MS-DOS 3.10 WITH ScreenMate OPERATOR'S GUIDE

XEROX®

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- Reorient the receiving antenna.
- Relocate the computer with respect to the receiver.
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1. WHAT IS MS-DOS?

MS™-DOS is a disk operating system for 8086-based computers. That is, the programs can be used on floppy disks or hard disks.

An operating system is your "silent partner" when you are using the computer. It provides the interface between the hardware (i.e., screen, keyboard, processor) and both you and other software programs, such as word processing, accounting, data analysis, etc.

An operating system can be compared to the electricity in a house---you need it for the toaster and the blender to work, but you are not always aware that it's there.

MS-DOS also performs "housekeeping" tasks such as preparing new disks and copying and erasing information stored on a disk.

MS-DOS enables you to create and keep track of files, run and link programs, and access peripheral devices such as printers and disk drives.

2. ABOUT THIS MANUAL

This manual is a reference manual for MS-DOS 3.10 operating system with ScreenMate. It is divided into five sections, four appendices and an index.

The five sections are

1 - Introduction
2 - General Information
3 - Using ScreenMate
4 - Using Application Software
5 - How to with ScreenMate

The appendices are

A - Software Installation
B - Repartitioning of the Hard Disk
C - Command Equivalency Chart
Xerox vs IBM
D - Error Messages

If your system is brand new, you need to read Appendix A before continuing in this manual.

If you are upgrading from MS-DOS 2.11 to 3.10, you need to read Appendix A before continuing in this manual.

The sections that you need to read are:

1 - Introduction
2 - General Information
3 - Using ScreenMate

You only need to read Section 4 when needed.

Section 5 describes how to do tasks with ScreenMate (i.e., copy files, rename files, etc.). The tasks are in alphabetical order.

3. MS-DOS AND XEROX UNIQUE FILES

The Xerox Personal Computer comes with three MS-DOS disks:

- MS-DOS with ScreenMate (boot disk)
- Utilities and Help disk
- Supplemental Programs disk

The MS-DOS with ScreenMate disk contains the programs needed to load the MS-DOS operating system into your computer.

The Utilities and Help disk contains programs that perform specific tasks and files that display helpful information on the screen.

The Supplemental Programs disk contains additional programs.

MS-DOS with ScreenMate

MS-DOS files	Function
COMMAND.COM	MS-DOS command processor
CONFIG.SYS	System configuration file

Xerox unique files	Function
ANSI.SYS	Controls screen display
AUTOEXEC.BAT	Auto execute file
FDMAINT.EXE	Floppy disk maintenance
FDMAINT.HLP	Help file
LOGO.COM	Displays Xerox logo
MOUSE.COM	Xerox optical mouse driver
PRTDRV.COM	Generic print driver
VDISK.SYS	Virtual disk driver
XMATE.EXE	Loads ScreenMate
XMATE1.EXE	Used by ScreenMate
XMATE.INT	Used by ScreenMate
XMATE1.HLP	ScreenMate help file

Utilities and Help disk

MS-DOS files	Function
CHKDSK.COM	Checks file space allocation
FC.EXE	Compares files' content
FIND.EXE	Finds a string in a list of files or standard input
*FORMAT.COM	
**MORE.COM	Displays text a screen at a time
*PRINT.COM	Prints file(s)
*SORT.EXE	Sorts text
*SYS.COM	

Xerox unique files	Function
CONFIGUR.EXE	Configures the system hardware
CONFIGUR.HLP	Help file
HDMAINT.EXE	Hard disk maintenance
HDMAINT.HLP	Help file
*SOFTKEYS.EXE	Redefine keys
*SOFTKEYS.HLP	Help file
SYSGEN.EXE	Puts operating system on disk
SYSGEN.HLP	Help file
TREE.EXE	Displays directory structure
XMATE1.HLP thru XMATE8.HLP	ScreenMate help files

*These commands are documented in the Operator's Guide to MS-DOS 3.10.

**Cannot be used with ScreenMate.

Supplemental Programs disk

MS-DOS files	Function
*ASSIGN.COM	Reassign a drive
*ATTRIB.EXE	Set file to Read/Only
*BACKUP.EXE	
**DEBUG.COM	Program debugger
*DISKCOPY.COM	
*DISKCOMP.COM	
*EDLIN.COM	Line editor
*EXE2BIN.EXE	Converts .EXE files to .COM files
*GRAPHICS.COM	
*JOIN.EXE	Join a path to a drive
LABEL.EXE	Change or delete a disk label
*LINK.EXE	Program linker
*MODE.COM	
RECOVER.COM	Recovers usable sectors from a disk with bad sectors
*RESTORE.EXE	
*SHARE.EXE	Used with networks
*SUBST.EXE	Substitute a drive letter for a path

Xerox unique files	Function
*PRTPW.DAT	Used by Setprt program
*SETPRT.EXE	Allows printer translation
*SETPRT.HLP	Help file

*These commands are documented in the Operator's Guide to MS-DOS 3.10.

**Documented in Microsoft's Macro Assembler Manual.

Important file information

Except for the AUTOEXEC.BAT and CONFIG.SYS files, the files on these three disks **should not** be tampered with.

Most of these files **cannot** be displayed on the screen. If you try to do so, garbage characters will be displayed and strange results may occur. You may have to reboot your system.

The COMMAND.COM, CONFIG.SYS, ANSI.SYS, XERBIO.COM, and XERDOS.COM files **should never** be erased from a bootable disk.

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1. FILES

What is a file?

A file is any information recorded on a disk. A file on your disk can be compared to a file folder in a desk drawer. For example, one file folder might contain the names and addresses of the employees who work in the office. You might name this file the Employee File. A file on your disk could also contain the names and addresses of employees in the office and could be named EMPLOYEE.DAT.

All programs, text, and data on your disk reside in files and each file has a unique name.

A file is created when you enter and save data or text on your PC. Files are also created when you write and name programs and save them on your disks.

You refer to files by their file names.

File names

The name of a typical MS-DOS file will look like this:

```
NEWFILE.TXT
```

The name of a file consists of two parts.

- file name
- an optional file name extension

A file name can be from one-to-eight characters long. You can type the file name in upper or lowercase letters and MS-DOS will translate these letters into uppercase characters.

The file name extension begins with a period followed by three or fewer characters and is optional. File name extensions describe the contents of a file to you and to MS-DOS, so it is a good idea to use them. For example, you may want to name all report files with a file name extension of .RPT. Most applications will set the file name extension for you. This way, you can identify which program created a specific file.

Your file names and file name extensions can be made up of letters and numbers; other characters are also allowed. Here is a complete list of the characters you can use in file names and file name extensions:

A-Z 0-9 $ & # % ' ( ) - _ @ ^ { } ~ !

File specification

When you need to access a file, you will use a file specification (filespec). This tells the system where the file is located. The file specification includes

- an optional drive name
- an optional path
- a file name
- an optional file name extension

The following is the format of a file specification:

[*d:*] [*path*]*filename*[.*ext*]

where ***d:*** represents the optional drive name; ***path*** represents the optional path; ***filename*** represents the one-to-eight character file name; ***.ext*** represents the optional one-to-three character file name extension. The brackets ([ ]) means the information is optional.

The optional drive name tells MS-DOS to look on the disk in the designated drive to find the file name. A drive name is needed only if you want to tell MS-DOS to look at another drive to find a file.

The optional path is used when you are using multiple directories (subdirectories) to tell the system which directory has the file. For example:

```
C:\JOE\PAYROLL.TXT
```

tells the system the file named PAYROLL.TXT is located in the JOE subdirectory on the hard disk (Drive C).

Illegal file names

MS-DOS treats some device names as special, so certain names are reserved for the names of these devices. These names **cannot** be used as file names.

You **must not** name your files any of the following:

AUX	LPT1
COM1	LPT2
COM2	LPT3
COM3	NUL
CON	PRN

Even if you add device designations or file name extensions to these file names, they remain associated with the devices listed above. For example, CON.DAT still refers to the console and cannot be used as the name of a file.

You **can** use any one of these names as a file name extension, however.

Wild card characters

When typing file names, you can use two special characters (called wild cards) in the file names and file name extensions. They are the asterisk (*) and the question mark (?).

The ? wild card

A question mark (?) typed in a file name or file name extension indicates that any one character can occupy that position.

For example, the file name

```
TEST?.DAT
```

if used to list a directory, will list all directory entries that begin with TEST followed by any one character, and have a file name extension of .DAT.

Some examples of the files that might be listed by the above example are:

```
TEST1.DAT
TEST2.DAT
TEST6.DAT
```

The * wild card

An asterisk (*) typed in a file name or file name extension indicates that any character can occupy that position or any of the remaining positions in the file name or file name extension. For example:

TEST*.DAT

if used to list a directory, will list all directory entries with file names that begin with the characters TEST and have a file name extension of .DAT. Here are some examples of the files that might be listed:

TEST1.DAT
TEST2.DAT
TEST6.DAT
TESTALL.DAT

The wild card designation *.* refers to all files in the selected drive/directory. Note that this can be very powerful and destructive when used. For example, if used with Erase a file, it will delete all files in the directory, regardless of file name or file name extension.

To list the directory entries for all files named ACCOUNTS on the disk in the default drive/ directory (regardless of their file name extension), you can use the following:

ACCOUNTS.*

To list the directory entries for all files with the file name extension of .TXT (regardless of their file names), use the following:

***.TXT**

The above command would be useful when you have given all your text files a file name extension of .TXT. By using the wild card characters, you can obtain a listing of all your text files even if you do not remember their exact file names.

How MS-DOS keeps track of your files

The names of files are kept in directories on a disk. These directories also contain information on the size of the files, their location on the disk, and the dates that they were created or last updated. The directory you are working in is called your "working" directory.

An additional system area is called the File Allocation Table. It keeps track of the location of your files on the disk. It also allocates the free space on your disks so that you can create new files.

These two system areas, the directories and the File Allocation Table, enable MS-DOS to recognize and organize the files on your disks. The File Allocation Table is added to a new disk when you format it and one empty directory is created, called the "root" directory.

For more information on directories, see "Chapter 2. DIRECTORIES" in this section.

How to protect your files

MS-DOS is a powerful and useful tool in processing your personal and business information. As with any information system, inadvertent errors may occur and information may be misused. If you are processing information that cannot be replaced or requires a high level of security, you should take steps to ensure that your data and programs are protected from accidental or unauthorized use, modification or destruction.

Simple measures such as removing your disks when they are not in use, keeping backup copies of valuable information, and installing your equipment in a secure facility can help you maintain the integrity of the information in your files.

2. DIRECTORIES

In this section, you will be given general information on directories.

What is a directory?

A directory contains the names of the files on each disk. The directory also contains information on the size of the files, their locations on the disk, and the dates that they were created or last updated.

Multiple directories

Use of multiple directories is optional.

If you are using a dual floppy disk drive system, you may not want to have multiple directories. You can easily organize and categorize your files by keeping them on different disks. For example, have one disk for word processing, one for data base use, one for accounting, etc.

If you are using a hard disk drive system, you will find that the use of multiple directories is a necessity for organizing your files. For example, you could have a directory for word processing files, data base files, or accounting files. If you do not use multiple directories, the root directory will become very long and unmanageable.

The **root directory** is the first level of the directory structure. It is the directory that is automatically created when you format a disk. Think of the root directory as being a filing cabinet. It contains file names and other directories. These other directories are known as **subdirectories**. Think of the subdirectories as drawers and folders in the filing cabinet.

When you are in the root directory, d:\ should be displayed in the upper left-hand corner of the display area (where d is the drive name).

When there are multiple users on your computer, or when you are working on several different projects, the number of files in the root directory can become large and unwieldy. You may want your own files kept separate from a co-worker's; or you may want to organize your programs into categories that are convenient for you.

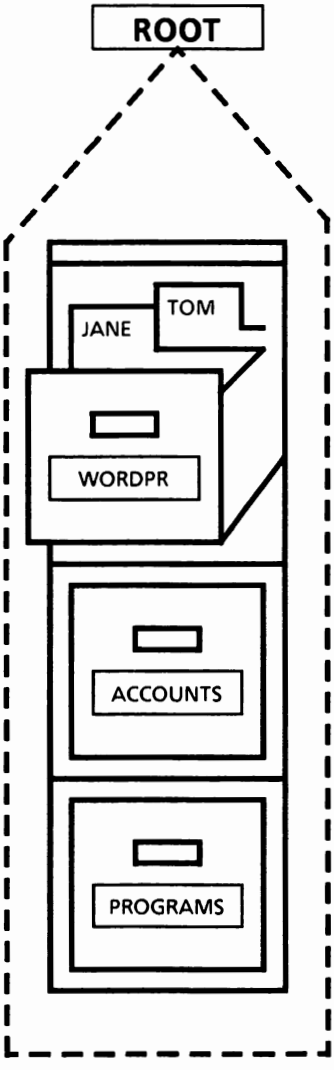
MS-DOS allows you to organize the files on your disk into subdirectories. Subdirectories divide your files into convenient groups. For example, you may want all of your accounting programs in one subdirectory and word processing files in another.

Any one subdirectory can contain any reasonable number of files, and it may also contain other subdirectories. This method of organizing your files is called a **multilevel directory structure**.

Files are like the papers within folders and drawers. Unless you take special action when you create a file, the new file will be recorded within the directory in which you are working. This directory is known as the **"working" directory**. You can have files with the same file name in different subdirectories.

It is possible for you to find any file in the system by starting at the root directory and traveling down any of the subdirectories to the desired file. Conversely, you can start where you are within the file system and travel back to the root directory. To access a file, you must tell MS-DOS where the file is located in the directory structure. This is done by giving MS-DOS a **path** to the file.

The following are the paths used when referring to the root and subdirectories.



\ is the symbol for the root directory of the disk.

\WORDPR
\WORDPR\JANE
\WORDPR\TOM

\ACCOUNTS

\PROGRAMS

Path to a file

When you create or search for a file, MS-DOS needs to know three things:

drive name
directory containing the file (path)
name of the file

If the file is on the disk in the default drive, you **do not** have to specify a drive name.

If the file is in the "working" directory, you **do not** need to specify a path.

If the file is not in the "working" directory, you **must** tell MS-DOS the path of subdirectory names leading to the desired subdirectory. The path can be either the path of names beginning with the root directory or the path starting from the "working" directory.

A path is a sequence of subdirectory names separated by backslashes (\). For example,

```
C:\WORDPR\JANE
```

If a file name is included, it **must** be separated from the last subdirectory name by a backslash. For example,

```
C:\WORDPR\JANE\MEMO.DAT
```

If a path begins with a backslash, MS-DOS searches for the file beginning at the root directory. Otherwise, MS-DOS begins at the current directory, known as the "working" directory and searches downward from there.

When you are in the "working" directory, a file name and its corresponding path may be used interchangeably.

3. DISKS

There are two types of disks:

Floppy disks

Hard disks

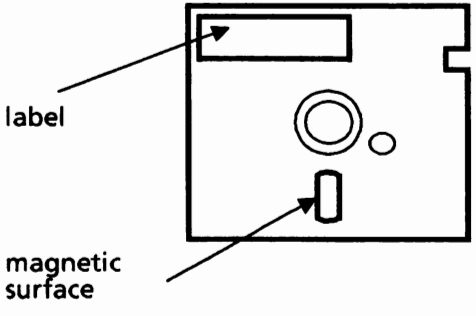
They are described in this section.

Floppy disks

The front of a floppy disk is smooth, while the back has visible seams.

Be sure to label each disk. Always place labels on the front of the floppy disk, at the top. Never let the label touch the magnetic surface of the disk itself inside the plastic protective envelope. Always use a soft felt-tip pen when writing on labels---a pencil or ballpoint pen can damage the disk.

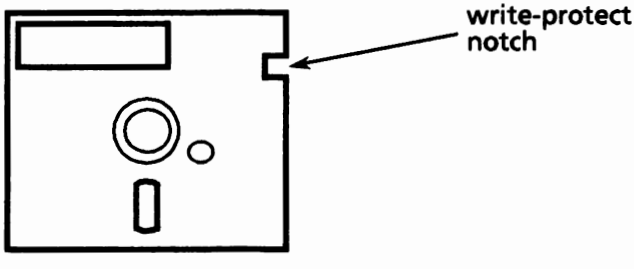
Store floppy disks in a safe place away from dust, magnetism, and extremes in temperature.



Write-protected disks

Some floppy disks are protected; that is, you **can** examine (read) information on the disk but you **cannot** change (write) anything on the disk. These disks are called "write-protected".

Usually, write-protected disks have a small tab covering a notch on the right side of the disk. You can copy information onto a write-protected disk or make backup copies of the disk by removing the write-protect tab first. However, be sure to consider the reason the disk was protected in the first place before you change its contents. It is always a good idea to replace the write-protect tab after you have copied or changed a write-protected disk.



If a disk does not have a write-protect notch, it is already write-protected. This protects the disk from any changes by your computer. Your MS-DOS disks may not have a write-protect notch. If so, you must always use a backup copy when you want to change the contents of the MS-DOS disks.

Hard disks

A hard disk is like a floppy disk that is built into the computer. Most computers with a hard disk have a floppy disk drive (a drive where you insert floppy disks) and a hard disk drive.

A hard disk stores much more information than a floppy disk. Also, it takes less time for the computer to access a hard disk than a floppy disk.

If you have important data on your hard disk that you add to or edit daily, it is recommended that you back up every day. This will ensure that the hard disk drive can be reloaded in the event the information is lost due to an operator error or a hardware failure. You may want to make two sets of backup disks just in case one set gets damaged.

4. DEVICE NAMES

The following is a list of device names.

AUX	Used to refer to input from or output to an auxiliary device (such as a printer or disk drive).
COM1 COM2 COM3	Used to refer to a communication device.
CON	Used to refer to keyboard input or to output to the terminal console (screen).
LPT1 LPT2 LPT3	Used to refer to the printer.
NUL	Used when you do not want to create a file, but the command requires an input or output file name.
PRN	Used to refer to the printer.

You **must not** name your files using any of the above device names. You **can** use any one of these names as a file name extension, however.

Even if you add device designations or file name extensions to these file names, they remain associated with the devices listed above. For example, CON.DAT still refers to the console and cannot be used as the name of a file.

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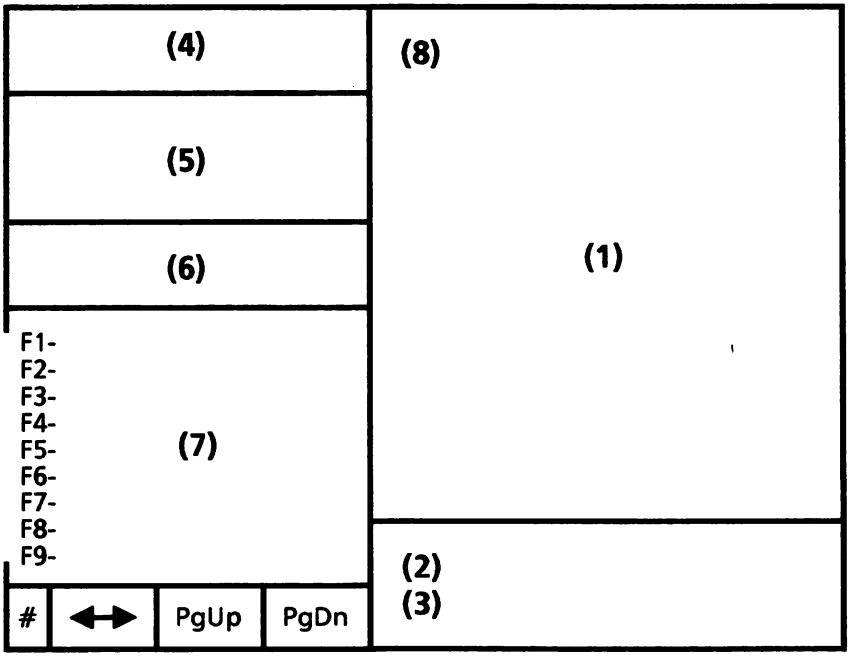
1. ScreenMate SCREEN

ScreenMate organizes the features of MS-DOS and puts them at your fingertips.

The ScreenMate screen is divided into eight basic areas. A description of each area's function is given on pages 3-6 and 3-7. The remainder of this chapter is devoted to indepth information on ScreenMate's structure and use.



1 - Main Data Display Area
2 - Status Line
3 - Command Line
4 - Date and Time Display
5 - "Roadmap" Area
6 - Mode or Option Descriptions
7 - Options Available
8 - Drive/Path Description

1 - Main Data Display Area

This is where data will be displayed. For example, the contents of a disk will be displayed in this area when you give the directory command. This area can also be split (divided) so you can view the directories of two disks.

2 - Status Line

The status line displays messages to guide you and prompts you for specific information. It also explains system actions.

3 - Command Line

During some actions, the system will prompt you to type information in the command line. The command line will display in reverse video. Anything typed on the keyboard will display in the command line. A warning beep will sound if you type more characters than will fit in the reverse video area.

You can use the Backspace key to delete one character at a time. Or, select F7-Alter Command to delete all characters entered.

When the command line is not displayed, typed characters will be ignored.

The following types of information may be entered in the command line when you are prompted to do so:

date and time
file names
file name extensions
paths
drive names
device names

4 - Date and Time Display

The date and time are displayed in this area. The system updates the date and time every second.

5 - "Roadmap" Area

This area provides you with a "roadmap" (list) of the actions you have currently selected. This is useful when selecting multiple functions.

Selecting F9-Exit clears the last action or path on the "roadmap".

6 - Mode or Option Descriptions

Displays the name of the current mode: User, Maintenance, or Profile.

Or, it provides a more complete description of the function selected.

7 - Options Available

Displays the options which are available at a particular level or mode in ScreenMate operation.

When you initially load MS-DOS with ScreenMate, certain standard options are available. As you select options, the list changes.

8 - Drive/Path Description

Displays the default (active) drive and path.

Function key designators

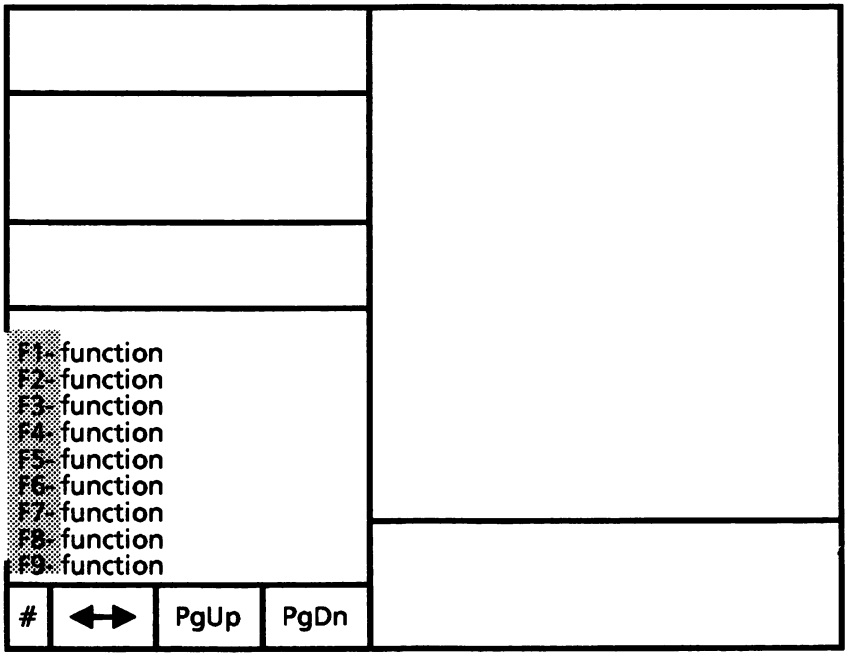
You can turn off and on the displaying of the F1- through F9-. The default is for the F1- through F9- to be displayed as shown below.

You can toggle between displaying or not displaying the F1- through F9-. You can either

- Simultaneously press the Ctrl and \ (back-slash) keys.

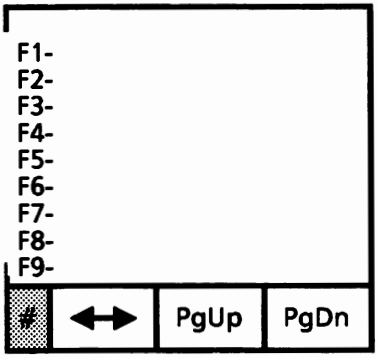
  Or

  If you are using the mouse, position the mouse cursor on the pound sign (#) at the lower left-hand corner of the screen and press the left mouse button.

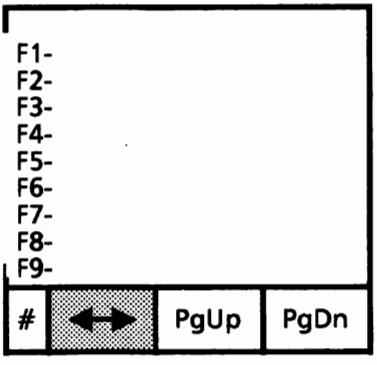


Mouse action blocks

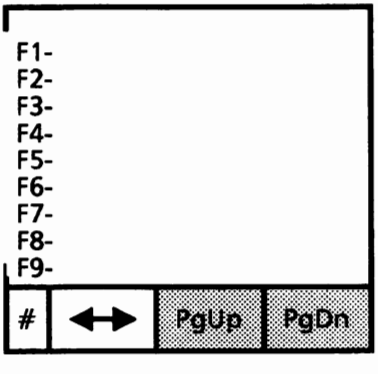
ScreenMate has four action blocks located at the lower left-hand corner of the screen which can be selected using the mouse.



Positioning the mouse cursor on the pound sign (#) and pressing the left mouse button will cause the F1- through F9- designators to be displayed or not displayed.



If you have a split screen, positioning the mouse cursor on the double arrow and pressing the left mouse button will move the action cursor back and forth between the screens. If your screen is not split, it will be ignored.



Positioning the mouse cursor on PgUp or PgDn and pressing the left mouse button is the same as pressing the PgUp or PgDn key. See definition for the PgUp or PgDn key under "Other ScreenMate keys" in this section.

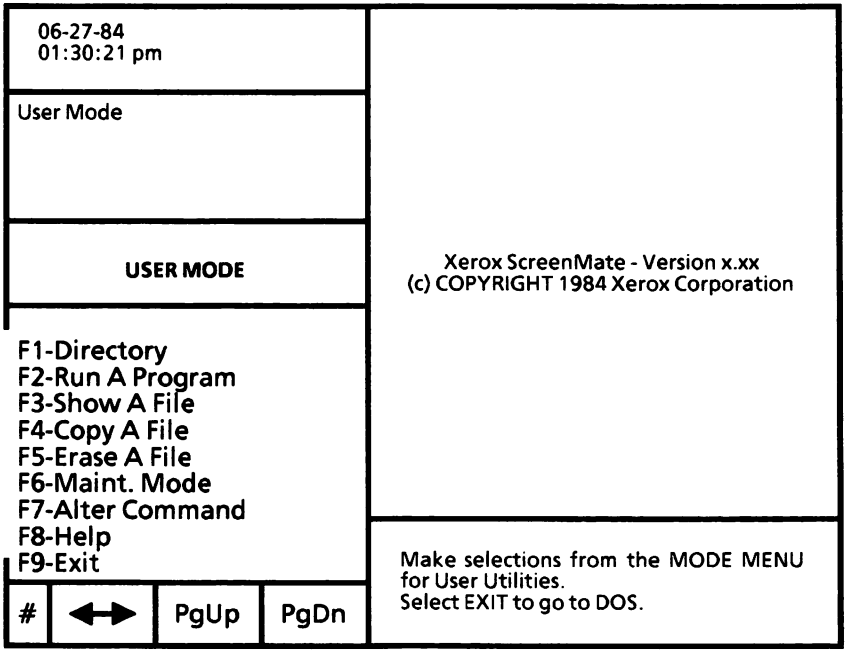
2. ScreenMate MODES

MS-DOS with ScreenMate provides you with options which are presented to you in three modes: User Mode, Maintenance Mode, Profile Mode.

