typing 2.

You will then be presented with a menu that lists the programs that can be installed under the database manager application. It looks like this:

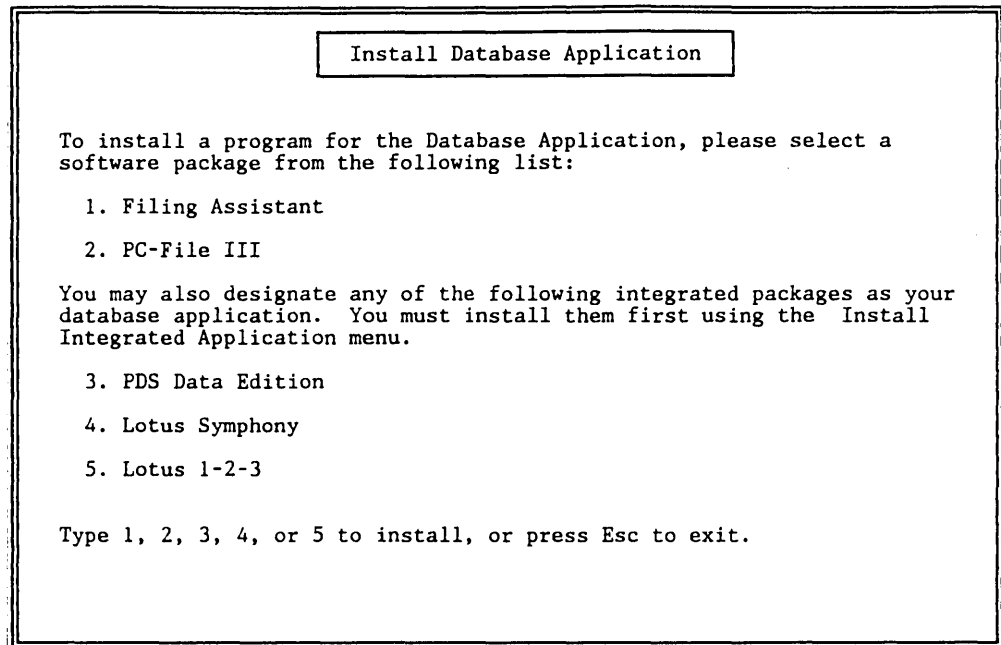


Figure 17. Install Database Application Menu

Select PC-File III by typing 2. You will then be requested to insert the PC-File III program diskette in drive A. When you press Enter ↵, the program will be copied onto the fixed disk.

When you select "Database Manager" on the Workstation Applications menu, PC-File III will be run.

If you decide not to install an application, press the Esc key to exit from the menu.

## Program Setup

Some applications require that a setup program be run during the installation process to set the desired options for the program, such as which display or what type of printer to use. The PWS install procedures will invoke the setup program when required. The program information in the *PWS Installation Guide* provides instructions for using the setup program.

## Integrated Programs

Integrated Programs are programs which combine more than one application into a single program. With these programs, you first enter the program and then choose the application to be performed from menus. Examples of integrated programs are Lotus Symphony, and the IBM Personal Decision Series.

Integrated programs are always installed from the "Install Integrated Application" menu. After installation, they may be linked to other PWS applications.

The Install Database Application menu (figure 17) indicates that you may designate any of three programs as your database manager. The program you

choose will be linked to the Database Manager application and will run when this application is selected.

In the above example, if you were to designate PDS Data Edition as your database manager, it would be linked as such. You would need to install PDS Data Edition from the Install Integrated Application menu.

## Tips on Installing Programs

Before installing a software package:

- Consult the program information in the *PWS Installation Guide* to find out what you need.
- Be sure that you have all of the materials required including diskettes and manuals before you start the installation process.
- Be sure that your system has any special hardware that may be required by the program. If not, install the required hardware features before installing the program.
- Some programs that are copy protected may only be installed on fixed disk a limited number of times or require that you insert the original program diskette in drive A each time that you run the program.

During the installation:

- Be careful to insert the proper diskette when prompted.
- Consult the program information in the *PWS Installation Guide* to find the proper replies to queries that may be made during the installation process.

## Running Application Programs

Professional Workstation makes it easy for you to run applications by executing the DOS commands needed to invoke the programs. These commands are built into the PWS menus and they count on applications being in the proper sub-directories on fixed disk. The install menus are designed to place application programs into the proper sub-directories so that they will execute properly when run.

The following paragraphs provide insight into how application programs are handled by PWS.

### Starting an Application

You may start any application from a PWS menu by typing the item number 1,2, ... 9. This causes PWS to execute the DOS commands needed to start the application program.

**NOTE:** Some copy protected programs may require you to insert the original copy of the program diskette in drive A before starting the program. Failure to do this



may cause a system crash. When this is required, you will be prompted to insert the diskette before the program is started. Generally, you may remove the diskette and insert a data diskette after the program has been started. Consult the program information in the *PWS Installation Guide* for details on specific programs.

## Program Parameters

When you run an application, you may need to give the program some information such as which file you wish to use and how you wish to use it.

Many applications will prompt you to supply the needed parameters by using menus. Other applications are designed to run as DOS commands and expect to find all of the required parameters on the command line when they begin execution. For these programs, FDO will prompt you for needed parameters when you select the application. FDO merely collects the data and passes it on. It does not check for legal values. So, when entering parameters, consult the program manuals to determine the proper data to be entered.

## The User Sub-Directory

When you install PWS, a sub-directory `C:\USER` is created on your fixed disk. This sub-directory contains the data files you create using the applications. Placing your personal files into a unique directory makes it easier for you to find your data and to back it up to diskettes. It also keeps your data separated from program files and system related files that you may not want to look at when you list a directory.

When possible, applications in PWS are setup to create and use data files in the USER sub-directory (`C:\USER`) as the default. Most applications will allow you to override this convention from their menus. If you create lots of data files of different types, you may wish to create other sub-directories to better organize your data. Consult the program information in the *PWS Installation Guide* for details on the sub-directories used by given application programs.

## Program Sub-Directories

Professional Workstation install procedures place the files for each application program into a unique sub-directory, when possible. This makes it easier for you to update a program or delete one that is no longer needed.

## Pseudo-Drives

A number of applications supported by PWS are not able to handle multiple sub-directories on fixed disk. They may require that the program files and data files reside in the same sub-directory. In order to overcome this limitation, PWS uses "pseudo-drives" to allow program files and data files to reside in different directories.

The pseudo-drive is a simulated disk drive that is created using the DOS Substitute (SUBST) command. The pseudo-drive is assigned to a particular sub-directory on the fixed disk and it behaves like a separate disk drive. Pseudo-drives are referenced by drive letters as are real drives. These letters are assigned starting

after the last real disk drive. So, on an XT system with a single fixed disk drive C, pseudo-drives can be created on drives D, E, ... Z.

Professional Workstation uses pseudo-drives to trick applications that do not support paths into handling data in several sub-directories on fixed disk. When an application is started from a menu, two pseudo-drives are created: (1) the program drive (P) and (2) the data drive (Q).

### The P Drive

The P drive (program drive) is assigned to the sub-directory on fixed disk which contains the program files for the application. When the application requires that the program reside on the default drive, the PWS makes the P drive the default drive before starting the program.

You can refer to files on the program drive by using the drive P in the file specification (i.e. P:FILENAME.EXT). Consult the program information in the *PWS Installation Guide* for details on how the P drive is used for specific application programs.

### The Q Drive

The Q Drive (data drive) is assigned to the sub-directory on fixed disk which contains the data files for the application. For most applications, the Q drive will be assigned to the USER sub-directory C: \ USER. If the application does not require the program drive to be the default drive, PWS will make the Q drive the default before starting the application.

You can refer to files on the data drive by using the drive Q: in the file specification (i.e. Q:MYDATA.SCR). Consult the program information in the *PWS Installation Guide* for details on how the Q drive is used for specific application programs.

## Backing Up Your Data

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## Chapter 5. Backing Up Your Data

### Why is Backup so Important?

The more you use your IBM Personal Computer, the more data files you will probably create. These files will become increasingly important to your work. Losing them could cost you many hours or even months of work and recreating them could be an almost impossible task. If your data is valuable, you will want to take reasonable steps to protect it.

You can lose data in several ways:

- By a hardware device failing, such as your fixed disk drive, making the files inaccessible.
- By physical damage to a diskette such as scratching, or spilling coffee on it.
- By simply making a mistake and erasing the wrong file or perhaps an entire sub-directory.

Sooner or later, one of these disasters may happen, so take the steps now to be prepared. In this chapter, we suggest steps you can take to backup your critical files.

### How Can I Backup my Data?

There are two types of data to consider for backup purposes: data stored on diskettes, and data stored on fixed disk. Because your fixed disk contains so many files, backing it up is more complicated than backing up diskettes. Let's discuss backing up your fixed disk first. Diskette backup is discussed on page 43 of this guide.

### Backing up Your Fixed Disk

If you are typical of most PC Users, you will keep most of your working data files on your fixed disk drive. Therefore, you will want to take the steps necessary to insure that you have backup copies of these files in the event that your fixed disk drive fails or you accidentally erase data.

PWS incorporates an excellent utility program called BACKDISK which was written by Mark Dvorchak and Paul Sassman of IBM Poughkeepsie. Of all the various backup schemes that we have looked at, this one is the most simple and straight forward.

We will provide a quick description of BACKDISK here so that you can start using it right away. For more detailed information, you may wish to obtain a copy of the authors original manual titled "BACKDISK - A Fixed Disk Backup System" - STLM029.

## How BACKDISK Works

BACKDISK maintains a set of backup diskettes which contain copies of all of the files on your fixed disk. It also keeps a file that lists these files, what directories they came from, and what backup diskette they reside on. This file is called the "Backup Control File". If you have more than one fixed disk drive, a separate set of backup diskettes and control diskette will be maintained for each fixed disk drive.

The Backup Control File resides in two places: in the root directory of the fixed disk, and on the first diskette of the set of backup diskettes. This first diskette is special and is called the "Backup Control Diskette".

The first time you backup your fixed disk, all of the files in all sub-directories are copied to the backup diskettes and the control file constructed. At this point, you have a complete backup of your fixed disk as a starting point.

The next time you backup, only files that have been changed are copied to the diskettes. As the number of files on the fixed disk increases, additional diskettes will be added to the backup set. It is a good idea to keep several formatted blank diskettes ready for the time that they are needed during backup.

BACKDISK knows when you have erased a file from the fixed disk. You have three options for handling erased files:

1. Keep the backup copies of the erased files on the backup diskettes.
2. Erase the backup copies from the backup diskettes.
3. Decide which files should be erased and which retained on an individual basis.

When erased files are detected, BACKDISK will ask you to choose one of these options.

Backing up files to diskette may take some time, especially the first time when everything is backed up. If you need to interrupt the backup process, press Ctrl-Break. BACKDISK will finish the current file, update the control file, and terminate with nothing lost. You may then resume the backup later, and it will begin where it left off.

BACKDISK also provides a program for restoring your fixed disk from the diskettes. See section on "Restoring Files to Fixed Disk" on page 44 of this guide.

## How Often Should I Backup?

The frequency with which you backup your fixed disk depends on how often your files change, how critical the data is, and how much data you can afford to lose if something fails or files get erased accidentally. You are the only one who can make these judgements, but we offer the following suggestions as a starting point:

1. Perform the first backup immediately after installing PWS on your fixed disk. There will be fewer files and the process will take less time.
2. If you install one or more new applications, backup after each is installed.
3. If your data does not change rapidly and is not too critical, backup once a week. It's good task for Friday afternoon.
4. If your data changes rapidly and is critical, backup everyday.

Performing backups at frequent intervals usually means that fewer files need be copied and offers more protection for your files. If your data is extremely critical, we suggest that you make copies of the backup diskettes periodically for archiving.

## The Backup User Data Menu

As you can see now, there is nothing complex about backing up your fixed disk. To make the backup process using BACKDISK even earlier, PWS provides a menu that will assist you in using BACKDISK to perform backup operations. To use it, select option 1 "Backup User Data to Diskettes" on the Workstation Maintenance menu. The Backup User Data menu will appear. The menu looks like this:

Date: 02-07-1986 Time: 10:25:00	*** Backup User Data ***  1. Run Fixed Disk Backup Program (BACKDISK) 2. Look at Backup Control File 3. Directory Utility 4. Format Diskettes for Backup 5. Create Backup Control Diskette	Page 1 of 1 Version 1.00			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">           ↑ or ↓ point to option            ENTER select option         </td> <td style="width: 50%; padding: 5px;">           F1 Help            F7 Quit            F9 Menu Maintenance         </td> <td style="width: 50%; padding: 5px;">           Esc Prev menu         </td> </tr> </table>			↑ or ↓ point to option ENTER select option	F1 Help F7 Quit F9 Menu Maintenance	Esc Prev menu
↑ or ↓ point to option ENTER select option	F1 Help F7 Quit F9 Menu Maintenance	Esc Prev menu			

Figure 18. Backup User Data Menu

To see how these menu options work, we will describe the steps required to create your backup diskette set and perform backup operations.

## The PWS Distribution Diskettes

The set of diskettes which you received with PWS is a set of working backup diskettes that are ready to use with BACKDISK. The Fixed Disk Installation diskette is the backup control diskette labelled BACKUP C. The other diskettes of the set are the backup diskettes labelled BACKUP01, BACKUP02 and so forth.

If you keep these diskettes after installing PWS, you will have a working set of backups. You can skip the following two sections on "Preparing the Backup Diskette Set" and "The First Backup" since these steps have already been done.

## Preparing the Backup Diskette Set

First prepare a set of diskettes for use by BACKDISK. To find out how many diskettes you need, find the amount of space occupied by files on the fixed disk:

1. Use the Directory Utility (DU) program by selecting option 3 on the menu. When DU asks for the drive, type C. When the directory menu is displayed, press function key F2, STAT. A window will appear with the statistics. Take the value from nnnnnK bytes of data. Divide this number by 300 to get an approximate number of diskettes needed. Add 1 for the control diskette.
2. If this sounds too complicated, we suggest that you start with 10 diskettes, 1 for the control diskette and 9 for the data files. You can add more later if needed.
3. Be sure to label your diskettes with the proper security classification, for example, "IBM Confidential."

Perform the following steps to prepare the diskettes for use:

1. Take one of the diskettes for the control diskette and label it Backup Control Diskette. BACKDISK will label it BACKUP C when it is initialized (or D if it is for drive D).
2. Then select option 5 Create Backup Control Diskette. This will format the diskette and prepare it for use by BACKDISK.
3. Use option 4 Format Diskettes for Backup to format the remaining diskettes. You can place labels on them as they are used.

## The First Backup

The first backup run may take a while. Perform the following steps:

1. With the set of backup diskettes at hand, select option 1 Run Fixed Disk Backup Program (BACKDISK) from the menu.
2. The BACKDISK program will be loaded and you will be prompted with: "Which disk do you want to backup?" Type C for drive C.
3. BACKDISK will ask: "Which disk should I copy to?" Type A for drive A.



4. After analyzing the files on the fixed disk (which may take a while), BACKDISK will ask for the first backup diskette. Insert one of the formatted diskettes in drive A. DO NOT use the Backup Control Diskette.
5. When BACKDISK asks for the label, type BACKUP01.
6. Files will be copied from the fixed disk to the diskette in drive A. When the disk is full, BACKDISK will ask for another diskette. Remove the first diskette and label it BACKUP01.
7. Insert the next diskette and use the label BACKUP02.
8. Repeat steps 5, 6, and 7 for all required diskettes giving each the next number in sequence. You may not use all of the diskettes that you have prepared.
9. When all files have been copied, BACKDISK will ask you to insert the Backup Control Diskette. Do so and the control files will be written and BACKDISK will terminate.

NOTE: If you run out of formatted diskettes or wish to stop the backup process, press the Ctrl-Break key. BACKDISK will clean up and terminate. Follow the instructions below to resume the backup.

This complete the initial backup. On subsequent backups, follow the instructions in the next paragraph.

### Subsequent Backup Runs

After you have completed the first backup run, use the following steps to perform the incremental backups. Be sure to have a few blank formatted diskettes ready for use if needed.

1. With the set of backup diskettes at hand, select option 1 Run Fixed Disk Backup Program (BACKDISK) from the menu.
2. The BACKDISK program will be loaded and will ask: "Which disk do you want to backup?" Type C for drive C.
3. BACKDISK will ask: "Which disk should I copy to?" Type A for drive A.
4. BACKDISK will analyze the files on the fixed disk. If it detects erased files, you will be asked to choose the method of handling these files: Erase the all, erase none of them, or ask before erasing.
5. BACKDISK will request you to insert the required backup diskette in drive A when needed. It may not use all of the diskettes or use them in order.
6. When the backup process is complete, you will be instructed to insert the Backup Control Diskette in Drive A. Do this so that the control files can be updated. BACKDISK will then terminate.

Remember you can interrupt the backup at any time by pressing Ctrl-Break.

## Backing Up Diskettes

If you keep data files on diskettes, you will want to make backup copies of these diskettes if they contain important data files. The easiest way to do this is to use the DOS DISKCOPY program.

On the DOS Services menu, press the PgDn key to go to the second page. Then, select option 3 "Copy Diskettes". When prompted for the drives to be used, accept the defaults A and B.

When prompted, insert the original diskette in drive A and the diskette to be used for the copy in drive B. If you have only one diskette drive, DOS will simulate two drives by telling you to insert either the A or B diskette. The diskette will be copied and the target diskette will be formatted if required.

A second way to backup diskettes is to copy the individual files that require backup to a second diskette. You can also use Directory Utility to aid in the process of selecting and copying files.

## Restoring Files to Fixed Disk

You may need to restore files from backup diskettes. Here are some suggestions on how to go about it.

First, if you feel uncomfortable about restoring files, seek the advice of your local PC Support Group. They may be able to recover your files with less effort than you might need to expend. If all is really lost, then use the techniques described below and restore the files from your backup diskettes.

In the following procedures, we assume that you have used the fixed disk backup procedures described above using the BACKDISK program at regular intervals and have a recent set of backup diskettes. If not, you may not be able to recover any of your data files unless you have used alternative methods.

### Restoring the Entire Fixed Disk

If you have lost everything on your fixed disk, everything may not be lost if you performed backups at regular intervals using the PWS distribution diskettes as the backup set.

To recover your files, repeat the PWS installation process described in the *PWS Installation Guide* using your set of backup diskettes in place of the original distribution diskettes. The process will restore DOS, all PWS files and all of your application programs and data files.

**NOTE:** Some copy protected programs will not work after they are restored from the backup diskettes. You will have to reinstall these programs again from their original diskettes.

## Restoring Individual Files

You can restore individual files that have been accidentally erased from the backup diskettes by copying the using DOS COPY command. To find out which diskette a given file is stored on, select option 2, "Look at Backup Control File" on the Backup menu.

The BROWSE3 utility program shows you the control file on the screen. You can scroll through it by pressing the PgDn and PgUp keys. Or you can find a particular file by using the find command. Type F FILENAME.EXT \ PATH where FILENAME.EXT is the file name and Extension and PATH is the sub-directory path. Note that this is backwards from the normal way of specifying a file. To find the file MYMEMO.MEM sub-director USER, type f MYMEMO.MEM \ USER.

The backup diskette number will appear at the left of the file name. Write down this number and look for any other files that you need.

When you find the diskettes for all files, use the DOS Services menu "Copy File(s)" to copy the files from the backup diskette to the fixed disk. Remember to include the path.

There is currently no easy way to restore all files in a sub-directory other than locating and copying them individually.



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The IBM Personal Computer

**REMIND**

Appointments Calendar Program

User's Reference Manual

October 7, 1985

Program by Steven R. Nichols

IBM INTERNAL USE ONLY

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The program and manual are for IBM INTERNAL USE ONLY.



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## Introduction

REMIND is a program designed to keep track of appointments, birthdays, holidays, things-to-do, etc., and to remind the user of these special dates. Approximately 400 reminders can be entered using a system with 192KB of memory. The user enters an appointment and specifies when it should be displayed as a reminder. Several days advanced notice can be given for a reminder, and the reminder can also be automatically re-filed for the next time (e.g. birthdays entered this year will also appear next year). REMIND can store information for dates from January 1, 1982 through December 31, 2049.

Reminders can be printed by using the Print command key (Alt-p) with an attached printer. The user can also create a pocket-size print-out of the reminders for the day along with a calendar for the month.

When used concurrently with the IBM Personally Developed Software program Phone Directory On-Line (PDO), REMIND can set PDO alarms automatically for reminders. Then, when the time for a meeting or appointment comes, PDO will notify the user, regardless of what other program is currently running on the computer.

An extensive online contextual help function is provided through a HELP key (F1 function key). When this key is pressed, information applicable to what is currently being done will be displayed.

All of the programs in the REMIND package are TOPVIEW compatible. However, since PDO does not run under TOPVIEW, the automatic PDO alarm feature will not work in a TOPVIEW environment.

I wrote the REMIND package on my own equipment and on my own time. I originally submitted REMIND to Boca Raton in 1982. Since that time, I have resubmitted it 3 more times. Each time it has been rejected, but I have not given up yet!

### What You Need To Run REMIND

- An IBM Personal Computer
- At least one diskette drive
- At least 128K of memory
- An IBM monochrome display or any other 80 column monitor
- The IBM Personal Computer Disk Operating System (DOS), version 1.1

or later

- o Optional printer
- o Appointments, birthdays, anniversaries, etc. of which to keep track.

### Description of Display

The REMIND screen consists of four main areas of information. The upper left part of the screen tells the version of REMIND and gives the day and date for which reminders are displayed. If the current date is September 13, 1982, the initial screen will show:

```
REMIND Version 1.00
Reminders for
Today: MON, 09-13-82
```

When another date is specified, that day and date will be displayed. If the user requests all the reminders on file to be displayed, "Reminders for all dates" will appear in this space. If the user selects reminders for a specific week or month, then this space will display "Reminders for week including: xx/xx/xx" or "Reminders for month including: xx/xx/xx".

The upper right section of the screen draws a calendar page for the month entered in the date. The specified date is brightened on this calendar. For Monday, September 13, 1982, the 13th is brightened. If the date is changed to 10-12-82, a calendar for October appears and Tuesday the 12th is brightened.