User mode

The User Mode displays when you initially load MS-DOS with ScreenMate. It contains the most commonly used options:

Display directory
Run a program
Display/print the contents of a file
Copy file(s)
Erase file(s)

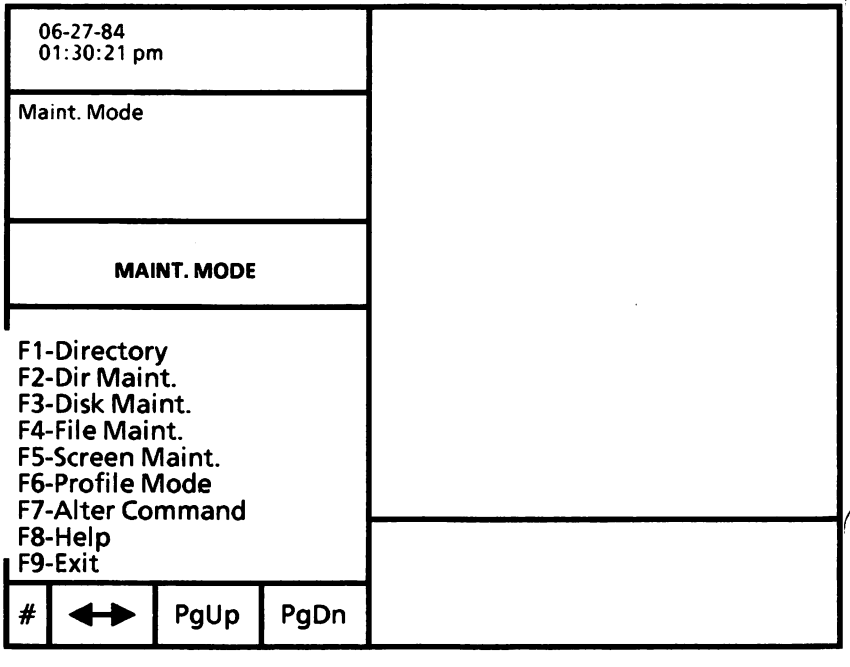


Maintenance mode

The Maintenance Mode contains the options which permit you to maintain files, disks, etc.

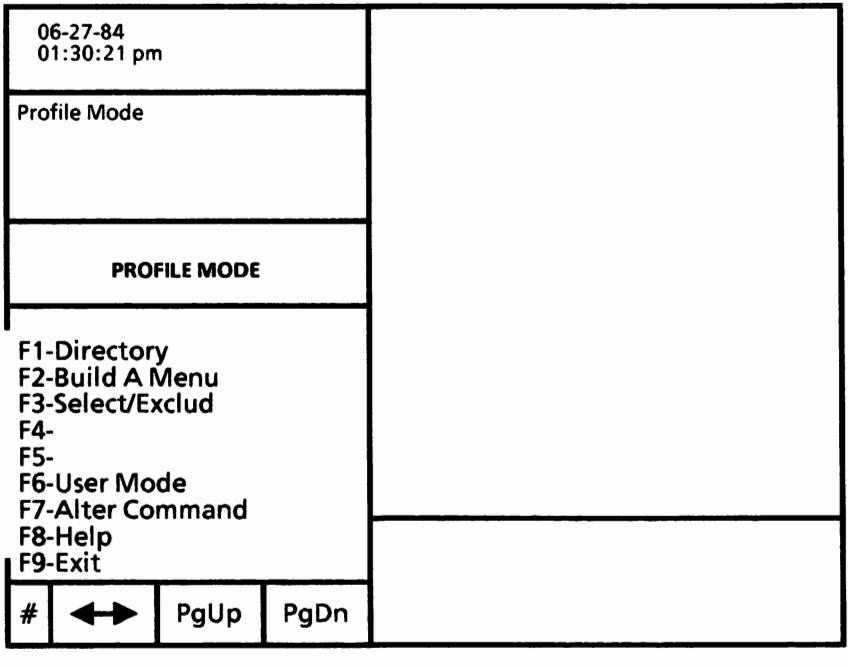
The options are

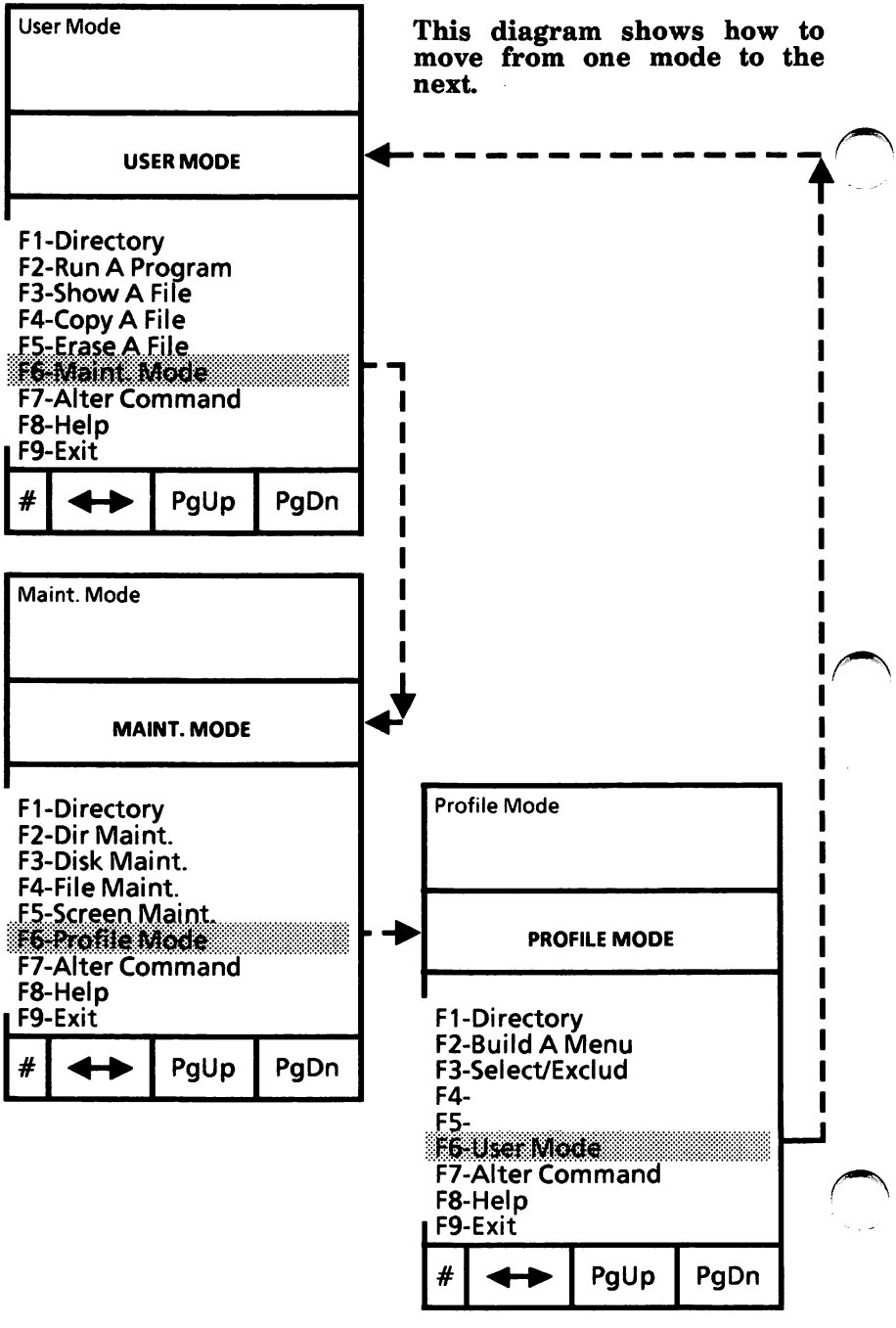
Directory Maintenance (Dir Maint.)
Disk Maintenance (Disk Maint.)
File Maintenance (File Maint.)
Screen Maintenance (Screen Maint.)



Profile mode

The Profile Mode contains the option which permits you to create a menu.





This diagram shows how to move from one mode to the next.

3. ScreenMate KEYS

Except for the keys described in this section, key assignments are as described in the **Hardware Installation and Facts** manual.

Function keys

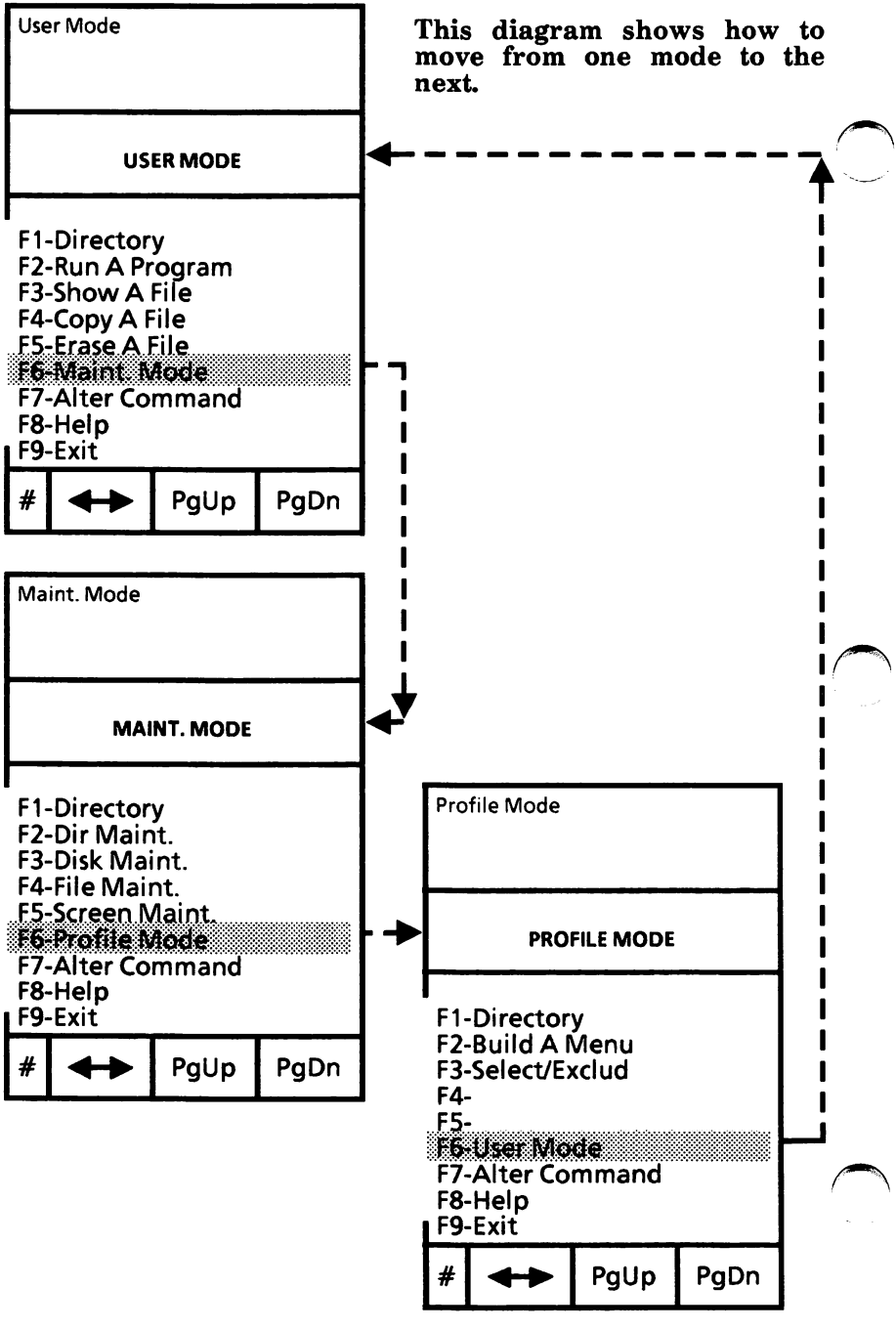
The ten function keys are located in two vertical columns on the left side of the keyboard. They are labeled F1 through F10.

A list of the options assigned to each function key is displayed in the lower left corner of the ScreenMate screen.

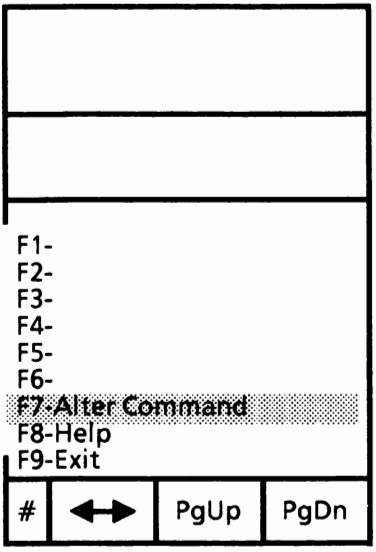
You may either press the desired function key at the keyboard, or use the mouse to move the mouse cursor to the desired option and press the left mouse button.

Some of the keys are used to request specific functions. The options assigned to these keys change as you move through the ScreenMate structure.

The function key options which remain the same throughout the ScreenMate structure are described on the following pages.



This diagram shows how to move from one mode to the next.



F7-Alter Command

To select F7-Alter Command, press the F7 function key, or position the mouse cursor on F7-Alter Command and press the left mouse button.

The F7-Alter Command option can be used in two different ways.

First, if you are entering information in response to a message, you can erase what you have entered, by selecting F7-Alter Command. For example:

select file message:
d:\ PAYORL

If you select F7-Alter Command at this time, PAYORL will be erased as shown below. You can then enter new text and accept. Or, you can select F9-Exit to exit the function.

select file message:
d:\

F7-Alter Command - cont'd

Second, F7-Alter Command can be used to erase a previous entry and go back to the previous message. For example:

select file message:
d:\

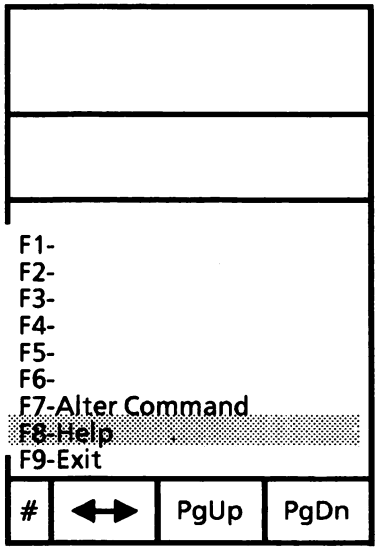
If you select F7-Alter Command at this time, the select directory path message is displayed as shown below.

select directory path message:
d:

If you select F7-Alter Command again at this time, the select drive message will be displayed as shown below.

select drive message:

From any of the previous messages, you can type text and accept it by pressing the Return key or the right mouse button. Or, you can select F9-Exit to exit the function.



F8-Help

Selecting F8-Help will give you a brief description of a function.

To select F8-Help, you can do one of the following:

- Press the F8 function key.

  Or

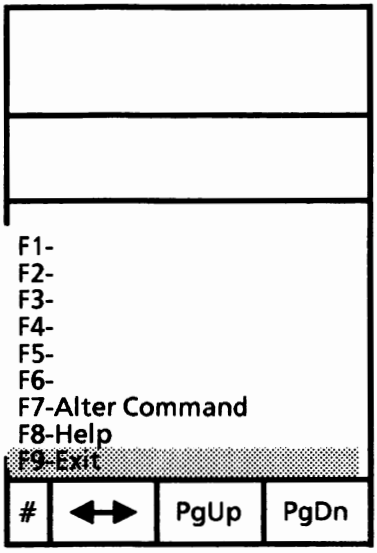
  Position the mouse cursor on F8-Help and press the left mouse button.

While in Help you cannot select other options, but you can

- Select PgUp or PgDn to view additional help.

  Or

  Select F9-Exit to exit Help.



F9-Exit

When the system is prompting you for information (i.e., a file name), you can select F9-Exit to exit from the option. Also, F9-Exit is used to clear the last action or path in the "roadmap".

To select F9-Exit, you can do one of the following:

- Press the F9 function key.

  Or

  Position the mouse cursor on F9-Exit on the screen and press the left mouse button.

If you happen to select F9-Exit from the USER MODE, MAINT. MODE or PROFILE MODE, you will be asked if you want to exit ScreenMate and go directly to MS-DOS. Pressing Esc will exit and replace ScreenMate with the MS-DOS system prompt d>, where d is a drive name. To return to ScreenMate, type XMATE and press the Return key. **It is not recommended that you go back and forth between MS-DOS with ScreenMate and MS-DOS without ScreenMate.**

Other ScreenMate keys

The following keys may be used with ScreenMate.

PgUp
PgDn
Ctrl + PgUp
Ctrl + PgDn
Arrow keys
Backspace or Del
Home
Tab
Return
Esc

The purpose of each key, as well as an explanation of its operation, is provided on the following pages.

The PgUp, PgDn, Home, Del and Arrow keys are functional only when the NumLock key has been turned off. A light on the NumLock key will be lit if it is on. If it is, press the NumLock key to turn it off.

PgUp key

When there is more data than will fit on one screen, pressing the PgUp key will scroll the current screen full of information up. The screen is scrolled up so that the bottom two lines become the top two lines of the new information. This provides you with a visual reference for following screen action.

If all the data fits on the current screen, pressing the PgUp key will not scroll it up.

Each time the PgUp key is pressed, the cursor is positioned at the home (top of screen) location.

In the case of a split screen, only the screen with the cursor will be scrolled.

PgDn key

When you have scrolled the screen up using the PgUp key, you can use the PgDn key to scroll the current screen down. The screen is scrolled down so that the top two lines become the bottom two lines. This provides you with a visual reference for following screen action.

If all the data fits on the current screen, pressing the PgDn key will not scroll it down.

Each time the PgDn key is pressed, the cursor is positioned at the home (top of screen) location.

In the case of a split screen, only the screen with the cursor will be scrolled.

Ctrl + PgUp keys

If the directory contains more than 128 entries, only the first 128 are used at one time with ScreenMate. In order to access the next 128 entries, you **must** simultaneously press the Ctrl and PgUp keys. If a directory is very large, you will be notified that the entire directory is not currently displayed. In the case where you specify a sorted directory, only 128 entries will be sorted at any one time.

Ctrl + PgDn keys

By pressing the Ctrl and PgDn keys simultaneously, you can go back through the directory 128 entries at a time.

Ctrl + \ (backslash) keys

The Ctrl + \ keys are used to turn on and turn off the display of the F1- through F9- on the screen.

Arrow keys

The arrow keys are used for moving the cursor to the right (→), left (←), up (↑) and down (↓) on the displayed file names, directory names, or device names.

When an arrow key is pressed, the cursor follows it. When the cursor is positioned at a name (file name, drive name, etc.), the name is displayed in reverse video (highlighted). If the arrow key is pressed again, the next name is highlighted.

The up and down arrow keys "wrap around" when they reach the end of the column. For the first column, the cursor passes through the home location.

Home key

When the Home key is pressed, the cursor returns to the home (top of the screen) position on the selected screen. If a name has been selected before pressing the Home key, the system returns the name to normal video (unhighlighted) unless it has been highlighted using F4-Mark File(s) or F6-Select/Exclud.

Backspace or Del key

The Backspace or Del key blanks (erases) the character in the current position and moves the cursor back one position. When one of these keys is pressed while entering text, the system performs a backspace or delete operation, as specified. If the Backspace or Del key is pressed from the leftmost position, the system ignores the command.

Tab key

When the Tab key is pressed during a split screen display, the cursor moves to the home position of the other screen.

The screen with the displayed cursor is the active screen.

If the screen is not split, the Tab key is ignored.

Return (Enter) key

The Return key (carriage return) "accepts" data that is entered. It is used to tell the system you've finished typing or selecting an entry.

Esc key

The Esc key performs the same function as F7-Alter Command.

Right mouse button

Pressing the right mouse button performs the same function as the Return (Enter) key. It is used to accept data into the system.

4. USER INTERFACE

This section explains how to

Select and activate a function.

Enter information in the command line.

Select multiple files.

Select and activate a function

There are two methods for selecting and activating ScreenMate options:

- You may press the function key which corresponds to the option.

  Or

  You may position the mouse cursor on the desired function and press the left mouse button.

Enter information in the command line

After selecting an option, you may be asked to enter a file name, path, or drive name. You can either

- Type in the information needed and press the Return key to accept. You may use the wild cards "*" and "?" to select multiple files.

  Or

  Select information from the display area of the screen using the arrow keys or mouse. *For selecting multiple file names, see "Select multiple files" in this section.*

- Accept the information by pressing either the Return key or the right mouse button.

Using the arrow keys to select information

The arrow keys may be used to move the cursor to the desired information. When the cursor is positioned next to the information, the information is highlighted. Once you have highlighted the desired information, press the Return key to accept.

The UP arrow key (↑) moves the cursor to the previous line.

The DOWN arrow key (↓) moves the cursor to the next line.

The RIGHT arrow key (→) moves the cursor right one column.

The LEFT arrow key (←) moves the cursor left one column.

Using the mouse to select information

Position the mouse cursor next to or on the desired information and press the left mouse button. The action cursor is moved to this location and the information will be highlighted. Press the right mouse button to accept the information.

Select multiple files

In some options, you may select multiple files to be acted upon.

There are two methods of selecting multiple files from directories displayed on the screen:

- Using F4-Mark File(s)
- Using F6-Select/Exclud

Using F4-Mark File(s)

- Highlight one of the files to be selected. *You can use either the arrow keys to highlight the file. Or, position the mouse cursor on the file and press the left mouse button.*
- Select F4-Mark File(s).

  Nothing noticeable happens.
- Highlight the next file to be selected using either the arrow keys or mouse.

  Notice that the first file marked remains highlighted when the cursor is moved to another file.

Using F4-Mark File(s) - cont'd

- Select F4-Mark File(s).

- Do the above steps until all the files you want to select are highlighted.

- Move the cursor to the home position.

  You can either press the Home key or position the mouse cursor at the top of the display area screen and press the left mouse button.

- Check to be sure the correct files are highlighted.

If you find a file that should not be highlighted:

- Move the cursor to that file and select F5-Unmark Files.

  Nothing noticeable happens, until you home the cursor. Then the unmarked file will not be highlighted.

When you are ready to perform the function,

- Accept the highlighted information.

  You can either press the Return key or the right mouse button to accept.

After the function is complete or when you exit the function, the files will no longer be highlighted.

Using F6-Select/Exclud

This allows you to select or exclude files.

- Select F6-Select/Exclud.

The options available change to the following:

F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files

You can use F1-Select Files to select specific files or you can use F2-Exclude Files to exclude specific files.

Select files

After selecting F6-Select/Exclud,

- Select F1-Select Files.

- Highlight one of the files to be selected. *You can either use the arrow keys to highlight the file or position the mouse cursor on the file and press the left mouse button.*

- Accept the highlighted file.

  You may press either the Return key or the right mouse button to accept.

  Nothing noticeable happens.

Using F6-Select/Exclud - cont'd

Select files - cont'd

- Highlight the next file to be selected using either the arrow keys or mouse.

  Notice that the first file selected remains highlighted when the cursor is moved to another file.

- Accept this file. *Press the Return key or the right mouse button.*

- Do the above steps until all the files you want to select are highlighted.

- Move the cursor to the home position.

  You can either press the **Home** *key or position the mouse cursor at the top of the display area screen and press the left mouse button.*

- Check to be sure the correct files are highlighted.

If you find a file that should not be highlighted:

- Move the cursor to that file and select F5-Unmark Files.

  Nothing noticeable happens, but when you home the cursor the file is not highlighted.

Or, if you change your mind, you can

- Select F6-Restore Files.

  The files will be unselected and you can begin again.

Using F6-Select/Exclud - cont'd

Select files - cont'd

After you have selected your files, you need to exit F1-Select Files menu,

- Select F9-Exit.

  Only the selected files are displayed on the screen. You may want to check again to be sure these are the files you want. Again, if you see any file that you do not want, you can move the cursor to that file and select F5-Unmark Files.

When the files are correct,

- Accept the selected information.

  You can press either the Return key or the right mouse button to accept.

After the function is complete or you exit the option, the files will be unselected.

Using F6-Select/Exclud - cont'd

Exclude files

After selecting F6-Select/Exclud,

- Select F2-Exclude Files.

  All files are highlighted.

- Position the cursor next to one of the files to be excluded.

  You can either use the arrow keys to move the cursor to the file. Or, position the mouse cursor next to the file and press the left mouse button.

- Accept the file.

  You may press either the Return key or the right mouse button.

  Nothing noticeable happens.

- Position the cursor to the next file to be excluded using either the arrow keys or mouse.

  Notice that the first file excluded is not highlighted when the cursor is moved to another file.

- Accept this file.

- Do the above steps until all the files you want to exclude are not highlighted.

Using F6-Select/Exclud - cont'd

Exclude files - cont'd

- Move the cursor to the home position.

  You can either press the Home key or position the mouse cursor at the top of the display area screen and press the left mouse button.

- Check to be sure these are the correct files to exclude.

If you change your mind, you can

- Select F6-Restore Files.

  The files will be unselected and you can begin again.

After you have excluded the files, you need to exit F2-Exclude Files menu,

- Select F9-Exit.

  Only the selected (highlighted) files are displayed on the screen. You may want to check again to be sure these are the files you want. If you see a file(s) that you do not want, you can move the cursor to that file and select F5-Unmark Files.

When the files are correct,

- Accept the selected information.

  You can press either the Return key or the right mouse button to accept.

After the function is complete or you exit the option, the files are no longer highlighted.

USING APPLICATION SOFTWARE

TABLE OF CONTENTS

1. **Getting started** 4-3

2. **Loading application software** 4-15

3. **Using a menu** 4-19

1. GETTING STARTED

This section describes the steps that you need to follow to use application software packages on your system. If you encounter problems, you may need to contact your software supplier to find out where to call for support.

Some manufacturers do not allow you to make a backup copy of their software disk(s). Check your application software manual.

Some software packages create their own CONFIG.SYS file. Be sure you rename or copy to another disk the Xerox CONFIG.SYS file. You will need to use this file when you reload MS-DOS after using the software.

Some software packages require that you copy the MS-DOS FORMAT, DISKCOPY, or DISKCOMP files to their disk. These files are available on the Utilities and Help disk and the Supplemental disk.

Make a backup copy and install software

This section, describes how to make a backup copy of the application software disk. Also, most application software packages have an install program that needs to be run before you load the software.

This is a one-time procedure. If you already have a backup copy of your application software that is installed, go to the "Loading Application Software" section on page 4-15 for instructions on loading (running) the software.

If you have a dual floppy disk drive system, continue on the next page.

If you have a hard disk drive system, go to page 4-9 and continue.

Dual floppy disk drive system

The procedure below steps you through making backup copies of your application software disks.

However, some application software manufacturers do not allow their disks to be copied. Check your application manual to determine whether the disk can be copied or not. (*Note: The steps for copying disks with ScreenMate will be different from those in most application software manuals, so follow the steps below.*)

If the application disks can be copied, follow the steps below. Otherwise, turn to page 4-7 to install the application software.

Copying application software

Obtain new (or erasable) disk(s), which can be used to make copies of the application software disk(s).

Start with ScreenMate loaded and the Maintenance Mode menu (MAINT.MODE) displayed,

- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F1-Floppy Maint.

  The Floppy Disk Maintenance Program Main Menu is displayed.

- Remove the MS-DOS boot disk from Drive A.

- Insert the application software disk in Drive A (bottom) and close the drive door. *Be sure the disk is write-protected.*

- Insert the disk to receive the copy (destination disk) in Drive B and close the drive door.

Dual floppy disk drive system - cont'd

- Select F2 to copy one disk to another.

  The Copy Menu is displayed. The menu should indicate that the Source disk is A and the Destination disk is B.

- Select F9 to execute (begin) copy.

  The system displays the message

  All data on the destination disk will be lost.
  Do you want to continue? [N]

- Enter Y to say "yes" you want to continue.

  If the destination disk is brand new, the message

  Formatting ...

  is displayed before copying begins.

  As copying begins, the following messages will be displayed alternately.

  Reading ...
  Writing ...

  This tells you that the system is reading data from the source disk and writing it to the destination disk.

  When copying is complete, the following message is displayed.

  Press function keys F1 and F2 to set selection.
  Copy complete.

Dual floppy disk drive system - cont'd

- Remove the two disks. Store the original in a safe place and label the new disk accordingly.

Some application software packages have more than one disk. If there is more than one disk, repeat the procedure beginning with "Insert the application software disk . . ." step on the previous page.

When all disks are copied, follow the steps below to return to ScreenMate,

- Insert the MS-DOS boot disk in Drive A and close the drive door.
- Select F10 twice.
- Press the Return key to return to ScreenMate.
- Select F9-Exit to exit Floppy Maint.
- Select F6-Profile Mode.
- Select F6-User Mode.

You are now ready to install the software.

Dual floppy disk drive system - cont'd

Installing (configuring) software

Most application software programs have an "install" or "configure" procedure check which allows you to tell the software what kind of hardware you have.

For example, you may need to choose a color or monochrome display and enter the type of printer you're using.

Checking the application program's manual will tell you the name of the installation or configure program(s).

From the **USER MODE** menu,

- Remove the MS-DOS boot disk from Drive A.
- Insert the application software disk that contains the install program in Drive A and close the drive door.
- Select F1-Directory.

  The directory of the disk is displayed.
- Select F9-Exit to return to the USER MODE menu.
- Locate the install program file name and highlight it using the arrow keys or mouse.
- Select F2-Run A Program and press the Return key.

  The install program should begin running. Follow the directions given in the application software manual on how to install the software on your system.

Dual floppy disk drive system - cont'd

When you have installed your software and exited the install program, the system will display the message,

To return to ScreenMate, press RETURN.

- Remove the application software disk from Drive A.
- Insert the MS-DOS boot disk in Drive A and close the drive door.
- Press the Return key.

Go to the "Loading Application Software" section on page 4-15 and continue.

Hard disk drive system

On the hard disk, it is recommended that each software application have its own subdirectory.

Before you copy the application software onto the hard disk, you'll need to make a subdirectory for it.

- Be sure you are in the root directory.

From the **MAINT. MODE** menu,

- Select F2-Dir Maint.

With the DIRM ACTIONS menu displayed,

- Select F5-Make a Dir.

The system prompts you to select a new directory path.

- Type the subdirectory name (such as WORDPR for word processing software) and accept.

  (*Note: When you see the instruction to "accept", you can either press the Return key or the right mouse button.*)

- Select F9-Exit.

- Select F6-Profile Mode.

- Select F6-User Mode.

- Insert the disk to be copied in Drive A and close the drive door.

Hard disk drive system - cont'd

- Select F4-Copy a File.

  The system displays

  ```
  Please select SOURCE file(s):
  d:\[          ]
  ```

- Check to be sure the drive and path names listed in the above message are the source drive (A) and the root directory (\). If not, select F7-Alter Command and type the correct path and/or drive. The message should read

  ```
  Please select SOURCE file(s):
  A:\[          ]
  ```

When you have the correct drive displayed,

- Type *.* and press the Return key. This tells the system you want all files copied to the hard disk.

  The system displays

  ```
  Enter DESTINATION directory path, or press
  RETURN for same.
  d:[                          ]
  ```

- Check to be sure the drive name is correct. For example, if you are putting the files on Drive C, the message should read

  ```
  Enter DESTINATION directory path, or press
  RETURN for same.
  C:[                          ]
  ```

Hard disk drive system - cont'd

If the drive name is incorrect, use F7-Alter Command to change.

When you have the correct drive displayed,

- Type the application software subdirectory name that you created earlier and accept.

  The system displays

  If correct press RETURN; to change select Alter:
  C:\your path name*.*

- If correct, press the Return key or right mouse button.

  The files are displayed on the screen as they are copied. When copying is complete, the system will ask if you wish to copy another or exit.

- Remove the original disk and store it in a safe place.

Some application software packages have more than one disk. If there is more than one disk, press the Return key to copy another disk. Insert the disk to be copied and continue with the second step on the previous page.

When all disks are copied on to the hard disk,

- Select F9-Exit to exit the copy option.

You are now ready to install the software.

Hard disk drive system - cont'd

Installing (configuring) software

Most application software programs have an "install" or "configure" procedure check which allows you to tell the software what kind of hardware you have.

For example, you may need to choose a color or monochrome display and enter the type of printer you're using.

Checking the application program's manual will tell you the name of the installation or configure program.

From the **USER MODE** menu,

- Select F1-Directory.

  The current directory is displayed along with the message

  Please select a drive or Exit:
  [ ]

- Type in the drive name where the application software files reside (i.e., C), and press the Return key.

  The system displays

  Please select a directory path:
  C:[ ]

- Select F2-Path Names.

  All valid paths are displayed.

Hard disk drive system - cont'd

- Highlight the path of the application software to be installed using the arrow keys or mouse and accept.

  The system displays

  ```
  Please select file(s):
  C:\path\[              ]
  ```

- Press the Return key or right mouse button to display all files.

- Refer to the application software manual to determine the name of the install (or configure) program.

- Highlight the install program name using the arrow keys or mouse.

- Select F2-Run a Program.

- Press the Return key or right mouse button.

  The install program should execute. Follow the directions given in the application software manual on how to install your system.

When you have installed your software and exited the install program, the system displays

```
To return to ScreenMate, press RETURN.
```

- Press the Return key.

Go to the "Loading Application Software" section on page 4-15 and continue.

Notes:

2. LOADING APPLICATION SOFTWARE

There are two methods which can be used to load application software programs.

The first method loads the software directly (without the use of a menu).

The second method utilizes a menu, which must be created before loading the software. Menus are most useful when you will be using multiple application software packages on a hard disk drive system.

Directions for creating and adding menus begin on page 4-21.

If you decide not to use menus, continue below.

If you have a dual floppy disk drive system, continue on the next page.

If you have a hard disk drive system, go to page 4-17 and continue.

Dual floppy disk drive system

From the **USER MODE** menu,

- Remove the MS-DOS boot disk from Drive A.
- Insert the application software disk in Drive A and close the drive door. *If more than one disk came with the application software package, the disk with the load (or system) program is usually labeled as such.*
- Select F1-Directory. The directory of the disk is displayed.
- Select F9-Exit to return to the USER MODE.
- Locate the load program file name and highlight it using the arrow keys or mouse. (*Consult the application software manual to determine the name of the program that loads the software.*)
- Select F2-Run a Program.

  The sytem displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

- Enter a file name or parameters, if needed, and press the Return key.

  The program should begin running. Follow the directions in the application software manual on how to use the software.

When you exit the program, the system displays

To return to ScreenMate, press RETURN.

- Remove the application software disk from Drive A, insert the MS-DOS boot disk in Drive A and close the drive door.
- Press the Return key. You are returned to ScreenMate.

Hard disk drive system

From the **USER MODE** menu,

- Select F1-Directory.

  The current directory is displayed and displays the message

  Please select a drive or press Exit:
  [ ]

If the application software is on a drive other than the default drive, type in the drive name and press the Return key.

If the application software is on the default drive, press the Return key.

The system displays

Please select a directory path:
C:[ ]

(*Note: Your drive name may be different.*)

- Select F2-Path Names.

  All valid paths are displayed.

- Highlight the path of the application software to be loaded using the arrow keys or mouse and accept. *To "accept", you can either press the Return key or the right mouse button.*

  The system displays

  Please select file(s):
  C:\path\[ ]

- Press the Return key or right mouse button to display all files.

Hard disk drive system - cont'd

- Highlight the load program file name using the arrow keys or mouse. (*Consult the application software manual to determine the name of the program that loads the software.*)

- Select F2-Run a Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

- Enter a file name or parameters, if needed, and press the Return key.

  The program should begin running. Follow the directions in the application software manual on how to use the software.

When you exit the program, the system displays

To return to ScreenMate, press RETURN.

- Press the Return key.

3. USING A MENU

Menus can make using application software quicker and easier on a hard disk drive system.

You will probably want to use your menu to access off-the-shelf application software. You may, however, also access custom programs written in a high-level language (like BASIC, Pascal, or COBOL). If this is the case, you will need to read the next section on creating a batch file.

If you will only be using off-the-shelf application software, you can skip the next section and go directly to "Creating a menu".

Creating a .BAT file

For custom programs written in a high-level language (like BASIC, Pascal, or COBOL), you will need to create a batch (.BAT) file which will tell MS-DOS to load first your language program and then your application program.

To create a .BAT file you must leave ScreenMate and go to MS-DOS, so press F9-Exit and then the Esc key.

If the program that you will be calling is located in a subdirectory, you must change directories.

You may, if you wish, create your batch file in a subdirectory, but be sure that both the language and application program are present in that same subdirectory.

To change directories, type the command CD path and press the Return key.

The following example for writing a batch program will use GW-BASIC and an interest rate program. The program will be written in the MS-DOS command language and will tell the system to load and execute GW-BASIC and then to load and execute your variable interest rate program.

At the system prompt (C>), type the following lines, being careful to press the Return key after each one. Begin by typing

```
COPY CON: VINTRAT.BAT
```

This command tells MS-DOS to copy the information that you will be entering at the keyboard into the file that you have just specified (i.e., VINTRAT.BAT)

Now type

```
ECHO OFF
```

This will prevent the commands in the batch file from being displayed on the screen as they are executed.

Next you want MS-DOS to load GW-BASIC and your interest rate program, so type

```
GWBASIC INTEREST
```

being certain to leave at least one space between the two file names. Then, to let MS-DOS know that you are finished entering your batch program, press the Ctrl and Z keys simultaneously and press the Return key.

Your completed program should look like this:

```
C>COPY CON: VINTRAT.BAT
ECHO OFF
GWBASIC INTEREST
^Z
C>_
```

Your MS-DOS batch program is complete. Make a note of the name of the file that contains it (VINTRAT.BAT) and return to ScreenMate by pressing the Reset button on the front of the processor.

Creating a menu

It is probably a good idea to begin menu-making with a sheet of paper and a pencil so that you can write out the following things for each item in the menu:

1. the actual **TEXT** that will appear on the menu screen
2. the name of the **SUBDIRECTORY** in which your program is located
3. the name of the command or batch **FILE** that calls your program.

The illustration below provides some suggestions.

Proposed Menu	Paths and File names	
Word Processing	\WP\PRIMARY.MEN	(Writer II)
Accounting	\CALC\SC3.COM	(SuperCalc)
Data Base	\DB\dBASE.COM	(dBASE III)
Communications	\COMM\RELAY.COM	(RELAY)
Estimating Package	\EST\EST.BAT	(Custom software written in COBOL)

Once you have made notes on your file names and menu text, then go to the PROFILE MODE menu.

- Select F2-Build a Menu.

- Select F2-Create a Menu.

  The system displays

  Please make/select files
  C:\ .MEN

- Type a name, appropriate for your menu, and press the Return key.

  The system displays

  Position cursor and select ADD, REPL, OR DEL.

If you look at the function key menu on the left, you will notice that it has changed and now has as its title EDIT A MENU rather than CREATE A MENU. You may also notice that your choices are different than they were before you pressed that last button. Your most significant choices at this point are

F1 - Replace Entry
F2 - Add an Entry
F3 - Save Menu
F4 - Delete Entry

To add entries to the menu,

- Select F2-Add an Entry.

  The system displays

  Select a file name or select EXIT to leave.
  C:\[ ]

If the file that loads your program is in the root directory, go to the next step. If your file is in a subdirectory, select F7-Alter Command until the system displays

```
Select directory path on which file will be
found.
C:[                                    ]
```

Type in the name of the subdirectory that contains your file and press the Return key.

When the directory is correct for your program,

- Type the program's name (including the extension) and press the Return key.

  The system displays

  Please enter menu text:

At this point you can enter a text description of the program. This text will show on the screen in place of the program name when you use the menu.

- Type the text that describes your program and press the Return key.

Your new menu entry--with its path and file name--will display on the screen. You can check it now for errors. If there are errors, you can select F1-Replace Entry and enter the information again.

Repeat this item-entry process with each of the programs that you wish to call from your menu--up to a maximum of eight. If you wish to have more than eight entries, see the next section on nesting menus.

When the menu is finished,

- Select F3-Save Menu.

  The system displays

  If correct press RETURN; to change select Alter:
  d:\path\filename.MEN

- If correct, press the Return key or the right mouse button.

  Or

  If incorrect, select F7-Alter Command.

To return to the MENU ACTIONS menu,

- Select F9-Exit.

  The MENU ACTIONS menu is displayed.

To return to the PROFILE MODE menu, select F9-Exit from the MENU ACTIONS menu.

Nesting menus

You may wish to have one menu call another. You might, for example, want to call several subordinate menus from a main menu, or you might wish to have one menu act as a continuation of another. In either case, you can do this easily.

Let's assume, for example, that you have created the two menus pictured below and that you want MENU1 to call MENU2.

```
C:\
Menu:  MENU1.MEN


                SPREADSHEET
                DATA BASE
                WORD PROCESSING
                COMMUNICATIONS
                GRAPHICS PACKAGE
                ELECTRONIC MAIL
```

```
C:\
Menu:  MENU2.MEN


                PROJECT MANAGER
                DOW JONES
                GW-BASIC
                COBOL
                C
```

- Go to the PROFILE MODE menu.
- Select F2-Build a Menu.
- Select F1-Edit a Menu.

  The system displays

  Please make/select file:
  C:\ .MEN

- Type in the name of the menu that you want to edit (MENU1), and press the Return key.
- Select F2-Add an Entry.

  The system displays

  Select a file name or select EXIT to leave.
  C:\[ ]

- Type in the name of the new menu to be called (MENU2.MEN) and press the Return key.
- Now type in the text that you want to see on the menu (for example, MORE) and press the Return key.

Obviously, if you want your user to be able to cycle through one menu and then the other an infinite number of times, you can return to the PROFILE MODE menu and make MENU2 call MENU1 in addition to having MENU1 call MENU2.

- Select F3-Save Menu and press the Return key.

Now make MENU2.

Autoboot a menu

If you want a menu to appear on the ScreenMate screen whenever ScreenMate is booted, you will need to change your AUTOEXEC.BAT file (the file that automatically loads ScreenMate when you boot your system).

Be sure you are in the root directory.

First leave ScreenMate by pressing F9-Exit and then the Esc key.

At the MS-DOS system prompt (C>), carefully type in the following lines (substituting the name of your own menu for **menuname** in the last line). Be sure to press the Return key after each line is typed.

```
COPY CON: AUTOEXEC.BAT
ECHO OFF
MOUSE
LOGO S
XMATE menuname.MEN
```

Now press the Ctrl and Z keys simultaneously. This will appear as

```
^Z
```

on the screen. Then press the Return key.

Check your work for errors. If there are any, retype the whole program.

When you are finished, press the Ctrl, Alt, and Del keys simultaneously. When your system reboots, your menu should be on the ScreenMate display.

Autobooting your menu with ScreenMate and Writer II

There are some special problems that you may encounter in designing your own menu to run with Xerox' Writer II.

In the first place, you will find as you install Writer II that you can designate yourself either as a primary user or as a casual user. If you specify that you are a primary user, Writer II will boot its own menu on the ScreenMate display. In either case--no matter what kind of user you say you are--Writer II will rewrite your AUTOEXEC.BAT file.

As a result, if you want your own menu to boot on ScreenMate, you will need to go back to MS-DOS to alter the AUTOEXEC.BAT file after you have installed Writer II.

Press F9-Exit and the Esc key to go to the MS-DOS level. At the system prompt (C>), type

```
EDLIN AUTOEXEC.BAT
```

Press the Return key.

Then type

```
L
```

and press the Return key again.

You should have a listing that looks something like the one below. If your file listing is different, be sure to make notes on those differences **before** you make changes so that you can reconstruct the whole file if necessary.

```
1: ECHO OFF
2: PATH C:\BIN
3: SET TERMDIR = C:\USR\QLIB\FILES
4: SET MENUDIR = C:\USR\QLIB\MENUS
5: SET TEMPDIR = C:\TMP
6: SET SPOOLDIR = C:\USR\SPOOL\QSPOOL
7: SET TERM = XMSDOS
8: REM MOUSE
9: LOGO S
10: XMATE
```

You want to replace the line which calls ScreenMate (line 10 in the above example) with a line that will not only load ScreenMate but will load your menu as well. If this line is line 10, then type

```
L10
```

If the line which calls ScreenMate (XMATE) has another number in your program, then substitute that number for 10 in the command above. Press the Return key. This will give you a new program listing that looks much like the one below where the line designated in the L command is repeated at the end of the listing.

```
1: ECHO OFF
2: PATH C:\BIN
3: SET TERMDIR = C:\USR\QLIB\FILES
4: SET MENUDIR = C:\USR\QLIB\MENUS
5: SET TEMPDIR = C:\TMP
6: SET SPOOLDIR = C:\USR\SPOOL\QSPOOL
7: SET TERM = XMSDOS
8: REM MOUSE
9: LOGO S
10: XMATE
10:*XMATE
10:*
```

Now type

XMATE **menuname**.MEN

where **menuname** is the name of the menu that you want to boot. Type it right in the space after the asterisk (*) and then press the Return key. This will cause line 10 to be replaced with the line you just typed. To be sure this is what happened, obtain another listing by typing

L

and pressing the Return key.

Check your work carefully, and if it is correct, type

E

and press the Return key to leave the EDLIN utility and return to the MS-DOS system prompt (C>). Then press the Ctrl, Alt, and Del keys simultaneously to return to ScreenMate where your menu should now appear on the display.

HOW TO WITH ScreenMate

Notes:

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Notes:

Back up hard disk files

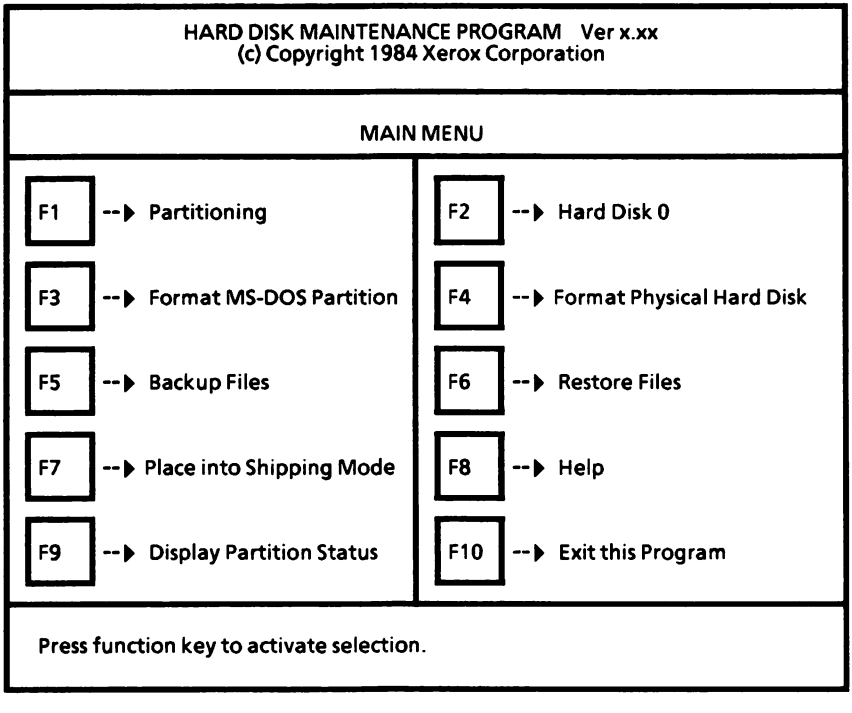
If you have important data on your hard disk that you add to or edit daily, it is recommended that you back up every day. You may want to make two sets of backup disks just in case one set gets damaged.

Also, floppy disk files may be backed up to a hard disk. The backed up files are stored in a subdirectory named BACKUP.

This is for use with hard disk systems only.

From the root directory and **MAINT. MODE** menu,

- Select F3-Disk Maint. The DISKM ACTIONS menu is displayed.
- Select F4-H-Disk Maint. The Hard Disk Maintenance Program is loaded into memory.

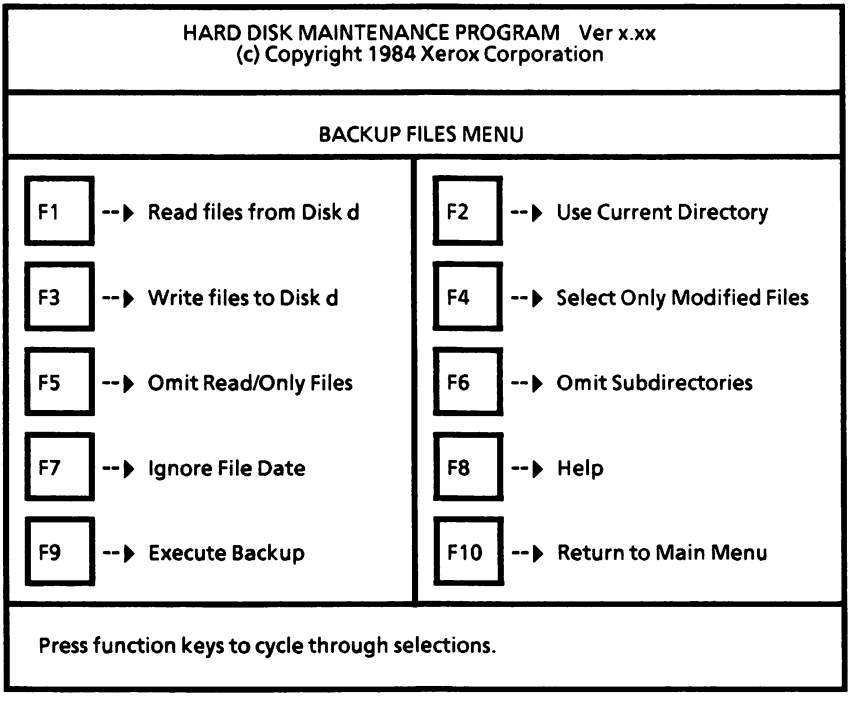


Back up hard disk files - cont'd

From the Hard Disk Maintenance Program Main Menu,

- Select F5-Backup Files.

The screen should look similar to the following.



Back up hard disk files - cont'd

Set selections

The Read files from Disk d setting specifies the drive name from which the files will be read (source drive).

- Select F1 until the disk drive containing the file(s) to be backed up is displayed.

- Select F2 until Directory Will be Named is displayed. This setting tells the system you will specify the directory to be backed up. **Otherwise the files in the root directory will be backed up.**

The Write Files to Disk d setting specifies the drive name to which the files will be written (destination drive).

- Select F3 until the drive name where the file(s) are to be copied is displayed.

You can back up all identified files in the directory including any you have previously backed up (Select All Files). Or, you can back up only those files not previously backed up (Select Only Modified Files). When you back up files, the system marks the files as being backed up. So, if you backup on a daily or weekly basis, you would choose the Select Only Modified Files and the system would only backup new files or files that have been edited.

- Select F4 to display the desired setting.

Back up hard disk files - cont'd

Set selections - cont'd

You can choose to back up Read/Only files (Include Read/Only Files) or not to back them up (Omit Read/Only Files). Read/Only files are usually software program files.

- Select F5 to display the desired setting.

You can back up only those files in the named directory (Omit Subdirectories) or back up files in the named directory and its subdirectories (Include Subdirectories). The entire hard disk may be backed up by specifying the root directory and all of its subdirectories.

- Select F6 to display the desired setting.

You can back up only those files whose creation date is greater than or equal to the requested date (File Date to be Specified) or you can ignore the file creation date (Ignore File Date).

- Select F7 to display the desired setting.

Back up hard disk files - cont'd

Execute backup

Once all options are set you can begin the backup process.

- Select F9 to begin the backup process.

  The system displays

  Insert backup disk to write and press RETURN, or ESC to abort.

- Insert a formatted floppy disk, close the drive door, and press the Return key.

(Note: When the system is prompting you to insert backup disk, enter path, enter file name, or enter file date, you can press the Esc key to exit from the Execute Backup process. You will still be in the BACKUP FILES MENU.)

The system displays the following message (unless you selected Use Current Directory),

Enter the source directory path.

- Type the name of the directory you want backed up and press the Return key. The Backspace key can be used to correct typing errors. The system asks for a file name,

  Enter file name. (wild card characters permitted)

- Type the file name to be backed up and press the Return key. (*.* can be used to backup all files in the directory.)

Back up hard disk files - cont'd

Execute backup - cont'd

If you chose to select files by a certain date, the following message will appear:

Enter file selection date in format mm-dd-yy:_

- Type in the file date (need to enter zero with single digit entries) and press the Return key.

The name of each file is displayed as it is copied to the disk following the message Transferring.

Very large hard disk files may be broken across multiple floppy disks.

If more than one floppy disk is needed to back up files, the system displays one of three messages:

Insufficient space for file. Insert next disk and press RETURN.

Disk full. To complete file, insert next disk and press RETURN.

ERROR: Disk already has split file. Insert next disk and press RETURN.

If one of the above messages appears,

- Remove the disk from the floppy disk drive and label it (i.e., Backup disk #1).
- Insert another disk, close the drive door, and press the Return key.

The backup process will continue. If necessary, you will be asked to insert additional floppy disks. Be sure to label your backup disks numerically (i.e., #1, #2, etc.). This will be helpful if you need to restore the files to the hard disk.