The center of the screen contains all the reminders for the specified date, plus advanced notice of reminders. The day of the week, the date, time, and the reminders are displayed. A typical display for Mon, 09-13-82 might be:

```
MON 09-13-82  1:00pm- 2:00pm Meeting with the boss.
TUE 09-14-82                               Trash pick-up.
WED 09-15-82  8:00am      Take car in for oil change.
FRI 09-17-82                               Carol's birthday.
```

The bottom of the screen defines the function keys. See chapter 4 for a description of these functions.

## Starting REMIND

Load DOS according to the instructions in the Disk Operating System manual. The system will display "A>" when it is ready to continue. If you have not done so already, set the system date and time by using the DOS commands DATE and TIME (see the Disk Operating System manual).

Insert the REMIND diskette into drive A.

The format of the REMIND command is:

```
REMIND <drive><path><name>
```

where: <drive> is the drive that REMIND should use for the reminder files. If you do not specify a drive, REMIND will use the current default drive.

<path> is the file path that REMIND should use for the reminder files. This is only valid if you are using DOS 2.00 or later. The path must end with a \. If you do not specify a path, REMIND will use the current default path.

<name> is the name that REMIND should use for the reminder files. The name must be 8 characters or less in length, and conform to the DOS syntax for file names. Do not specify a file extension. If you do not specify a name, REMIND will use the name REMIND.

```
Examples: REMIND  
          REMIND c:  
          REMIND c:\remind\steve  
          REMIND \steve\
```

To use the default reminder files, just type REMIND and press the enter key.

If the system date is invalid, REMIND will ask you to enter today's date. Next, the REMIND screen will appear.

## REMIND Tutorial

If you have not done so already, backup and configure your REMIND diskette as described in Chapter 2. Next, load the REMIND program as described in Chapter 2, section "Loading the REMIND Program".

You are now ready to continue with the REMIND Tutorial. If you have any questions or problems while using REMIND, feel free to press the HELP key (F1 function key) for additional assistance.

### Displaying All of the Reminders

Press the F6 function key. This is the "VIEW MODE" function. You are then asked which VIEW MODE you would like. The choices are: "D" to view reminders for a specific date, "W" to view reminders for a specific week, "M" to view reminders for a specific month, and "A" to view all of the reminders in the reminder file.

Type "A" in the view mode field. You are also asked for a date. This date will be used to highlight any reminders matching it, and also the calendar at the top of the screen will be displayed for the month containing the date that you enter. The most recently entered date (or today's date if none has been entered) will be the default. We will use this default now. Now press F10 to enter this information.

All of the reminders in the data file will now be displayed, regardless of their date. This is useful to find the date of a reminder. For example, if you had previously entered Carol's birthday, but had forgotten when it was, you could find out the date by Viewing All of the reminders.

### Moving the Cursor

Several of the functions (described later) operate on the reminder on which the cursor is located. To move the cursor, use the up arrow and down arrow keys located on the number pad. If you try to move the cursor to an invalid position, the program will beep. If there are more reminders to display than will fit on one page, you can use the PgUp and PgDn keys to page up and down through the reminders.

Try using the arrow and page keys now.

Several of the functions will also present a screen with several fields in which to enter or change information. On these screens, the cursor will only be allowed to be in the fields where you can type in

information. You can use the forward and backward tab keys, the return key, the Home and End keys, and the up, down, left, and right arrow keys to move between or within the fields on the screen. You can also use the Ctrl-End key combination to erase everything to the right of the cursor for the current field. Finally, you can use the Ins key to place the keyboard into or out of insert mode. When the keyboard is in insert mode, the word INSERT will appear at the bottom right of the screen.

### Adding a New Reminder

For this program to be useful, you must be able to enter new reminders. This is accomplished by pressing the F2 function key. Press the F2 function key now.

First you are asked for the date for the reminder. Type in your birthday (e.g., 4-29-83). Notice that the cursor automatically skips over the -'s in the date field. REMIND will try to help you like this whenever it can.

The next field is the time field. Since there is no need for a time for a birthday reminder, just leave it blank by using the return key to move to the next field. Next you are asked for the message. Type "My Birthday" and press the return key.

Next, you are asked for the number of days of advanced notice. Here, the default is seven days. If you want more or fewer than seven days of advanced notice for this reminder, you would specify the number of days. For this example, use the default by pressing return to go to the next field.

Next you are asked for the type of the reminder. Your choices are:

- Yearly, meaning you wish to be reminded of this every year,
- Monthly, meaning you wish to be reminded of this every month,
- Weekly, meaning you wish to be reminded of this every week, or,
- Single Date, meaning you only wish to be reminded of this for this one date.

At this point, you may be asking yourself how you are going to remember what the types mean the next time you add a reminder. Well, the answer is that you don't need to remember. Just press the F1 HELP key and you will receive information pertaining to whatever you are doing at the moment. Try this now by pressing the F1 function key. When you are through reading the help information, just press the Esc key to return

to Reminder Type question. Now, since you are entering a reminder for a birthday, type "Y" for Yearly.

Next you are asked if you want this reminder to be automatically deleted once the date is past. If you type "Yes", then on the day after your birthday, this reminder will be deleted and one identical to it will be created for the next year. If you type "No", the reminder will remain until you manually delete it. Type "Y" for Yes.

Finally, you are asked if you want this reminder to be automatically saved when it is deleted. If you type Yes, then when this reminder is deleted (either automatically or manually), a copy of it will be saved in the REMIND.SAV file. This function provides a way to automatically keep a record of your activities and accomplishments. If you type "No", then the reminder will not be automatically saved when it is deleted. Type "N" for No.

Press F10 to enter the information that you have just typed. You will now be back on the main screen. Use the arrow keys and/or PgUp/PgDn to position the cursor on the reminder which you just created.

#### Duplicating a Reminder

To duplicate (copy) a reminder, position the cursor on the reminder to be duplicated, and then press the F3 function key. Position the cursor on the reminder for your birthday. Now press the F3 function key. You will now have two identical reminders for your birthday. This function is useful for reminders that pertain to several days (such as vacation). Once you duplicate the reminder, then you can change the dates by using the CHANGE function. This saves the steps of entering the same reminder for several consecutive days.

#### Deleting a Reminder

To delete a reminder, position the cursor on the reminder to be deleted, and then press the F5 function key. Position the cursor on a reminder for your birthday. Now press the F5 function key. You are now asked if you really want to delete this reminder. Since you do, press the Y key. What happened? The reminder for your birthday was deleted and an identical one was created for next year. When you originally created your birthday reminder, you specified Yearly as the type of reminder. If you had specified a Single Date type of reminder, then the F5 DELETE function would completely delete the reminder. In order to delete one of your birthday reminders, change the reminder type to "Single Date" as explained in the next section, Changing a Reminder.

### Changing a Reminder

To change a reminder, position the cursor on the reminder to be changed, and press the F4 function key. Position the cursor on a reminder for your birthday. Now press the F4 function key. When the change screen is displayed, change the reminder date to the date of your next birthday just as you did when you first entered this reminder. If you want to change something else on this reminder, such as the type of reminder, just move the cursor to the field and type the change. When you are finished making changes, you can enter the changes and return to the main screen by simply pressing F10. Press F10 now.

You are now back on the main screen.

### Viewing Reminders for a Specific Date

If you want to display the reminders for a specific date, press the F6 function key. Press the F6 function key now. Now you are asked for the View Mode again. This time type "D" for Date to view reminders for a specific date. Next Enter your birthday in the date field, and press F10 to enter this information and return to the main screen. The reminder for your birthday should now be displayed. If there are any reminders for any of the days prior to your birthday, or for any of the days after your birthday but with the specified advanced notice period, they will also be displayed. Also notice that the calendar on the screen has changed to the month of your birthday.

### Viewing Reminders for Today

The reminders for today's date will be displayed when you press the F9 function key. Press the F9 function key now. Notice that this is the same screen that was displayed when you first loaded REMIND.

### Viewing Reminders for the Previous Day, Week, or Month

Press the F7 function key. Notice the date for which you are now viewing reminders is yesterday. This function is the same as viewing reminders for a specific date, week, or month and entering a date one day, week, or month earlier. If you press the F7 function key again, the date will change to one more day earlier, etc.

### Viewing Reminders for the Next Day, Week, or Month



Press the F8 function key. Notice the date for which you are now viewing reminders has moved forward one day. This function is the opposite of the View Previous (F7) function.

#### Ending the Program

To end the REMIND program, press the F10 function key. Press this key now. If any reminders have been added, changed, saved, or deleted, the REMIND program will update the files on the diskette automatically. It will also save the old reminder file in a DOS file called REMIND.BAK. You are now back in DOS, and your REMIND tutorial session is finished.

## The REMIND - PDO Connection

REMPDO is a program which reads reminders from the reminder file (REMIND.DAT is the default file) and automatically sets Phone Directory Online (PDO) alarms. When REMPDO is run, it selects all of the reminders whose dates and times will occur in the next 24 hours (minus the leadtime). Next, up to five of these reminders are shown on a full screen display. For each reminder, the alarm time, whether or not the alarm is enabled, and the first 40 characters of the message are displayed. If there are fewer than 5 reminders to set alarms for, then REMPDO will set only the last PDO alarms and leave the first ones as they were.

For example, if there are 2 reminders whose alarm times will occur in the next 24 hours, then REMPDO will put the reminder information in PDO alarms number 4 and 5, and leave alarms 1, 2, and 3 just as they were.

With this scheme, if you have more than 5 reminders which should have alarms set, you can just re-run REMPDO after one or more alarms occur and REMPDO will replace the alarms which have already occurred with new reminder information. If a reminder does not have a time but falls on the current day, then REMPDO will set the alarm message and enable the alarm, but leave the alarm time set to whatever it was set to before in PDO.

If you have PDO, then placing the following commands in your autoexec.bat file will allow you to see your reminders for the day and set PDO alarms for them:

```
DATE
TIME
PDO
REMIND
REMPDO
```

The format of the REMPDO command is as follows:

```
REMPDO <-options> <drive><path><filename>
```

where:

- a indicates Automatic mode and suppresses the full screen display of the alarms.
- lMM causes MM minutes to be subtracted from the time found in the REMINDER, and the result is used as the default PDO alarm time. This allows a Leadtime for meetings,

etc. For example, you may want to have the alarm set for 1:20 pm so that you will have enough time to get to a 1:30 pm meeting. The default leadtime is 10 minutes.

-tHH:MMxM sets the default alarm time to HH:MM xM where xM must be either AM or PM. This default alarm time is used for reminders which do not have a specified reminder time. If this option is not specified, then the time used is whatever time was previously in the PDO alarm.

<drive><path><filename> specifies where the reminder data should be read from. Any or none of these may be specified. If the drive is not specified, then the current default drive is used. If the path is not specified, then the current default path is used. (NOTE: <path> is only valid if you are using DOS 2.00 or a later version of DOS, and the path must end with \.) If the filename is not specified, then REMIND is used. Please note that a file extension is not allowed.  
(example: C:\STEVE\REMIND )

---

## Configuring REMIND

REMCNFG is a program which can be used to change the configuration information for any of the programs in the remind package (i.e., REMIND.EXE, REMPDO.EXE, REMCNFG.EXE). The configuration information consists of the device name to use for printouts and the printer characteristics (if the program uses a printer), and the attributes (eg. color, blinking, ...) to use when the program displays information.

When REMCNFG is run, the current configuration information for the program being configured is displayed in a full screen format. You can then change any of the configuration information. When you are done making changes, simply press F10 to save the changes and exit to DOS. If you decide that you do not want to make changes, then you can press Esc to return to DOS without saving the changes.

The format of the REMCNFG command is:

```
REMCNFG <drive><path>programe.ext
```

where "<drive><path>programe.ext" specifies which program to configure and where to find it. If the <drive> is not specified, then the current default drive is used. If the <path> is not specified, then the current default path is used. (NOTE: the <path> option is only valid if you are using DOS 2.00 or a later version of DOS, and the path must end with a \.) The programe.ext must be specified. (example: REMCNFG C:\TOOLS\REMIND.EXE ).

---

## REMIND Command Reference

### F1:HELP

When the F1 function key is pressed, REMIND will display help information applicable to what is currently being done. These help information screens can be copied to the printer by using the Shift-PrtSc key. This help information can also be printed from DOS by using the DOS command COPY REMIND.H\* LPT1:

### F2:ADD

The F2 function key is used to add a new reminder to the reminder file. After the F2 function key is pressed, you are asked to enter the date for the reminder in mm-dd-yy format. Any date from 01-01-82 through 12-31-49 is valid (12-31-49 means December 31, 2049). The default for the date is the current display date.

The next field is the time field. This field is optional, and if you leave it blank, it will not be displayed on the main screen. You can also enter one or two times. The format is xx:xx ym where ym is either am or pm. If only one time is entered, then the - and second am/pm will not be displayed on the main screen. For example: 1:00pm-3:00pm, 8:00am, and 12:30pm are all valid times.

Next is the message field for the reminder. Up to 50 characters may be entered in the message. The default is a blank message.

Next is the number of days of advanced notice that you wish to have for this reminder. Any number of days from 0 through 99 may be entered. The default value is 7.

Next is the reminder type. The valid choices are:

- o "Yearly", meaning you wish to be reminded of this every year;
- o "Monthly", meaning you wish to be reminded of this every month;
- o "Weekly", meaning you wish to be reminded of this every week;
- o "Single Date", meaning you wish to be reminded of this for this one date.

Next you are asked if you want to have this reminder automatically deleted. The deletion will only take place once the date is past, and you have been shown this reminder on the due date or later at least

once. The reason for this is so that if you do not run REMIND for a period of time, you will still not miss any reminders.

If you do not choose automatic deletion, then once the reminder is displayed, it will continue to be displayed until you manually delete it using the F5 function key. This is useful for lists of things-to-do, or for such things as "Pay the monthly mortgage payment".

Finally, you are asked if you want to have this reminder automatically saved when it is deleted (either manually or automatically). If you answer Yes, then a copy of this reminder will automatically be placed in the REMIND.SAV save file when it is deleted. This allows you to automatically keep track of your activities and accomplishments.

If there is no more available space for reminders, the following message will be displayed:

No more space available for reminders.

This means that you have reached the capacity of your system. You must delete a Single Date type reminder or add more memory before you can add another reminder.

#### F3:DUPLICATE

The F3 function key is used to duplicate a reminder. The reminder which is duplicated is the reminder which the cursor is on.

#### F4:CHANGE

The F4 function key is used to change a reminder. The reminder that is changed is the reminder which the cursor is on. Once the F4 function key has been pressed, you will be able to change any of the reminder fields. When you are finished changing the reminder, press F10 to enter the information and return to the main screen.

#### F5:DELETE

The F5 function key is used to delete a reminder from the reminder file. The reminder which is deleted is the reminder which the cursor is on. If the reminder is a Yearly, Monthly, or Weekly type, then a new reminder will be created for the next date (next year, month, or week). This new reminder will be identical to the original except for the date. If the reminder is a Single Date type, then no new reminder will be created.

F6:VIEW MODE

The F6 function key is used to select the view mode for the reminders. The available modes are: Date to view reminders for a specific date, Week to view reminders for a specific week, Month to view reminders for a specific month, and All to view all of the reminders in the reminder file.

After selecting the view mode, you will be asked for the date for which you wish to view reminders. Any entry from 01-01-82 through 12-31-49 is valid. If you are viewing reminders for a specific date, then the reminders prior to the date, for the date itself, and for the reminders following the entered date but within the advanced notice period will be displayed. If you are viewing reminders for a specific week, the reminders for Sunday through Saturday of the week including the specified date will be displayed. If you are viewing reminders for a specific month, then all of the reminders for the month including the specified date will be displayed. Finally, if you are viewing all of the reminders, then all of the reminders in the reminder file will be displayed regardless of their dates.

F7:VIEW PREVIOUS DAY, WEEK, OR MONTH

The F7 function key is used to view reminders for the previous day, week, or month when the View Mode is View Date, View Week, or View Month respectively. The date is changed by one day for View All mode. The calendar at the top right of the screen will change to match the new date.

F8:VIEW NEXT DAY, WEEK, OR MONTH

The F8 function key is used to view reminders for the next day, week, or month when the View Mode is View Date, View Week, or View Month respectively. The date is changed by one day for View All mode. The calendar at the top right of the screen will change to match the new date.

F9:VIEW TODAY

The F9 function key is used to view reminders for today's date. All reminders with a date within the advanced notice range of today will be displayed. The calendar at the top right of the screen will also change to match today's date. This is the default display type when REMIND is first loaded.

F10:END

The F10 function key is used to end the REMIND program. If any reminders have been added, changed, saved, or deleted, the REMIND program will save the old reminder file in a DOS file called REMIND.BAK, and then update the reminder files REMIND.DAT and REMIND.SAV on the diskette.

Alt-P:PRINT

The Alt-P key can be used to print the reminders for any view mode. All of the reminders for the current view mode and view date will be printed along with a calendar for the month including the current view date. This print out can go to a printer, or to a file on the diskette. The default print out destination is PRN:. The default printer mode is compressed print which gives a compact pocket-sized print out. This is a handy way to keep a daily itinerary with you where ever you go! These default settings can be changed by using the REMCNFG program (see chapter 5).

Alt-S:SAVE

The Alt-S key can be used to save (archive) a reminder into the REMIND.SAV file. The reminder, along with the date that it was saved will be placed into this file. This file can be edited using your favorite editor or printed at a later date. This function is intended to provide a means of keeping track of your activities and accomplishments. In this way, you can create a permanent record of the things that you have done, and when you did them.

?:SPACE AVAILABLE

The ? key can be used to see how many more reminders can be added before all of your available storage (memory) is full.

Esc:ESCAPE

The Esc key is used to back up one level. For example, if you accidentally press the Change Reminder function key (F4), you can press the Esc key to return to the main REMIND screen without actually changing the reminder. If you are on the main REMIND screen, the Esc key can be used to end the REMIND program without changing the reminder files on the diskette. By using the Esc key to leave the REMIND program, the reminder files on the diskette will be the same as they



were before this session of REMIND was run.

REMIND Error MessagesNo More Space Available for Reminders.

This error message means that you are attempting to add another reminder, but there is no more space available in the system. At this point, you have two possible courses of action:

1. You can delete a Single Date type reminder to free up some space.
2. If your system has less than 192 KB of memory, you can install more system memory. (You can enter approximately 200 reminders using a system with 128KB of system memory, and approximately 400 reminders using a system with 192KB of system memory.)

The diskette in drive x is full.

This error message means that there is not enough room on the diskette in drive x to save the reminder data. You can insert another diskette into the drive and retry the command.

Please insert a diskette into drive x and close door.

This error message means that the diskette in drive x is not ready. You can insert a diskette into drive x, close the diskette drive door, and retry the command.

Please remove the write protect tab or change the diskette in drive x.

This error message means that the diskette in the drive x has a write protect tab on it. You can remove the write protect tab from the diskette or replace the diskette with one without a write protect tab, and retry the command.

The diskette in drive x is bad.

A portion of the diskette in drive x is unusable. You can insert another diskette into drive x, close the diskette drive door, and retry the command.

The print out device, xxxx, is not ready.

This error message means that the print out device is not ready. This may be because it is out of paper, turned off, or off-line. You can correct the condition and retry the command.



Personal Record  
Desk Top Functions

March 12, 1985

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PREFACE

This document describes the Personal Record program, a program that allows you to maintain a calendar, a to do list, a phone directory, a name and address list and a note pad on the IBM Personal Computer.

This guide is divided into the following sections:

Introduction

The introduction describes the Personal Record program and its functions. You may read this to understand what Personal Record is, and what it can do.

What You Need

This section describes the programs that you will need and the type and size of computer Personal Record requires.

Using Personal Record

Here you will find a description of the different parts of the screen in Personal Record and how to perform various functions.

Personal Record Tutorial

A tutorial, which will take you through a few simple operations within the Personal Record program. If you are new to using a computer, you should read the Using Personal Record section, then work your way through this tutorial.

Functional Reference

This section describes each part of the Personal Record program, the various choices at each part, and the information that will be presented.

Appendices

Key Reference

A chart of all the special keys that are used in Personal Record and their meanings.

Change History

A list of all the changes made to the Personal Record program, that are reflected in this guide.

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INTRODUCTION

Personal Record is an easy to use set of daily activity functions. The functions currently available in Personal Record are:

1. Wall Calendar Display
2. Daily Calendar
3. To Do List
4. Phone Directory
5. Name and Address List
6. File Utilities

Personal Record is based on the same screen and option selection as FILEMAN, by Dave Foulger and Clark Maurer. This way of selecting functions is easy to learn and use, and can be done with minimum keystrokes.

WALL CALENDAR

The wall calendar is similar to a calendar hung on the kitchen wall showing a full month at a glance.

You may flip the pages of the wall calendar to show next and previous months and their days.

APPOINTMENT CALENDAR

The appointment calendar function allows you to display and alter daily appointments. You may change or delete appointments for a given day. You may also page forward to the next days calendar or backward to the previous days calendar.

An erase function allows you to erase a days appointments from the calendar file.

A print option will print the currently displayed calendar appointments on a printer.

Personal Record uses the Date and Time from the IBM PC clock. It must

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Personal Record

be set correctly before you enter Personal Record.

TO DO LIST

The To Do list will let you set up and maintain a list of to do or activity items. You may change, add, or delete an item from the to do list.

A print option will let you print your to do list on the printer.

PHONE DIRECTORY

With the Telephone Directory you can set up a list of people and their phone numbers. You may change an existing number, add a new entry into the phone directory, or delete an item from the directory.

With the Find function you may enter a name and the directory list will be displayed starting with your entered name.

A Location function allows you, for a moment, to display an address for the selected phone entry, if an address is there.

With a print function you may print the phone directory.

NAME AND ADDRESS LIST

The Name and Address function will let you create a name and address list. This items in this list are comprised of Last name, First name, Street name, State or province, Zipcode or Postal code. Like the Phone Directory, you may add, change or delete address from the name and address file.

The find function will allow you to start the list at a name that you have entered.

From the name and address list you may display a phone number for a selected address by selecting the Telephone function after you have pointed to the desired address.

A print option will allow you to print the name and address list.



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FILE UTILITIES

The file utilities allow conversion of the Calendar, Phone Directory, and Name and Address files.

With Export the file will be read and a standard text file will be created.

Import will take the standard text file created from the Export function and recreate the appropriate file.

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WHAT YOU NEED

The following file is needed to run the Personal Record program:

PR.FLSBIN      Use LDRAM2 to unpack this file to the following:  
  
PR.COM          The Personal Record Program  
PR.000          The Personal Record Program Part 2  
PR.PAT          A patch file to help configure Personal Record

You do not need any data files. Personal Record will create the appropriate data files it needs if it does not find them in the current directory of your disk.