Back up hard disk files - cont'd

Backup complete

When all specified files have been backed up, the following message is displayed,

> Press function keys to cycle through selections.
> n file(s) backed up.

where n is the number of files backed up.

If you have more files to back up, you can repeat the process.

When you want to return to the Hard Disk Maintenance Main Menu,

- Select F10.

To return to ScreenMate from the Hard Disk Maintenance Program Main Menu,

- Select F10.

  The system displays

  To return to ScreenMate, press RETURN.

- Press the Return key.

  You are returned to the DISKM ACTIONS menu of ScreenMate.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Change active (default) drive

Two methods may be used to change drives. The first uses the F1-Directory option in any mode; the second uses the F5-Change Drive option in the F3-Disk Maint. option of the MAINT. MODE.

When you change drives using either method, the new drive will become the active (default) drive.

Both methods are described on the following pages.

Using F1-Directory

From any mode menu,

- Select F1-Directory.

  The file names in the active drive and directory are displayed.

  The system displays

  Please select a drive or press Exit:
  [ ]

- Type a drive name.

  Or

  Select F1-Drives Avail. and highlight the desired drive using either the mouse or arrow keys.

- Accept the new drive name.

  To "accept", press either the Return key or the right mouse button.

Change active (default) drive - cont'd

The system displays

```
Please select a directory path:
d:[                                ]
```

- Press either the Return key or the right mouse button to use the root directory.

  Or

  Type in a new path and accept.

  Or

  Select F2-Path Names, highlight a path using either the arrow keys or mouse, and accept.

After you have selected the path, the system displays

```
Please select file(s):
d:\path\[              ]
```

- Press either the Return key or the right mouse button to display all files in the directory.

  Or

  Type the file names and accept. (You may use the wild card characters * and ? if you like.)

The system displays the file names and the remaining space on disk.

The selected drive and path now become the active drive and path (directory).

You are returned to the mode menu and the directory remains on the screen.

Change active (default) drive - cont'd

Using F5-Change Drive

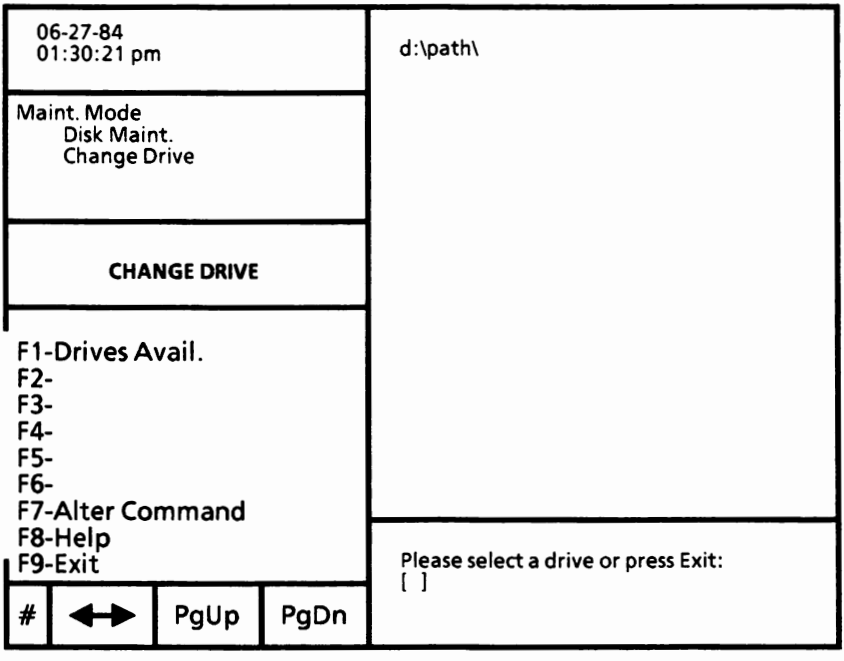
From the **MAINT.MODE** menu,

- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F5-Change Drive.

  The CHANGE DRIVE menu is displayed as shown below.



Change active (default) drive - cont'd

The system displays

Please select a drive or press Exit:
[ ]

- Type in the drive name.

  Or

  Select F1-Drives Avail.

  All valid drive names are displayed. Position the cursor on the appropriate drive name using either the arrow keys or mouse.

- Accept the selected drive.

  To "accept", press either the Return key or the right mouse button.

The selected drive name now becomes the active (default) drive.

The system will return to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Change file status to R/O (Read Only)

Files can be protected from being edited or erased by setting their status to R/O (Read Only).

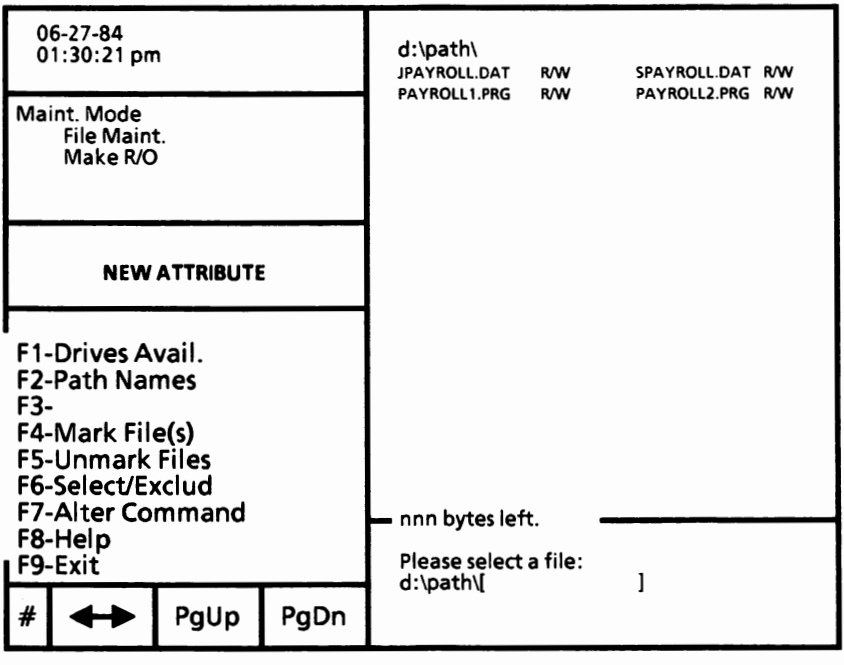
From the **MAINT.MODE** menu,

- Select F4-File Maint.

  The FILEM ACTIONS menu is displayed.

- Select F1-Make R/O.

  The screen will look similar to the following.



Change file status to R/O (Read Only) - cont'd

The system displays

```
Please select a file:
d:\path\[              ]
```

(*Note: When you are in a function and the system is prompting you for a file name, path, drive name or confirmation of input, you can select F9-Exit to exit from the function without completing the action.*)

- If you have only one file to make Read Only, either type in the file name or use the mouse or arrow keys to highlight the file.

  Or

  If you have more than one file to be made Read Only, either type the file name with wild card characters, or use F4-Mark File(s) or F6-Select/Exclud to highlight the file names. (Refer to "Select multiple files" in Chapter 4. User Interface of the USING ScreenMate section for instructions on how to use F4-Mark File(s) or F6-Select/Exclud.)

- Accept the selected file(s).

  To "accept", press either the Return key or the right mouse button.

  The system will display the file(s) as they are set to Read Only.

  The system will then display

```
Please select a file:
d:\path\[              ]
```

You can make more files Read Only or select F9-Exit to return to the FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Change file status to R/W (Read/Write)

Files which are set to R/O (Read Only) must be changed to R/W (Read/Write) before they can be edited or erased.

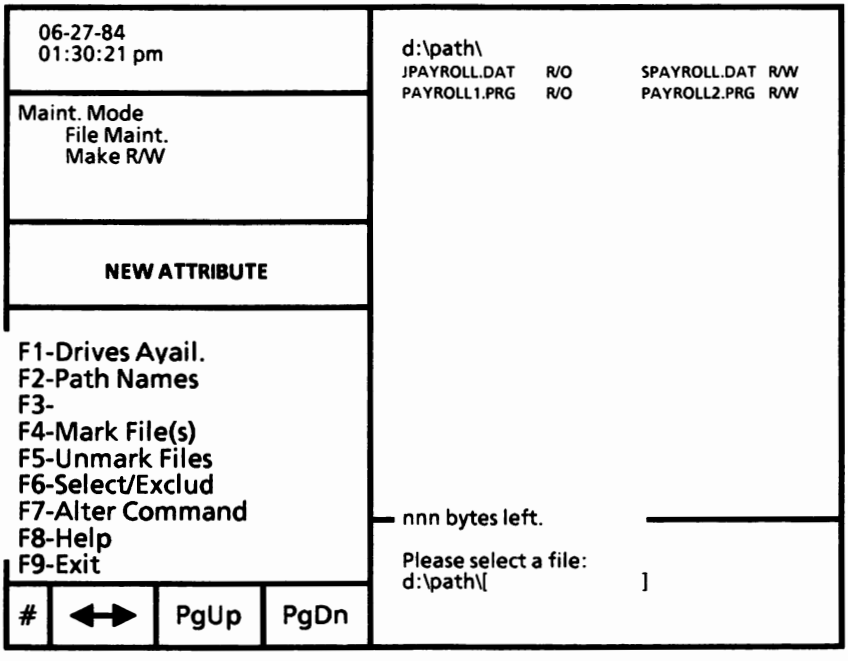
From the **MAINT MODE** menu,

- Select F4-File Maint.

  The FILEM ACTIONS menu is displayed.

- Select F2-Make R/W.

  The screen will look similar to the following.



Change file status to R/W (Read/Write) - cont'd

The system displays

```
Please select a file:
d:\path\[          ]
```

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit from the function without taking any action.)

- If you have only one file to make Read/Write, either type the file name or use the mouse or arrow keys to highlight the file name.

  Or

  If you have more than one file to be made Read/Write, either type the file name with wild card characters, or use F4-Mark File(s) or F6-Select/Exclud to highlight the file names. (Refer to "Select multiple files" in Chapter 4. User Interface of the USING ScreenMate section for instructions on how to use F4-Mark File(s) or F6-Select/Exclud.)

- Accept the selected file(s).

  To "accept", press either the Return key or the right mouse button.

  The system will display the file(s) as they are set to Read/Write. The system will then display

  ```
  Please select a file:
  d:\path\[          ]
  ```

You can either make more files Read/Write or select F9-Exit to return to the FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Change "working" (active) directory

Two methods may be used to change directories. The first uses the F1-Directory option in any mode; the second uses the F3-Change Dir option in F3-Disk Maint. option of the MAINT. MODE. (*Note that the first method allows you to change drives at the same time.*)

When you change directories using either method, the new directory will become the "working" (active) directory.

Both methods are described on the following pages.

Using F1-Directory

From any mode menu,

- Select F1-Directory.

  The file names in the currently active drive and "working" directory are displayed.

  The system displays

  Please select a drive or press Exit:
  [ ]

- Press either the Return key or the right mouse button to use the currently active drive.

  Or

  Type a drive name and accept.

  To "accept", press either the Return key or the right mouse button.

Change "working" (active) directory - cont'd

The system displays

```
Please select a directory path:
d:[                                ]
```

- Type the path for the directory and accept.

  Or

  Select F2-Path Names.

  All paths are displayed. (If the screen is split, only a portion of some lengthy paths will be displayed.)

  Highlight a path using either the arrow keys or mouse, and accept.

After you have selected the path, the system displays

```
Please select file(s):
d:\path\[              ]
```

- Press either the Return key or the right mouse button to display all files in the directory.

  Or

  Type the file names and accept. (You may use the wild card characters * and ? if you like.)

The system displays the file names and the remaining space on disk.

The selected path now becomes the "working" (active) directory.

You are returned to the mode menu and the directory remains on the screen.

Change "working" (active) directory - cont'd

Using F3-Change Dir

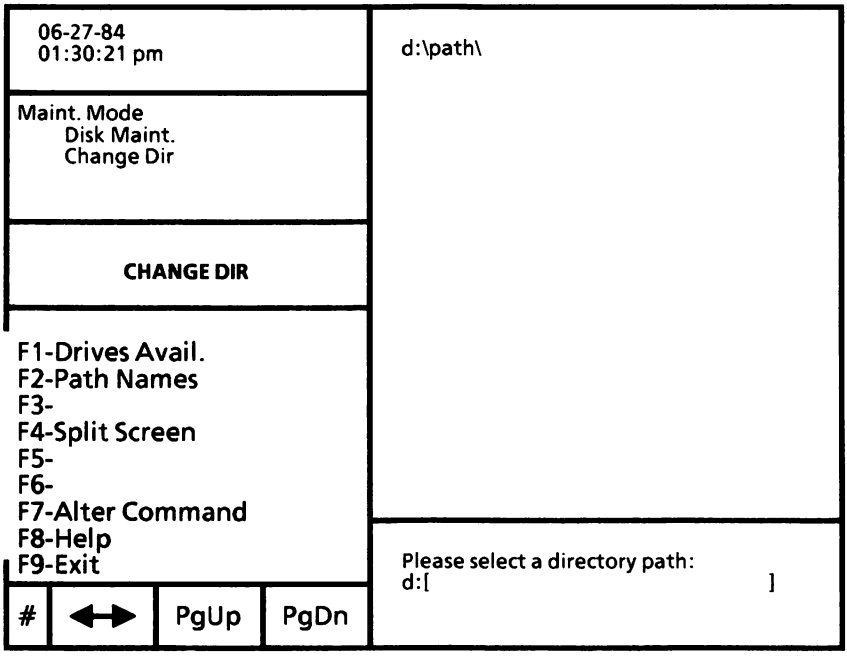
From the **MAINT.MODE** menu,

- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F3-Change Dir.

  The CHANGE DIR menu is displayed as shown below.



Change "working" (active) directory - cont'd

The system displays

```
Please select a directory path:
d:[                                ]
```

(*Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit without completing the action.*)

- Check to be sure the drive name in the above prompt is the drive containing the disk on which the directory resides.

  If not, select F7-Alter Command. The system will prompt you for a drive name. Enter the drive name and accept by pressing either the Return key or the right mouse button.

- Type the path.

  Or

  Select F2-Path Names to display all valid paths. If the screen is split and the path is too long to fit in the display area, only a portion of the path will display.

  Position the cursor on the appropriate path using either the arrow keys or mouse.

- Accept the selected path.

  To "accept", you can press either the Return key or right mouse button.

The selected path now becomes the "working" directory. The system will return to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Check disk space or directory for errors

The CHKDSK option is used to check disk space and to check for errors in the disk's directory.

CHKDSK should be run occasionally on each disk to check for errors in the directory. If any errors are found, CHKDSK will display error messages, if any, and then a status report.

This command **does not** work over a network.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Utilities and Help disk, and close the drive door. Insert the disk to be checked in Drive B and close the drive door.

If you have a hard disk drive system, you need to be in the root directory.

From the **MAINT.MODE** menu,

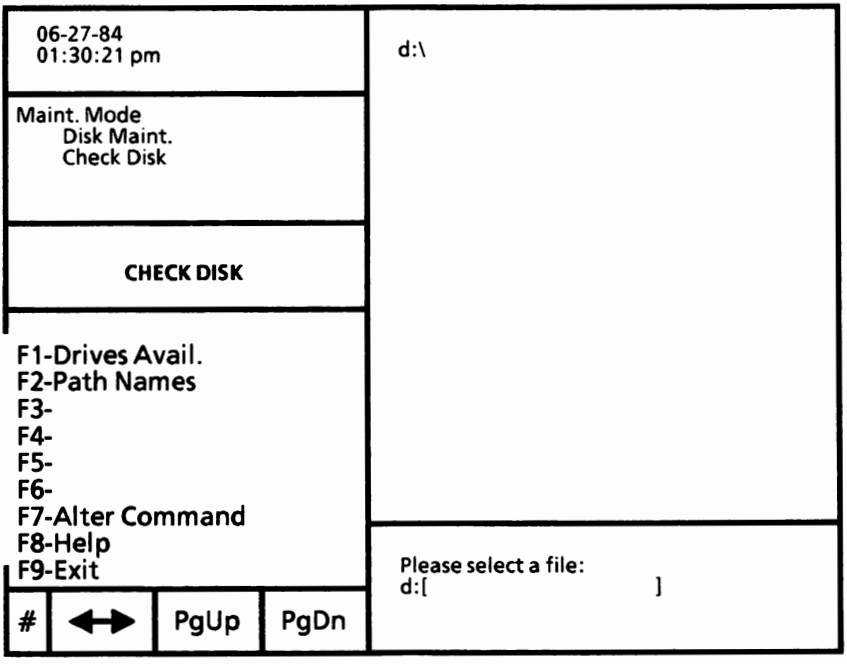
- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F2-Check Disk.

  The CHECK DISK menu is displayed as shown on the next page.

Check disk space or directory for errors - cont'd



The system displays

Please select a file:
d:[ ]

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit without taking any action.)

- Check to be sure the drive name in the above message is the drive containing the disk to be checked.

Check disk space or directory for errors - cont'd

If not, select F7-Alter Command. The system will ask you to select a drive. Enter the drive name and accept. The selected drive name now becomes the active drive name.

To "accept", press either the Return key or the right mouse button.

- If you only want to check disk space and errors in the directory, press either the Return key or the right mouse button.

  Or

  If you want to check a file to see if it is stored on the disk in contiguous or non-contiguous order, enter a file name and accept. You can use wild card characters (* and/or ?) in the file name if you want to check more than one file.

  The system displays

  Please select parameters (/F, /V, or /F/V):
  d:[ ]

- Type /F and accept if you want any errors found in the directory to be corrected.

  Or

  Type /V and accept if you want messages to be displayed while CHKDSK is running.

  Or

  Type /F/V and accept if you want both options.

Check disk space or directory for errors - cont'd

CHKDSK complete

A status report of the disk is given. An example status report is given below.

```
160256   bytes total disk space
  8192   bytes in 2 hidden files
   512   bytes in 2 directories
 30720   bytes in 8 user files
121344   bytes available on disk

 65536   bytes total memory
 53152   bytes free
```

(*Note: You may see error messages in the status report. If so, refer to the error messages on the next four pages.*)

The system displays

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system, remove the Utilities and Help disk from Drive A and insert the MS-DOS boot disk in Drive A and close the drive door.

- Press the Return key.

  In a few seconds, you are returned to ScreenMate. The DISKM ACTIONS menu is displayed.

- Check the active drive to be sure it is the drive you want.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Check disk space or directory for errors - cont'd

CHKDSK error messages

CHKDSK may display the following messages:

filename
Contains *n* non-contiguous blocks.
The file or files you named are not written contiguously (sequentially) on the disk.

All specified file(s) are contiguous.
The file or files you named are all written sequentially on disk.

If the /F switch is specified, the following errors will be corrected automatically.

Allocation error, size adjusted
An invalid cluster number was found in the FAT. The file was truncated at the end of the last valid cluster.

Cannot Chdir to *filename*
Tree past this point not processed
CHKDSK is traveling the tree structure of the directory and is unable to proceed to the specified directory. All subdirectories and files under this directory will not be verified.

Disk error reading FAT
Or
Disk error writing FAT
One of your File Allocation Tables has a defective sector in it. MS-DOS will automatically use the other FAT. It is a good idea to copy all your files onto another disk.

First cluster number is invalid
Entry truncated
The file directory entry contains an invalid pointer to the data area. If you specified the /F switch, the file is truncated to a zero-length file.

Check disk space or directory for errors - cont'd

CHKDSK error messages - cont'd

You **must** correct the following errors returned by CHKDSK, even if you specified the /F switch.

filename is cross-linked on cluster
: A cluster has been assigned to more than one file. Make a copy of the file you want to keep, and then delete both files that are cross-linked.

Cannot Chdir to root
Processing cannot continue
: CHKDSK is traveling the tree structure of the directory and is unable to return to the root directory. CHKDSK is not able to continue checking the remaining sub-directories to the root. Try to restart MS-DOS. If this error persists, the disk is unusable.

Cannot recover . entry, processing continued
: The . entry ("working" directory) is defective.

Cannot recover .. entry
: The .. (parent directory) entry is defective.

Directory is totally empty, no . or ..
: The specified directory does not contain references to "working" and parent directories. Delete the specified directory and re-create it.

Entry has a bad attribute (or size or link)
: This message may be preceded by one or two periods to indicate which subdirectory is invalid. If you have specified the /F switch, CHKDSK will attempt to correct the error.

Check disk space or directory for errors - cont'd

CHKDSK error messages - cont'd

Errors found, F parameter not specified
Corrections will not be written to disk
You must specify the /F switch if you want the errors corrected by CHKDSK.

Insufficient memory
Processing cannot continue
There is not enough memory in your machine to process CHKDSK for this disk. You must obtain more memory to run CHKDSK.

Insufficient room in root directory
Erase files in root and repeat Chkdsk
CHKDSK cannot process until you delete files in the root directory.

Invalid drive specification
Specify a valid drive.

Invalid parameter
One of the switches that you have specified is wrong.

Invalid sub-directory entry
The subdirectory that you have specified either does not exist or is invalid. Check to see that you have entered the subdirectory name correctly.

Invalid working directory
Processing cannot continue
Your disk is bad. Replace the disk or make a copy from your backup system disk.

Check disk space or directory for errors - cont'd

CHKDSK error messages - cont'd

Probable non-DOS disk
Continue (Y/N)?

The disk you are using is a non-DOS disk. You must indicate whether or not you want CHKDSK to continue processing. This error message usually means that the File Allocation Table (FAT) is bad.

Unrecoverable error in directory
Convert directory to file (Y/N)?

A directory has been found to be unusable. If you respond Y, CHKDSK will convert the bad directory into a file. You can then delete it.

If you respond N, you may not be able to write to or read from the bad directory.

X lost clusters found in y chains
Convert lost chains to files (Y/N) ?

Clusters have been found that do not correspond to a file. If you respond Y, CHKDSK will create a file in the root directory for you to resolve this problem (files created by CHKDSK are named FILEnnnn.CHK). If you did not specify the /F switch, CHKDSK does nothing.

If you respond N and have specified the /F switch, CHKDSK will display:

X bytes disk space freed

If you respond N and have not specified the /F switch, CHKDSK displays:

X bytes disk space would be freed

Configure serial port(s)

See Chapter 5 of Appendix A for instructions on how to configure the serial port(s).

Copy file(s)

This section tells you how to copy files from a disk or directory to another disk or directory.

Whenever needed, you can check with the "Copy options maps" on pages 5-40 and 5-41 to verify your current level within the options.

Display directory

Before copying any files, display the directory containing the files to be copied.

On dual floppy disk drive systems, if the disk containing the files to be copied is not the MS-DOS boot disk, remove the MS-DOS boot disk from Drive A, insert the disk with the files to be copied in Drive A, and close the drive door. Insert the disk to copy to in Drive B and close the drive door.

- Select F1-Directory.
- Select F9-Exit.

Copy file(s) - cont'd

Select function

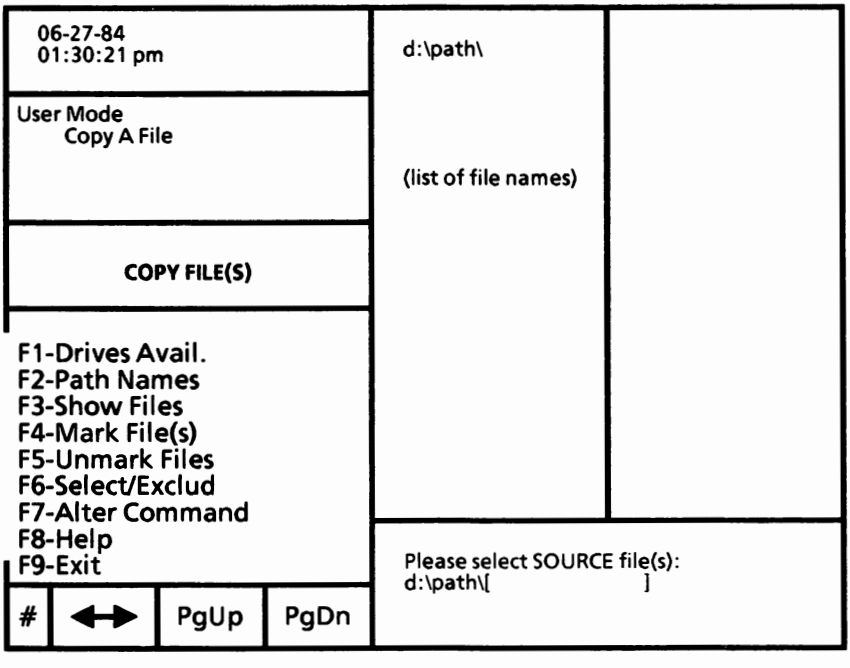
With the **USER MODE** menu displayed and the directory containing the file(s) to be copied displayed on the screen,

- Select F4-Copy A File.

  The display area of the screen splits and you are asked to

  Please select SOURCE file(s):
  d:\path\[ ]

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit without taking any action.)



Copy file(s) - cont'd

Select file(s) to be copied

- If you have only one file to copy, either type the file name or use the mouse or arrow keys to highlight the file.

  Or

  If you want to copy several files, either type the file name with wild card characters, or use F4-Mark File(s) or F6-Select/Exclud to highlight the file names. (Refer to "Select multiple files" in Chapter 4 User Interface of the USING ScreenMate section for instructions on how to use F4-Mark File(s) and F6-Select/Exclud.)

- Accept the selected files.

  To "accept", press either the Return key or the right mouse button.

Select where to copy file(s)

Depending on how you selected the file(s) to be copied, the system will display one of the following messages:

Message A

```
Enter DESTINATION file(s), or press RETURN for same.
d:\path\[                    ]
```

Message B

```
If correct press RETURN; to change select Alter:
d:\path\
```

where d:\path\ is the destination drive and path (directory) names.

Copy file(s) - cont'd

Select where to copy file(s) - cont'd

- Check the drive name and path displayed in the message to be sure that they describe where the file(s) should be copied.

  If the drive name and/or path is incorrect, select F7-Alter Command (once or twice) and enter and accept the correct drive name and path.

Message A

With the correct drive name and path displayed, you can either

- Type in a new file name and accept.

  If you typed a wild card file name to be copied, you can also give the multiple files new names by using the wild card characters in the destination name.

  Or

  Press either the Return key or right mouse button to keep the same file name(s).

  If you are copying to another drive or directory, it is not necessary to change the file's name.

Message B

With the correct drive name and path displayed,

- Press either the Return key or the right mouse button.

The file names are displayed as the files are copied.

Copy file(s) - cont'd

Copy complete

When copying is complete, you will get the message:

> Press RETURN to COPY another file, otherwise select Exit:

To copy more files,

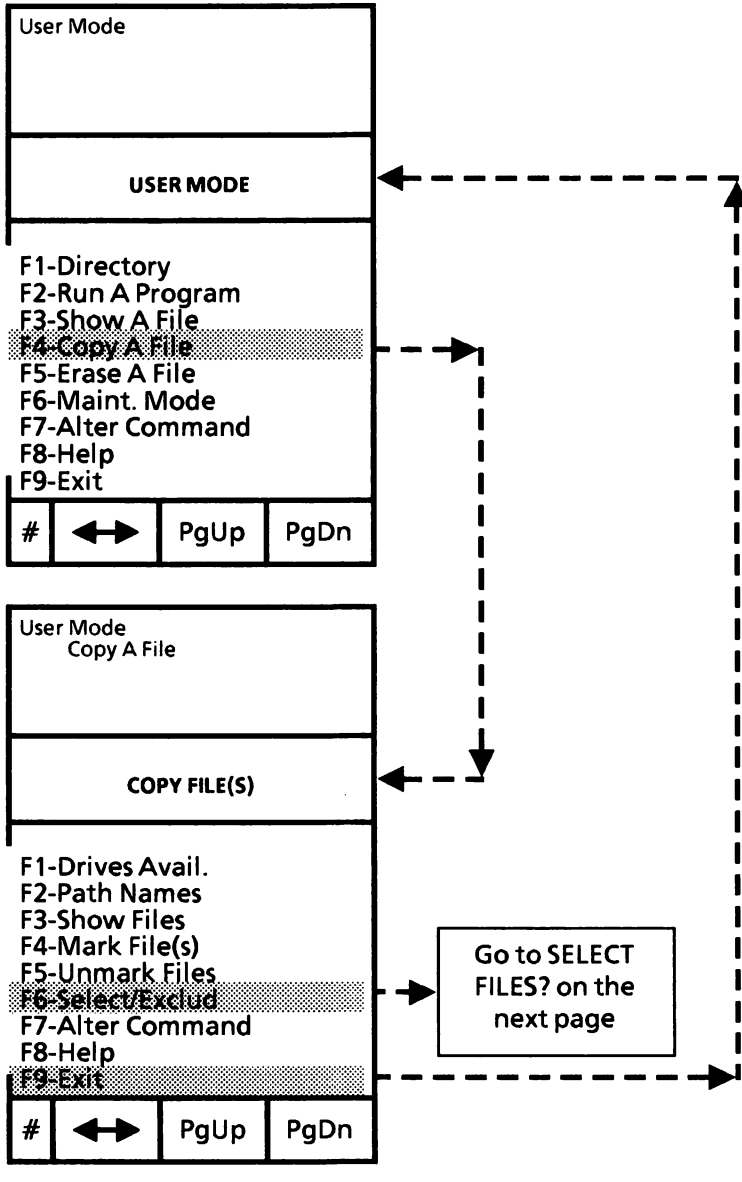
- Press either the Return key or the right mouse button.

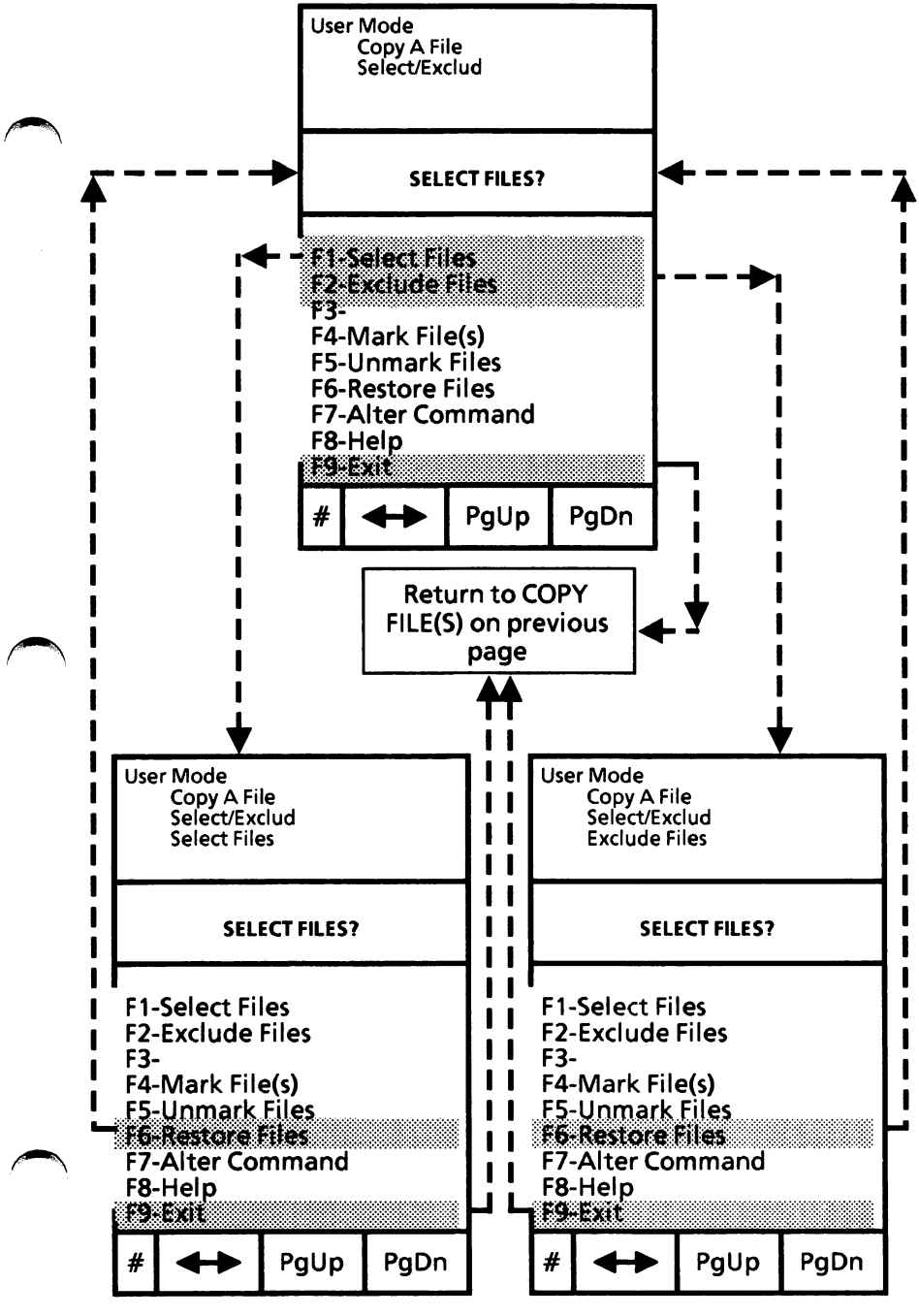
To return to the USER MODE menu,

- Select F9-Exit.

Remember to put the MS-DOS boot disk back in Drive A.

Copy options map




User Mode
Copy A File
Select/Exclud
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn
Return to COPY FILE(S) on previous page
User Mode
Copy A File
Select/Exclud
Select Files
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn
User Mode
Copy A File
Select/Exclud
Exclude Files
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn

Copy one floppy disk to another

The entire contents of one floppy disk may be copied to another floppy disk. If the receiving disk is new (unformatted), it will be automatically formatted before copying takes place.

This option makes an exact (track-for-track) copy of the disk. It will erase all previously recorded information on the receiving disk.

If you have a hard disk drive system, be sure you are in the root directory.

From the **MAINT. MODE** menu,

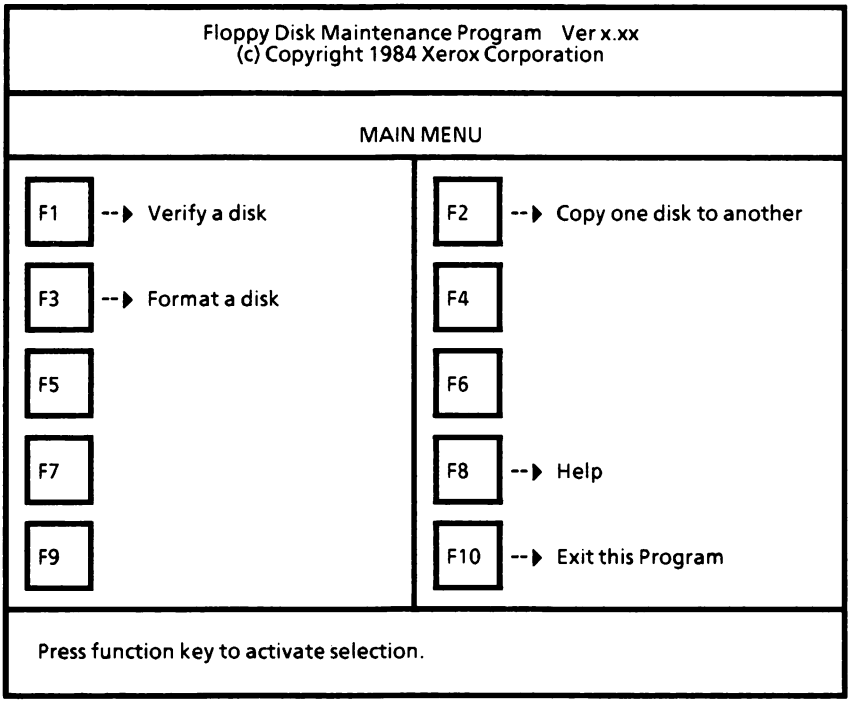
- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F1-Floppy Maint.

  The screen will look similar to the one on the next page.

Copy one floppy disk to another - cont'd

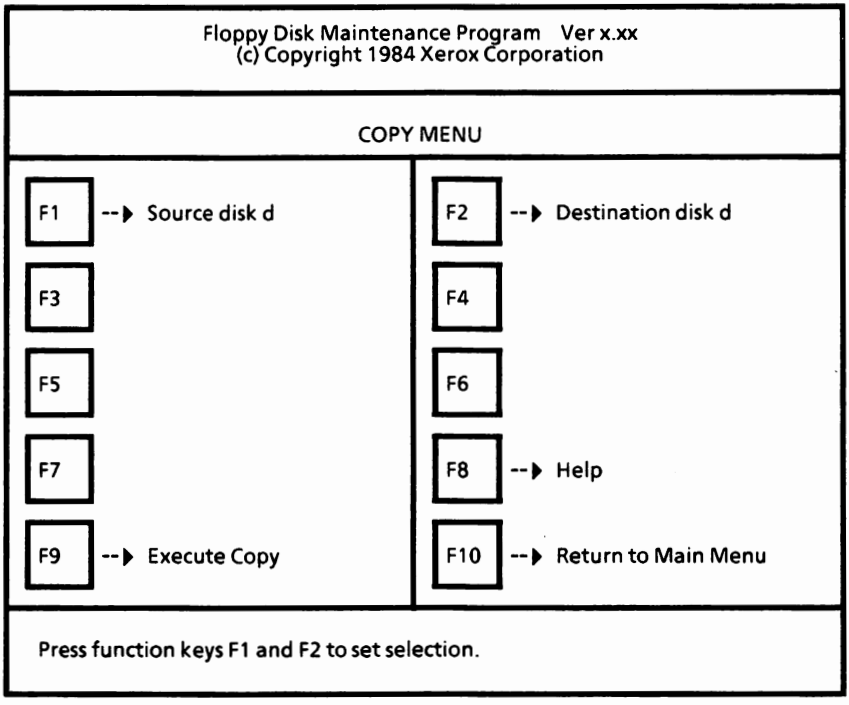


With the Floppy Disk Maintenance Program Main Menu displayed,

- Select F2.

  The Copy Menu is displayed as shown on the next page.

Copy one floppy disk to another - cont'd



Set selections

- Select F1 until the source drive is displayed. The source drive is the drive containing the disk to be copied.

- Select F2 until the destination drive is displayed. The destination drive is the drive containing the disk which will receive the copy.

(Note: If you have a hard disk drive system, the above options cannot be changed to another drive unless you have additional floppy disk drives.)

Copy one floppy disk to another - cont'd

Execute copy

If you have a dual floppy disk drive system, insert the source disk and the destination disk in the appropriate drives and close the drive doors.

If you have a hard disk drive system, you will be prompted to insert the source disk and then insert the destination disk. You may need to change the disks **several** times as the copy process works by copying portions of the source disk into memory and then copying from memory to the destination disk when it is inserted. **Watch the screen carefully for the disk insertion messages.** After inserting the appropriate disk, press the Spacebar to continue.

- Select F9 to begin the copy process.

  The following message is displayed,

  All data on the destination disk will be lost.
  Do you want to continue? [N]

- Enter Y to say "yes, continue".

  Or

  Enter N to say "no".

(If you use a new disk, the system will automatically format it. You will see the message Formatting ... as the system is formatting the disk.)

Copy one floppy disk to another - cont'd

Execute copy - cont'd

The copy process begins by displaying

```
Reading...
```

then

```
Writing...
```

The above two messages tell you that the system is reading information from the source disk and then writing it to the destination disk.

If you have a hard disk drive system, you will be asked to insert the source and destination disks, as required, in order to copy the entire disk.

Copy one floppy disk to another - cont'd

Copy complete

When the copy process is complete, the following message is displayed.

```
Press function keys F1 and F2 to set selection.
Copy complete.
```

- Remove and label the backup disk.

You can repeat the process or return to the Floppy Disk Maintenance Program Main Menu.

To exit this program and return to ScreenMate,

- Select F10 to return to the Main Menu.

- Select F10 from the Main Menu.

  If you have a dual floppy disk drive system, be sure you have the MS-DOS boot disk in Drive A.

  The system displays

  ```
  To return to ScreenMate, press RETURN.
  ```

- Press the Return key.

  You are returned to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Create a menu file

ScreenMate allows you to build a menu (list) of the programs you use most often. You can put up to eight programs in a single menu and can create as many menus as you need. This feature is particularly useful on hard disk drive systems, but may also be used on floppy disk drive systems.

The menu is built by entering each program's name and a 28-character description. The description, not the program name, will show in the menu.

Each of the programs within the menu will have a drive and path assigned to it. The menu itself can be recorded in the root directory. If you have a hard disk and have put your programs in subdirectories, be sure to enter the correct path for each program when you create the menu.

See the "Execute a menu file" for instructions for using a menu.

Create a menu file - cont'd

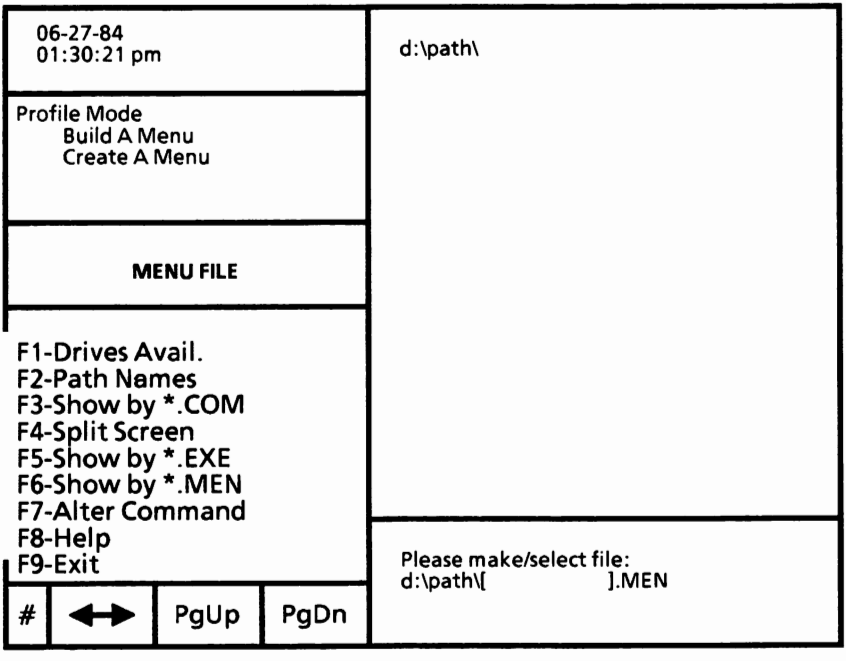
From the **PROFILE MODE** menu,

- Select F2-Build A Menu.

  The MENU ACTIONS menu is displayed.

- Select F2-Create A Menu.

  The following is displayed.



Create a menu file - cont'd

Select a menu file name

The system displays the message below to ask for a name for this new menu.

```
Please make/select file:
d:\path\[          ].MEN
```

(*Note: When you are in a function and the system is prompting you for input, you can select F9-Exit to exit without taking any action.*)

- Check to be sure the drive name and path displayed in the above message are correct for the location of the menu. Select F7-Alter Command (once or twice) and enter and accept the correct drive name or path.

(*Note: If you want to look at the existing menu file names on the default drive and directory, you can Select F6-Show by *.MEN.*)

When the drive name and path are correct,

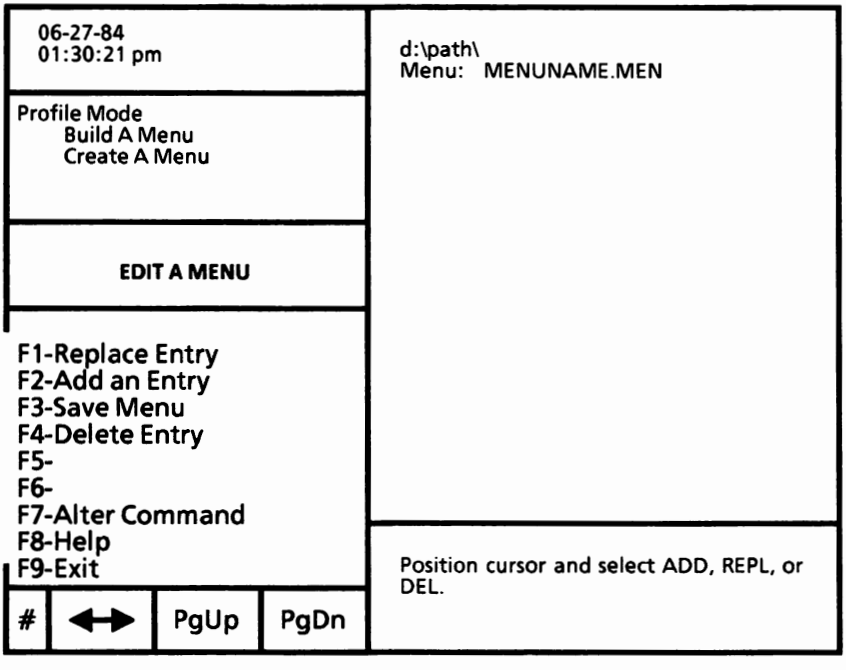
- Type a name for the menu and accept.

  To "accept", you can press either the Return key or the right mouse button.

  The screen will look similar to the one on the next page.

(*Note: The system automatically enters this menu file name into the directory to check space available on the disk. So, if you exit without putting any data into the menu file, this file name will still be in the directory.*)

Create a menu file - cont'd



Add menu selections

- Select F2-Add an Entry.

  Two blank highlighted lines are displayed and the message asks you to

  Select a file name or select EXIT to leave.
  d:\path\[ ]

- Check to be sure the drive name and path in the above message are where the program file is located. If they are not correct, use F7-Alter Command to correct them.

Create a menu file - cont'd

- Type the program file name and accept. Be sure to include the program file extension (i.e., .EXE or .COM).

  The system displays

  Please enter menu text:
  [ ]

- Type the description (up to 28 characters) you want displayed in the menu and accept. (This description, not the program name, will be displayed when the menu is used.)

  The program file name and menu text is added to the menu file. The system displays

  Select a file name or select EXIT to leave.
  d:\path\[ ]

- Repeat this procedure until you have completed your menu. (*Remember you can have only 8 programs in the menu.*)

When you have entered all of your menu selections and with the above message displayed,

- Select F9-Exit.

You can have eight menu selections. The following message is displayed when no more menu entries can be made.

No more menu entries can be added.

If you get the above message, **do not** select F9-Exit.

Create a menu file - cont'd

Check menu selections

- Check your menu selections to be sure they are what you want.

If there are no corrections, go to page 5-55 and continue with "Save the menu file".

If you need to make corrections, make sure you exit from ADD and use the following.

Replace Menu Selection

- Use either the arrow keys or mouse to highlight the selection you want to replace.

- Select F1-Replace Entry.

  The system displays

  ```
  Select a file name or select EXIT to leave.
  d:\path\[                ]
  ```

- Check to be sure the drive name and path are correct. If they are not correct, use F7-Alter Command to correct them.

- Enter the program file name and accept. Be sure to include the file extension (i.e., .EXE or .COM).

  The system displays

  ```
  Please enter menu text:
  [                              ]
  ```

- Enter the text you want displayed in the menu and accept. The program file name and menu text will be replaced.

Create a menu file - cont'd

Add Menu Selection

- Select F2-Add an Entry.

  The system displays

  ```
  Select a file name or select EXIT to leave.
  d:\path\[                    ]
  ```

- Highlight the location for the new selection using either the arrow keys or mouse.

  If you want to add a selection to the bottom of the menu, highlight the two blank bottom lines.

  If you highlight an existing selection, the new selection will be added **before** it.

- Check to be sure the drive name and path in the message are the correct location for the program files. If they are not correct, use F7-Alter Command to correct them.

- Enter the program file name and accept. Be sure to include the file extension (i.e., .EXE or .COM).

  The system displays

  ```
  Please enter menu text:
  [                                ]
  ```

- Enter the text you want displayed in the menu and accept.

  The program file name and menu text are added to the menu file. The system displays

  ```
  Select a file name or select EXIT to leave.
  d:\path\[                    ]
  ```

You can add another program file name or you can exit.

Create a menu file - cont'd

Delete Menu Selection

- Highlight the menu selection to be deleted.
- Select F4-Delete Entry.

  The menu selection is deleted.

Save the menu file

After you have created your menu, you must save it

- Select F3-Save Menu.

  The system displays

  If correct press RETURN; to change select Alter:
  d:\path\filename.MEN

- If correct, press either the Return key or the right mouse button.

  Or

  If incorrect, select F7-Alter Command.

To return to the MENU ACTIONS menu,

- Select F9-Exit.

To return to the PROFILE MODE menu from the MENU ACTIONS menu,

- Select F9-Exit.

Delete a directory

Before deleting a subdirectory, check to be sure that it contains no files or other subdirectories.

- Use F1-Directory to check the contents of the subdirectory to be deleted.

If the subdirectory contains files, you will need to delete them before the subdirectory can be deleted. If the subdirectory has other subdirectories, you'll also need to delete them.

From the **MAINT. MODE** menu,

- Select F2-Dir Maint.

  The DIRM ACTIONS menu is displayed.

- Select F6-Delete a Dir.

  The system displays

  ```
  Please select a path for deletion:
  d:[                                    ]
  ```

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit from the function without taking any action.)

- Check to be sure that the drive name listed in the prompt is the drive containing the subdirectory to be deleted. If it is not correct, select F7-Alter Command, enter the drive name, and accept.

Delete a directory - cont'd

With the correct drive name displayed,

- Type the path.

  Or

  Select F2-Path Names.

  All valid paths are displayed. If the screen is split and a path is too long to fit in the display area, only a portion of the path will show.

  Highlight the appropriate path using either the arrow keys or mouse.

- Accept the path.

  To "accept", press either the Return key or the right mouse button.

  The system asks you to double-check the selected path.

  If correct press RETURN; to change select Alter:
  d:\path\

- If correct, press either the Return key or the right mouse button.

  Or

  If the path is incorrect, select F7-Alter Command, enter and accept the correct path.

  The subdirectory is deleted and you are returned to the DIRM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DIRM ACTIONS menu.

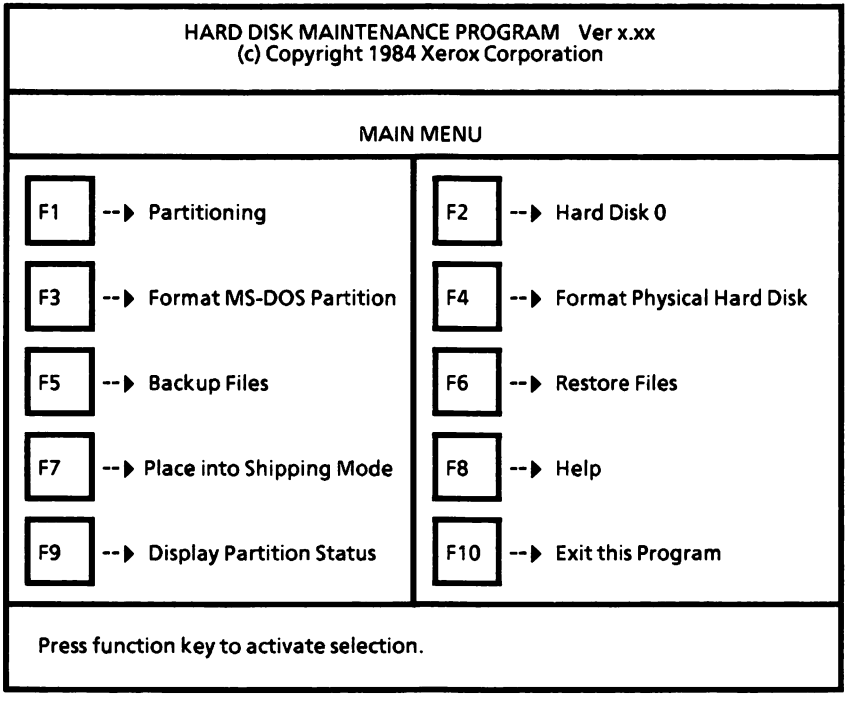
Designate boot partition

This is for use with hard disk drive systems only.

Whenever you want to switch from one operating system to another, you need to designate the partition containing the desired operating system as the "boot" partition. The "boot" partition is the partition the system will load from.

You **must** be in the root directory. From the **MAINT. MODE** menu,

- Select F3-Disk Maint. The DISKM ACTIONS menu is displayed.
- Select F4-H-Disk Maint. The following is displayed.

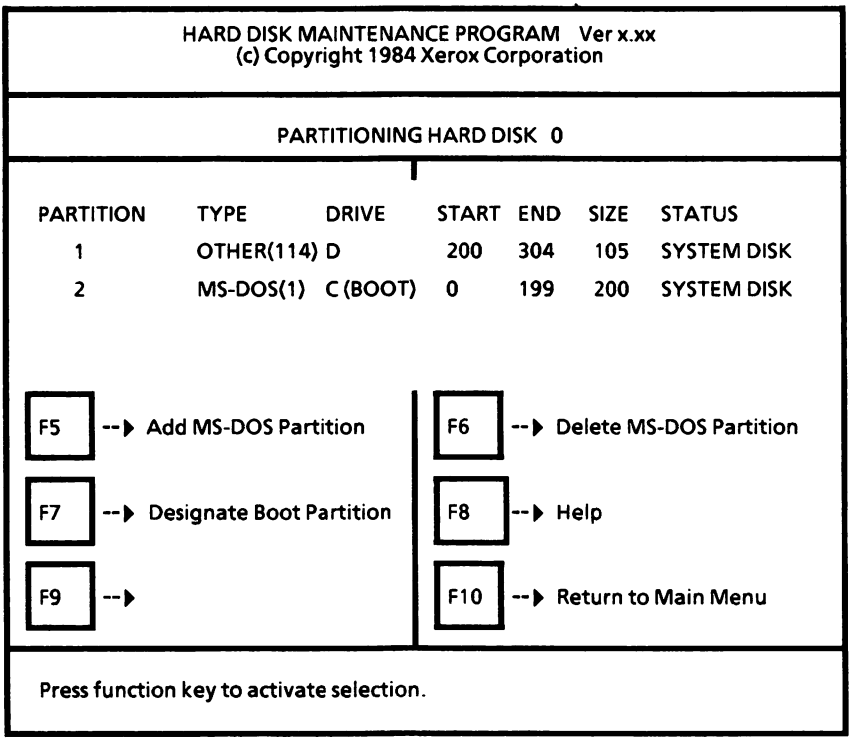


Designate boot partition - cont'd

From the Hard Disk Maintenance Program Main Menu,

- Select F1 to go to the Partitioning Hard Disk 0 menu.