Personal Record will use either the Monochrome monitor or a Color monitor, whichever is the current active one. It also maintains a separate set of attributes for each display. If you are using a composite monitor that displays only one color, like the Portable Personal Computer, Personal Record will work with this type of monitor in the following manner.

- If MODE CO80 is used (standard mode when a color system is started), Personal Record will use the color attributes for displaying information.
- If MODE BW80 is used, Personal Record will use the Monochrome attributes for the data on this monitor.

MODE BW80 may be placed in your AUTOEXEC.BAT file.

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USING PERSONAL RECORD

AT THE DOS COMMAND LINE

The easiest way to start Personal Record is to type PR at the DOS command line and press the enter key. This will start Personal Record and display the functions that are available to you.

PR

WHAT IS ON THE SCREEN

On the screen you will see a number of different items. These are:

Command Line

First at the top you will see the commands that are available to you. This will look like the following example:

```
Calendar      Todo      Phone      Address      Notes      Quit
Perform Calendar functions
```

A reverse highlighted cursor will be positioned on the calendar option. By using the Left and Right cursor arrow keys you will move the reverse highlighted cursor to the next option in the direction of the arrow key. The message on the second line will change as the different options are selected.

You may select one of these functions by pressing the Enter key while the desired function is in reverse highlight.

You may also select the function by pressing the first capitalized letter of the desired function.

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Program Identification

On line 3 at the left side of the screen you will see the program identification window. This window displays the program name, its current version number, and the IBM Internal Use Only designation.

```
Personal Record Vx.xx  
IBM Internal Use Only
```

Date and Time Information

On the same line as the program identification, in the center of the screen is a window containing the current date and time. These are the current DOS date and time.

```
Tuesday Feb 19,1985  
9:15:24
```

Wall Calendar

Over to the right of the screen you will find the wall calendar, showing the current month at a glance.

```
February 1985  
Sun Mon Tue Wed Thu Fri Sat  
      1  2  
  3  4  5  6  7  8  9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28
```

You may display the next month calendar by pressing F8 and the previous month by pressing F7.

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Key Description

Under the program identification window, you will find a simple description of the keys you would use to select functions, items within functions, and pages of items. This description is:

Left and Right choose functions  
Up and Down choose items  
PgUp and PgDn page backward and forward

The description of these keys follows in the Function Area.

Function Key Line

At the bottom of the screen you will see the function key settings. The keys displayed on this line are the active function that may be selected by pressing the function key. If a function key is not displayed on this line, it is not active.

Function Area

In the center of the screen is the function display window. The functions such as calendar, to do list, will display their information in this central area. There are some special keys which may be used while you are in a specific function.

The up and down arrow keys allow you to move to different items once you are in your selected functions. An example: Once you are in the calendar the up and down arrow keys let you move through the calendar items being displayed on the screen. This lets you select the item that you wish to perform an operation on.

The PgUp and PgDn keys allow you to move through pages of items for the functions that have multiple pages, like the todo list. Once the correct page is found the up and down arrow keys let you select items on that page.

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PERSONAL RECORD TUTORIAL

STARTING OUT

To start Personal Record you would enter PR at the Dos prompt.

This will start Personal Record. You will see the wall calendar and the main functions that are available to you. The Calendar option will be highlighted and a message line appears underneath on line 2.

Use the Left and Right arrow keys and watch the top command line of the display. The currently active option will change in the direction of the arrow key used. Also, the message line underneath will change to provide more information on the current active function.

Pressing the F7 and F8 keys will flip the wall calendar backward and forward to display that month.

Pressing the F10 key will return you to the Dos prompt, but don't do that right now.

APPOINTMENT CALENDAR

Move the highlighted cursor to Calendar and press Enter. You will see a new set of options appear at the top of the screen and the current days appointments displayed. If this is the first time you are in calendar or there are no appointments for this day, Calendar will display a messages saying there are no appointments.

You will see a large highlighted pointer in the calendar area. This is used to select individual appointments, and is moved using the UP and DOWN arrow keys. If you have no appointments for today you will not be able to move this pointer.

To add an appointment for today, move the command cursor to Insert using the Left or Right arrow keys, and press Enter. Calendar will calculate a time for this appointment which is approximately in between the last appointment and the current appointment. If you have no appointments for today Calendar will assume a time of 12:00, which is in the middle of the day. To adjust this time to the one you wish, press the UP to increase the minutes of the appointment time (in 5 Minute intervals), and the DOWN arrow key to decrease the minutes of the appointment time. Hours of the appointment time may be adjusted

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by pressing the PgUp key to increase hours, and the PgDn key to decrease hours. You will not be allowed to roll the appointment time past any other appointments that are currently displayed on the screen. When the correct appointment time is set, press Enter and you may now enter the text of this appointment. Key in the text as you wish. When you have completed the text of your appointment press Enter and your text and time will be saved. The highlighted pointer will re-appear on the current appointment.

Insert 1 or 2 more appointments for this day. To Insert an appointment at the end of the appointment list you may point to the blank line after the list before selecting Insert.

To Change the text of an appointment, you would point to the desired appointment, using UP or DOWN, then select Change from the functions at the top of the screen, using Left or Right, then press Enter. You may now edit the text of the appointment. When you are finished changing the text, simply press Enter.

Deleting an appointment can be done by pointing to the desired appointment and selecting Delete from the functions on the command line.

Erase is similar to Delete, but will delete all the appointments for this day.

Next and Last functions will display the next and previous days appointments. Again, if there are no appointments for that day, a message will appear which says this.

To print your appointments for the currently displayed day, you would select Print from the command functions. Please make sure your printer is on and ready, or Personal Record will ignore the request and return so you may continue.

To return to the Main function menu, select Quit and press Enter.

When returning to the Main function menu from any of the functions, Personal Record will only change the command options. The data on the screen from the last function is left, in case you wish to take one last look.

One last note, an alternate method of selecting commands from the command menu, instead of moving the highlighted cursor to the desired command and pressing Enter, is to simply press the Capitalized letter of the command. So, to select Calendar you could have simply pressed C

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TODO LIST

To enter the Todo List, select Todo from the main functions.

A list will be presented on the screen, although this list will initially be empty.

To move around in the to do list you may use the UP and DOWN arrow keys to point to the desired to do item. Additional to do list items may be displayed by pressing PgUp and PgDn to display the previous and next page of to do items. A total of 99 to do items may be saved.

To Insert a new item into the list, simply point to the spot where you want the item to go, and select Insert from the commands. A new line will be created and you may enter the text of the to do item. When you have finished entering the text, press Enter.

To change an existing item, select Change from the commands and edit the text. Remember to press Enter when you are finished with the text.

By selecting Delete you will erase the to do item from the screen and it will be deleting from the to do file.

Print will write the to do list to your printer, again make sure your printer is on and ready.

PHONE DIRECTORY

Entering the Phone Directory is accomplished by selecting Phone from the Main Function command area.

Once in Phone you may Add, Change, or Delete items in the phone directory. First lets add an entry into the phone directory. Select Add and press Enter. A window will appear on the screen with the following fields which you may input.

1. Last name
2. First name
3. Telephone number
4. Comment

You will automatically be placed in edit mode in the last name field. Enter the last name and press Enter. The edit field will now



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move down to the first name. Enter the first name, telephone number, and comment, if you wish, remembering to press Enter after you have completed each field. After you have pressed enter on the last field the item will be added to the phone directory. It will not show up on the screen, because it was not in the directory when the list was built. You may display it by pressing the PgUp key. This key will allow you to page backwards in the phone directory. Alternately the PgDn will page forward in the phone directory.

The Change will allow you to change the information for the item being pointed at. However if you point to a blank line, Phone will not let you change something that is not there. You are also not allowed to change the Last name of the item, as this is the field Personal Record uses as key information. You may however first delete the item, than add it with a different last name. At any point in Add or Change you may press ESC and the additions or changes will not be recorded.

You may delete a phone item by pointing to the desired item and then selecting Delete.

The phone list displayed when you first get into the Phone directory always starts at the beginning of the directory. If your phone directory is large you may not wish to page forward until the name you wish is found. You may select the Find function. A window will appear and ask you for a name to start the list at. Enter the name or part of the name, (you may want to enter just the first letter), and press Enter. A new list will be displayed starting at the desired entry.

The Location function ties the Phone directory and Name and Address file together. By pointing to a phone item, and selecting Location from the command line, Personal Record will look in the Name and Address file for an entry matching the Last and First name of the phone item. A window will appear on the screen and if the name and address entry is there it will be displayed in the window. You may press any key to make the window disappear and continue on. You may decide that the name and address information is incorrect. While the window is on the screen, press F4 and you will be allowed to change the name and address information. If the name and address was not found, a message saying not found will appear in the window. Should you wish to add it at this point, press F3 and you will be allowed to add the address information.

To print items from the phone directory, select Print and a window will appear and allow you to enter the starting name, after that is complete, you will be asked for the ending name. The Phone Directory will be printed between the two names given. Please make sure you printer is turned on and ready.

To leave the Phone Directory, select Quit from the command line.

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NAME AND ADDRESS LIST

The Name and Address list may be entered by selecting Address from the command area of the Main function menu.

The Name and Address functions identically to the Phone Directory, except that it contains more information. Within the list are:

1. Last name
2. First name
3. Street name
4. City
5. State / Province
6. Zipcode / Postal code

The function that is different is Telephone. This will enable you to check the telephone directory from the name and address list.

You will also be able to add a phone item if it was not found, or change a phone item if it was found.

FILE UTILITIES

You may enter file utilities by selecting Fileutil from the command area on the Main Function menu.

These functions let you convert the files that Personal Record uses, to text files that you may print or display or use with an editor.

To convert a Personal Record file to a text file, point to the desired file using the UP and DOWN keys, then select Export from the command area. Conversely, to take that same text file and re-create the Personal Record file, select Import from the command area.

To return to the Main Function menu simply select Quit.

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FUNCTION REFERENCE

FUNCTION KEYS

Function Keys will perform the following functions when displayed.

- F3 This will allow you to add a phone or name and address item.
- F4 To change a phone or name and address item.
- F7 Flip the Wall Calendar back a month.
- F8 Flip the Wall Calendar forward a month.
- F10 Returns you to the Dos prompt, without returning thru the various menus.

THE FUNCTION MENU

The Function Menu contains the following:

- Calendar The calendar function displays the current days calendar and presents the options available to you while in the calendar.
- ToDo This brings you into the to do list which is displayed. The options for manipulating the to do list are displayed.
- Phone When this option is selected the Phone Directory is displayed. The list will start at the beginning of the Phone Directory. If there are no entries in the Directory, you will see a blank window.
- Address This option will display the name and address list.
- Fileutil The file utilities convert files from Personal Record indexed files to standard text files and from standard text files to indexed files.
- Quit Returns you to the DOS prompt.

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CALENDAR MENU OPTIONS

The options that you may use while in the calendar function are:

**Change** This allows you to change the item currently selected. You would use the up or down cursor keys to the desired item (which may be blank), then select CHANGE. You may now enter the new item. After you have finished making the change, you must press the ENTER key.

**Delete** This option deletes the item that is currently being pointed at by the item bar.

**Insert** Insert will allow you to insert an appointment item previous to the one currently being pointed to. To insert an appointment at the end of the list, you are allowed to point to the blank line after the list.

A new line will be inserted into the appointment list and a calculated time will be displayed. This calculated time is approximately half way between the previous appointment and the next appointment.

By using the PGUP key you may decrease the hours displayed. The PGDN key will increase the hours. The ARROW UP and ARROW DOWN keys will decrease and increase the minutes displayed, respectively. The minutes are increased and decreased in multiples of 5 minutes.

When the time has been correctly set, press the ENTER key, and you may now enter the text of the new appointment.

**Next** Displays the appointment items for the next day.

**Last** This displays the appointment items for the previous day.

**Erase** The calendar items for the currently displayed day will be erased from the file. This may help you prevent your file from becoming too large.

**Print** Will print on the printer a hard copy of the currently displayed calendar items.

**Quit** Will return you to the Function Menu.

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TODO LIST MENU OPTIONS

The options that you may use while in the to do list function are:

- Change        This allows you to change the item currently selected. You would use the up or down cursor keys to the desired item (which may be blank), then select CHANGE. You may now enter the new item. After you have finished making the change, you must press the ENTER key.
- Delete        This option deletes the item that is currently being pointed at by the square brackets.
- Insert        This allows you to insert a todo list item above the one that is currently being pointed at. If you wish to insert an item at number 5, you would point to item number 5 by using the up and down cursor keys, then select INSERT and a new line item will be created for you. You then add your new item, and press ENTER when finished.
- Print        Will print on the printer a hard copy of the TODO list.
- Quit         Will return you to the Function Menu.

PHONE DIRECTORY MENU OPTIONS

The options that you may use while in the phone directory function are:

- Change        Change will allow you to change the Directory item currently being pointed to. A new window will appear with the current directory item in the input fields. You may change the phone number and the comment field. The comment field is capable of holding a alternate number of machine address.
- Press ENTER after each item is changed, or press ESC to return without making any changes.
- Add         Add allows you to add a new Phone Directory item. Its operation is similar to the change option.
- Delete        Delete will allow you to delete the currently selected directory item from the Phone Directory file.
- Find         Find allows you to enter a name that will start the list of Phone Directory items.

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- Location By selecting location, the Phone Directory will display the associated name and address for the selected item. If there is no name and address for that Phone Directory item, a message will appear stated no name and address was found. The Location option will search the name and address for the matching Last name and a matching First name.
- Print Will print the phone directory.
- Quit Returns you to the Function screen.

NAME AND ADDRESS LIST MENU OPTIONS

The options that you may use while in the name and address function are:

Change Change will allow you to make changes to the selected name and address item. You may change the Street name, City, State or Province, and Zipcode or Postal code. These items will be displayed in a new window on the screen.

Press ENTER after each item is changed, or press ESC to return without making any changes.

Add By selecting add, you may add additional name and addresses to the name and address file. This option operates in a similar fashion as the change option.

Delete Allows you to delete the currently selected item.

Find Find is a way of specifying the starting name for the name and address list.

Telephone For the selected name and address, Telephone will display the phone number from the Phone Directory file. The Telephone option searches the Phone Directory file for the matching Last name and the matching First name. If no Phone Directory item is found, a message will appear.

Print Will print the Name and Address list.

Quit Returns you to the Function screen.

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FILE UTILITY FUNCTIONS

The following describes the file functions:

- |        |  |
|--------|--|
| Export | Export will take the indexed file that is selected and create a standard text file.  |
| Import | By selecting Import you will recreate the indexed file from the available text file. |
| Quit   | Returns you to the Function screen.  |

APPENDIX A: KEY REFERENCE

FUNCTION KEYS

Function Keys will perform the following functions when displayed.

- F3 This will allow you to add a phone or name and address item.
- F4 To change a phone or name and address item.
- F7 Flip the Wall Calendar back a month.
- F8 Flip the Wall Calendar forward a month.
- F10 Returns you to the Dos prompt, without returning thru the various menus.

COMMAND KEYS

- Left Moves left one command.
- Right Moves right one command.
- Enter Selects currently active command.

APPLICATION KEYS

- Up Moves the pointer up one item. Also used to increase minutes of appointment time.
- Down Moves the pointer down one item. Also used to decrease minutes of appointment time.
- PgUp Displays the previous page of items. (Increases hours of appointment time).
- PgDn Displays the next page of items. (Decreases hours of appointment time).



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EDITING KEYS

While editing text the following keys may be used.

Left	Moves the cursor one position to the left.
Right	Moves the cursor one position to the right.
Del	Deletes the character at the cursor.
Ins	Activates insert mode and characters will be inserted and text at the cursor will be moved to the right.
Rubout	Will move one character to the left and delete that character.
Enter	Will end the editing and update the information.
Esc	When active, will end the editing and not update the information.

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APPENDIX B: FILE REFERENCE

The following files are used in the Personal Record program.

INDEXED FILES

PRCAL.DAT	Calendar Indexed Data File
PRCAL.IDX	Calendar Index
PRPHO.DAT	Phone Directory Indexed Data File
PRPHO.IDX	Phone Directory Index
PRADR.DAT	Name and Address Indexed Data File
PRADR.IDX	Name and Address Index

SEQUENTIAL FILES

PRTDO.DAT	To Do List Data File
PRSUB.DAT	Subject List Data File
PRNOTE.xxx	Note Data Files

STANDARD TEXT FILES

PRCAL.REC	Calendar Items Text File
PRPHO.REC	Phone Directory Text File
PRADR.REC	Name and Address Test File

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APPENDIX C: SIZES AND RESTRICTIONS

The following are the current maximum sizes for the different functions within Personal Record.

Amount of disk space is a physical limit.

CALENDAR

- Number of appointment items per day = 20
- Total number of appointments for all days = 65,535

TO DO LIST

- Number of To Do list items = 99

PHONE DIRECTORY

- Maximum number of items = 65,535

NAME AND ADDRESS

- Maximum number of items = 65,535



SIDEPR T is an IBM internal product that will rotate a print file 90 degrees and will handle wide printing. Print fonts of 9/12/15 characters per inch are provided and 64/80 lines per page. There is also near letter quality support by using the PRANCER printer package.

SIDEPR T will properly reassemble those files where the report has been outputted in "strips" (see the Join option). This effectively means that SIDEPR T can handle any width by any depth.

An example of use would be to print wide Lotus 1-2-3 reports. Assume a report that is 200 character wide and 60 lines deep. The print function would be used to prepare the file that would be printed by SIDEPR T. The 1-2-3 margins would be set to handle the 200 character data width and the lines per page set to 64. The SIDEPR T command would simply be:

SIDEPR T filename /DS

where the filename is the name of the 1-2-3 print file and "/DS" requests double strike.

The files are:

SIDEPR T.EXE	The program (this is really SIDEPR T2 as described in the document).
SIDEPR T.CHR	Default font - 9 pitch/64 lines per page.
SIDE12.CHR	12 pitch/80 lines per page.
SIDE12B.CHR	12 pitch/64 lines per page.
SIDE15.CHR	15 pitch/80 lines per page.

To try it:

- 1) Set up the Lotus 1-2-3 print options:
  - Range = the entire range to be printed.
  - Header/Footer = normal if Range < 240 else none.
  - Right Margin = Range if Range < 241 else anyvalue (200).
  - Left Margin = 0 if Range > Right Margin.
  - Page Length = the page length of the font to be used.
- 2) Print to file.
- 3) Make drive A current and ready the SIDEPR T diskette.
- 4) Execute SIDEPR T your-filename /Cfont-filename  
 ( if Print Range > Right Margin, use "/Jn" option where n = 1 if Range depth will fit on one page vertically else 1 + Range width/Right Margin)

Note: "your-filename" may include drive and path.

Remember that anything graphics takes longer than to print text normally so be patient.

FIXED DISK INSTALLATION

If SIDEPR T is to be installed on the fixed disk, we suggest that it be installed in its own subdirectory.

1. Create subdirectory named SIDEPR T:  
From DOS: MD C:\SIDEPR T  
From PWS: See page 3 of DOS Services.
2. Copy all files to SIDEPR T subdirectory:  
From DOS: COPY A:\ C:\SIDEPR T  
From PWS: See page 1 of DOS Services.  
( Source = "A:\" Destination = "C:\SIDEPR T")

PWS MENU INSTALLATION

If SIDEPR T is to be installed as an item on the USER menu, see attached page for general discussion of USER menu.

1. Title should be SIDEPR T
2. Use the following DOS commands (as prompted by FDO):  
CD C:\SIDEPR T  
SIDEPR T [F1 "Enter input filename: "] [F2 "Enter options: "]

If SIDEWAYS is being considered, SIDEPR T should meet your requirements.

The PC Store has samples.

For further information see Bill Goodlett, D229, 3-4407

SIDEPRT - Version 2.6  
A Sideways Printing Utility

05/01/86

Larry G. Hearin

LHEARIN at AUSVM8  
028/007  
Austin, Texas

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## SIDEVRT

### OVERVIEW

SIDEVRT is a program that will print out an ASCII file vertically on an IBM Graphics printer. It has been written on my own time and equipment and is available for IBM Internal Use Only.

### GETTING STARTED WITH SIDEVRT

SIDEVRT has many options that can be used with it, but it can be used simply by entering the command:

SIDEVRT

at the DOS prompt. The program will ask you for the things that it needs. To get a brief list of the options, enter:

SIDEVRT ?

While it is printing, SIDEVRT may be aborted at any time by hitting Ctrl-Break. (Note: Ctrl-Break will not stop SIDEVRT2 once it starts printing. This is because of the difference between the BASIC compilers. To stop SIDEVRT2, hit the Alt-PgDn key. Printing will stop when you release the Alt key.

### FULLBLOWN SIDEVRT

The full syntax for specifying use of SIDEVRT is:

SIDEVRT <input filename> <options...>

where <> indicates that the parameters are optional. The input filename can consist of a drive designator and file name. Pathnames are NOT supported. If the input file is not specified or can not be found, you will be prompted for it.

### THE OPTIONS

There are many options that make SIDEVRT very versatile. Here is an alphabetical listing of the options along with a description of each.

/A

SIDEVRT

This tells SIDEPR<sup>T</sup> to send out the actual ASCII characters instead of creating the corresponding vertical characters using graphics. Using this option, SIDEPR<sup>T</sup> can be used to rotate a file that can then be sent to another program or a printer that will create the vertical characters. This option overrides options /DH, /DS, and /Q. Use of this option also automatically implies use of the /T option. The default setting is NOT to send out ASCII but to create the vertical characters via graphics mode.

#### **/Cfilename**

This will tell SIDEPR<sup>T</sup> to use alternate character set 'filename'. The filename can consist of a drive designator and file name. Pathnames are NOT supported. The format of the character set is compatible with those used with PC Print (from Personally Developed Software, formerly PRT - Internal Use) and PRANCER (from PCTOOLS) draft quality fonts (Note: see /LPIn option about automatic line spacing setting). The default character set searched for is SIDEPR<sup>T</sup>.CHR on the current drive. The character set can reside in another directory if you are using a file search utility. If the character set is not found, you will be prompted to enter the name of the character set to use. If specified along with the /A option, SIDEPR<sup>T</sup> will only use the character set to calculate the page length and the printer line spacing.

#### **/DH**

Specifying this option will cause SIDEPR<sup>T</sup> to print out large print. This actually causes each byte of character definition to be sent out twice, causing a double height character. The page length, unless specified with the /PL option, will be automatically adjusted for the larger character. The default is to print normal size characters. (Normal here means whatever size the character set defines as standard).

#### **/DS**

This designates double strike mode. Each line will be overstruck to create darker characters. The default is single strike.

#### **/E**

This option will determine how imbedded page ejects (form feeds, ASCII 12) will be handled. An imbedded page eject is one that actually exists in the file rather than one that is generated due to the page becoming full and therefore needing to start a new page. If this option is specified then all IMBEDDED page ejects will be ignored (deleted) and not sent as output. Otherwise, the default is that they will be treated as a page eject and a new page will be started.

#### **/Ffilename**

This option tell SIDEPR<sup>T</sup> to send the output to the file 'filename' instead of the printer. The filename can consist of a drive designator and file name. Pathnames are NOT supported. The default is to send output to the printer, (LPT1:).

#### **/Jn**

This option causes every nth page to be joined at internally generated page ejects but the page eject is not sent on to the printer. This way, files that have long lines that have been broken into multiple lines can be rejoined to their original length. If n is not specified along with the /J, the value defaults to 1. Imbedded page ejects will be treated as normal (as defined on the /E option). Internally generated page ejects are those created due to an actual full page length being reached. The default is NOT to join pages.

#### **/LPIn**

This option forces the number of printer lines/inch to be set to n lines/inch, where n is a number from 1 to 85. If n is specified below or above this range, it will be set 1 or 85, respectively. The default for the line spacing is to calculate it based on the size of ASCII character 255. For example, in the default character set, SIDEPR.T.CHR, ASCII 255 has a width of 9. Therefore, the default setting would be 9 lines/inch for that character set.

#### **/PLn**

This option forces the page length to be set to n lines, where n is a number from 1 to 120. If n is specified greater than 120 then it will be set to 120. The normal default for the page length is to calculate it based on the size of the blank character (ASCII 32) in the current character set and whether or not the /DH option is being used. If the /A option is used, then the page length defaults to 80 if no character set is specified from which to calculate the page length.

#### **/Q**

This tells SIDEPR.T to use graphics mode Y to print out the characters. Graphics mode Y is a medium resolution mode which is twice as fast as the normal medium resolution mode, K. Since it is faster, it can only print out every other dot. Therefore, depending on the character definitions, the output of using this option may or may not be very readable. A good use for this option is for checking the layout of a file being printed out. Using this option with the default character set, SIDEPR.T.CHR, gives a fast, readable printout. The default is to use whatever graphics mode is designated in the character set file.

#### **/SH**

This specifies for SIDEPR.T to operate silently with no output to the screen. However, when using this option one should realize that NOTHING is displayed including errors. So if the program doesn't seem to be working and you are using this option, try running it without this option specified to see if any errors are occurring.

#### **/T**

Normally, SIDEPR.T will compress all leading blanks being sent to the printer to a single tab. It will adjust the printer tab position and then send it a tab character to position the print head. This is much faster than producing the graphics for a number of leading blank characters. However, if it is necessary to not do this compression and send out all leading blanks, then this

option should be specified. Using the /A option will automatically force non-compression of leading blanks.

/W

This option should be used only if the input file is wider than 255 characters. It will still work with files less than 255 characters wide, but it will be much slower since this forces SIDEPRN to read the input file one character at a time instead of an entire line.

;

Including a semi-colon on the command line, tells SIDEPRN that if any error occurs, execution should be terminated and no prompts made for the missing or incorrect information. The errors that would normally cause a prompt request are: printer errors, no input file specified, input file not found, and character set file not found. The default is to prompt for information when one of these errors occurs.

#### LETTER QUALITY SIDEWAYS PRINTING

SIDEPRN can be used in conjunction with PRANCER (Printer enhANCER - available on PCTOOLS) to produce letter quality sideways printing. Bill Burcin, who created many of the fonts in the LQFONTS package to use with PRANCER, has created 2 sideways letter quality fonts which are included in the SIDEPRN package. These fonts are WBU48X.LQ and WBU60X.LQ. They are both 10 pitch (10 lines/inch) fonts with 48 and 60 lines/page respectively. Both fonts contain all of the box drawing characters from ASCII 179-223. Here is the suggested method for using SIDEPRN and PRANCER.

1. Install PRANCTL (from PRANCER package)
2. Install PRANCER using one of the sideways letter quality fonts
3. Execute SIDEPRN, specifying the /A option and the /C option. If you do not use the /C option, you should use the /LPI option to set the lines/inch at 10 and the /PL option to set the page length to 48 or 60 depending on which font you are using.

See PRANCER SCRIPT for more information on using PRANCER.

#### PRINTER SUPPORT

SIDEPRN was written to work with the IBM Graphics printer. When using it with a printer that is 'compatible' with the IBM Graphics printer you should use the /T option as it is generally the case that the leading blank compression algorithm does not work correctly and will cause output lines to be uneven. Using the /T option, SIDEPRN is known to work with the following printers:

SIDEPRN

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- IBM Proprinter
- IBM Color printer
- IBM Quietwriter
- IBM Matrix printer with Graftrax+

These and other printers may or may not be able to make use of the letter quality printing when using PRANCER. See PRANCER documentation for a list of supported printers.

### LIMITATIONS

The following are not supported by SIDEPRT:

- Pathnames in file designation (see SIDEPRT2 EXEBIN description under 'THE PACKAGE FILES')
- Imbedded printer control sequences other than page eject (ASCII 12). These will be treated as normal characters and will be rotated along with the rest of the file.
- Varying width characters within a character set. All characters in a character set must be the same width (sideways height, that is) to insure proper alignment of characters. (Except for character number 255, which is used to determine printer line spacing. See /LPIn option.)

### EXAMPLES

Here are some examples to give an idea of various things that can be done:

```
SIDEPRT TEST.TXT
```

This will print out the file TEST.TXT to the printer using the default character set.

```
SIDEPRT TEST.TXT /CSIDE12.CHR /PL40 /DS
```

This will print out the file TEST.TXT to the printer using the character set SIDE12.CHR. There will be 40 line per page (that is, 40 characters per printer line) and double strike will be turned on.

```
SideprT TeSt.Txt /fouTSide.Txt /T ;
```

This will print out the file TEST.TXT to the file OUTSIDE.TXT with no leading blank tab compression. Notice that the command can be in upper or lower case. The semi-colon means that if any errors occur the program execution will be

SIDEPRT

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terminated rather than prompting the user for information. The resulting file, OUTSIDE.TXT, can be copied to the printer for output. Note: This is a binary file, so the DOS COPY command option /B should be used.

SIDEPRT TEST.TXT/A/PL10/J/E/FOUT.TXT

This will take the input file TEST.TXT, rotate the characters into the correct order for sideways printing, and then send the ASCII characters to the output file OUT.TXT. The page length will be set at 10 lines. When a page is full, the next page will be immediately following (joined) with no page eject. All imbedded page ejects will be ignored. Note that it is not necessary to separate the options with blanks.

### THE PACKAGE FILES

SIDEPRT is written in BASIC and compiled using the Version 1.0 BASIC Compiler. The files in the package are:

- SIDEPRT.EXE - This requires use of the runtime library BASRUN.EXE. As a result this will be much smaller than the stand-alone version.
- SIDEPRTS.EXE - This is the stand-alone version that does not need the runtime library. However, it is much larger and uses more disk space.
- SIDEPRT2.EXE - This is also a stand-alone version but has been compiled with the Version 2.0 compiler so it supports pathnames. However, it is much larger than its Version 1.0 counterpart (and a bit slower).
- SIDEPRT.CHR - This is the default character set which is a 9 pitch font which provides 64 lines/page. This must reside in the current directory when SIDEPRT is executed or you may use a file search utility to allow it to reside in another directory.
- SIDE12.CHR - A 12 pitch character set which provides 80 lines/page. It is a lower quality font than the default due to the limited number of dots in the printer vertical direction.
- SIDE12B.CHR - A 12 pitch character set which provides 64 lines/page. It is basically the same as the default character set with a smaller line spacing and therefore is a higher quality than SIDE12.CHR.
- SIDE15.CHR - A 15 pitch character set which provides 80 lines/page. It is a lower quality font than the default due to the limited number of dots in the printer vertical direction.
- WBU48X.LQ - A 10 pitch letter quality character set which provides 48 lines/page. This font is designed to be loaded by PRANCER and not to be used directly by SIDEPRT.

- WBU60X.LQ - A 10 pitch letter quality character set which provides 60 lines/page. This font is designed to be loaded by PRANCER and not to be used directly by SIDEPR.T.
- SIDEPR.T.SCR - The documentation in Script form.

Since SIDEPR.T is compiled BASIC, whenever it is run it sends a printer reset to the printer. If this is bothersome to you, I suggest using the program NORESET available on PCTOOLS to catch the resets sent to the printer.

Please append all comments/bugs/questions to SIDEPR.T FORUM on IBMPC.





The IBM Personal Computer

Professional Editor II

Quick Reference Manual

Version 1.35

January 27, 1986

STLM011

IBM INTERNAL USE ONLY

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## How to Use this Manual

This manual provides a quick reference to Professional Editor II features. It shows you how the various keyboard keys and control tags are used and describes the menus and their options. Each chart provides a page number references to the Tutorial and Reference Manual where you can obtain a complete description.

The following charts are included:

- Editing Keys
- Function Keys
- Cut and Paste
- Command Operations
- Document Control Tags
- Printer Control Tags
- Menus and Options

References to pages in the Tutorial and Reference Manual are enclosed in curly braces {x-x}.

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### The EDIT Command

The EDIT command starts Professional Editor II from DOS and has the following optional parameters (enclosed in brackets [...]):

```
EDIT [ d:input.ext ] [ d:output.ext ] [ /R <d:redirect.ext ]
```

where, d:input.ext is the drive, file name, and extension of the input file.

d:output.ext is the drive, file name, and extension of the output file.

/R indicates that the input is redirected.

<d:rdir.ext is the drive, file name, and extension of the redirected input file.

Include the file name(s) on the command line when:

- You want to edit a single file and return to DOS when done.
- You enter Professional Editor II from a BAT file.

To use Professional Editor II menus, omit all parameters and type:

```
EDIT
```

Use this method when:

- You want to edit several files in succession before returning to DOS. Professional Editor II remains in memory and you return to the menu to select the next file.
- You want to select the file from the directory list.
- You want to create a new profile or change an existing one before editing.

Professional Editor II menus are described at the back of this manual.

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Editing Keys Reference Chart

While editing, you will use these keys to move the cursor, scroll, insert and delete text.

Cursor Movement Keys		
Key	Function	Page
←	Cursor Left	2-7
→	Cursor Right	2-7
↑	Cursor Up	2-7
↓	Cursor Down	2-7
Ctrl←	Word Left	2-8
Ctrl→	Word Right	2-8
Home	Cursor to SOL	2-7
End	Cursor to EOL	2-7
←	Backspace	2-10

Other Keys		
Key	Function	Page
Ctrl-End	Erase to EOL	2-11
Esc	Restore Line	2-11
Ins	Insert Char.	2-9
Del	Delete Char.	2-10
PgDn	Scroll Down	3-9
PgUp	Scroll Up	3-9
Ctrl-PgDn	Scroll Bottom	3-10
Ctrl-PgUp	Scroll Top	3-10
↵	Enter Key	2-10

Scrolling Keys (Scroll Lock On)		
Key	Function	Page
←	Scroll Left	3-10
→	Scroll Right	3-10
↑	Scroll Up	3-9
↓	Scroll Down	3-9
PgUp	Scroll Top	3-10
PgDn	Scroll Bottom	3-10

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Function Key Sets

These function key sets perform additional operations while editing. To select alternate key sets, press the KEYS function key F1.

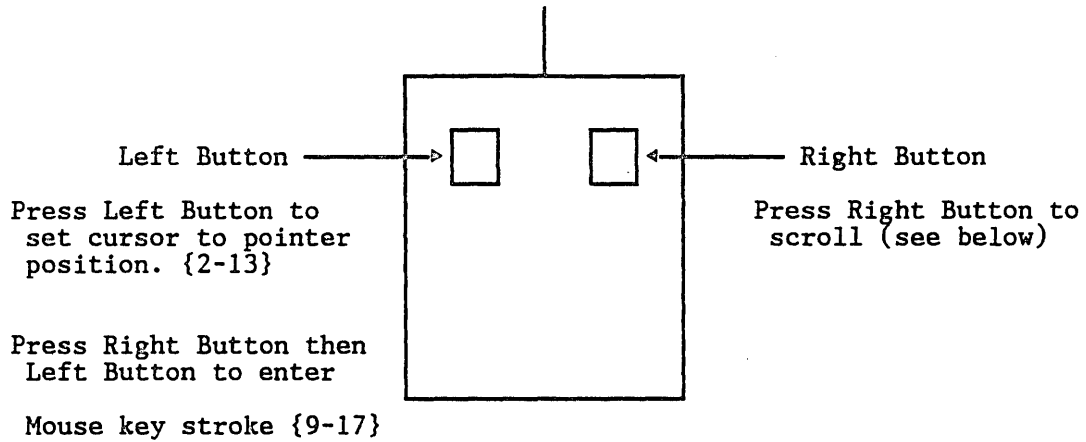
Function Key Set 0		
Key	Function	Page
F1	Select Key Set	3-3
F2	Commands Menu	6-3
F3	Cut/Paste Mode	5-5
F4	View Text Mode	7-22
F5	Insert Lines Mode	3-5
F6	Delete Current Line	3-5
F7	Split Line	3-6
F8	Reformat Paragraph	7-13
F9	Repeat Search Down	6-9
F10	Repeat Change Down	6-13

Function Key Set 1		
Key	Function	Page
F1	Select Key Set	3-3
F2	Switch Displays	3-7
F3	End Editing & Save	2-17
F4	Quit Editing	2-17
F5	Display Column Scale	3-7
F6	Recover Deleted Line	3-6
F7	Directory List	4-13
F8		
F9	Profile Menus	4-19
F10	Set Mouse	9-17

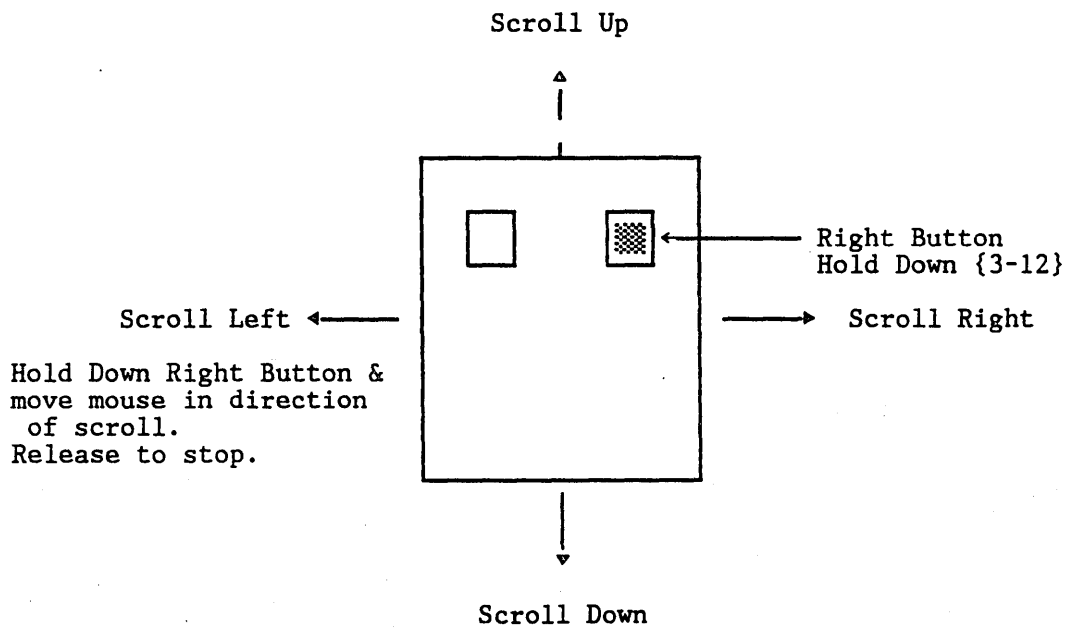
Function Key Set 2		
Key	Function	Page
F1	Select Key Set	3-3
F2		
F3	Search Up	6-10
F4	Search for First	6-10
F5	Search Down	6-10
F6	Search for Last	6-10
F7	Change Up	6-14
F8	Change First	6-14
F9	Change Down	6-14
F10	Change Last	6-14

Function Key Set 3		
Key	Function	Page
F1	Select Key Set	3-3
F2	Print Document	8-8
F3	Space Printer	8-8
F4	Eject Page	8-8
F5		
F6		
F7	Stop Printer	8-7
F8	Start Printer	8-7
F9	Cancel Printing	8-7
F10	Reset Printer	8-7

Using the Mouse



Scrolling with the Mouse



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Cut & Paste Procedure

To use cut and paste operations, perform these steps:

1. Press the CUT/PS function key (F3) to enter Cut/Paste.
2. Choose Cut/Paste Mode:  
Press LINE (F3) for line mode,  
Press CHAR (F4) for character mode, or  
Press COLUMN (F5) for column mode.
3. Mark beginning and end of source area using SOURCE (F7),  
or press the mouse Left Button.
4. Mark target area using TARGET (F8), or press the mouse  
Left Button.
5. Press MENU (F9) to display menu or press the mouse Left Button.
6. Point to desired operation and press Enter  $\leftarrow$  to execute, or  
press the mouse Left Button. To exit from the menu, press the  
Esc key or mouse Right Button.
7. Press RETURN (F10) to resume editing.

Refer to the charts that follow for a description of the operations.

Key Set 4 (Cut & Paste Mode)		
Key	Function	Page
F1		
F2	Unmark Text	5-8
F3	Select Line Mode	5-5
F4	Select Character Mode	5-5
F5	Select Column Mode	5-5
F6		
F7	Mark Source	5-7
F8	Mark Target	5-8
F9	Display Cut/Paste Menu	5-9
F10	Resume Editing	5-6

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Cut & Paste Line Mode Operations

Line Mode Operation	Description	Marks Required	Page
Center Text	Centers lines between margins	Source	5-11
Copy Lines	Copy source lines to target	S & T	5-11
Copy & Repeat	Copy source lines to target	S & T	5-12
Delete Lines	Delete source lines	Source	5-12
Extract Lines	Extract source lines to external file	Source	5-12
Format Text	Format source lines left justified	Source	7-13
Insert Lines	Insert blank lines	Target	5-13
Join Lines	Combine source lines into 1 line	Source	5-13
Justify Text	Format source lines l & r justified	Source	7-13
Lower Case	Translate source lines to lower case	Source	5-14
Move Lines	Move lines to target & insert	S & T	5-14
Print Lines	Print lines on line printer	Source	5-14
Reformat Text	Reformat lines according to format tags	Source	7-13
Remove Tabs	Remove all tabs from source lines	Source	5-14
Replicate	Make multiple copies of source at target	S & T	5-15
Upper Case	Translate source lines to upper case	Source	5-15

Cut & Paste Character Mode Operations

Char Mode Operation	Description	Marks Required	Page
Copy Text	Copy source string to target	S & T	5-17
Copy & Repeat	Copy source string to target	S & T	5-17
Delete Text	Delete source string	Source	5-17
Fill Text	Overlay source string with given char.	Source	5-18
Lower Case	Translate source string to lower case	Source	5-18
Move Text	Move string to target & insert	S & T	5-18
Upper Case	Translate source string to upper case	Source	5-18



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Cut & Paste Column Mode Operations

Column Mode Operation	Description	Marks Required	Page
Copy & Ins	Copy source area & insert at target	S & T	5-19
Copy & Ovly	Copy source area & overlay at target	S & T	5-19
Delete Area	Delete source area	Source	5-19
Draw Single	Draw single box around source area, or a single horizontal or vertical line	Source	5-20
Draw Double	Draw double box around source area, or a double horizontal or vertical line	Source	5-20
Fill Area	Overlay source area with given char.	Source	5-21
Move & Ins	Move source area to target & insert, then compress source area	S & T	5-21
Move & Ovly	Move source area to target & overlay, then compress source area	S & T	5-21
Reloc & Ins	Move source area to target & insert, then fill source area with spaces	S & T	5-21
Reloc & Ovly	Move source area to target & overlay, then fill source area with spaces	S & T	5-22

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Command Operations

To use command operations, perform these steps:

1. Press the CMDS function key (F2) to display Command menu.
2. Point to desired command with cursor or mouse.
3. Press Enter or Left Button to select command.
4. Enter parameters to be used on command menu.
5. Press the Enter key to execute command.
6. Press the Esc key to cancel command.