The screen should look similar to the following.



Designate boot partition - cont'd

From the Partitioning Hard Disk 0 menu,

- Select F7 until the desired partition is indicated as "BOOT". This partition is available for use by the appropriate system.

If the last (highest-numbered) partition is the "BOOT" partition when you select F7, no partition is active. In this condition, you should select F7 once more to make Partition 1 the "BOOT" and then select the appropriate partition.

When the desired partition is selected as the "BOOT",

- Select F9 to accept the active partition.
- Select F10 to return to the main menu.
- Select F10 to exit the program. The system displays

  To return to ScreenMate, press RETURN.

- Press the Return key.

  The DISKM ACTIONS menu is displayed.

Now the next time you reboot or turn the system off and on, the system will load from the new boot partition.

Display contents of a file

Normally, application software is used to display files on the screen. However, it is also possible to display them with ScreenMate. To do so, use F3-Show A File.

The display of binary (program) files causes control characters (such as Ctrl + Z) to be sent to the system, including bells, form feeds, and escape sequences. The display on the screen may not be understandable. You may need to reboot the computer to continue.

This option will display the file on the screen, scrolling the entire contents and stopping at the end of the file. You can control the scrolling using the "s" key as decribed below. You cannot edit or change the file, only view it.

Whenever needed, you can check with the "Option map" on pages 5-65 and 5-66 to find out what level of menu you are on.

Special key assignments

The following keys will have special meaning when a file is being displayed.

The **q** or **e** or **Esc** keys will quit the display on the current file being displayed.

The **s** key will stop and start scrolling of the file information on the screen.

Display directory

Before displaying a file, you need to display the directory containing that file.

Display contents of a file - cont'd

Select function

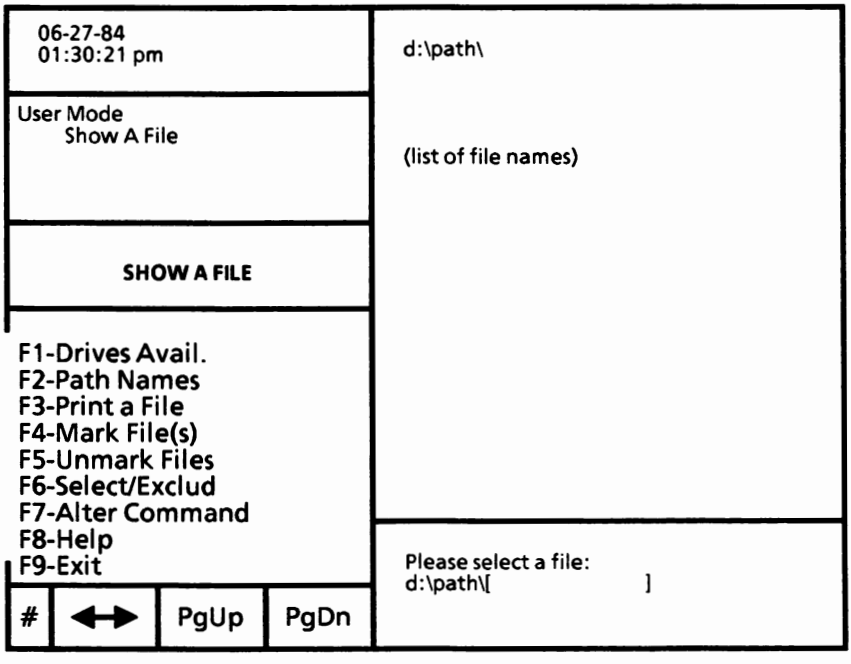
From the **USER MODE** menu,

- Select F3-Show A File.

  The system displays

  Please select a file:
  d:\path\[ ]

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit without taking any action.)



Display contents of a file - cont'd

Select file(s)

- If you want to display only one file, you can either type the file name, or use the mouse or arrow keys to highlight the file.

  Or

  If you want to display more than one file, you can either type the file name with wild card characters or use F4-Mark File(s) or F6-Select/Exclud to highlight the files. (Refer to "Select multiple files" in Chapter 4 User Interface of the USING ScreenMate section for instructions on how to use F4-Mark File(s) and F6-Select/Exclud.)

- Accept the selected file(s).

  To "accept", you can press either the Return key or the right mouse button.

Single file display

When displaying only one file, the system will display the following message when it has completed the task.

```
To return to ScreenMate, press RETURN.
```

- Press the Return key.

  The USER MODE menu of ScreenMate is displayed.

Display contents of a file - cont'd

Multiple files display

When displaying more than one file, the system will display the first file and then display

> Press RETURN to continue or select EXIT to cancel

You can either

- Press either the Return key or right mouse button to display the next file. Repeat this step after each file.

  Or

  Select F9-Exit to stop the function. You will be returned to the USER MODE menu and the remaining selected files, if any, will be deselected.

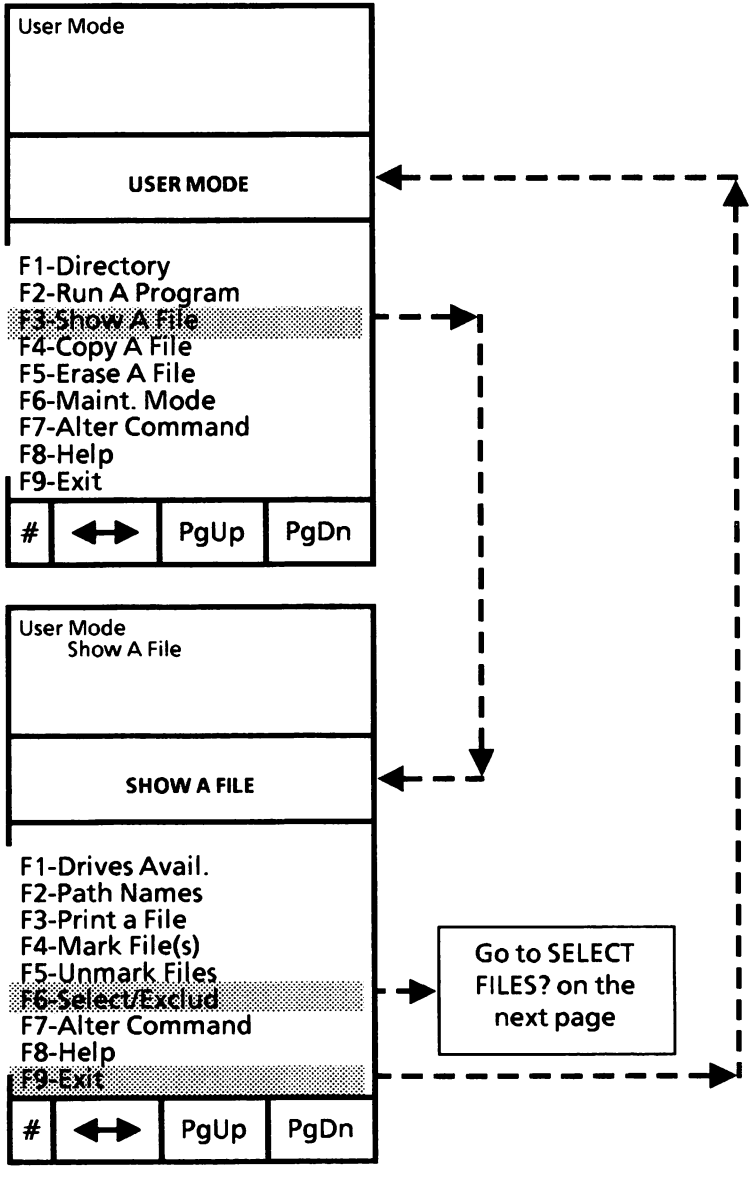
When the last selected file is displayed, the system will display

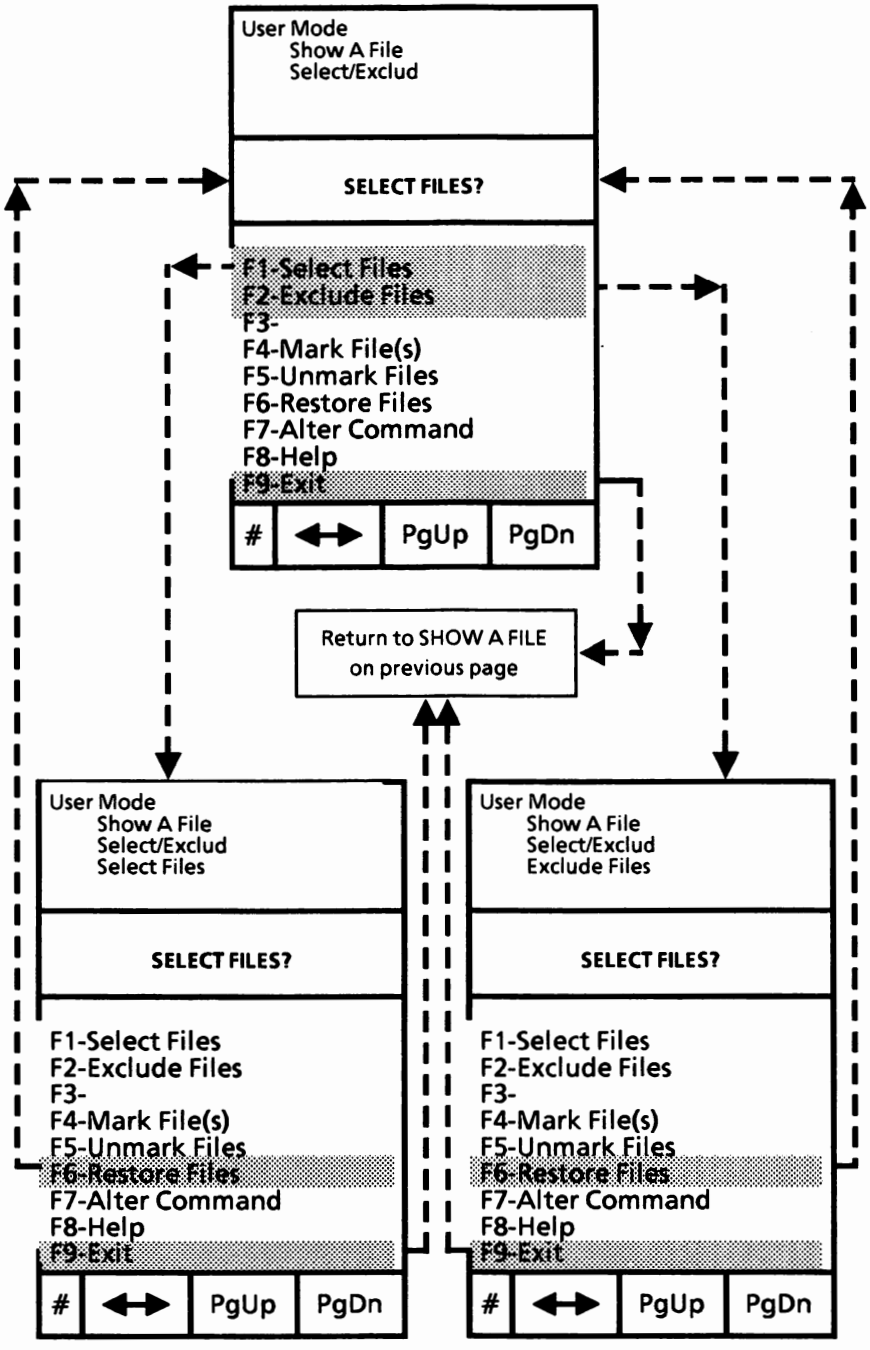
> To return to ScreenMate, press RETURN.

- Press the Return key.

  The USER MODE menu of ScreenMate is displayed.

Show a file option map




User Mode
Show A File
Select/Exclud
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn
Return to SHOW A FILE
on previous page
User Mode
Show A File
Select/Exclud
Select Files
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn
User Mode
Show A File
Select/Exclud
Exclude Files
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn

Display directory structure

The TREE utility displays the directory structure for a specified drive.

For each directory encountered, the full path (as well as any subdirectories defined within the directory) is displayed.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Utilities and Help disk in Drive A, and close the drive door. Insert the disk with the directories to be checked in Drive B.

If you have a hard disk drive system, be sure you are in the root directory.

From the **USER MODE** menu,

- Select F1-Directory to display the directory.
- Select F5-Show by *.EXE to display all file names with the .EXE extension.
- Select F9-Exit.
- Use either the arrow keys or mouse to highlight the TREE.EXE file name.
- Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

At this prompt, you can enter a drive name and a TREE parameter. There are two parameters that you can use with TREE. They are /F and /V.

Display directory structure - cont'd

If the /F parameter is specified, a list of all files will be displayed following their directory name and/or subdirectory name.

If the /V parameter is specified, a list of all files will be displayed following their directory name and/or subdirectory name with information about each file such as size, attribute, and date and time created or last updated.

- Enter a drive name and a colon (i.e., B:), if applicable. Then, press the Spacebar.
- Enter a parameter, if desired, and accept.

  Or

  Press either the Return key or the right mouse button for none.

The directory information will begin displaying on the screen. *See the next few pages for examples of TREE output.*

To stop the screen from scrolling, simultaneously press the Ctrl and NumLock or Ctrl and S keys. Press the Spacebar to continue the display.

When TREE is finished, the system displays

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system, be sure to insert the MS-DOS boot disk in Drive A.

- Press the Return key. The screen will display the USER MODE menu of ScreenMate.

Display directory structure - cont'd

TREE with no parameters specified

```
DIRECTORY PATH LISTING FOR VOLUME name

Path: \ directory name

Sub-directories: name

Path: \directory name\directory name

Sub-directories: None.

To return to ScreenMate, press RETURN.
```

TREE with the /F parameter specified

```
DIRECTORY PATH LISTING FOR VOLUME name
Path: \
Sub-directories:    name
                    name
Files:              filename.ext
                    filename.ext

Path: \directory name
Sub-directories:    name
Files:              filename.ext
                    filename.ext

To return to ScreenMate, press RETURN.
```

Display directory structure - cont'd

TREE with /V parameter specified

```
DIRECTORY PATH LISTING FOR VOLUME name
Path: \
Sub-directories:   name
                   name
Files:             filename.ext  size  attribute date & time
                   filename.ext  size  attribute date & time
                     n File(s)   nnn Bytes Total
Path: \directory name
Sub-directories:   name
Files:             filename.ext  size                date & time
                   filename.ext  size                date & time
                     n File(s)   nnn Bytes Total

To return to ScreenMate, press RETURN.
```

Display file information (size, date, R/W)

Normally, F1-Directory displays only the names of files. If you want to see more information, such as size or date created, you can select the desired Display Format option.

You may choose one from the following:

- **Display all file information.** The file name, extension, attribute (R/W or R/O), size and date created or last updated will be displayed.

- **Display file attributes R/W and R/O.** The file name, extension, and attribute will be displayed.

- **Display the size of each file.** The file name, extension, and size (from smallest to largest) will be displayed.

- **Display the date and time.** The file name, extension, and date and time each file was created or last updated will be displayed.

Display file information (size, date, R/W) - cont'd

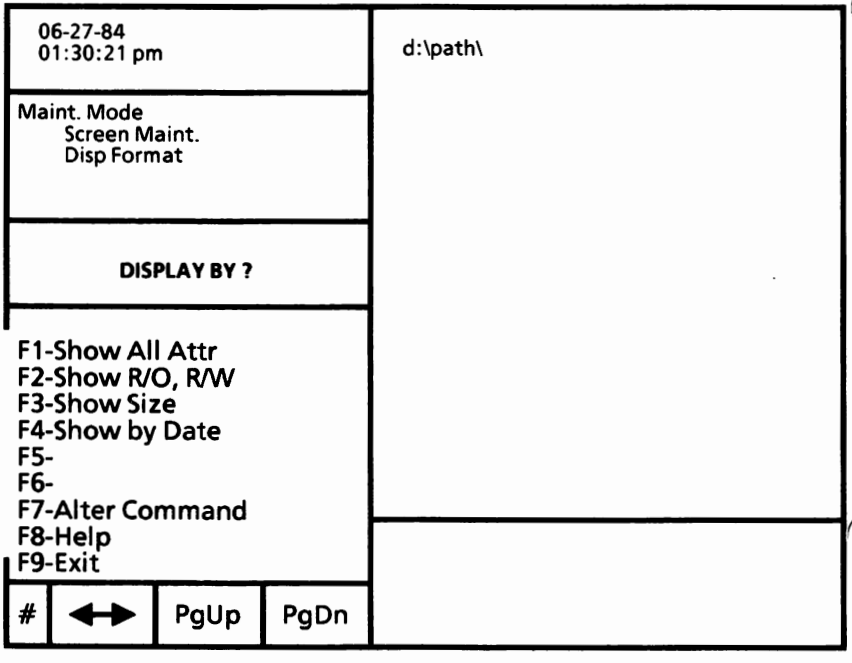
From the **MAINT. MODE** menu,

- Select F5-Screen Maint.

  The SCRNM ACTIONS menu is displayed.

- Select F2-Disp Format.

  The screen will look similar to the one below.



Display file information (size, date, R/W) - cont'd

- Select the desired option.

  F1-Show All Attr
  Display all information about each file. The screen cannot be split.

  F2-Show R/O, R/W
  Display R/W (read/write) or R/O (read only).

  F3-Show Size
  Display the file size.

  F4-Show by Date
  Display the file date and time.

When an option is selected, the SCRNM ACTIONS menu returns.

To return to the MAINT. MODE menu, select F9-Exit from the SCRNM ACTIONS menu.

To change back to the default (turn off the display option), select the option again.

Display file names by specific extension

Most application programs add a specific extension to all files created with the program. For example, an accounting program might use .ACC and a word processing program might use .TXT. You can ask ScreenMate to display the files with a specific extension.

From the USER MODE, MAINT. MODE or PROFILE MODE menu,

- Select F1-Directory. The file names in the active drive and directory are displayed. Also, the remaining space on the disk is displayed. The system displays

  Please select a drive or press Exit:
  [ ]

- Accept to use the current drive or type a new drive and accept. *To "accept", press either the Return key or the right mouse button.* The system displays

  Please select a directory path:
  d:[ ]

- Accept the current path or type a new path and accept. The system displays

  Please select file(s):
  d:\path\[ ]

- Type *.EXT (substituting your file's extension for the EXT) and accept.

  The system will display all files in the current directory that have this extension. Then the system will return to the mode menu and the directory will remain displayed on the screen.

Display file names in active drive/directory

From the USER MODE, MAINT. MODE or PROFILE MODE menu,

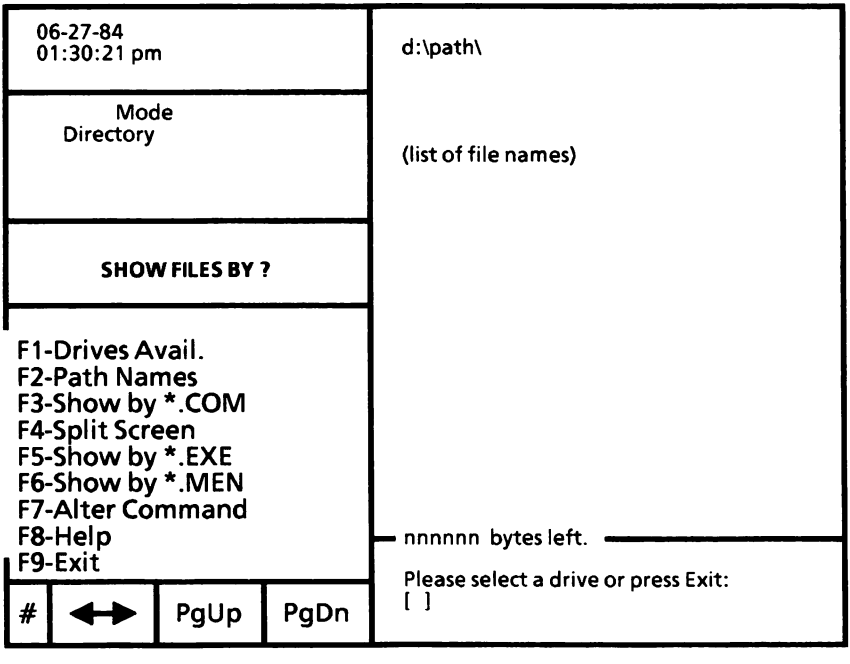
- Select F1-Directory.

  The file names in the active (default) drive and directory are displayed in the display area shown below. Also, the space remaining on the disk is shown below in bytes.

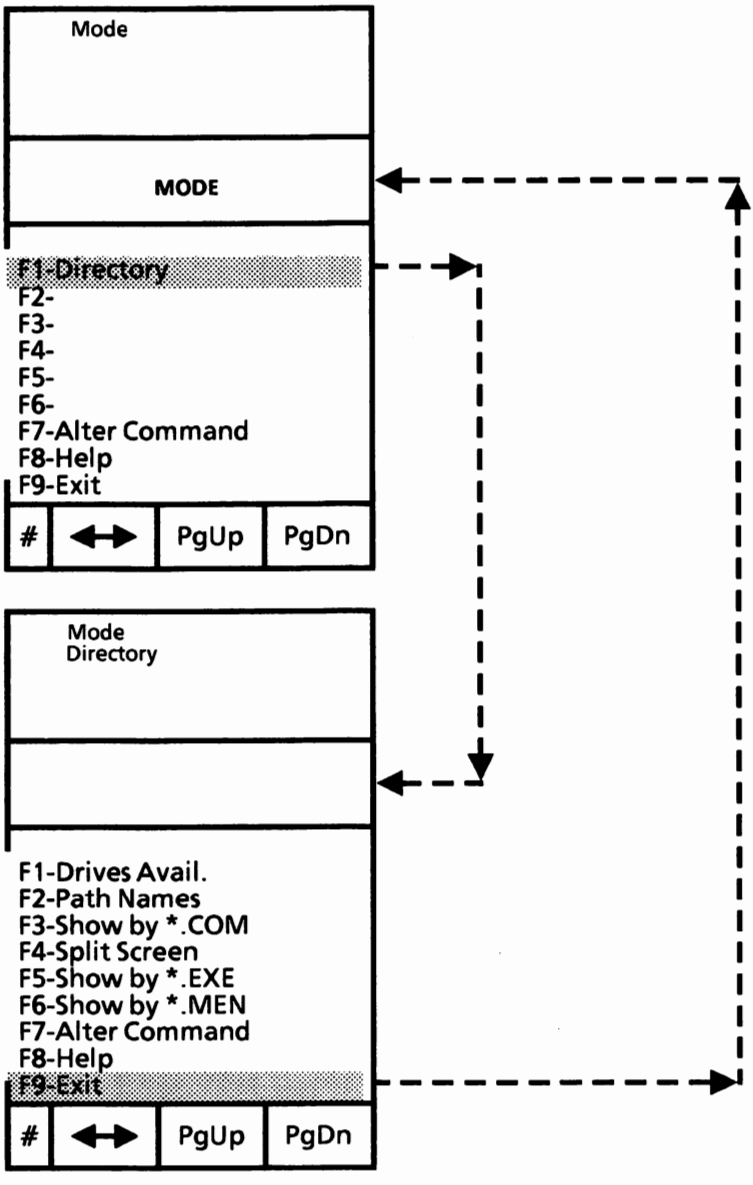
To return to the mode menu,

- Select F9-Exit.

  The system will return to the mode menu and the directory will remain displayed on the screen.



Directory option map



Display file names in another drive/ directory

From the USER MODE, MAINT. MODE or PROFILE MODE menu,

- Select F1-Directory. The file names in the active (default) drive and directory are displayed.

  The system displays

  Please select a drive or press Exit:
  [ ]

- Type a drive name and accept. *To "accept", press either the Return key or the right mouse button.*

  Or

  Press either the Return key or the right mouse button to use the active (default) drive.

  The system displays

  Please select a directory path:
  d:[ ]

- Press either the Return key or the right mouse button to use the root directory.

  Or

  Type the path and accept.

  Or

  Select F2-Path Names. All paths are displayed. If the screen is split and a path is too long to fit in the display area, only a portion of the path will display. Then highlight a path using either the arrow keys or mouse and accept.

Display file names in another drive/directory- cont'd

The selected path and drive now become the active (default) drive and path ("working" directory).

After you have selected the path, the system displays

```
Please select file(s):
d:\path\[              ]
```

- Press either the Return key or the right mouse button to display all files.

  Or

  Type in the file names and accept. You can use the wild card characters (* and ?) if you like.

The system displays the file names and the remaining space on the disk.

You are returned to the mode menu and the directory remains on the screen.

Display file names with .COM, .EXE, or .MEN extension

The F1-Directory option may be used to show all .EXE and .COM (program) files and all .MEN (menu) files.

From the USER MODE, MAINT. MODE or PROFILE MODE menu,

- Select F1-Directory.

  The file names in the active drive and directory are displayed. Also, the remaining space on the disk is displayed.

  The system displays

  Please select a drive or press Exit:
  [ ]

- Select F3-Show by *.COM.

  Or

  Select F5-Show by* .EXE.

  Or

  Select F6-Show by *.MEN.

  The system will display all files in the "working" directory that have a .COM, .EXE or .MEN extension.

To return to the mode menu,

- Select F9-Exit.

  The system will return to the mode menu and the directory will remain displayed on the screen.

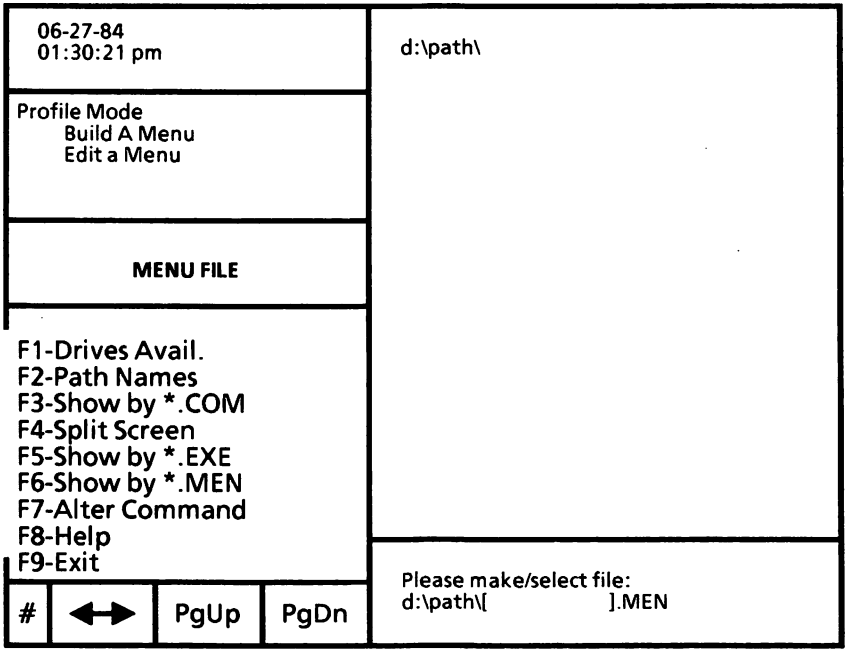
Edit a menu file

Menu files can be edited whenever you want to change or add a menu selection. This section describes how to

Delete menu selection
Replace menu selection
Add menu selection
Save edited menu file

From the **PROFILE MODE** menu,

- Select F2-Build A Menu. The MENU ACTIONS menu is displayed.
- Select F1-Edit a Menu. The following is displayed.