Command Operation	Page
Save File & Continue	6-17
Save File & End	6-17
Quit & Discard File	6-17
Define Search	6-7
Define Change	6-11
Find Line by Number	6-5
Go To Page Break	7-22
Print Document	8-5
Paginate Document	7-21
Merge External File	6-19
Load Next Segment	9-10
Write Out Text	9-10
Read In Text	9-10
DOS Command Mode	6-25
Proof Read Document	6-23
Script Document	6-24

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Document & Printer Control Tags Table

Tag	Macro	Usage	Page
↑A↓	Alt-A	Italics (Alt. Char. Set)	8-11
↑B↓	Alt-B	Bold Face	8-10
↑C↓	Alt-C	Condensed Type	8-12
↑Cn↓	Alt-C	Select Color	8-18
↑D↓	Alt-D	Double Strike	8-10
↑E↓	Alt-E	Elite	8-12
↑F1...↓		Define Footing Line 1	7-19
↑F2...↓		Define Footing Line 2	7-19
↑FMn↓		Define Footing Margin	7-19
↑F+↓		Activate Footings	7-20
↑F-↓		Deactivate Footings	7-20
↑G↓	Alt-G	Graphics	8-24
↑Gnnnn↓	Alt-G	Select Graphics Font	8-24
↑H1...↓		Define Heading Line 1	7-19
↑H2...↓		Define Heading Line 2	7-19
↑HMn↓		Define Heading Margin	7-19
↑H+↓		Activate Headings	7-20
↑H-↓		Deactivate Headings	7-20
↑In↓	Alt-I	Indent to Column n	7-14
↑K...↓	Alt-Q	Keyboard Input	8-21
↑Ln↓	Alt-L	Line Spacing (lines/inch)	8-14
↑LVnnn↓	Alt-L	Line Spacing (space units)	8-14
↑M↓	Alt-M	Condensed Expanded Type	8-12
↑N↓	Alt-X	Elite Expanded	8-12
↑O...↓	Alt-O	Overstrike	8-20
↑P↓	Alt-P	Force a New Page	7-18
↑PE↓	Alt-P	Force a New Page if Even Page	7-18
↑PO↓	Alt-P	Force a New Page if Odd Page	7-18
↑Pnnn↓		Force New Page if less than n lines	7-18
↑PNnnn↓		Set Page Number	7-18
↑Q↓		Elite Proportional	8-12
↑Qn↓		Select Quality Mode	8-19
↑ C↓	Alt-K	Center Lines that Follow	7-14
↑ F↓	Alt-F	Left Justify Lines that Follow	7-14
↑ J↓	Alt-J	Left & Right Justify Lines	7-14
↑ N↓	Alt-N	Do NOT Format Lines that Follow	7-14
↑R↓	Alt-R	Pica Proportional	8-12
↑S↓	Alt-S	Superscript	8-11
↑T↓	Alt-T	Subscript	8-11
↑U↓	Alt-U	Underline	8-10
↑V↓	Alt-V	Unidirectional Print	8-11
↑W↓	Alt-W	Pica Expanded	8-12
↑Xnnnn↓		Load External Control File	8-17
⊙	Alt-H	Hard Space/Place Marker	7-17
↑Zn↓		Select Paper Feed	8-19

IBM Internal Use Only

Entry Menu

Entry Menu

{4-7}

The IBM Personal Computer  
Professional Editor II  
Version n.nn

- S▶ Select Files for Edit
- D▶ Display Directory
- E▶ Begin Editing

---

- P▶ Change Profile Options
- A▶ Switch to Alternate Display

---

- X▶ Exit to DOS

Use ↑ or ↓ keys or mouse to point to desired item.  
Press Enter ↵ or Left Button to execute request.

Type X to exit to DOS.

IBM Internal Use Only

File Selection Menu

Select File

Choose File for Editing:

Edit/Create File → {4-9}

┌ Results to File → {4-10}

└ Using Profile → {4-17}                      Options set to defaults.

To choose from directory list, type ? in Edit File field and press the Enter ↵ key.

When files have been chosen, press the Enter ↵ key to begin editing.

Change Defaults:

Default Drive → C {4-11}

Directory Path → C:\DOCUMENT {4-11}

Press the Esc to exit from menu.

The "Edit/Create File" field names the file that will be read into memory for editing. If this file does not exist, it will be created.

The "Results to File" field names the file that will receive the results of editing when you save the text. It may be the same file or a different file.

The "Profile File" names the profile file that contains editor options to be used during editing.

You may change the default drive if needed by entering a new drive code.

You may change sub-directories on any drive by typing the drive and path d:path... If you change sub-directories, do so before choosing the file to be edited.

To begin editing, press the Enter key. To exit to the Entry Menu, press the Esc key.

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Directory List Menu

```
Directory List
Include Files -> A:*. * {4-15}
Bytes Free: 28672
% Free: 15
                Select File for Editing
                Page 1
Filename.Ext   Size   Date   Time   Filename.Ext   Size   Date   Time
▫ ANSI       .SYS   1664  10/20/83 12:00p  ▫ MORE       .COM   384   10/20/83 12:00p
▫ ASSIGN     .COM   896   10/20/83 12:00p  ▫ PRINT      .COM   4608  10/20/83 12:00p
▫ BACKUP     .COM   3687  10/20/83 12:00p  ▫ RECOVER    .COM   2304  10/20/83 12:00p
▫ BASIC      .COM   16256 10/20/83 12:00p  ▫ RESTORE    .COM   4003  10/20/83 12:00p
▫ BASICA     .COM   26112 10/20/83 12:00p  ▫ SORT       .EXE   1408  10/20/83 12:00p
▫ CHKDSK     .COM   6400  10/20/83 12:00p  ▫ SYS        .COM   1680  10/20/83 12:00p
▫ COMMAND    .COM   17792 10/20/83 12:00p  ▫ TREE       .COM   1513  10/20/83 12:00p
▫ COMP       .COM   2534  10/20/83 12:00p
▫ DISKCOMP   .COM   2188  10/20/83 12:00p
▫ DISKCOPY   .COM   2576  10/20/83 12:00p
▫ EDLIN      .COM   4608  10/20/83 12:00p
▫ FDISK      .COM   6369  10/20/83 12:00p
▫ FIND       .EXE   5888  10/20/83 12:00p
▫ FORMAT     .COM   6912  10/20/83 12:00p
▫ GRAPHICS   .COM   789   10/20/83 12:00p
▫ MODE       .COM   3139  10/20/83 12:00p

Press Esc to exit from menu.      PgUp Previous Page
                                     PgDn Next Page
```

To control the files included in the list change the field "Files Included". You may use wild card characters (? and \*) and include a sub-directory path.

To select a file, point to the file name with the cursor or mouse and press the Enter  $\leftarrow$  key or Left Button.

To exit from the menu, press the Esc key.

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Profile Options Menus

Profile {4-19}

- D▶ Document
- I▶ Input Mask
- M▶ Macros
- O▶ Other Options
- P▶ Printer Setup
- T▶ Tab Settings

---

- R▶ Read Macros

---

- S▶ Save Profile

Other Options

Keyboard:

- Auto Indent → {4-21}
- Word Wrapping → {4-21}
- Extend ASCII → {4-21}

Display:

- Auto Scroll → {4-22}
- VT Scroll Inc → {4-22}
- HZ Scroll Inc → {4-22}
- Sound Off → {4-22}

Input/Output:

- Backup File → {4-22}
- Read Input → {9-11}
- Reserve [Kb] → {9-9}

Press the Esc to exit from menu.

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Margins:

- Left Margin → {7-7}
- Right Margin → {7-7}
- Top Margin → {7-7}
- Bottom Margin → {7-7}
- Head Margin → {7-7}
- Foot Margin → {7-7}
- Para Indent → {7-7}

Formatting:

- Format Mode → {7-13}
- Auto Format → {7-14}

Forms:

- Lines/Page → {7-8}
- Forms Length → {7-8}
- Odd Binding → {7-8}
- Even Binding → {7-8}

Press the Esc to exit from menu.

Printer Setup

Printer Assignments:

Printer 1: GRAPHICS	Port: 1
Printer 2: None	Port:
Printer 3: None	Port:

Use Printer No. → {8-4}

- Font → {8-13}
- Lines/Inch → {8-14}
- Graphic Table → {8-23}
- Ext. Controls → {8-17}
- Quality → {8-18}
- Color → {8-18}
- Feed Select → {8-19}
- Alt Char Set → {8-11}
- Bold Face → {8-10}
- Double Strike → {8-10}
- Unidirect'l → {8-11}
- Double Space → {8-4}
- Page Stop → {8-4}

Press the Esc to exit from menu.





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Macro Definitions Menu

Macro Definitions  
{10-3}

Alt Key	Type ↓	{P or F} Data {Phrase or Filename}	Alt Key	Type ↓	{P or F} Data {Phrase or Filename}
A	P	↑A↓	S	P	↑S↓
B	P	↑B↓	T	P	↑T↓
C	P	↑C↓	U	P	↑U↓
D		↑D↓	V	P	↑V↓
E	P	↑E↓	W	P	↑W↓
F	P	↑F↓	X	P	
G	P	↑G↓	Y	P	
H	P	↑H.↓	Z	P	-
I	P	↑IO↓	1	P	┌
J	P	↑J↓	2	P	└
K	P	↑C↓	3	P	┌
L	P	↑LO↓	4	P	└
M		↑M↓	5	P	
N	P	↑N↓	6	P	
O	P	↑O\↓	7	P	
P	P	↑P↓	8	P	
Q	P	Ⓞ	9	P	
R	P	↑R↓	0	P	↑I2↓...↑I5↓

Press the Esc to exit from menu.

IBM Internal Use Only

STLM001

The IBM Personal Computer

Common Utility Programs

User's Reference Manual

January 24, 1986

IBM INTERNAL USE ONLY

PC Systems User Support  
IBM Santa Teresa Laboratory  
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## Introduction

The Common Utility Disks 1, 2, and 3 contain a number of useful IBM internally written programs. This manual contains the documentation for many of these programs. The original documentation provided by the authors has been edited, reformatted, and collected into a single document. Some of these programs have complete manuals that describe their use. These manuals are available separately and are listed below and we have included only a abstract for the programs in this document.

Please remember that these programs are for IBM INTERNAL USE ONLY.

### Program Diskettes

The Common Utilities are distributed on three diskettes which are labeled Common Utilities #1 (STLP001), Common Utilities #2 (STLP033), and Common Utilities #3 (STLP038). Each program is contained in a unique sub-directory to eliminate any confusion as to which files belong to which programs.

Common Utility Diskette #1 STLP001 contains the following programs:

<u>Sub-Directory</u>	<u>Program</u>
BACKDISK	BACKDISK Fixed Disk Backup System
BROWSE3	BROWSE3 File Browse Program
COMSPEC	COMSPEC Utility Program
DOSEDIT	DOSEDIT Command Editor
FW	FontWriter
LDSVRAM	Load & Save RAM Utility Programs
PCUTIL	PCUTIL Utility Program
REXX88	REXX88 Command Interpreter
SHIPDISK	Fixed Disk Relocation
SP	SP Print Spooler
VDISK	VDISK Virtual Disk Device Driver

Common Utility Diskette #2 STLP033 contains the following programs:

<u>Sub-Directory</u>	<u>Program</u>
CABLE	Compare & Browse with Limited Editing
CEDIT	CEDIT Font Editor
DU	Directory Utility
FONTS	Fonts Library
GWNOTE	GWNOTE Notepad
GWSORT	GWSORT File Sort
PRT	PRT Print Utility Program

RETRIEVE	DOS Command Retriever
SUBDIR	SUBDIR Directory Utility

Common Utility Diskette #3 STLP038 contains the following programs:

<u>Sub-Directory</u>	<u>Program</u>
MC	Menu-Calc Calculator
PCCALC	PCCALC Calculator
PR	Personal Record
REMIND	Remind Calendar Program

NOTE: The PCPRT and IPCPP programs are operate on your VM system and must reside on VM. Therefore, they are not included on these diskettes. Please contact your local PC support group for information on how to use these programs on your VM system.

### Program Manuals

Separate manuals are available for the following programs:

- STLM002 FW FontWriter
- STLM003 REXX88 Command Executor
- STLP017 PR Personal Record
- STLM018 REMIND Remind Calendar
- STLM019 CABLE Compare & Browse
- STLM020 RETRIEVE DOS Command Retriever
- STLM021 GWNOTE Notepad
- STLM022 MC Menu-Calc Calculator
- STLM023 PCCALC Calculator
- STLM024 GWSORT File Sort
- STLM025 PCPRT VM File Print
- STLM026 IPCPP IBM Personal Computer Post Processor
- STLM029 BACKDISK - A Fixed Disk Backup System

Acknowledgements

The programs included in the Common Utilities have been written by IBMers at a number of IBM locations. Their work is important in making the IBM Personal Computer a useful and productive tool for use within the IBM Corporation. We would like to take this opportunity to acknowledge their fine efforts.

<u>Program</u>	<u>Author</u>	<u>Network Address</u>
BACKDISK	Mark Dvorchak and Paul Sassman	POKVMCR3(PAULS)
BROWSE3	Jack Botner	TOROLAB(BOTNER)
CABLE	David Mitchell	GFORD1(ESP18)
CEDIT	Gary Dix	RCHVMV(DIX)
COMSPEC	Ron Hoffman	RCHSAVM(HOFFMAN)
DOSEDIT	Jack Gersbach	BTVMMLAB(U6081)
DU	Bill Goodlett	STLVM7(GOODLETT)
FontWriter	Robert G. Oesterlin	RCHVMX(OESTER)
Fonts	Bill Burcin	RALVM8(UTVOLS)
GWNOTE	Jerry Watson	LEXCJN1(WATSON)
GWSORT	Jerry Watson	LEXCJN1(WATSON)
IPCPP	Jack Flynn	STLVM7(FLYNN)
LDSVRAM	Jack Gersbach	BTVMMLAB(U6081)
MC	Ted Diament and Davis Foulger	YKTVMT(FOLGER)
PCCALC	Geoff Ingalls	BLDVM1(INGALLS)
PCPRT	Charles Collins	YKTVMZ(CCOLL)
PCUTIL	Norris Couch	WWPVM2(COUCH)
PR	Leo Stutzmann	TOROHON1(64913389)
PRT	Gary Dix	RCHVMV(DIX)
REMIND	Stephen Nichols	GDLPD(NICHOLS)
RETRIEVE	Jack Gersbach	BTVMMLAB(U6081)
REXX88	Derek Lieber	YKTVMV(DEREK)
SP	Alan L. Jones	GDLS2(JONESAL)
SUBDIR	Davis Foulger	YKTVMT(FOLGER)
VDISK	Dick Dievendorff	LAVMXMF(DIEVEN)



## BROWSE3 File Browse Program

BROWSE3 is file browse program for the IBM PC and XT that runs under PC-DOS version 2 and features:

- Support for DOS path names
- Processes files of any size, in 64K segments
- Has "hexadecimal/character" display option
- Self-documented with internal help panel
- Full support for both monochrome and color adapters

To invoke BROWSE3 from DOS type the command:

```
BROWSE3 d:path...\filename.exe
```

You may use a path if desired.

### BROWSE3 Commands

Commands are entered in the command area on line 2 of the screen. Only the first letter of the command, in upper or lower case, is required. (If more than one letter is entered, BROWSE3 will parse up to two letters but ignore the rest of the command.) Command parameters must be entered as shown below and may be in upper or lower case. Some commands do not apply when the hexadecimal/character display is in effect, such as tabs, left, and right. Absence of some parameters causes the program to toggle between the two states defined.

Tabs ON	Expand tab characters in the display. (This is the initial value.)
Tabs OFF	Do not expand tab characters in the display.
Tabs	Toggle tabs state.
/ss...ss	Initiate a search for string ss...ss.
Find ss...ss	Alternate initiate a search for string ss...ss.
'hxxh....	Initiate search for hexadecimal string hxxh.... Each hx must be a pair of valid hexadecimal digits.

---

Case U	For finds, treat the search string and all text as if they were upper case. (This is the initial value.)
Case M	For finds, disregard case and search for exact match.
Case ?	Return the current case setting.
Hex ON	Display data in hexadecimal/character format.
Hex OFF	Display data in normal format. (This is the initial value.)
Hex	Toggle Hex state.
Up nnnnn	Scroll display up nnnn lines (default 1 line).
Down nnnnn	Scroll display down nnnn lines (default 1 line).
Right nnnnn	Scroll display right nnnn columns (default 1 column). (Not valid in hex display.)
Left nnnnn	Scroll display left nnnn columns (default 1 column). (Not valid in hex display.)
nnnnn	Scroll display vertically to line nnnnn (not valid in hex display).
Xlate Prt	Hex screen only: causes all non-ASCII characters to be displayed as periods, in order for PrtSc to work properly.
Xlate Off	Reset Xlate Prt.
Xlate	Toggle Xlate state.
Next	Process next 64K of the file. Wraps to the beginning of the file if necessary.
?	Return last command entered into the command area.
=	Execute last command.

#### Function and Special Key Usage

BROWSE3 displays the function key usage on line 25 of the screen. They are:

F1 Top	Go to the beginning of the segment being displayed.
--------	---

F2 Bottom	Go to the end of the segment being displayed.
F3 Left	Scroll left (amount depends on setting of F8).
F4 Right	Scroll right (amount depends on setting of F8).
F5 Rcmd	Repeat the last command (same as = command).
F6	(Not in use)
F7 Help	Display BROWSE3 help screen.
F8 Half/Page	Set scroll amount to half screen or full screen.
F9 Rfind	Repeat find command, use after find command.
F10 Quit	Return to DOS.

The descriptor on the F8 key will be HALF or PAGE, and toggles when F8 is pressed. Half means that BROWSE3 will scroll 11 lines vertically and 40 columns horizontally with the use of F3-F4, PgUp- PgDn. PAGE means the scroll values are 22 lines and 80 columns.

The following special keys are also used by BROWSE3:

Home	Go to the top, left-hand corner of the current segment being displayed.
Ctrl-Home	Return cursor to first location in command field.
End	Go to the end of the segment being displayed.
Ctrl-End	Erase-EOF at the cursor location in the command field.
Cursor-up	Scroll up one line.
Cursor-down	Scroll down one line.
PgUp	Scroll up (amount depends on setting of F8).
PgDn	Scroll down (amount depends on setting of F8).

On the hexadecimal/character display, BROWSE3 restarts the display at the top of the current segment when the Hex on or off command is entered. Line 1 displays the current line and column on the right hand side in normal display, and the file size in hex display.

Error Messages

BR01: DOS Version 2 or higher required.  
BR02: Invalid filename.  
BR03: DOS SETBLOCK service failed - return code rr  
BR04: DOS ALLOCATE service failed - return code rr  
BR05: File not found.  
BR06: DOS OPEN service failed - return code rr  
BR07: DOS READ service failed - return code rr  
BR08: File is empty.

Messages BR01, BR02, BR05, and BR08 are self-explanatory. Messages BR03, BR04, BR06, and BR07 result from severe unexpected errors from DOS service routines. I hope you never see these messages, but if you do, the return codes are documented in the DOS manual in the chapter "DOS Interrupts and Function Calls". Look for a table titled "Error Return Table".



CABLE Compare and Browse Program

CABLE is a program which allows you to compare the contents of two files while viewing them on the screen. It has a limited editing capability which can be used to make simple changes to the contents of a file and write the changes to disk.

CABLE is described completely in its own manual:

STLM019 - CABLE Compare and Browse with Limited Editing

Because CABLE has an online help facility, you may find that you don't need the manual.



## CEDIT Font Editor Program

The CEDIT program allows you to create and maintain graphic fonts and character sets for use with printers that provide graphics features such as the IBM Graphics Printer and IBM Proprinter. Fonts created by CEDIT can be used with the PRT file print program and Professional Editor II.

CEDIT requires an 80 column display, either monochrome or color.

### Starting CEDIT

To start the CEDIT program, enter the command:

```
CEDIT Charspec1 <Charspec2> <Options>
```

where < > denotes optional items.

Charspec1 and charspec2 name the file(s) containing the character set definition. If charspec1 exists, it will be read in for editing. If charspec does not exist, you will be asked if you wish to create a new file; if not, the program terminates. If yes, you will be asked to specify the following:

Control Code - specify L if consecutive dots are used or Y if consecutive dots are not used. (These letters are the escape codes used by the graphics printer - the K and Z options should also work.) A null entry (ie. Enter) will default to L.

Default Character Width - specify 12 for 10 chars/inch, 8 for 15 chars/inch, etc. A null entry (ie. Enter) will default to 12.

Charspec2 is optional, but if it is specified, it must already exist. The two charspecs may be the same, but if both are saved, the second save will overwrite the first.

The following options can be used on the command line:

/c - change defaults. The control character and default width of a charspec may be changed. This is useful when using one character set as the basis for another. When a null field is entered (ie. Enter), the previous value is retained. When a new default width is specified, it applies only to widths which were nonzero - widths that were originally zero will remain zero. If two charspecs are specified this option applies only to Charspec1.

/m - monochrome mode. This forces the color adapter into monochrome mode with the color burst disabled.

CAUTION: CEDIT consumes approximately 16KB of storage to buffer each charspec, but does not test to see if that space is available. You should have approximately 19KB available to edit a single charspec and 35KB to edit two.

### Editing Font Files

Once CEDIT is running, the following fields are then displayed for editing:

Character Image: The character image area is displayed in reverse video on monochrome or in a different color on a color display; this along with grid marks defines the character boundaries. An \* is displayed for each dot to be printed, but on input any nonblank character will be interpreted as a dot.

Char: This field may be changed, allowing one character to be used as the basis for another. Any characters except TAB, CR, and LF may be defined. (Note that the Alt-numeric keypad may be used to enter the decimal value of characters which do not appear on the keyboard - this applies to the Next char field as well.) When F3, F7, F8, or F9 is pressed, the character image is stored to the character contained in this field.

Next Char: This field may be used in conjunction with F9 to edit characters in a random order. Enter the next character you want to edit in this field prior to depressing F9. (If the F7 or F8 keys are used, this field is ignored.)

Char Width: The width is specified independently for each character and may range from 0 to 32, thus providing a proportional spacing capability. A width of 0 has a special meaning; ie. the standard graphics printer character is substituted, allowing the charspec to contain only changed characters. (This technique was used for the APL10 file.) CAUTION: When the 0 option is used, all defined characters must have a width of 12 and the space character must have a width of 12.

The following keys may be used while editing:

Cursor control keys - the usual functions

Enter - move cursor to the beginning of a new line

Tab - move cursor to the beginning of a new line

- Ins - toggle insert mode
- Del - delete a character
- F3 (END) - save all changes and terminate the editor
- F4 (QUIT) - terminate editing without saving any changes
- F7 (BACK) - display the character with nonzero width preceding the current character
- F8 (FORW) - display the character with nonzero width following the current character
- F9 (NEXT) - display the character contained in the Next char field for editing

When editing two files, these additional keys are active:

- F2 (SWAP) - toggles selection of the two charspecs
- F5 (B TO A) - copies the character image in B (ie. Char-spec2 to A (Char-spec1)
- F6 (A TO B) - copies the character image in A (ie. Char-spec1 to B (Char-spec2)

#### Font File Format

The format of the font file is as follows:

- The first character is the control character (normally L or Y), which selects the printer graphics mode.
- The next 256 bytes are the width of each character in the order 00 to FF. They contain binary values.
- The following N bytes contain the character images, where N is the sum of the 256 widths. They are also in the order 00 to FF. The image for each character contains the number of bytes specified for the width of that character; if the width is zero, there is no image data.



## COMSPEC Utility Program

COMSPEC is a utility program that does what the SET command is supposed to do under DOS versions 2.00 and 2.10. It will allow you to specify the drive, path, etc. which are to be used by DOS to refresh the transient portion of COMMAND.COM.

NOTE: COMSPEC does not work under DOS version 3.00 and later. You may use the command SET COMSPEC=d:\path instead.