Edit a menu file - cont'd

The system displays

```
Please make/select file:
d:\path\[          ].MEN
```

(Note: When you are in a function and the system is prompting you for input, you can select F9-Exit to exit without taking any action.)

- Check to be sure the drive name and path displayed in the above prompt are where the menu file is stored. Use F7-Alter Command to make corrections, if needed.

If you cannot remember the name of the menu file, you can

- Select F6-Show by *.MEN.

  All of the menu files in the current "working" directory will be displayed.

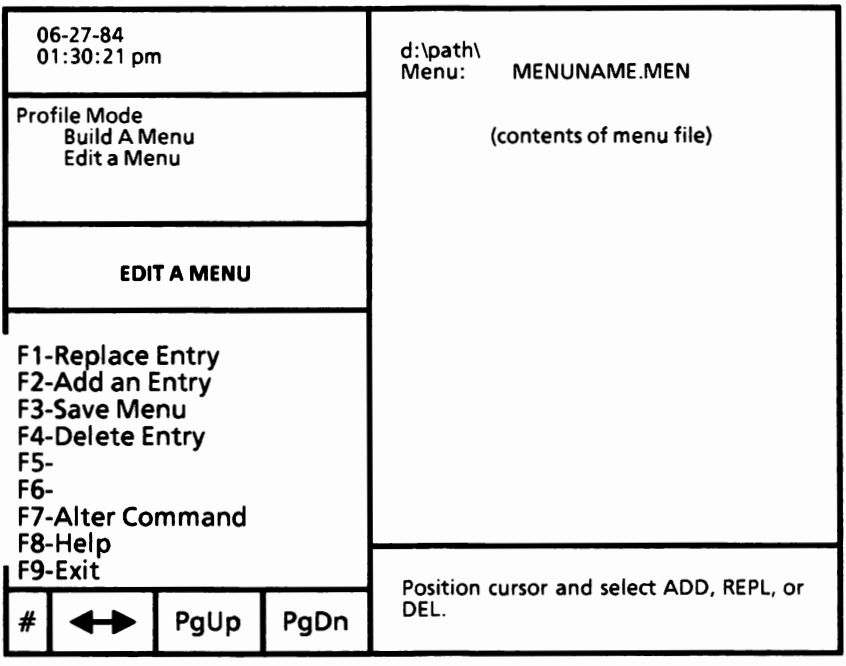
When the drive name and path are correct,

- Enter the menu file name and accept.

  To "accept", you can press either the Return key or the right mouse button.

  The screen will look similar to the one on the next page.

Edit a menu file - cont'd



To delete menu selection

- Highlight the menu selection to be deleted using either the arrow keys or mouse.
- Select F4-Delete Entry.

  The menu selection is deleted and you are returned to the above menu.

Edit a menu file - cont'd

To replace menu selection

- Highlight the menu selection to be replaced using either the arrow keys or mouse.

- Select F1-Replace Entry.

  The system displays

  ```
  Select a file name or select EXIT to leave.
  d:\path\[              ]
  ```

- Check to be sure the drive name and path in the above message are the correct location for the program file. Use F7-Alter Command to correct them, if needed.

- Enter the program file name and accept.

  Be sure to include the file extension (i.e., .EXE or .COM).

  The system displays

  ```
  Please enter menu text:
  [                              ]
  ```

- Enter the information you want displayed in the menu and accept.

  The Program file name and menu text are replaced and you are returned to the menu on the previous page.

Edit a menu file - cont'd

To add menu selection

- Select F2-Add an Entry.

  The system displays

  Select a file name or select EXIT to leave.
  d:\path\[ ]

- Highlight the location for the new selection using either the arrow keys or mouse.

  If you want to add a selection to the bottom of the menu, highlight the two blank bottom lines.

  If you highlight an existing selection, the new selection will be added **before** it.

- Check to be sure the drive name and path in the above message are the correct location for the program file. Use F7-Alter Command to correct them, if needed.

- Enter the program file name and accept.

  Be sure to include the file extension (i.e., .EXE, .COM).

  The system displays

  Please enter menu text:
  [ ]

Edit a menu file - cont'd

To add menu selection(s) - cont'd

- Enter the information you want displayed in the menu and accept.

  The program file name and menu text are added to the menu file.

  The system displays

  ```
  Select a file name or select EXIT to leave.
  d:\path\[              ]
  ```

You can add another menu selection or exit.

(*Note: A menu can have only 8 selections.*)

Edit a menu file - cont'd

Save the edited menu file

After you have made all of your corrections to the menu and you want to save it,

- Select F3-Save Menu.

  The system displays

  If correct press RETURN; to change select Alter:
  d:\path\filename.MEN

- If correct, press either the Return key or the right mouse button.

  Or

  If incorrect, select F7-Alter Command.

To return to the MENU ACTIONS menu,

- Select F9-Exit.

  The MENU ACTIONS menu is displayed.

To return to the PROFILE MODE menu, select F9-Exit from the MENU ACTIONS menu.

Erase file(s)

Files can be erased when you no longer need the information in them. Erasing old files makes room for new files.

Whenever needed, you can check with the "Erase a file option map" on pages 5-91 and 5-92 to find out what level of menu you are on.

Display directory

Before erasing a file, you need to display the directory containing the file to be erased.

Select function

From the **USER MODE** menu and with the directory containing the file(s) to be erased displayed on the screen,

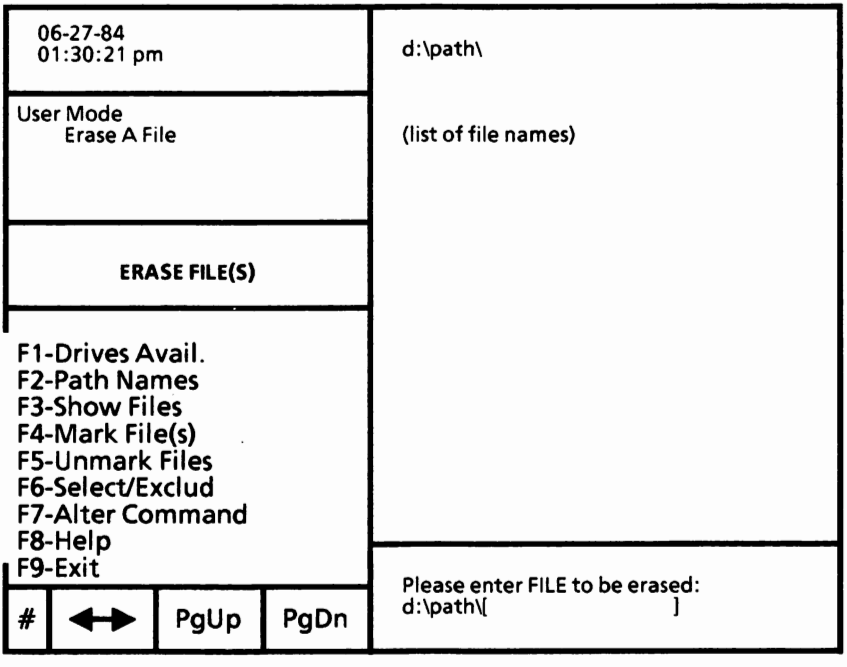
- Select F5-Erase A File.

  The system displays

  Please enter FILE to be erased:
  d:\path\[ ]

(*Note: When you are in a function and the system is prompting you for input, you can select F9-Exit to exit without taking any action.*)

Erase file(s) - cont'd



Erase file(s) - cont'd

Select and erase file(s)

- To erase only one file, either type the file name or use either the mouse or arrow keys to highlight the file name.

  Or

  To erase several files, either type the file name with wild card characters or use F4-Mark File(s) or F6-Select/Exclud to highlight files to be erased. (Refer to "Select multiple files" in Chapter 4. User Interface of the USING ScreenMate section for instructions on how to use F4-Mark File(s) and F6-Select/Exclud.)

- Accept the selected file name(s).

  To "accept", press either the Return key or the right mouse button.

  The system displays either

  If correct press RETURN; to change select Alter:
  d:\path\filename

  (*Note: If you selected (highlighted) the files to be erased, you will not get the "filename" part of the above message. You will need to check the files you have highlighted to see if they are correct.*)

  Or, if you entered *.* to erase all files, the system displays

  To ERASE ALL files press RETURN; to change select Alter.
  d:\path*.*

Erase file(s) - cont'd

- Press either the Return key or the right mouse button, if the selected files are correct.

  Or

  Select F7-Alter Command and enter in the correct information, if the files are incorrect.

  Or

  Select F9-Exit to stop the erase function.

  If you accepted the files as being correct, the file names are displayed as they are erased.

Erase complete

When erase is complete, you will get the message:

> Press RETURN to ERASE another file, otherwise select Exit:

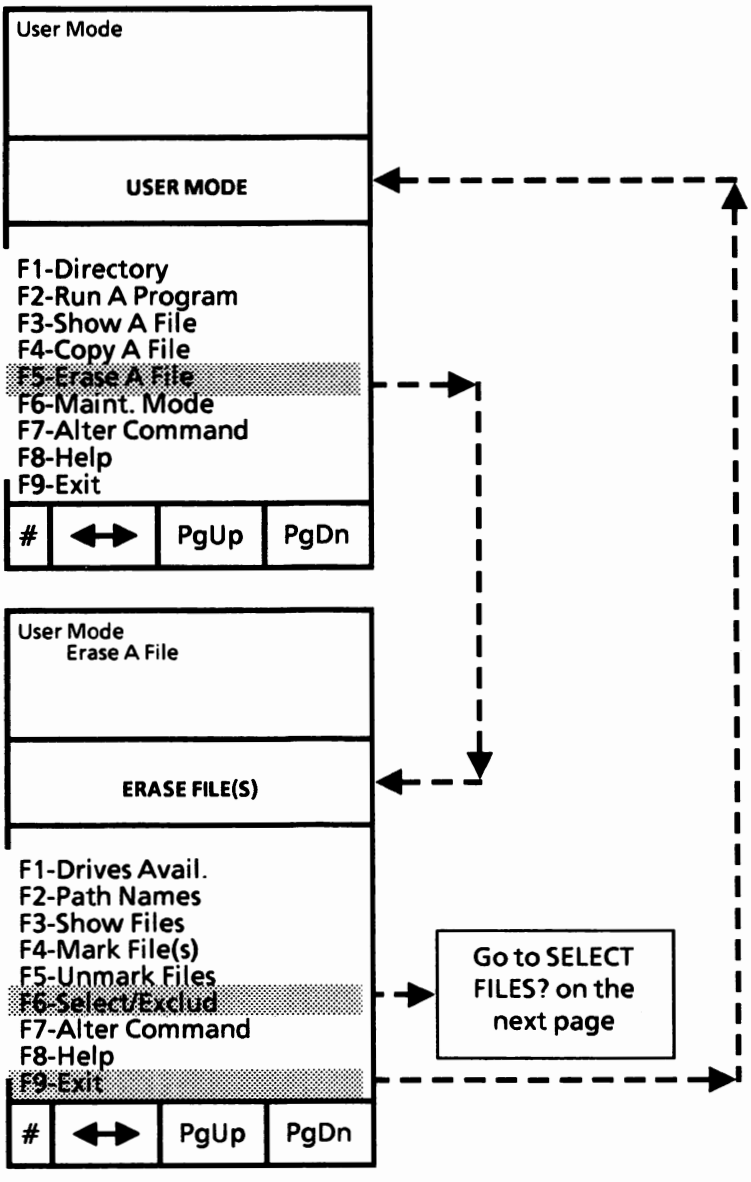
To erase more files,

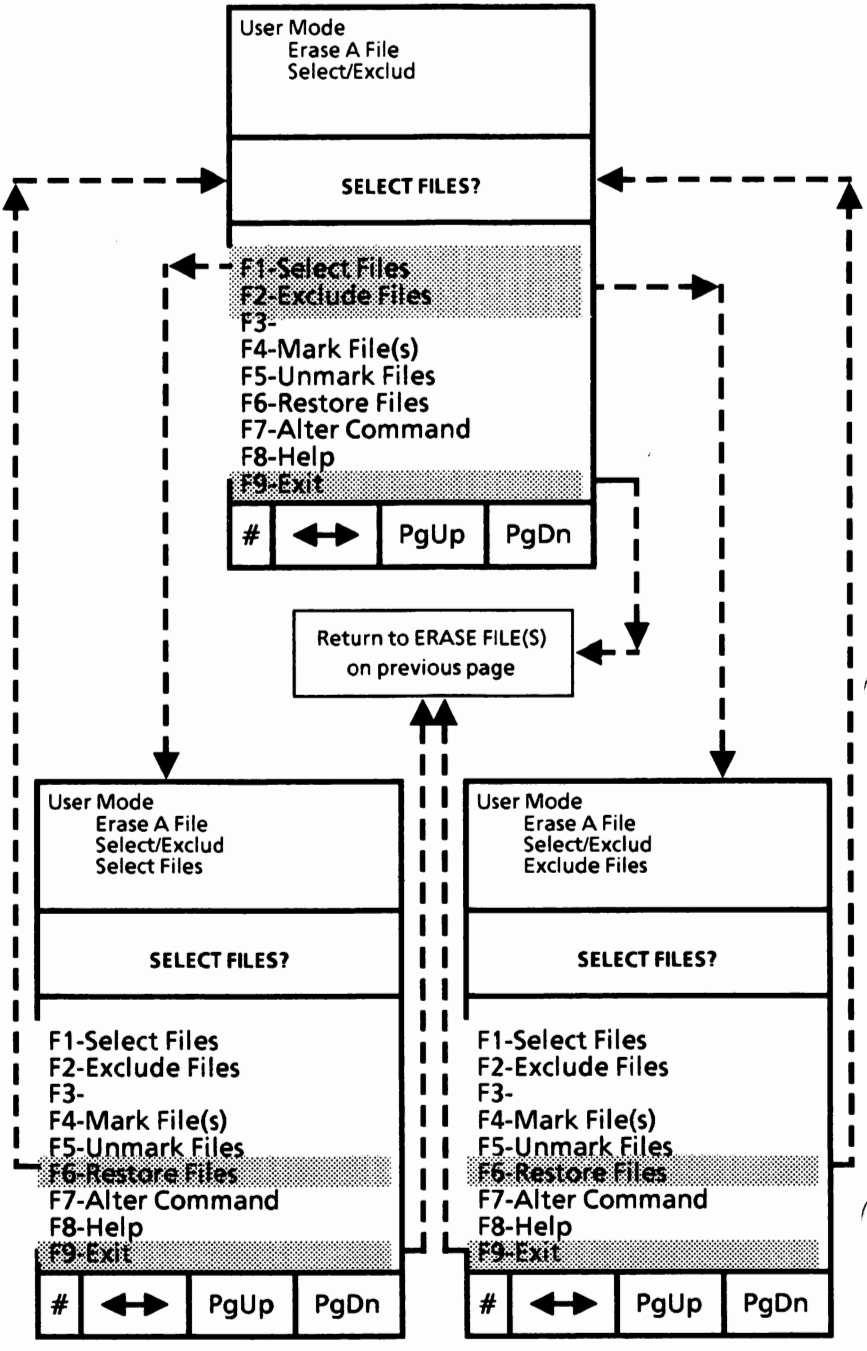
- Press either the Return key or the right mouse button.

To return to the USER MODE menu,

- Select F9-Exit.

Erase a file option map



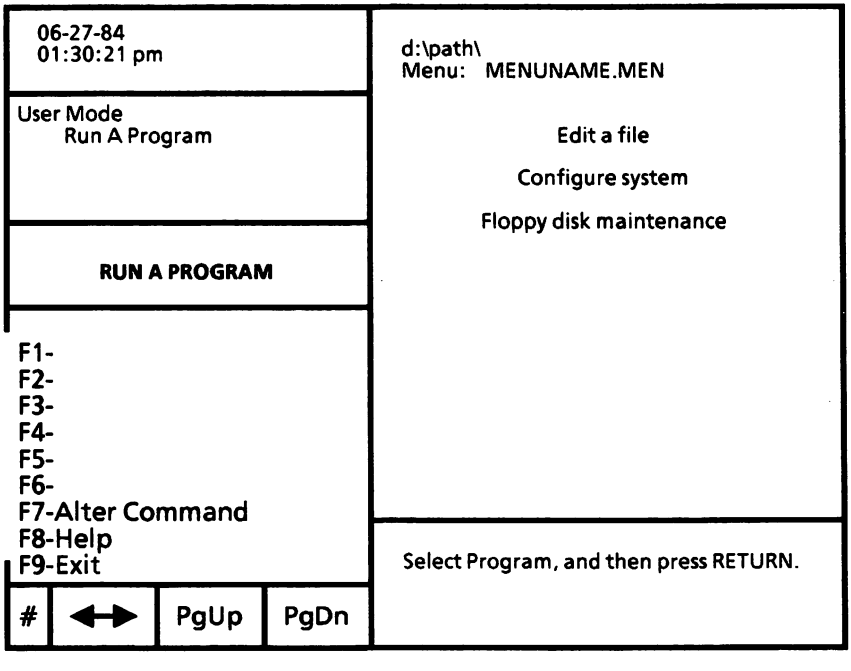

User Mode
Erase A File
Select/Exclud
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn
Return to ERASE FILE(S) on previous page
User Mode
Erase A File
Select/Exclud
Select Files
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn
User Mode
Erase A File
Select/Exclud
Exclude Files
SELECT FILES?
F1-Select Files
F2-Exclude Files
F3-
F4-Mark File(s)
F5-Unmark Files
F6-Restore Files
F7-Alter Command
F8-Help
F9-Exit
#
PgUp
PgDn

Execute (run) a menu file

If you have a dual floppy disk drive system, be sure the MS-DOS boot disk containing the desired menu file is in Drive A.

From the **USER MODE** menu,

- Select F1-Directory.
- Select F6-Show by *.MEN.
- Select F9-Exit.
- Use either the arrow keys or mouse to highlight the menu file name that you want to use.
- Select F2-Run A Program. The menu file is displayed in the display area similar to the one shown below.



Execute (run) a menu file - cont'd

If you have a dual floppy disk drive system and the program file is not on the same disk as the menu file, be sure you remove the menu file disk and insert the disk with the program file in Drive A and close the drive door.

- Use the arrow keys or mouse to highlight the desired menu selection and accept.

  To "accept", you can press the Return key or the right mouse button.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

- If the program calls for another file name or parameters, type the file name or parameters and accept. (See the program's manual for this information.)

  Or

  If none are required, press the Return key or the right mouse button.

(*Note: You can also select* ***F9-Exit*** *if you decide not to run the program.*)

The program selected is loaded into memory and run.

Execute (run) a menu file - cont'd

When you are ready to return to ScreenMate, give the command to exit or quit the program. The system displays

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system and the MS-DOS boot disk with the menu file is not in Drive A, remove the program disk and insert the MS-DOS boot disk with the menu file in Drive A and close the drive door.

- Press the Return key.

When you return to ScreenMate, the menu selections are redisplayed and the system displays

Select Program, and then select RUN.

You can run another program, if desired.

To remove the menu from the screen, select F1-Directory and F9-Exit.

File comparison

It is sometimes useful to compare files on your disk. For example, you may want to compare copies of files to see which one is current. To do so, use the MS-DOS File Comparison Utility (FC).

The File Comparison Utility compares the contents of two files. The differences between the two files are displayed on the screen.

The comparisons are made in one of two ways:

- line-by-line
- byte-by-byte

The line-by-line comparison isolates blocks of lines that are different between the two files and displays those blocks of lines.

The byte-by-byte comparison displays the bytes that are different between the two files.

Limitations on comparisons

FC uses a large amount of memory as buffer storage space to hold the text files. If the text files are larger than available memory, FC will compare what can be loaded into the buffer space. If no match is found in the portions of the files in the buffer space, FC will display the message:

```
resync failed. Files are too different.
```

For binary files larger than available memory, FC compares both files completely, overlaying the portion in memory with the next portion from disk. All differences are output in the same manner as those files that fit completely in memory.

File comparison - cont'd

How to use FC

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Utilities and Help disk in Drive A, and close the drive door. Insert disk with files to be compared in Drive B.

If you have a hard disk drive system, be sure you are in the root directory.

From the **USER MODE** menu,

- Select F1-Directory.
- Select F5-Show by *.EXE.
- Select F9-Exit.
- Highlight FC.EXE using either the arrow keys or mouse.
- Select F2-Run A Program. The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

The format for the data to be entered at this time is

[/a /b /c /l /lb # /w /t /n /#] filespec1 filespec2

Where the nine switches shown in brackets are optional (see "FC switches" on page 5-99 for definition). **Switches must be typed in lowercase and a space must separate each switch.**

FC matches the first file (filespec1) against the second file (filespec2) and reports any differences between them. You can include drive name and path in the filespec.

File comparison - cont'd

- Enter the required data (i.e., /c /w B:MEMO1.DAT B:MEMO2.DAT) and accept. *To "accept", press either the Return key or the right mouse button.*

Difference reporting

The File Comparison Utility reports the differences between the two files you specify by displaying:

```
*****filename1
last match, if any
differences
next match, if any
*****filename2
last match, if any
differences
next match, if any
```

The default for the number of lines to match between the files is 2. If you want to change this default, specify the number of lines with the /# switch.

To stop scrolling, press the Ctrl+NumLock or Ctrl+S keys. To start scrolling, press the Spacebar.

If there are too many differences (involving too many lines), the program will simply report that the files are different and stop.

When FC is complete, the system displays

```
To return to ScreenMate, press RETURN.
```

If you have a dual floppy disk drive system, be sure the MS-DOS boot disk is in Drive A.

- Press the Return key. The USER MODE menu is displayed.

File comparison - cont'd

FC switches

There are nine switches which can be used with the File Comparison Utility. **Switches must be typed in lowercase and, if more than one switch is used, there must be a space between them.**

/a switch

This switch abbreviates the output of an ASCII comparison. Instead of displaying all of the lines that are different, only the lines that begin and end each set of differences are displayed. The intermediate lines are represented by ellipses (...).

/b switch

A binary comparison of both files is performed. The two files are compared byte-to-byte, with no attempt to resynchronize after a mismatch.

It is the default when you compare files with an extension of .EXE, .COM, .SYS, .OBJ, .LIB or .BIN.

The mismatches are displayed as follows:

```
xxxxxxxx:     yy   zz
```

where xxxxxxxx is the relative address of the pair of bytes from the beginning of the file. Addresses start at 00000000. yy and zz are the mismatched bytes from file1 and file2, respectively.

If one of the files contains less data than the other, a message is displayed. For example, if file1 ends before file2, then FC displays:

```
fc: File2 longer than File1
```

File comparison - cont'd

FC switches - cont'd

/c switch

The case of letters is ignored during the comparison. All letters in the files are considered uppercase letters.

/l switch

Compares the files in ASCII mode. It is the default when you compare files that do not have an extension of .EXE, .COM, .SYS, .OBJ, .LIB or .BIN.

/lb # switch

This switch sets the internal line buffer to # lines. The default length of the internal buffer is 100 lines. Files that have more than this number of consecutive, differing lines will abort the comparison.

/w switch

Whites (tabs and spaces) are compressed during the comparison. Thus, multiple contiguous whites in any line will be considered as a single white space. Note that although FC compresses whites, it does not ignore them. The two exceptions are beginning and ending whites in a line, which are ignored.

If both the /w and /c options are specified, then FC will compress whites and ignore case.

File comparison - cont'd

FC switches - cont'd

/t switch

This switch does not expand tabs to spaces. The default is to treat tabs as spaces to 8-column positions.

/n switch

Displays the line numbers on an ASCII comparison.

/# switch

This switch specifies the number of lines required to match for the files to be considered as matching again after a difference has been found. # can be any number from 1 to 9. If this switch is not specified, the number defaults to 2.

File comparison - cont'd

FC error messages

When the File Comparison Utility detects an error, one or more of the following error messages will be displayed:

fc: *filename* longer than *filename*
One of the files is longer than the other in a binary comparison.

fc: cannot open *filename* - No such file or directory
One of the files does not exist. Check the directory for the correct file name.

fc: incompatable switches
The switches specified are not compatible, i.e., /b and /l. Do not combine binary and ASCII comparison switches.

fc: no differences encountered
The files are the same.

fc: out of memory
There is not enough memory to perform the comparison.

resynch failed. Files are too different.
The number of lines in the internal line buffer is less than the number of consecutive, differing lines. You should specify the /lb # switch with a larger number if you want to display all of the file differences.

usage: fc [/a][/b][/c][/l][lb n][/w][/t][/n][/NNNN] file1 file2
The wrong number of options have been specified on the FC command line or one of the switches specified is invalid.

Find a specific string of text

You can search for a specific string of text in a file or files using the MS-DOS filter FIND.

It will display all lines that contain the specified string within the file you've selected.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Utilities and Help disk in Drive A, and close the drive door. Also, insert the disk containing the file(s) to be searched in Drive B and close the drive door.

If you have a hard disk drive system, be sure you are in the root directory.

From the **USER MODE** menu,

- Select F1-Directory.
- Select F5-Show by *.EXE.
- Select F9-Exit.
- Highlight FIND.EXE using either the arrow keys or mouse.
- Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

Find a specific string of text - cont'd

The format for the data that can be entered at this time is

[/V /C /N] "string" filespec ...

Where the three switches in brackets are optional. The switches are:

/V causes FIND to display all lines not containing the specified "string".

/C causes FIND to display only the count of lines that contained a match for the "string".

/N causes each line to be preceded by its relative line number in the file.

"string" is the specific string to search for. The string should be enclosed in quotes.

filespec ... is the optional drive name, optional path, and file name(s) to be searched for the specified "string". You **cannot** use wild card characters in the file name.

- Enter the required data (i.e., /C "Fool's Paradise" B:BOOK1.TXT B:BOOK2.TXT) and accept. *To "accept", press either the Return key or the right mouse button.*

When the search is complete, the system displays

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system, remove the Utilities and Help disk, insert the MS-DOS boot disk, and close the drive door.

- Press the Return key. The USER MODE menu is displayed.

Find a specific string of text - cont'd

FIND error messages

When an error is detected, FIND responds with one of the following error messages:

FIND: File not found *filename*
The file name specified does not exist or FIND cannot find it.

FIND: Invalid number of parameters
A "string" was not specified.

FIND: Invalid Parameter *name*
A parameter was specified that does not exist.

FIND: Read error in *filename*
An error occurred when FIND tried to read the file specified.

FIND: Syntax error
An illegal string was entered. Remember that the string must be enclosed by quotes.