If you are using a fixed disk, you can use the SHELL command in CONFIG.SYS to specify the location of COMMAND.COM. Unfortunately, this approach does not work if you are using a RAM disk since DOS checks for COMMAND.COM on the specified drive during initialization and doesn't find it since it hasn't been copied to the RAM disk yet. This results in an error message during initialization and DOS will then load COMMAND.COM from the current default drive (if this happens to be your RAM disk, then you are home free).

COMSPEC can be used (once per IPL) to set the file specification which will be used by DOS to refresh the transient portion of COMMAND.COM. It is only applicable to DOS Version 2.00 and 2.10.

For example, assume your RAM disk is the C drive. Include the following statements in your AUTOEXEC.BAT to cause DOS to load COMMAND.COM from your RAM drive:

```
COPY A:COMMAND.COM C:
COMSPEC C:\COMMAND.COM
SET COMSPEC=C:\COMMAND.COM
```





## Directory Utility

Directory Utility, otherwise known as "DU", is an highly interactive Personal Computer utility designed to assist you in understanding and managing the contents of your disk volumes. It is particularly usefull in environments where there are multiple directories such as on fixed disks.

DU is an easy-to-learn, easy-to-use collection of disk functions roughly equivalent to the DOS commands ATTRIB, COPY, ERASE, TREE, TYPE, and VOL but available in an highly interactive environment.

### Highlights:

- Displays the directories in a volume.
- Displays the files in a directory.
- Displays the contents of a file.
- Shows the disk space status of the volume.
- Shows the disk space occupied by each directory.
- Shows the disk space occupied by the files that have not been backed up.
- Changes file attributes (read-only, system, hidden, and archive).
- Deletes file(s).
- Copy file(s).
- Help panels at each level.
- Directory Utility is "ready-to-go" - No installation procedure.
- Color selection may be customized.

### System Requirements:

Systems: IBM PC, Portable, XT or AT. 3270/PC.  
Displays: IBM Monochrome, Color or Enhanced Color.  
(Requires 80 column wide display)  
RAM: 64K for Directory Utility.  
Disk Drives: As supported by DOS.  
DOS Releases: DOS 2.00 or higher.

### How to Get Started

Directory Utility (DU) consists of a single DOS file named "DU.COM" and can be entered with or without naming a disk drive. It can be entered simply:

DU

in which case you will identify the disk drive in the Welcome Panel.

Or it can be entered with the disk drive, for example if you wanted to look at disk drive "C", you would enter:

DU C

and DU would proceed directly to setup for disk drive C.

### How to Stop DU

The Escape Key (Esc) is used to exit DU and return to DOS. In general the Enter key is used to request a lower level of information and the Escape key is used to return. Accordingly, the Escape key will get you to the Directory Panel level, if you are not already there, and the Escape key again will return to DOS. Escape will also return to DOS from the Welcome Panel.

### Directory Utility Display Organization

As you see the Welcome Panel, you will notice that the display has three sections separated by horizontal double lines.

TOP Section: generally static information about your current activity.

MIDDLE Section: this is the information requested.

BOTTOM Section: function key function. You will notice that Function Key 1 (F1) has been reserved for HELP panels.

As appropriate, smaller "pop" panels will show up requesting necessary information or confirmation of a previous request or providing you with error or exception messages.

### The Welcome Panel

The Welcome Panel is always the first panel shown which contains the prompt requesting you to enter the disk drive identifier that you want to look at. The disk drive identifier is the letter (A B C ...) that uniquely identifies each drive.

When you enter the appropriate letter or if you had provided it on the DOS command line, a smaller panel will "pop" up. DU must, at this time, read all the directory entries on the drive you requested and the "pop" panel will keep you informed of the progress of doing this.

This panel can be reached by selecting F3 from the Directory Panel.

This allows you to specify a different drive.

If you are using a color display, you may customize the colors used by DU to your liking. Function Key 2 (F2) selects this function. The panel shows you the current color selections and invites you to change them. Finally you may: ignore the changes, have the changes made permanently, or try the new colors without updating the program file. If you want to make the changes permanent, you will be asked to provide the location of the DU.COM program file that is to be changed. You will need to provide disk drive and directory.

NOTE: It is recommended that you make your color changes to a copy of DU.COM and not to the original diskette.

Escape Key (Esc) exits Directory Utility and returns you to DOS.

### The Directory Panel

The Directory Panel is the foundation panel of the system as it shows you the complete directory picture of the selected drive. First, it pictorially shows you the directory layout alphabetically within each level. You will notice that each level is indented to show you the relationship among directories.

Each entry also shows you how much disk space is occupied by the files in that directory and, secondly, shows you how much disk space occupied by those files has not been archived (i.e. backed up).

Function Key (F2) will produce a "pop" panel that will show the overall status of the drive. This panel shows:

```
K Bytes Capacity
K Bytes Available
K Bytes of Data - total
K Bytes of Data - not archived
```

Function Key (F3) returns to the Welcome Panel and prompts for a different disk drive.

Escape Key (Esc) exits Directory Utility and returns you to DOS.

The cursor keys will allow you to point to the directory that you are interested in:

```
Home - moves cursor to first directory
End   - moves cursor to last directory
up    - moves cursor up a directory
down  - moves cursor down a directory
```

PgUp - moves cursor up 20 directories  
PgDn - moves cursor down 20 directories

and then Enter will bring up the Files Panel showing you the files in the selected directory.

### The Files Panel

The Files Panel is the base function panel as it is here that you can change file attributes, delete files, and copy files. This panel lists the files in your selected directory. It shows you:

The name and extension of the file.  
Which attribute bits are set:  
H - Hidden  
S - System  
R - Read Only  
A - Archive  
Size of file in bytes. NOTE: this is the actual size of the file which may be less than the disk space occupied by the file.  
Timestamp (Date and Time) of last change.

The cursor keys will allow you to point to the file that you are interested in:

Home - moves cursor to first file  
End - moves cursor to last file  
up - moves cursor up a file  
down - moves cursor down a file  
PgUp - moves cursor up 20 files  
PgDn - moves cursor down 20 files

and then:

Enter - display the contents of the selected file.  
A - change the setting of the Archive bit.  
H - change the setting of the Hidden bit.  
R - change the setting of the Read-Only bit.  
S - change the setting of the System bit.

DU lets you "Mark" any, or all, the files from a directory and then delete, copy, or set the attributes of the "Marked" set of files. Marked files are highlighted such that you can readily identify them. You "Mark" files in several ways:

Space - reverses the current file's marking (i.e. mark it if not currently marked and unmark it if currently marked).

Function Key 6 (F6) - marks all the files with the Archive bit on.

Function Key 7 (F7) - marks all the files.

Function Key 8 (F8) - unmarks all the files.

Now that you have marked the set of files that you wish to use the following functions apply:

Function Key 3 (F3) - set the attribute bits of the marked set of files. A special "pop" panel will prompt you for the specific combination of attribute bits wanted for the set of files.

Function Key 4 (F4) - delete the marked set of files. A confirmation "pop" panel will request confirmation before any files are deleted.

Function Key 5 (F5) - copy the marked set of files to another directory which may be on the same or different drive. A "pop" panel will request the desired target drive/directory.

The following additional functions are available at this level:

Function Key 2 (F2) - display status of directory:

K bytes occupied by all files.

K bytes occupied by all files with the  
Archive bit off.

K bytes occupied by all marked files.

K bytes occupied by all marked files with  
the Archive bit off.

Function Key 9 (F9) - change the sequence of the files. A "pop" panel requests that you pick one of the following sequences:

D - Date/Time (Descending)

E - File extension (Ascending)

N - File Name (Ascending)

S - File Size (Descending)



## DOSEDIT Command Editor Program

DOSEDIT is a VM style editor for DOS commands lifted out of DOS 1.86. It can be used with DOS 1.1 and 2.0.

### Installation

Type DOSEDIT at the DOS prompt and it will install itself as a resident extension to DOS. If you wish to set up an alias list, type:

DOSEDIT filespec

The file contains a list of aliases and replacement phrases as described below.

### Special DOS Editing Keys

The DOS editing keys are different than the standard DOS keys and are more natural for the average user. The function keys on the left side of the keyboard are not used. The table below summarizes the functions of the new editing keys.

Right Arrow	Advances the cursor one character position.
Left Arrow	Backs up the cursor one character position.
Ctrl-Right	Advances the cursor to the next word.
Ctrl-Left	Backs up the cursor to the previous word.
LeftShift-Tab	Backs up the cursor to the previous tab position.
RightShift-Tab	Advances the cursor to the next tab position.
Home	Moves the cursor to the beginning of the line.
End	Moves the cursor to the end of the line.
Del	Erases the character at the cursor position.
Back Space	Erases the character to left of the cursor.
Esc	Erases the entire line.
Ctrl-Home	Erases from the beginning of the line to the cursor.

---

Ctrl-end	Erases from the cursor to the end of the line.
Up Arrow	Recalls the previous instruction from the stack.
Down Arrow	Recalls the following instruction from the stack.
Ctrl-PgUp	Clears the current stack of all entries.
Ctrl-PgDn	Erases the currently displayed stack entry.
Ins	Toggles the insert mode and changes cursor size.
Ctrl-A	Displays alias list when under DOS control.
Ctrl-Z	End of file marker (1AH). Replaces the F6 key.
F1 thru F10	Not used.

Insert mode is automatically turned off with Enter or Esc.

Two circular stacks of 256 bytes each store all new or edited commands that are entered from the keyboard. One stack serves the DOS command mode and the other serves calls from external commands and application programs.

After executing a command, the stack pointer is set between the current command and the next one. The previous command can then be recalled by pressing the up arrow. If the current command is new, it is placed at the end of the stack and the stack pointer points between the last command and the first one entered. The 1st command will be lost if the stack has filled up and wrapped around to the beginning.

The currently displayed command line is executed when enter is pressed. The cursor may be at any position in the line when enter or the up/down arrow keys are pressed.

If the calling program passes a line of text in it's buffer, it can be displayed and edited by pressing the End key. DOS will reshew the buffer contents if there is a carriage return character at the end of the text as indicated by the 2nd byte of the buffer.

### Aliases

Aliases may be defined in a separate file that DOSEDIT will read when it is installed. Refer to "Installation", above.

The form of the file is:



```
Alias1 replacement phrase
Alias2 replacement phrase
.
.
AliasN replacement phrase
EOF
```

Each line must end with a carriage return - line feed combination. The file must end with an EOF mark of 1AH. If the alias file is unacceptable to DOSEDIT, an error message is displayed and DOSEDIT will not be installed. Aliases may be displayed by pressing the "A" key while holding down the Ctrl key. This is the standard text file format produced by text editors such as Edlin, Professional Editor, etc.

Aliases must be limited to 8 characters and may include any character that is legal in a file name. The replacement phrase may be any length but could cause overflow of command's text buffer at the time of substitution. If this happens, a message is displayed and a null string is returned by DOSEDIT. Aliases are only active while in the DOS command mode. The replacement string is never displayed but is returned to command.com in the command text buffer.

When an alias is used on a command line, it must be the first word of the line although a drive specifier may precede it. For example, if `fmt` is an alias for `format`, `C:fmt` will cause DOS to assume that `FORMAT.COM` will be found on drive C.

Aliases do not work in BAT files.



## Font Library

The font library is a collection of graphic printer fonts that have been collected from various sources including the Yorktown PC Disk and PCTOOLS.

These fonts may be used on the IBM Graphics Printer, IBM Proprinter, and most Epson printers. They may be used with PRT, MICRO, DWSCRIPT with MICRO, and Professional Editor II. When using these fonts with Professional Editor II, they must be renamed to have an extension of "FNT". The CEDIT program may be used to modify them.

The following files are included:

SANSERPS	Proportionally space sans serif font
SANSERPS DEF	DWSCRIPT definition table for SANSERPS
ORALPHPS	Proportionally spaced font similar to monochrome display
ORALPHPS DEF	DWSCRIPT definition table for ORALPHPS
SUPER12	Superscript font. Only characters 32-127 decimal are defined. Better than standard graphics printer superscript (my opinion only, of course).
SUB12	Subscript font. Again only 32-127 are defined. Same opinion here as above.
CONDEN17	Condensed font. Nearly identical to graphics printer condensed print.
SANSER12	12 pitch sans serif font.
WIDE8	8-pitch wide character set (characters 128-175 are not defined)
BIG8	8-pitch tall and wide font. Good for title page, running headers. (characters 128-175 are not defined)
PRESTG10	10-pitch Prestige font.
SLANT10	10-pitch slanted (45 degrees) font
ITALIC10	10-pitch italic (less slant than SLANT10)
PRESTGPS	Proportional Prestige font

PRESTGPS DEF                    DWSCRIPT character table for PRESTGPS

The following fonts are letter quality fonts. They can ONLY be used with MICRO.

PRESTG10 NLQ                    10 pitch prestige letter quality font

PRESTGPS NLQ                    Proportional space prestige NLQ font

## FontWriter

FontWriter is a program which may be used to print presentation materials such as foils using a variety of graphic printer fonts and sizes. Files to be processed by FontWriter are prepared using a text editor. Special tags, similar to Script tags, are used to control the formatting and printing of the file.

FontWriter provides:

- o 9 character styles
- o 3 sizes for each style
- o 9 different aspect ratios

FontWriter is described completely in its own manual:

STLM003 - FontWriter Version 2.30

FontWriter may be used with the IBM Graphics Printer, IBM Proprinter, and most Epson printers.



GWNOTE Notepad Management Program

GWNOTE is a notepad program which can be used as a non-resident DOS extension or as a non-resident program. It provides the facilities for creating, editing, and saving notepad files. When installed as a resident program, it may be activated at any time by pressing the hot key. Thus it may be used while another DOS application is running.

GWNOTE is described completely in its own manual:

STLM021 - GWNOTE Notepad Management Program

Because GWNOTE has an online help facility, you may find that you don't need the manual.





GWSORT File Sort Program

GWSORT is used to sort a file that contains fixed length records into ascending or descending order using up to 10 sort keys.

GWSORT is described completely in its own manual:

STLM024 - GWSORT File Sort Program



## Load and Save RAM Utilities

LOADRAM.COM and SAVERAM.COM are two companion utilities to pack a group of files into a single file and vice-versa. This provides a single load file to initialize a simulated diskette in ram when powering up the system or simply packing files for transport or archiving.

### SAVERAM Program

The SAVERAM program is used to pack a group of separate files into a single file. It is invoked by the command:

```
SAVERAM drv-path-filespec1 drv-path-filespec2 </A></H></P></N>
```

Drv-path-filespec2 defines the file to which all files matching drv-path-filespec1 are written. For example, SAVERAM C: A:RAMDSK.FLS causes all files on disk C to be saved in a file called RAMDSK.FLS on drive A. Note that C: defaults to C:\*. \*. Drv-path-filespec1 defaults to all files on the designated drive/directory which may default to the current drive/directory.

When drv-path-filespec1 has no global characters and has a file extension of .LST, then it is assumed to be a text file with a drv-path-filespec on each line in the same form as drv-path-filespec1. All of the files described in the .LST file are loaded into the target file.

If the target file overflows the diskette, you are prompted to insert a new formatted diskette and svram2 continues to write the file onto as many diskettes as are necessary. LOADRAM will provide similar prompting and check the sequence of diskettes.

Options: (shown by <....>)

- /P - PAUSE to change disks before copying begins.
- /A - Save files whose ARCHIVE bits are set (and reset those bits).
- /H - Include HIDDEN files if they satisfy drv-path-filespec1.
- /N - NO data transfer - just display files to be saved.
- /E - Extend the existing target file to include the specified files.

The file names are always displayed as they are saved.

### Examples:

```
SAVERAM B:\DIR1\*.COM A:\DIR2\RAMDSK.FLS
SAVERAM C: A:MACROFYL.FLS /P
SAVERAM FILE.LST C:RAMDSK.FLS/N
```

LOADRAM Program

The LOADRAM program is used to separate a packed file created by SAVERAM into individual files. It is invoked by the command:

```
LOADRAM drv-path-filespec1 d: </D></N></O></ERASE></U>
```

Drv-path-filespec1 defines a file in which a collection of files have been packed by SAVERAM.COM and d: is the drive to which the collection of files is to be written as individual files. The the target drive/directory defaults to the current drive/directory.

Options: (shown by <....>)

```
/P - pause to change disks before copying begins.  
/D - the file names are displayed as they are loaded.  
/O - read only files on the target disk are overwritten.  
/U - any hidden files are unhidden on the target disk.  
/N - the file names are displayed but no files are written.  
/ERASE - causes all files on the target disk or directory to be erased  
before the new files are created.  
The whole word "ERASE" must be typed.
```

Examples:

```
LOADRAM A:"DIRY"RAMDSK.FLS C:"DIRX"  
LOADRAM B:RAMDSK.FLS C: /D
```

**Menu-Calc Calculator Program**

Menu-Calc is an easy to use algebraic calculator which has been designed to operate like a simple pocket calculator. It performs decimal calculations and has a formula mode.

Menu-Calc is described completely in its own manual:

STLM022 - Menu-Calc Calculator Program



PCCALC Hex Calculator Program

PCCALC is a decimal, hexadecimal, and floating point calculator which uses the Hewlett-Packard reverse Polish notation style of number entry and calculation. It is installed as a resident extension of DOS and may be accessed at any time by pressing a hot-key.

PCCALC is described completely in its own manual:

STLM023 - PCCALC Hexadecimal Calculator Program





PCPRT VM File Print Utility

PCPRT is a package which allows you to print VM host files on your PC printer. It is invoked from a VM command and can be easily added to PROFS menus.

When the VM file is selected, the IBM PC Post Processor program (IPCPP) is used to process the file on VM into printable format. PCPRT then builds the batch files which contain the DOS commands needed to download the print files to the PC and print them on the PC printer. Once printed, the print files are erased from the PC disk.

PCPRT is described completely in its own manual:

STLM025 - PCPRT VM File Print Utility

IPCPP is described in the manual:

STLM026 - IBM PC Post Processor Program



## PCUTIL Utility Program

PCUTIL is a general utility program that provides several functions that would normally be separate commands. The intent is to provide as many simple functions as possible within one program rather than many individual programs. The services provided by PCUTIL are particularly useful to persons writing complex BAT procedures to link programs together into applications.

PCUTIL is invoked from DOS via the command:

PCUTIL function operands

where "function" gives the function to be performed and "operands" are any additional parameters needed to describe the function. Only the first two characters of any parameter is checked.

### Change Num Lock State

The command:

PCUTIL [NUM] { [ON] [OFF] }

changes the Num Lock state. ON sets Num Lock on and OFF Num Lock off. The default is ON.

### Change Caps Lock State

The command:

PCUTIL [CAP] { [ON] [OFF] }

changes the Caps Lock state. ON sets Caps Lock on and OFF Caps Lock off. The default is ON.

### Switch to Monochrome Display

The command:

PCUTIL [MOno ]

switches the active display to the monochrome display on systems that have a monochrome display. This will cause the monochrome display to be cleared.

### Switch to Color Display

The command:

```
PCUTIL [Color] { [40] [80] }
```

switches the active monitor to the color display on systems that have a color display. 40 or 80 will set the column width. This will cause the color display to be cleared. The default is 80.

### Swap Active Display

The command:

```
PCUTIL [SWap ] { [Clear] [Logo] }
```

switches the active display to the currently inactive display on systems that have both displays. This is the same as issuing a MOno or COLOR 80. This will toggle in 80 column mode only. If Clear is the second parameter, the current screen will be cleared before switching to the other display. If Logo is the second parameter, the standard IBM logo will be displayed on the current display before switching to the other display.

### Dial

The command:

```
PCUTIL [Dial[2]] { [T]|[P] xxx-xxxx }
```

is used to dial the telephone via the attached modem.

A Dial command with no parameters will hang up the phone and drop data terminal ready. Dial followed by a T or P will "touch tone (T)" or "rotary (P)" dial the telephone number following the T or P. Dial will also initialize the modem to 1200 baud so the Hayes will recognize the command. This will not work with non Hayes compatible modems.

### Beep

The command:

```
PCUTIL [BEep]
```

sounds the speaker. This can be used in a BAT to indicate end of job

for example.

### Wait

The command:

```
PCUTIL [WAit] { [N] }
```

causes the PC to wait for N seconds before continuing. This number can not exceed 6500. To wait longer use WAit multiple times.

### Display Diskette Utilization

The command:

```
PCUTIL [DU] { [d:] }
```

displays the characteristics of the diskette or hard disk. The current utilization and free space is also displayed. The default drive is used if no drive id is entered.

### Display Memory Utilization

The command:

```
PCUTIL [MU]
```

displays the maximum memory size, machine type (PC, PC/XT or PCjr), current memory utilization and available free space.

### Change File Attributes

The command:

```
PCUTIL [AT] { [d:][filename[.ext]] } { [/B /A /R /W /S /U /H /V] }
```

will change the attributes of a file as follows:

```
/B - Indicate file has been backed up  
/A - Indicate file has been changed (archive)  
/R - Indicate file is read only  
/W - Indicate file is read/write  
/S - Indicate file is a system file  
/U - Indicate file is not a system file  
/H - Indicate file is hidden
```

/V - Indicate file is not hidden

### Display Directory

The command:

```
PCUTIL [SDir] { [d:][filename.ext] } { [/H /P /N|/E|/D|/S|/U] }
```

displays the directory of Drive id (or default drive). /H excludes hidden files. /P prints the directory. The other options are sort options:

- /N - Sort by name (default).
- /E - Sort by extension (and by name).
- /D - Sort by date (descending).
- /S - Sort by file size (descending).
- /U - Unsorted (by actual directory sequence).

### Initialize Printer

The command:

```
PCUTIL [PI] { FF|R|N|C|E|DS|DW|U|C1|C2|L6|L8|L0|P6|P8|P0|  
N6|N8|C6|C8|TN|TC|SW }
```

initializes the IBM Graphics Printer. Only one option per usage. The following is explanation of available options:

- FF - Sends forms feed to printer to advance to new page.
- R - Resets printer to power on settings.
- N - Resets printer to normal characters  
(resets C, E, DS, DW & U).
- C - Set printer to compressed mode (132 characters per line)
- E - Set printer to emphasized mode.
- DS - Set printer to double strike mode  
(can be used with N, C, E, & DW).
- DW - Set printer to double wide mode  
(can be used with N, C, E, & DS).
- U - Set printer to unidirectional mode.
- C1 - Set printer to character set 1 (default).
- C2 - Set printer to character set 2.
- L6 - Set printer to 6 lines to the inch.
- L8 - Set printer to 8 lines to the inch.
- L0 - Set printer to 10 lines to the inch.
- P6 - Set printer to skip perforations  
(66 line page, 6 lines skipped).
- P8 - Set printer to skip perforations

- (88 line page, 8 lines skipped).
- P0 - Set printer to skip perforations  
(110 line page, 10 lines skipped).
- N6 - Set printer to combination of N, L6 & P6.
- N8 - Set printer to combination of N, L8 & P8.
- C6 - Set printer to combination of C, L6 & P6.
- C8 - Set printer to combination of C, L8 & P8.
- TN - Set printer to tab every 8 positions for 80 column lines.
- TC - Set printer to tab every 8 positions for 132 column lines.
- SW - Swaps the software address of LPT1 and LPT2.

### Display Version

The command:

```
PCUTIL [Version]
```

displays the version of PCUTIL.

### Help or ?

The command:

```
PCUTIL [HElp|?]
```

displays help information for PCUTIL.

### Set Colors

The command:

```
PCUTIL [SEtcolor] FIBIPI
```

sets the display colors, where 'F' is the foreground color, 'B' is the background color and 'P' is the border color.

The following letters are the valid input characters that are substituted for 'F', 'B' and 'P':

Z or z for BLACK,	B or b for BLUE,
G or g for GREEN,	C or c for CYAN,
R or r for RED,	M or m for MAGENTA,
Y or y for YELLOW	W or w for WHITE.

The following letters are the valid input characters that are substituted for 'I':

L or l for Low Intensity and H or h for High Intensity.

Examples:

SEtcolor WHZLZL

[H]igh Intensity [W]hite foreground, [L]ow Intensity [Z]Black background and [L]ow Intensity [Z]Black border.

SEtcolor WHBHRL

[H]igh Intensity [W]hite foreground, [H]igh Intensity [B]lue background and [L]ow Intensity [R]ed border.

Notes:

Although it is possible to set the background color to high intensity, this is prevented since setting it to high intensity precludes the use of the blink option and unpredictable results may occur.



Personal Record

Personal Record (PR) is a desk top utility program that provides the following functions:

- Wall Calendar
- Daily Appointments Calendar
- To Do List
- Phone Directory
- Name and Address List
- File Utilities

Personal Record is a non-resident program which must be invoked each time that it is used.

Personal Record is described completely in its own manual:

STLM017 - Personal Record



## PRT File Print Utility Program

PRT is a general purpose utility program for printing files. It provides a variety of options for printing files, including the printing of APL characters. Full capability requires the IBM graphics printer, but some options will work with the matrix printer.

The command syntax is as follows:

```
PRT Filespec <Charspec> <Options>
```

where: < > denotes optional items.

Filespec is the name of file with the drive spec optional.

Charspec is the name of a file containing the character set definition.

The following is only a partial list of the character sets are available.

APL10 - The APL character set at 10 chars/inch. Print style is identical to that of AP81.

APL12 - The APL character set at 12 chars/inch

APL15 - The APL character set at 15 chars/inch

APL17 - The APL character set at 17 chars/inch

APL17Z - An alternative to APL17 which has somewhat better looking characters and should print faster. Print style is identical to that of AP81C.

PROP12 - A proportionally spaced font at approximately 12 chars/inch. Character style is similar to APL12.

SW8 - Sideways characters at 8 lines/inch and 10 to 12 chars/inch.

APL10 and APL17Z are "replacement" type fonts containing a mixture of standard and modified characters.

PRT Options

The following options are provided:

- /c - compressed mode - Prints normal characters at 132 chars/line. This option has no effect on charspec characters.
- /w - double width - Prints double width characters for both normal and charspec characters.
- /d - double - When used with normal characters, they are printed in double strike mode. When used with charspec characters, they are printed double size (ie. double height and double width). Using this option with a "replacement" charspec such as APL10 will yield a mixture of double size and double strike characters, which is generally not useful.
- /e - emphasized - Prints both normal and charspec characters in emphasized mode.
- /i - indent - The default indentation is 8 spaces. Alternative forms are /ixx or /ixx,yy where xx specifies the indentation for each page or xx,yy specifies the indentation for odd, even pages. Maximum indentation is 30 characters.
- /p - paging - paper serrations are skipped over. Unless /m is also specified form feeds are used to move to a new page, and a form feed occurs after the last page is printed. The paper should be properly positioned and the form feed setting correct before issuing the PRT command.
- /t - title - Provides pagination and prints a title at the top of each page (filename, date/time of its last update and page #).
- /8 - 8 lines/inch
- /9 - 9 lines/inch
- /vzz - variable line spacing - Line spacing is set to 216/zz lines/inch, where zz is greater than 0 and less than 256. (For example, /v31 sets approximately 7LPI.)
- /f - format - Provides simple formatting capability; ie. reflowing of paragraphs and pagination. Blank or indented lines are interpreted as paragraph separators and cause the preceding paragraph to be reflowed using a ragged right

format. It will format correctly when using proportional spaced fonts and is compatible with any of the other options so that documents printed with double width, double size, and compressed characters can also be formatted.

`/s` - sideways - When used with a sideways character set, this option causes the source data to be rotated 90 degrees clockwise before printing. A default character pitch of 12 is set, but may be modified by using the `/v` option, which must follow the `/s`. (For example, `/s /v21` specifies sideways printing at approximately 10 chars/inch.) Line spacing is determined by the `charspec` and proportional spacing is not possible. Use of the SW8 font yields 8 lines/inch and provides a default page size of 64 lines by 120 characters.

Double, triple and quadruple column formats may be specified by `/s2`, `/s3` or `/s4`. `/s` should not be used with `/t`, but is compatible with most other options, including `/d` (double size) and `/w` (which yields double height characters).

`/144` - allows use with printers which have 144 carriage steps per inch.

The ESC key may be used to cancel printing.

#### Notes:

The following options should work with the matrix printer: `/c`, `/w`, `/d`, `/e`, `/i`, `/p`, `/t`, `/f` and `/8`. The `/s`, `/9`, `/v` and `charspec` options will not work.

#### Examples:

```
prt file.ext /c /8 /p
    (Print in compressed mode at 8LPI with paging.)
```

```
prt file.ext /c /w
    (Print using compressed and double width mode.)
```

```
prt file.ext apl12 /e /t
    (Print using the apl12 character set with emphasis and
    paging with a title on each page.)
```

```
prt file.ext apl10 /w /e
    (Print double width, empahsized.)
```

prt file.ext apl15 /d /p /v72  
(Print double size characters with paging at 3LPI.)

prt file.ext prop12 /i /f  
(Format and indent 8 using a proportional font.)

prt file.ext sw8 /f /s2  
(Format and print sideways in a two column format.)

## Remind Appointments Calendar

REMIND is a personal calendar program which allows you to keep track of your appointments and things to do. Reminders can be printed and alarms can be set when the program is used along with the Phone Directory Online (PDO) program.

REMIND is described completely in its own manual:

STLM018 - Remind Appointments Calendar

Because REMIND has an online help facility, you may find that you don't need the manual.





**SHIPDISK Fixed Disk Relocation**

The SHIPDISK program is used to retract the heads on the IBM Fixed Disk before the system is relocated. You should run this program before you move your IBM Personal Computer or XT system. This will minimize the possibility that the fixed disk will be damaged by a head crash during shipment.

**WARNING!!** Do NOT use SHIPDISK if your system is equipped with fixed disk drives other than the IBM 10MB fixed disk drives. Damage to the drives may result.

To use the program:

- Exit from Professional Workstation or the application running and return to DOS.
- Type the command SHIPDISK and press the ENTER key.
- Wait until the program ends. It may take a few seconds.
- Turn off the power immediately. Do not enter any commands or you will undo what SHIPDISK has done.

Your system is now ready to be moved.



## SP Print Spooler Program

SP is a software printer spooler which buffers data destined for the printer. It works like the buffers installed in the printer but the data is actually stored in RAM. Data from the buffer is unloaded to the printer at the printer's speed concurrently with other programs running under DOS.

SP is loaded and activated by the command:

```
SP ss C=cc P=pp
```

where: "ss" is the size of the buffer in kilobytes (1 - 62),  
"cc" is the number of copies desired (default = 1),  
"pp" is the printer port (1, 2, or 3)

### Buffer Size

The size of the buffer is specified as a parameter when SP is invoked. For example,

```
SP 14
```

will create a buffer of 14K (1K = 1024 bytes). If the parameter is omitted, a default buffer of 16K is used. The program will work for all work sent to the printer whether it is from the DOS TYPE command, a PrtSc command, a BASIC LLIST or LPRINT command, a print command from EasyWriter (1.1), etc.

If you start a printout and decide you don't want it, turn the printer off and then back on. This will re-set the buffer.

If you want the printer to pause, press the Online button and hold down until the printer stops (when it finishes the current line). To start up the printing again, press the Online button.

### Multiple Copies

You can obtain multiple copies of a document by including the parameter C=n, where "n" is the number of copies, when you invoke SP. For example:

```
SP 16 C=4
```

will give you a buffer of 16 KB and 4 copies. For multiple copies, the document must fit within the buffer. Otherwise, SP will default to one

copy. Even if you can not change the buffer (e.g. if you are in DOS 2.0 or have something loaded beyond SP) you can still change the number of copies during a session.

### Printer Port

If your printer is connected to a port other than port 1, you must use the parameter P=n, where "n" is the port number 1, 2, or 3, when invoking SP. For example, to use the printer on port 2:

```
SP 16 P=2
```

### Removing SP

You can remove SP from memory by typing the command:

```
SP 0
```

The program and its buffer will be removed from memory provided that some other resident program (such as FileCommand) is not loaded above it.

## SUBDIR Directory Utility

SUBDIR is a directory utility that, for the drive, path and file specification you provide, shows the full drive and path to each file. The filespec is also displayed for all subordinate (child or branch) sub-directories.

To invoke SUBDIR, enter the command:

```
SUBDIR <d:><\path\><filename.ext>
```

Examples:

```
SUBDIR          -- shows all files on current drive and path.
SUBDIR *.COM    -- shows files on current drive and path with COM ext.
SUBDIR \        -- shows all files on the current drive.
SUBDIR \MAIL*. * -- shows files on current drive with MAIL*. * filespec.
SUBDIR D:       -- shows all files on current directory of drive D:
SUBDIR D:\      -- shows all files from root directory of drive D:
SUBDIR D:\SUB\  -- shows all files on the \SUB directory of drive D:
```



## VDISK Virtual Disk Device Driver

VDISK is a DOS Version 2.00 or 2.10 device driver that uses system Random Access Memory (RAM) to simulate an additional diskette drive. This "diskette" drive, sometimes termed an "electronic disk" or "virtual disk", has the following characteristics:

- Access to data is quite fast.
- Data on the "virtual disk" is lost whenever system power is lost or system reset is invoked.
- The size of the "virtual disk" can be easily modified .

NOTE: If you are using DOS Version 3.00 or later, VDISK is provided on the DOS diskette and you should use that copy instead of this one.

### Uses for VDISK

The primary advantage of a VDISK is its speed. It is well suited for:

- Storing frequently used programs
- Batch files
- Compiler work files and intermediate files in compile and link operations

### VDISK Parameters

The characteristics of the "virtual disk" are established by values specified on the CONFIG.SYS statement that causes VDISK to be loaded. VDISK examines only the numeric characters in this statement. You can put in comments, as long as those comments contain no numeric characters.

The values are positional, and must be specified in the order indicated. Do not omit parameters.

Buffer Size- The number of Kilobytes you wish to devote to the virtual disk.

Sector Size- The number of bytes in a single diskette sector. Permitted values: 128, 256, or 512. Suggested value: 128.

Directory Entries- The number of 32-byte entries in the root

directory. Permitted values: 2 to 2047. Suggested value: 64.

Sample VDISK parameter statement (in CONFIG.SYS)

```
DEVICE=VDISK.SYS 160 128 64
```

### VDISK Messages

VDISK reports its installation with the following messages:

VDISK 0.6 IBM Internal Use Only- Identifies the VDISK version and its current classification.

Buffer size adjusted- Issued if the buffer size requested exceeds the memory available in the system, and was reduced from the requested value.

Sector size adjusted- Issued if the sector size requested is not 128, 256, or 512.

Directory entries adjusted- Issued if the requested number of directory entries is too small, too large, or was rounded upward to fill a sector.

VDISK not installed - insufficient memory- Issued if the available memory in the system is less than 64KB. (Note: Available memory is calculated as the system size, less 64KB, less the number of kilobytes of code already loaded into low storage).

Buffer size: nn KB- Shows the number of kilobytes used for the virtual disk, after any required adjustment.

Sector size: nnn:- Shows the sector size of the virtual disk, after any required adjustment.

Directory entries: nnn- Shows the number of root directory entries on the virtual disk, after any required adjustment.



**BACKDISK Fixed Disk Backup System**

BACKDISK is an easy to use program that allows you to maintain backup copies of files on a fixed disk drive on diskettes. To use it, you first format a set of backup diskettes and run the BACKDISK program. It will backup all files on the fixed disk to the set of diskettes.

On subsequent runs, BACKDISK will backup only the files that have changed since the last backup. The set of diskettes will then contain the latest versions of all of your files.

If you later need to restore your fixed disk, the BACKSTOR program may be used to restore the complete disk and all sub-directories.

BACKDISK is described completely in its own manual:

STLM029 - BACKDISK - A Fixed Disk Backup System



STLM021

GWNOTE  
Notepad Management Program

Version 2.6

October 5, 1985

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GWNOTE

PREFACE

This document describes the installation and use of GWNOTE, a pop up notepad. This program makes it easy for users to jot down, or refer to, one or more notes at nearly any time. Some potential uses of GWNOTE are:

1. A facility for taking notes
2. A readily available phone directory
3. Frequently referred to lists
4. Assembly errors copied from the screen for later reference
5. Screens can be documented by using the 'copy from screen' function

This document discusses the functions provided by GWNOTE.

A key re-definition program (GWKEYDEF) is also described in this document. This program, although general in design, is used by GWNOTE users to re-define the keys to be used to invoke GWNOTE functions. GWKEYDEF.COM is available on PCTOOLS in the GWKEYDEF package.

In order to allow GWNOTE to be used by other programs, an application interface is provided to permit programs to request that GWNOTE be activated. The application interface allows the calling program to specify which note is to be activated, and what line and column of the data is to be displayed. In addition, the current cursor position can be specified.

Software required

DOS 2.0+ DOS 2.0 or later must be installed. GWNOTE has been tested with DOS 2.0, 2.1, 3.0, and 3.1.

GWCOMMGR GWNOTE requires GWCOMMGR.COM to be installed prior to the installation of GWNOTE.

Hardware required

Storage - A minimum of 27,000 bytes is required for the resident version of GWNOTE. This includes size of the required program GWCOMMGR. Multiple notes, the long option, color displays, and snow elimination for the Color Graphics adapter increase this minimum.



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FUNCTIONAL DESCRIPTION

This program will attach itself to DOS, and allow a user to activate the notepad from the keyboard, in order to update or refer to notes. Notes can be saved on disk or diskette, and retrieved later or automatically the next time GWNOTE is invoked (Note: GWNOTE can only be invoked once per IPL unless it is removed from storage before re-invocation). Normally, up to 51 lines of note can be entered for each note, with a maximum of 80 characters of data per line. If, however, the /L option is specified, the minimum of 51 lines of data may be increased if the dataset contains more than 31 lines at initialization time. In this case, the note will be increased to 20 blank lines larger than the existing note dataset, up to a limit of 800 lines.

Data can be entered from the keyboard or copied from the current screen. This latter can be especially valuable for such things as assembly errors.

The colors of the notes and the note border can be changed, the note dataset names can be changed, and the notes can be read or written by requesting the functions via the pop-up menu (activated by F10).

An auxiliary program, GWKEYDEF.COM, will allow you to change the definition of the keys assigned to each function. See "Key Re-Definition using GWKEYDEF" on page 10 for a description of GWKEYDEF.

The minimum storage required for the resident DOS extension version of GWNOTE is 27,000 bytes. Each additional note requested will add 4,096 bytes to the required storage, an Enhanced Graphics Adapter will add 3,000 bytes for the potentially larger screen area to be supported, and the snow reduction required for a Color Graphics Adapter will add 8,000 bytes to the required storage. Invoking the /L option will cause additional storage requirements depending upon the length of the note datasets.

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FUNCTIONS AVAILABLE WHILE WITHIN GWNOTE

Within GWNOTE, several functions are available. In addition to typing data into the note, most of the function keys and numeric keypad keys provide additional functions.

The cursor movement keys will move the cursor up, down, right, or left. These keys are the 4 arrow keys on the numeric keypad. If the window is being moved, or window borders are being moved to change the window size, the diagonal keys are also activated (Home, PgUp, End, and PgDn). These four or eight keys (depending upon the current mode) will be referred to collectively as cursor movement keys.

In note mode, using the control key with the left and right arrows will move the cursor one word at a time left or right.

In window move, window size change, and copy from screen modes (all activated via the pop-up menu displayed in response to F10), the normal horizontal movement is 5 positions at a time. This is to minimize the number of key strokes required to move around the screen. If, however, it is desired to move only one position at a time horizontally, the control key can be used in conjunction with the left and right arrows to move only one position. Hold the control key down while pressing the desired arrow key.

There are a number of cursor and note movement functions provided by keys on the keyboard while operating in note mode:

Esc Always returns to previous screen

In note mode, this key will exit from GWNOTE, returning to whatever program was in control when GWNOTE was activated. If GWNOTE was invoked with the /T option (temporary), this will cause GWNOTE to return to DOS.

Alt-X Exit GWNOTE with no screen refresh

In note mode, this key will exit from GWNOTE, returning to whatever program was in control when GWNOTE was activated. The note(s) currently being displayed will not be cleared from the screen.

TAB Move the cursor 10 spaces to the right, scrolling the screen if necessary.

Shift-Tab Move the cursor 10 spaces to the left, scrolling the screen if necessary.

Backspace Move cursor destructively one character to the left, bringing the rest of the line to the left.

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Enter (Also called Carriage return) Move the cursor to beginning of the next line.

If the cursor is on the last line of the window, the data will be moved up one line if there is additional data in the note.

Home Move the cursor to the beginning of the current line.

Ctl-Home Move the cursor to the top of the current window.

End Erase from the current cursor location to the end of the current line.

This includes data on the current line which is not currently being displayed because of window size.

Ctl-End Refresh the current line.

This will correct errors as long as the cursor has not been moved off the line.

PgUp Move the note one page closer to line one in the dataset.

This will page one line less than the size of the current window unless the 'Page Full Window' option has been selected on the pop-up menu. In this case, it will page exactly the size of the current window.

Ctl-PgUp Move to line one of the dataset.

PgDn Move the note one page closer to the last line of the dataset.

This will page one line less than the size of the current window unless the 'Page Full Window' option has been selected on the pop-up menu. In this case, it will page exactly the size of the current window.

Ctl-PgDn Move so that the last line of the note is the last one shown in the note window.

Ctl-Left Arrow Move cursor left one word.

This will move the cursor to the beginning of the word to the left of the current cursor position. This function will scroll the screen if necessary.

Ctl-Right Arrow Move cursor right one word.

This will move the cursor to the beginning of the word to the right of the current cursor position. If there are no

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more words, The cursor will be placed following the last word on the line. This function will scroll the screen if necessary.

Alt-W Write the current note back to disk.

The disk/path/dataset specified in the profile will be used. The profile (if modified) will also be written back to the root directory of the disk from which it was originally read. If there is no data in the current note, a error message will be displayed, and the note will not be written.

Alt-R Refresh the current note from the disk.

Alt-C Clear the current note.

Ins Toggle insert mode.

This will cause characters entered to be inserted in front of the character at the cursor. All data to from the cursor location will be moved one character to the right. If the line is full, a beep will indicate that no more characters can be inserted. Pressing Ins a second time will turn off insert mode. The cursor will be changed to indicate insert mode.

Del Delete the character at the current cursor

All characters to the right of the deleted character will be moved one character to the left, with a blank padded on the end of the line.

The function keys activate the following services:

F1 Display an online help screen

This screen provides an abbreviated description of functions available within GWNOTE. The PgUp and PgDn keys can be used to move back and forth between the help screens.

F2 Move the GWNOTE window

The note border will be changed to red (or reverse video on monochrome), and the cursor movement keys may be used to move the window around the screen. Normally, the window moves five characters left and right for each key depression, but the control-left or control-right will move the window 1 character at a time. The arrow and corner keys can be used to move the window. The F2, ESCape, and Enter keys will return to normal note mode.

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F3 Change window size from left or bottom

The left and bottom note borders will be changed to red (or reverse video on monochrome), and the cursor movement keys may be used to move the left and bottom borders to change the size of the window. The data within the window will follow the left border. The F3, ESCape, and Enter keys will return to normal note mode. The arrow and corner keys can be used to move the borders.

F4 Change window size from right or top

The right and top note borders will be changed to red (or reverse video on monochrome), and the cursor movement keys may be used to move the right and top borders to change the size of the window. The F4, ESCape, and Enter keys will return to normal note mode. The arrow and corner keys can be used to move the borders.

F5 Insert a line following the cursor.

This key will insert a line following the current line (the one the cursor is on). If the note already contains the maximum number of lines (depending upon the installation option), no new line will be added, and an error message will be displayed.

Alt-F5 Insert a line before the cursor.

This key will insert a line preceding the current line (the one the cursor is on). If the note already contains the maximum number of lines, no new line will be added, and an error message will be displayed.

F6 Delete a line

This key will delete the current line (the one the cursor is on). All following lines are moved up.

Note:Up to six deleted lines will be remembered by GWNOTE. These may be 'undeleted' later by use of the Alt-F6 key in the same or a different position in the same or a different note.

Alt-F6 Undelete a line

This key will insert the latest deleted line in front of the current line (the one the cursor is on). The line the cursor is on, and all following lines are moved down.

If no deleted lines are in the buffer, an error message will be sounded. If the note already contains the maximum number

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of lines, no new line will be added, and an error message will be displayed.

F7 Copy from screen

This key will allow data to be copied from the screen which was being displayed when GWNOTE was invoked. A new window will be displayed exactly the size of the current note border, with 'transparent' borders, and the note window will disappear. This window can be moved anywhere on the screen by using the eight window movement cursor keys.

When the data is properly selected, C/R will copy the data (including the data 'under' the 'transparent' window borders) into the current note window. If you decide not to copy any data, ESCape will return to note mode without copying any data.

If the current note size has been expanded to fill the entire display screen, the F7 key can be used to copy the entire screen (80x25) into the current note.

Alt-F7 Copy from screen

This key will allow data to be copied from the screen which was being displayed when GWNOTE was invoked. A new window will be displayed exactly the size of the current note data, with 'transparent' borders, and the note window will disappear. This window can be moved anywhere on the screen by using the eight window movement cursor keys.

When the data is properly selected, C/R will copy the data (including the data 'under' the 'transparent' window borders) into the current note window. If you decide not to copy any data, ESCape will return to note mode without copying any data.

F8 Toggle fixed dataset

This key will cause the current note to be fixed; that is to say the note is to stay on the screen whenever GWNOTE is active. Pressing this key again will cause the current note to return to normal operation. In order to indicate that a note is fixed, a diamond will be displayed as the upper left corner of the note.

Inactive notes which are fixed will be indicated by changing the border to a single line box. Only the active note will have a double line box.

Alt-F8 Toggle power typing

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This key will cause the current note to enter power typing mode. In this mode, if a non-blank character is entered into the last column of a line, a new line will be inserted (if possible) and the last word on the current line will be moved to the new line, and the cursor will be moved to the end of the word moved to the new line. If a blank is entered into the last column of a line, a new line will be inserted and the cursor moved to the beginning of the new line.

If a new line cannot be inserted, an error message will be issued and no action will be taken.

F9 Select next dataset

If more than one concurrent dataset has been specified during initialization, the F9 key will select the next dataset. Each dataset will be activated in turn, and after the last dataset has been displayed, the first will be activated again.

If one or more notes have been fixed, the fixed notes will be displayed first, then the active note will be displayed. This causes the active note to always appear 'in front' of the display.

Alt-F9 Select previous dataset

If more than one concurrent dataset has been specified during initialization, the Alt-F9 key will select the previous dataset. Each dataset will be activated in turn, and after the first dataset has been displayed, the last will be activated again.

F10 Activate pop-up menu

This menu will permit the selection of several dataset management options:

Resume editing the note      Return to normal note mode. This can also be accomplished by pressing the ESCape key.

Clear the current note      Clears the storage copy of the current note. This will not disturb the disk copy.

Refresh note from disk      This will read in the dataset for the current note, overlaying the storage copy of the note. You will be asked to confirm the overlay of storage data.

Write note to disk      This will copy the storage note to

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disk, overlaying any copy of the note already there. You will be asked to confirm the erasing of any disk data already there.

Change note dataset name This option permits you to change the dataset name of the current note. If this option is selected, a dataset name window will be displayed, and you can use the normal cursor movement and data entry keys to change the dataset name. Press enter to confirm the name change, or press ESCape to exit without changing the dataset name.

Page full window Or

Page full window - 1 This option permits the size of page up or page down to be changed. The available options are full window or full window - 1. The options menu will display the opposite of the current setting. Selecting this option will change the setting to the one displayed.

This option affects each note separately, and will be retained if the profile is written.

Change notepad colors This option (which only appears when GWNOTE is invoked on a color adapter) permits the colors of the current note to be changed. A color change screen is displayed, and F1 through F4 can be used to rotate the colors.

If the new colors selected are to be discarded, exit from the color change screen with the ESCape key. If they are to be retained, exit from the color change screen with the C/R key.

This option affects each note separately, and will be retained if the profile is written.

The clear, read, and write functions are the same ones as the Alt- functions described above. The change color option



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invokes a function to allow the colors to be changed. The cursor up and down keys select an option, and C/R will cause the selection to be executed. ESCape will return to note mode without executing any selection.

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KEY RE-DEFINITION USING GWKEYDEF

GWKEYDEF.COM is a general purpose function to key re-definition program which is used to specify the keys which are to be used to invoke functions within GWNOTE. The functions, and the keys which invoke those functions are defined in two datasets.

- The function dataset contains lines which describe the functions. Each of these lines can be up to 20 characters long. This dataset is a normal dataset created by an editor.
- The key dataset contains a 2 byte entry for each key corresponding to the functions in the function dataset. Each entry will be filled in with the data returned by interrupt 16h. The entries in this dataset is in the same order as the function dataset entries.

If any entry in the key dataset contains binary zeroes or an invalid key definition, the corresponding entry on the screen displayed by GWKEYDEF will have a blank key definition.

Once the GWKEYDEF program has been invoked, 36 of the GWNOTE functions will be displayed on the screen, along with the keys which are currently defined for the functions. Two columns of functions will be displayed.

The page up and page down keys can be used to move to the next screen of functions. Currently, there are only a few functions which are not displayed on the first screen. The second screen will begin at an appropriate line to allow the last function in the list to be displayed at the end of the second column.

The arrow keys can be used to select the desired entry. The current entry is displayed in reverse video. When a function is selected which you wish to change, press the enter key. The next key (or combination if control, alternate, or shift) you press will be selected as the key combination to invoke the highlighted function. If another function currently uses the selected key combination, it will be removed from that function. This is to prevent confusion about which function is supported by the key.

You can continue selecting functions and selecting key combinations until you have the keys set up as you desire. Pressing the Ctrl-Enter key will cause the new key definitions to be written to the key definition dataset specified in the invocation command. If you wish to discard the changes you have made, press the Escape key to exit without writing the new key dataset.

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INSTALLING GWNOTE

GWNOTE is distributed as two datasets. The documentation for GWNOTE (this document) is distributed as GWNOTE SCRIPT. This dataset can be formatted using SCRIPT on VM, or downloaded with conversion to ASCII for formatting with DWSCRIPT. The rest of the files for GWNOTE are contained in a SAVERAM dataset named GWNOTE FLSBIN. This dataset should be downloaded with no conversion (/B on E78). Use the LOADDRAM program available on PCTOOLS to separate the component files as follows:

LOADDRAM GWNOTE.FLS d:

Where d: is the name of the disk to contain the separated files.

The following files are contained within GWNOTE FLSBIN:

GWNOTE.COM	The executable GWNOTE program
GWNOTE.FUN	The key re-definition program function dataset
\$GWNOTE\$.KEY	The key specification dataset
\$GWNOTE\$.HLP	The GWNOTE help dataset. This dataset must be moved to the root directory of the default disk.

Note: Refer to the documentation for GWKEYDEF for a description of the installation procedure for GWKEYDEF.

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INVOKING THE GWNOTE PROGRAMS

INVOKING GWCOMMGR

In order to provide the support for communications and hot-key, it necessary to install GWCOMMGR before GWNOTE is installed. GWCOMMGR should be installed after RETRIEVE and after FileCommand if these programs are to be installed as resident DOS extensions.

GWCOMMGR is in DOS "command" format and is invoked with the following syntax:

```
d:GWCOMMGR #-Hotkeys
```

where:

#-Hotkeys is the maximum number of hotkeys which are to be supported. This would normally be allowed to default to two.

INVOKING GWNOTE

GWNOTE is in DOS "command" format and is invoked with the following syntax:

```
d:GWNOTE #-Files <key def> <profile d/s> <help d/s>  
          </options>
```

where:

#-Files The total number of notes which will reside in storage. Each concurrent file adds 4096 bytes to the resident size of GWNOTE if the /L options is not specified. The default is one file.

key def Key re-definition - The specification of a dataset containing modified function key specifications to be used within GWNOTE. This dataset must have been built by the associated program GWKEYDEF.COM. See "Key Re-Definition using GWKEYDEF" on page 10 for an explanation of the use of GWKEYDEF. Note: If the key re-definition is specified, the number of concurrent files must also be specified.

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profile d/s The specification of a dataset containing the GWNNOTE profile. This dataset must have been created by GWNNOTE. The purpose of this parameter is to allow you to specify in which directory the profile dataset resides. Note: If the profile dataset is specified, the key re-definition dataset and the number of concurrent files must also be specified.

help d/s The specification of the GWNNOTE help dataset. The purpose of this parameter is to allow you to specify in which directory the help dataset resides. Note: If the help dataset is specified, the profile dataset, the key re-definition dataset, and the number of concurrent files must also be specified.

/ The operational options are specified by using the '/' indicator, followed by one or more of the options as below. All options must be specified with a single '/'; for example, /IC which indicates that the note is to be displayed upon initialization, and the color graphics adapter (CGA) is used for the color display. The '/' must be preceded by a blank. The positional parameters need not be specified in order to specify options.

I Indicates that the note should be displayed during initialization. This allows the note to be displayed from the autoexec.bat during IPL.

W Indicates that the current note is to be written to disk every time the note is changed, or GWNNOTE is exited if it has been modified.

L Indicates that notes larger than 51 lines are to be accommodated. If 'L' is specified, the minimum of 51 line notes will be increased if the dataset is larger than 31 lines. In this case, the note will be set to the size of the dataset plus 20 lines, up to a maximum of 800 lines.

T Indicates that GWNNOTE is to be executed as a normal DOS command rather than installing itself as a resident DOS extension. This permits temporary access to the note datasets without taking up storage permanently.

#### INVOKING GWKEYDEF

GWKEYDEF is in DOS "command" format and is invoked with the following syntax:

```
d:GWKEYDEF functions key-defs
```

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where:

functions The functions available within GWNOTE. This dataset is provided with the GWNOTE package.

key-defs The current key definitions. A default set of key definitions is provided with the GWNOTE package. If you use GWKEYDEF to change the key definitions, this dataset will be re-written. If this dataset does not exist, all keys will be blank. The key dataset will be created when GWKEYDEF is terminated.

In order to execute GWKEYDEF with the sample \$GWNOTE\$.KEY dataset provided, the following command would be executed:

```
GWKEYDEF GWNOTE.FUN $GWNOTE$.KEY
```

Both datasets specified must be accessible to GWKEYDEF, although fully qualified path specifications may be used, if they are not in the current directory.

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THE GWNOTE APPLICATION INTERFACE

In order to allow applications to invoke GWNOTE, both GWCOMMGR and GWNOTE must have been installed before the application is invoked. An assembler interface has been defined to allow applications to request that GWNOTE display a note. For other languages, it is necessary to write an assembler subroutine to perform the actual invocation.

The assembler program will have to include the following statements in order to have access to the parameter lists and macros required to invoke GWNOTE:

```
INCLUDE GWNOTE.INC           ; Contains the GWNOTE parameter list
INCLUDE GWCOMMGR.INC        ; Contains the GWCOMMGR macros
```

The parameter lists must be built as in the following example:

```
GWPARAM GWNOTE_PARM <note,ds_line,ds_col,curs_row,curs_col,opt>
```

Where:

- `note` is the number of the note to be displayed. This can be a number from one to nine. If the specified note is not available within GWNOTE, an error will be returned to the calling application.
- `ds_line` is the line in the storage dataset which is to be displayed at the top of the screen note. If the line number is larger than can be permitted, the last lines in the note will be displayed.
- `ds_col` is the column in the storage dataset which is to be displayed at the left of the screen note. If this number is larger than can be permitted, the rightmost columns in the note will be displayed.
- `curs_row` is the vertical row on the screen note where the cursor is to be placed. If either zero or one are specified, the cursor will be placed on the top line of the screen note. If this number is larger than the current size of the screen note, the cursor will be placed on the bottom row of the screen note.
- `curs_col` is the horizontal column on the screen note where the cursor is to be placed. If either zero or one are specified, the cursor will be placed at the leftmost column of the storage note. If this number is larger than the width of the screen note, the cursor will be placed in the rightmost column of the screen note.

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opt is the option to be specified on the call. The following options are valid:

- PERMANENT - cause the note to be retained on the screen even if the user changes to a different note.
- FULL\_WINDOW - cause the note to occupy the entire window regardless of the current size of the note.
- NOTE\_CHANGED - causes GWNOTE to think that the note has been changed if a write request is entered (Alt-W or on the popup menu) or upon exit from the active notepad if the /W option was selected at initialization time.
- POWER\_TYPING - causes the note to enter power typing mode. This can be useful if the user is to enter data.
- READ\_ONLY - causes the current note to be set to read only mode. The user is not permitted to enter any data into the note, and also is not permitted to change the read-only status of the note.

Multiple parameters can be specified in the option position by joining them with a plus (+) sign.

Each of the variables in the PARM block can be set within the program by using the structure specification. For example:

```
MOV      GWPARM.PARM_ROW,14
```

Where the name GWPARM must be the same as the name specified on the GWNOTE\_PARM structure invocation.

In order for the assembler program to invoke GWNOTE, the following macro must be executed:

```
CALL_GWNOTE GWPARM
```

Note that the GWPARM block built earlier must be specified on the macro line.

The user will be required to exit from the GWNOTE display with the Escape key as normal. All functions normally available when GWNOTE is being displayed will be available when GWNOTE is invoked by the application interface.

When the application is re-entered, a return code will be placed in the AX register. If the return code is zero, the note was displayed normally. If the return code is two, there was a sufficiently severe error to cause the note not to be displayed. If there is any other error code, the error was detected by GWCOMMGR, because there was a communication error such as GWNOTE was not installed.



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GWNOTE MESSAGES

GWNOTE STANDARD MESSAGES

GWNOTE Version 1.0 installation complete  
Use Ctrl-N to enter GWNOTE

If the key re-definition dataset is specified on the invocation line,  
the second message will not be issued.

GWNOTE ERROR MESSAGES

GWNOTE optional parameter:

- # concurrent datasets (1-9)
- key re-definition dataset
- profile dataset
- help dataset
- /I - Display note upon initial entry
- /W - Automatically write modified note
- /L - Permit larger notepad datasets
- /T - Access notes without installing GWNOTE
- /R - Remove GWNOTE from storage

This message indicates that an error was made on the input  
parameters. Correct the input command error and re-issue the GWNOTE  
command.

GWNOTE - The concurrent count must be 1 to 9'

This message means that you have specified an invalid number of  
concurrent notes to be installed. The first positional parameter must  
be a number from one to nine.

GWNOTE is already installed'

This message means that you have attempted to install GWNOTE more  
than once.

GWNOTE - Key re-definition dataset is invalid'

The key re-definition dataset specified on the invocation command was

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apparently not a valid GWNOTE key re-definition dataset.

GWNOTE - Old style profile must be erased before invoking GWNOTE'

If GWNOTE finds that the \$GWNOTE\$.PRO dataset in the root directory is in the format of GWNOTE 1.4 (approximately), it will not install itself. The old style profile must be erased. GWNOTE will create a new profile upon invocation.

GWNOTE can only be used with DOS 2.0 or later - Sorry.'

This message means that the current version of DOS is earlier than 2.0. Due to the requirement for directory support, GWNOTE cannot support earlier versions of DOS.

MenuCalc (MC)

A Calculator for the IBM PC

Version 2.00

July 24, 1984

Ted Diament  
Davis Foulger

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STLM022

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## Introducing MenuCalc

MenuCalc (MC) is an easy to use calculator for the IBM PC family of computers. MC is designed to look and perform like the familiar standard pocket calculator, but has been enhanced with a menu interface to advanced functions. In MC, you can perform all the basic math calculations by simply typing them in as you would on a pocket calculator, with the +, -, \*, and / keys. Press "=" to get your answer. For example, typing the following key sequence:

32.45+17.36=

will result in the display of the answer: 49.81. Now, as on a pocket calculator, you may either continue the calculation by continuing with another operator, i.e.,

-12=

which would result in a display of 37.81, or you may start a new calculation by entering another number. In the latter case, the calculator will automatically clear the old result. In longer calculations i.e.,

32+4+8+3-7=

MenuCalc will display partial results as you go along.

### Standard Mode versus Formula Mode

MenuCalc allows you to perform calculations in two very different formats. The default is Standard mode, in which MC acts just like a standard calculator. Only numbers are displayed. Partial results are evaluated as you go along. All valid characters for performing calculations in Standard mode are displayed on the left side of MenuCalc in normal calculator keypad form. These characters must be typed directly from the keyboard. As on standard calculators, operators will not be displayed but they will be highlighted on the MenuCalc keypad.

The alternative is Formula Mode, in which the entire calculation (formula) is displayed as you enter it. The formula can be edited, and is only evaluated when you press "=". Formula mode can be thought of as a kind of editable paper tape. You can enter an entire calculation, review it for mistakes, make changes, and evaluate. The

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formula remains in the calculator even after evaluations, so you can make adjustments and re-evaluate. You can even store a formula and recall it later. Formula Mode also allows a variety of more sophisticated options which will be discussed in the chapter on advanced functions.

Menu Options

All the special functions in MC are available in a variety of menus which pop up onto the screen at your command. To select special functions, position the cursor on the desired function using the arrow keys and press <ENTER>. Alternatively you can hold the Alt key and type the initial letter in the function name. The following functions are available on the various menus:

- Store        Allows you to store values, and in Formula mode, formulas, which can be recalled later.
- Recall      Allows you to recall values or formulas you have stored.
- Functions   Provides basic additional arithmetic functions (Square, Square root, etc.).
- Clear      Allows you to clear the complete calculation, the last entry, or the memories.
- Mode        Allows you to switch from Standard Mode to Formula Mode and back again. Also has a "Move" option which allows you to reposition the calculator on the screen.
- Quit        Allows you to exit the calculator.

Regardless of which menu or special function is active, calculations can be performed from the keyboard at any time. Thus, there is no need to escape from any menu before entering a new calculation.

MenuCalc displays numbers in one of two formats: floating point (e.g. 32.456) or exponential (e.g. 2.345E-98), whichever is shorter. In either case, MenuCalc retains more accuracy than is actually displayed.

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STANDARD MODE

Standard mode provides a familiar and easy to use calculator. It is the default when MC is started. Standard mode does not have the flexibility of formula mode, and is ideal for doing short calculations in a hurry. All of the standard calculator keys are supported, including "+", "-", "\*", "/", "(", ")", and "=".

A variety of special functions are available from the menus. Select these functions by moving the reverse video menu cursor to the function you want to use and pressing enter. A vertical window of suboptions will appear. Exit the vertical menu by pressing the Escape (Esc) key. Select functions inside the vertical menus with the up and down keys and the enter key. Here is a summary of the standard mode functions and how they work:

- o Store and Recall. The store and recall menus each display 6 registers.

Store      The Store menu allows you to save the number that is currently in the display. To store the number, cursor up or down to the register (a-f) that you want to use and press enter. The value will be seen in the register. After storing a value in a register, you can either start a new calculation or continue the current one. Entering an operation allows you to continue the calculation in progress. Entering a new number starts a new calculation.

Recall      The recall menu allows you to restore a number from a register to the display. To recall a number, cursor up or down to the register (a-f) that you want to use and press enter. Recall can be used in the middle of a calculation when you want to plug the result of a previous calculation into a new one.

- o Functions. All functions act immediately on the number currently in the display. Functions available include:

Negate      Changes the sign of the number in the display

Invert      The number in the display is divided into one.

Square      The number in the display is multiplied by itself.

Square Root      Takes the square root of the displayed number.

- o Clear.

Clear Display      Clears the entire current calculation so you can

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start over.

Clear Entry Clears the last entry numeric entry made.

Clear Memory Clears the Store/Recall registers

- Mode -- Allows you to select between the Standard and Formula modes, and to relocate the MenuCalc display on the screen.
- Quit. Exits MenuCalc.



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### Formula Mode

Formula Mode provides an alternative format to enter and display calculations. This option can be selected from the Mode menu. In Formula Mode equations can be edited, stored, and evaluated, but unlike Standard Mode, continuous partial results are not displayed. As in Standard Mode, equations are entered directly from the keyboard and are evaluated when "=" is pressed. Functions are selected in the same way they are selected in Standard mode. The results of selecting a function may vary somewhat, however, depending on the menu. Here is a summary of the Formula mode options that differ from standard mode and how they work:

- Store and Recall. The store and recall menus each display 6 registers.

Store      The store menu allows you to save the formula and/or number that is currently in the display. To store the number or formula, cursor up or down to the register (a-f) that you want to use and press enter. The formula or number will be displayed in the register. It will be cleared in the display. To set an initial value in a register that already contains a formula, enter the value and press Ctrl-Return. Both a formula and a number will then be stored in the register.

- Functions. Selection of a function results in its display within the formula displayed. The available functions are the same as in Standard Mode.

### Editing a Formula

In Formula Mode, the equations entered can also be edited. The following keystrokes perform valid editing functions:

arrows      Position the cursor.

Backspace   Deletes character left of the cursor.

Del          Deletes the character under the cursor.

Ins          Toggles the insert mode.

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### Formulas with Variables

In Formula Mode, the equations entered can refer to variables. For example, the formula "(a+b)/c" is valid. The variables referred to must be among the six memory registers listed in the Store and Recall menus (i.e. a,b,c,d,e, or f). The values of variables can be updated using the Store and Recall functions.

### Multiple Formulas

In Formula Mode, the equations entered can be stored in any of the six memory registers with the Store function, and later recalled with the Recall function. Whenever "=" is pressed or any of the memories changed, the formulas in the registers are all re-evaluated, in sequence a through f.

In the Store and Recall menus, the values in the registers are displayed. To see the stored formulas position the cursor on the appropriate register.

As an example of MC's multiple formula capability, consider the following structural equation, which evaluates the roots of the quadratic equation  $ax^2+bx+c$  ( $x^2$  looks slightly different in the display of MC):

```
a = 1
b = 1
c = -6
d = b**2-4*a*c
e = (-b+//d)/(2*a)
f = (-b-//d)/(2*a)
```

where // is replaced by the square root symbol in the MC display.

Note: as you change the values in a, b, and c, the discriminant in d, and the roots in e and f are automatically updated.

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Initializing Values

In Formula Mode, it is possible to alter the value in a memory register without re-evaluating the others. This is useful for setting initial values of registers. To do this, enter the value, go into the Store menu, select a register, and press Ctrl-Enter. Alternatively, you can go into Standard mode, store the initial values there, and then return to Formula mode to calculate.

Thus, if you have defined  $a = a+1$ , you can initialize  $a$  to any value and increment it simply by pressing "=" repeatedly.

An Advanced Example: evaluating infinite series

The following structure will cause the value in  $e$  to converge to  $\pi$  as you repeatedly press "=".

Store these formulas.

Initialize these values.

$a \equiv a+4$	$a = 1$
$b \equiv b*16$	$b = 2$
$c \equiv c*81$	$c = 3$
$d \equiv (6*a-8)/b+(36*a-63)/c$	
$e \equiv e+8*d/((a-4)*(a-2))$	$e = 0$