Floppy disk volume label

The LABEL command can be used to create, change, or delete the volume identification label of a floppy disk.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Supplemental Programs disk in Drive A, and close the drive door. Insert the disk whose volume label is to be modified in Drive B and close the drive door.

If you have a hard disk drive system, be sure you are in the root directory and the floppy disk whose volume label is to be modified is in the floppy disk drive.

From the **USER MODE** menu,

- Select F1-Directory.

- Select F5-Show by *.EXE.

  All the files with the extension of .EXE are displayed.

- Select F9-Exit.

- Highlight LABEL.EXE using either the mouse or arrow keys.

- Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

Floppy disk volume label - cont'd

- Type the drive name and a colon (i.e., B:) of the drive containing the floppy disk whose volume label is to be modified.

- Press the Return key.

  The system displays

  Volume in drive d is xxxxxxxxxxx

  Volume label (11 characters, ENTER for none)?_

At this point, you can either create/change the volume label or delete the volume label of the floppy disk.

Create/change volume label

The volume label can be up to 11 characters long. LABEL truncates the volume label if you enter more than 11 characters.

You should not use the following characters in a volume label: * ? / \ ¦ . , ; : = + < > [ ].

The volume label may include spaces, but may not include tabs.

- Type the volume label and press the Return key. The system displays:

  To return to ScreenMate, press RETURN.

  If you have a dual floppy disk drive system, be sure to put the MS-DOS boot disk in Drive A.

- Press the Return key. You are returned to the USER MODE.

Floppy disk volume label - cont'd

Delete volume label

- Press the Return key.

  The system displays

  Delete current volume label (Y/N)?

- Type the letter Y and press the Return key.

  The system displays:

  To return to ScreenMate, press RETURN.

  If you have a dual floppy disk drive system, be sure to put the MS-DOS boot disk in Drive A.

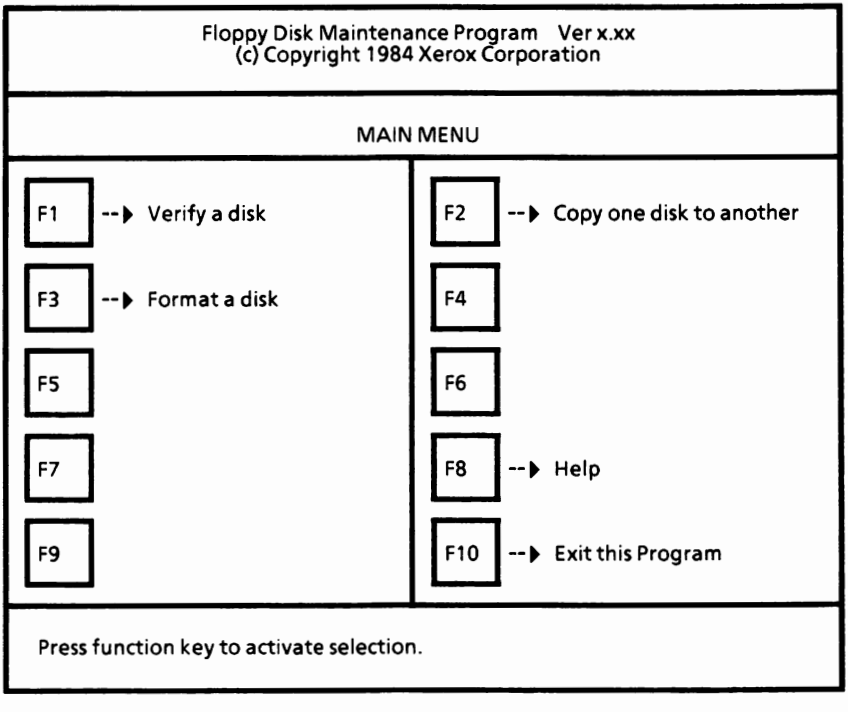
- Press the Return key. You are returned to the USER MODE.

Format floppy disk(s)

Floppy disks must be formatted before you record information on them. The format process puts a directory on the disk and checks it for defective areas (sectors). If defective sectors are found on the disk, they will be marked so the system does not use them for recording. However, if a disk has a large number of defective sectors, you may not want to use it. **If you have a hard disk drive system,** be sure you are in the root directory.

From the **MAINT.MODE** menu,

- Select F3-Disk Maint. The DISKM ACTIONS menu is displayed.
- Select F1-Floppy Maint. The screen will look similar to the following.



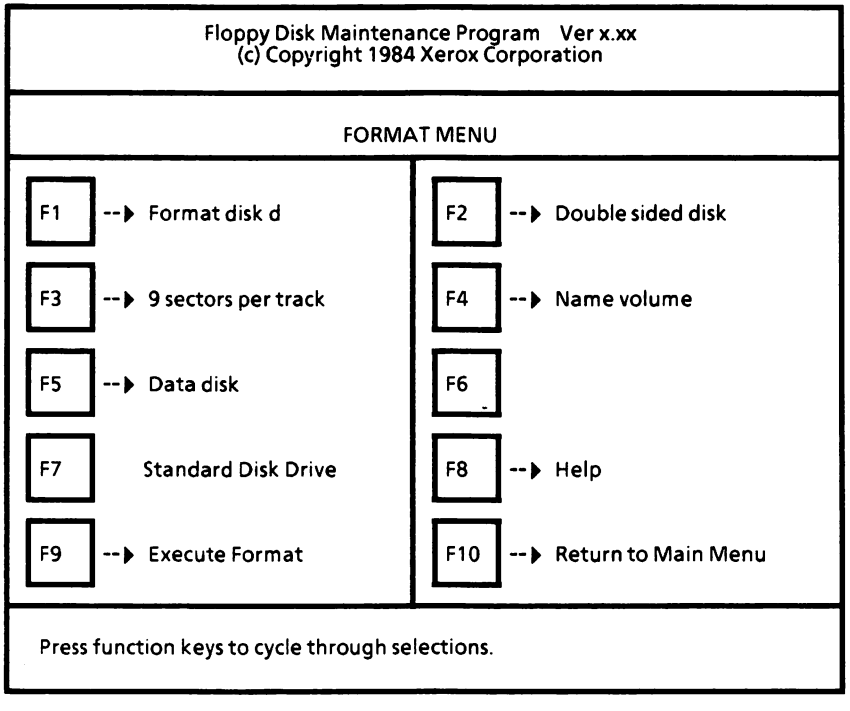
Format floppy disk(s) - cont'd

With the Floppy Disk Maintenance Program Main Menu displayed,

- Select F3.

  The Format Menu is displayed.

(*Note: The text next to F7 is for informational purposes only.*)



Format floppy disk(s) - cont'd

Set selections

The selections are set to those most commonly used. If desired, you may change them.

- Select F1 until the drive containing the disk to be formatted is displayed.

  If you have a hard disk drive system, this option cannot be changed to another drive unless you have additional floppy disk drives.

- Select F2 until the disk type is displayed.

  You can choose Double sided disk or Single sided disk.

- Select F3 until the number of sectors per track is selected.

  You can choose 9 sectors per track or 8 sectors per track.

- Select F4 to name or not name the disk being formatted.

  You can choose Name Volume or No volume name. You can give the disk a name of up to 11 characters.

- Select F5 until the type of disk is selected. If you choose System disk, select F6 to select the source disk of the system files.

  You can choose Data disk, System disk, or Reserve system file space.

  If you choose Data disk, the disk will be formatted so that it will be non-bootable and can be used to store data and program files. This disk cannot be SYSGENed.

Format floppy disk(s) - cont'd

If you choose System disk, the disk will be formatted with the MS-DOS operating system so you can load the disk. It is the same as using SYSGEN on a disk. You will be asked to select the source disk. You can change the drives to select the desired source disk by selecting F6. (*Note: This does not copy ScreenMate to the new disk.*)

If you choose Reserve system file space, a portion of the disk will be set aside for you to use SYSGEN at another time.

Execute format

- Check the selections to be sure that they are what you want.

- Select F9 to begin the format process.

  The following message is displayed.

  Formatting will remove all data from the destination disk.
  Do you want to continue? [N]

- Check to be sure the disk in the selected drive is the one you want to format.

- Type Y to continue.

  Or

  Type N to change your selections.

  If you typed Y, the following message is displayed.

  Insert disk to be formatted and press any key.

Format floppy disk(s) - cont'd

- Insert the disk to be formatted and close the drive door.

  Remember, this process will erase everything previously recorded on the disk.

- Press the Spacebar to begin the formatting process.

The message

```
Formatting...
```

is displayed. Then the message

```
Verifying...
```

is displayed.

If the disk is to be formatted as a system disk, you'll also see the message

```
Writing system files.
```

Format floppy disk(s) - cont'd

Format complete

After verifying is complete and if the disk is to be named, the system displays

```
Enter volume name. (Max 11 characters)
```

- Type the disk name and press the Return key. If you make a mistake while typing the name, use the Backspace key to correct it.

When the format process is complete, the system displays

```
Press function keys to cycle through selections.
Format complete.  No defective sectors found
on disk.
```

If there were flawed sectors, they were noted and marked on the disk, so they will not be used.

You can repeat the process to format another disk, or select F10 to return to the Floppy Disk Maintenance Program Main Menu.

To exit this program and return to ScreenMate,

- Select F10 from the Main Menu.

  The system displays

  ```
  To return to ScreenMate, press RETURN.
  ```

- Press the Return key. You are returned to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Format MS-DOS partition

WARNING: This procedure will cause all data on the hard disk to be deleted (erased).

If your system is brand new (never been used), see Appendix A - Software Installation.

If for some reason you are repartitioning your system, see Appendix B - Repartitioning the Hard Disk.

Format physical hard disk

WARNING: This procedure will cause all data on the hard disk to be deleted (erased).

If your system is brand new (never been used), see Appendix A - Software Installation.

Load ScreenMate

Dual floppy disk drive systems

When turning the system on and off, be sure there are no floppy disks in the disk drives.

- Turn the system on.

  A resident diagnostics test is run. If you get an error message or one of the tests fails, contact your service representative.

  After the test is complete, the system displays

  Primary Boot-Strap ...
  Primary Boot-Strap DISK READ ERROR.

- Insert the MS-DOS boot disk in Drive A (bottom drive) and close the drive door.

  If you get the message,

  Non system disk
  Replace and press any key.

  you have inserted the wrong disk. Be sure you have inserted the MS-DOS boot disk mentioned above and press the Spacebar. (*Note: Whenever you are prompted "Press any key ...", it is good practice to press the Spacebar.*)

When the system is loading correctly, the Xerox personal computer release level will be displayed and then the Xerox logo. Next ScreenMate will load and the USER MODE menu will be displayed.

Load ScreenMate - cont'd

Hard disk drive systems

When turning the system on and off, be sure there is no floppy disk in the floppy disk drive.

- Turn the system on.

  A resident diagnostics test is run. If you get an error message or one of the tests fails, contact your service representative.

  After the test is complete, the Xerox personal computer release level will be displayed and then the Xerox logo. Next ScreenMate will load and the USER MODE menu will be displayed.

Make a directory

Every formatted disk has a root directory. You can also make subdirectories within the root directory. Multiple directories are normally used only on hard disk drive systems.

From the **MAINT. MODE** menu,

- Select F2-Dir Maint.

  The DIRM ACTIONS menu is displayed.

- Select F5-Make A Dir.

  The system displays

  Please select NEW directory path:
  d:\path\[ ]

(*Note: When you are in a function and the system is prompting you for input, you can select F9-Exit to exit without taking any action.*)

- Check to be sure that the drive name and path listed in the prompt are where you want the new subdirectory to be created. If not, select F7-Alter Command (once or twice) and type and accept the correct drive name and path.

- Type the new subdirectory name and accept.

  To "accept", press either the Return key or the right mouse button.

  A new subdirectory is created and you are returned to the DIRM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DIRM ACTIONS menu.

Move and rename file(s) to another directory

From the **MAINT. MODE** menu,

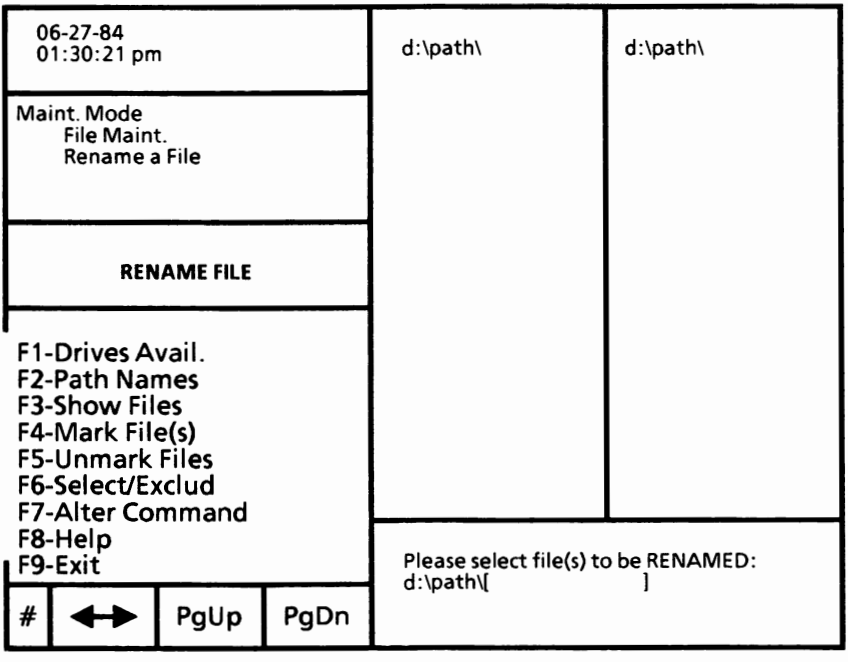
- Select F4-File Maint.

  The FILEM ACTIONS menu is displayed.

- Select F3-Rename a File.

  The RENAME FILE menu is displayed as shown below.

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit from the function.)



Move and rename file(s) to another directory - cont'd

Single file move and rename

With the system displaying

```
Please select file(s) to be RENAMED:
d:\path\[              ]
```

To move one file to another directory and rename it,

- Type the file name with extension, if any.

  Or

  Use either the arrow keys or mouse to highlight the file in the directory.

- Accept the file name.

  To "accept", press either the Return key or the right mouse button.

  The system displays

```
Please enter NEW filename:
d:\path\[              ]
```

Now tell the system which directory to move the file to.

- Select F7-Alter Command.

  The system displays

```
Enter DESTINATION directory path, or press
RETURN for same.
d:[                                    ]
```

Move and rename file(s) to another directory - cont'd

- Select F2-Path Names.

  All valid paths are displayed on the screen. If the path is too long for the split screen, only a portion will display.

- Select the path where you want the file to be moved and accept.

  The system displays

  Please enter NEW filename;
  d:\path\[ ]

- Type the new file name with extension, if any, and accept.

  The file name is displayed as it is moved.

  The file is moved from the current "working" directory to the specified directory and the file name is changed but the file contents remain the same.

  The system displays

  Press RETURN to RENAME another file, otherwise select Exit:

- Press either the Return key or the right mouse button, if you want to continue.

  Or

  Select F9-Exit to return to FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Move and rename file(s) to another directory - cont'd

Multiple file move and rename

You can move and rename multiple files using the wild card characters * and/or ? in the file name.

For example, if you had the following files in your current "working" directory:

TEST1.DAT	TEST2.DAT
TEST3.DAT	TEST4.DAT

And you wanted to move them to another directory and rename them as follows:

DATA1.DAT	DATA2.DAT
DATA3.DAT	DATA4.DAT

You would follow the procedure below.

With the system message displayed

```
Please select file(s) to be RENAMED:
d:\path\[              ]
```

- Type the wild card file name with extension, if any, and accept.

  For the above example, the wild card file name would be **TEST?.DAT**. This tells the system to look for file names beginning with TEST, with any fifth character, and with an extension of DAT.

  The system displays

```
Please enter NEW filename:
d:\path\[              ]
```

You need to tell the system which directory to move and rename the files to.

- Select F7-Alter Command.

Move and rename file(s) to another directory - cont'd

The system displays

```
Enter DESTINATION directory path, or press
RETURN for same.
d:[                                    ]
```

- Select F2-Path Names.

  All valid paths are displayed. If a path is too long for the split screen, only a portion is displayed.

- Use either the arrow keys or mouse to highlight the directory path and accept.

  The system displays

```
Please enter NEW filename:
d:\path\[                  ]
```

- Type the new wild card file name with extension, if any, and accept.

  For the above example, the new wild card file name would be **DATA?.DAT**. This tells the system the new file names will begin with DATA, use the original fifth character, and have an extension of DAT.

  The files are displayed as they are moved and renamed.

  The files are moved and renamed from the current "working" directory to the specified directory, but the contents of the files remain the same.

Move and rename file(s) to another directory - cont'd

When the task is complete, the system displays

> Press RETURN to RENAME another file, otherwise select Exit:

- Press either the Return key or the right mouse button, if you want to continue.

  Or

  Select F9-Exit to return to FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Move file(s) to another directory

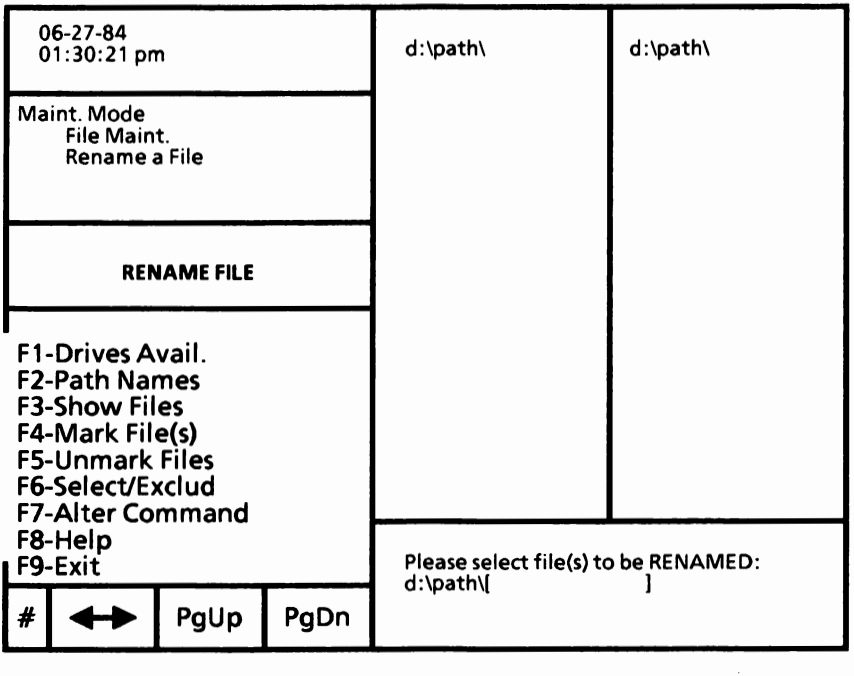
From the **MAINT. MODE** menu,

- Select F4-File Maint.

  The FILEM ACTIONS menu is displayed.

- Select F3-Rename a File.

  The following is displayed.



Move file(s) to another directory - cont'd

Select files to be moved

With the system displaying

```
Please select file(s) to be RENAMED:
d:\path\[              ]
```

(Note: When you are in a function and the system is prompting you for input, you can select F9-Exit to exit from the function.)

- To move one file, either type the file name with extension, if any, or use either the mouse or arrow keys to highlight the file name.

  Or

  To move more than one file, you can type the file name with extension using wild card characters. For example, if *.DAT is entered as the file name, all files with an extension of .DAT in the current "working" directory will be moved to the new directory.

  Or, use F4-Mark File(s) or F6-Select/Exclud to highlight files to be moved and accept. (Refer to "Select multiple files" in Chapter 4, User Interface, of the USING ScreenMate section for instructions on how to use F4-Mark File(s) and F6-Select/Exclud.)

- Accept the file name(s).

  To "accept", press either the Return key or the right mouse button.

Move file(s) to another directory - cont'd

Select where to move file(s) and move

Depending on how you selected the file(s) to be moved, the system will display one of the following messages:

Message A

```
Please enter NEW filename:
d:\path\[              ]
```

Message B

```
Enter DESTINATION directory path, or press
RETURN for same.
d:[                                    ]
```

For message B, go to page 5-130 and continue.

Message A procedure

Now you can tell the system which directory to move the file to.

- Select F7-Alter Command.

  The system displays

  ```
  Enter DESTINATION directory path, or press
  RETURN for same.
  d:[                                    ]
  ```

- Select F2-Path Names.

  All valid paths are displayed on the screen. If the path is too long for the split screen, only a portion is displayed.

Move file(s) to another directory - cont'd

Message A procedure - cont'd

- Using either the mouse or arrow keys, highlight the path where the file should go and accept.

  The system displays

  Please enter NEW filename:
  d:\path\[ ]

- Press either the Return key or the right mouse button to keep the same file name.

  The file name is displayed as it is moved.

  The file is moved from the current "working" directory to the specified directory and the file name remains the same.

  The system displays

  Press RETURN to RENAME another file, otherwise press Exit:

- Press either the Return key or the right mouse button if you want to move another file.

  Or

  Select F9-Exit to return to FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Move file(s) to another directory - cont'd

Message B procedure

Now you can tell the system which directory to move the files to.

- Select F2-Path Names.

  All valid paths are displayed on the screen. If the path is too long for the split screen, only a portion will display.

- Using either the mouse or arrow keys, highlight the path where the file should go and accept.

  The system displays

  If correct press RETURN; to change select Alter:
  d:\path\

- Press either the Return key or the right mouse button if the path in the message is correct.

  Or

  Select F7-Alter Command repeat the above steps to select the correct path.

The file names are displayed as they are moved.

The files are moved from the current "working" directory to the specified directory and the file names remain the same.

Move file(s) to another directory - cont'd

Message B procedure - cont'd

The system displays

Press RETURN to RENAME another file, otherwise press Exit:

- Press either the Return key or the right mouse button if you want to move another file.

  Or

  Select F9-Exit to return to FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Partition the hard disk

WARNING: This procedure will cause all data on the hard disk to be deleted (erased).

If your system is brand new (never been used), see Appendix A - Software Installation.

If for some reason you are repartitioning your system, see Appendix B - Repartitioning the Hard Disk.

Place hard disk system into shipping mode

This is for hard disk drive systems only.

Before moving your system, you should place it into shipping mode. When it is in shipping mode, the heads are electronically moved away from the disk so the system can be moved without damage to the hard disk.

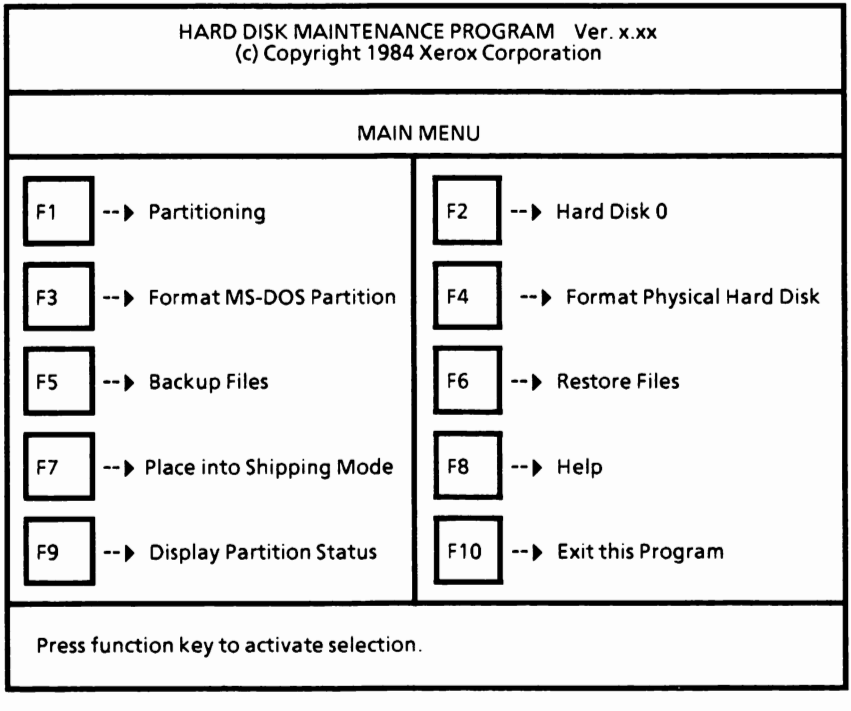
From the root directory and **MAINT. MODE** menu,

- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F4-H-Disk Maint.

  The following is displayed.



Place hard disk system into shipping mode - cont'd

From the Hard Disk Maintenance Program Main Menu,

- Select F7.

  The system displays

  Do you wish to place into shipping mode? [N]

- Type Y to answer "yes".

  Or

  Type N to answer "no".

If you enter Y, the system displays

Turn off your XEROX Personal Computer. It is now in shipping mode.

- Turn off the system and move it to the new location.

Turning the system on again will take it out of shipping mode.

Print file(s)

This section describes how to print files using ScreenMate.

It is usually best, however, to print files using the application program that created them.

Special key assignments

The following keys will have special meaning when a file is being printed.

The **q** or **e** or **Esc** keys will quit the print on the current file being printed.

The **s** key stops and starts the printing of a file.

Display directory

Before printing a file, you need to display the directory containing the file to be printed.

Print file(s) - cont'd

Select function

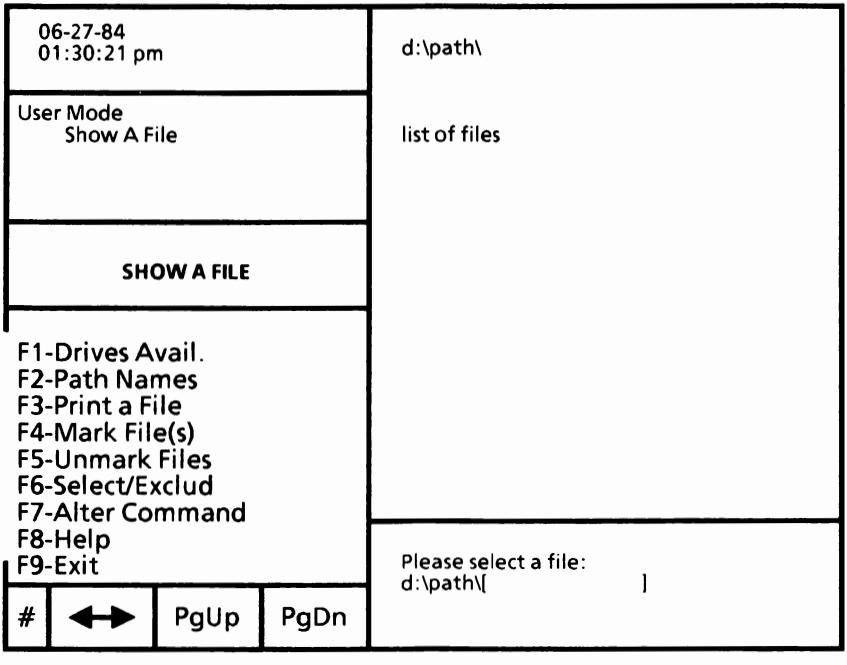
From the **USER MODE** menu and with the desired directory displayed on the screen,

- Select F3-Show A File.

  The system displays

  Please select a file:
  d:\path\[ ]

(Note: When you are in a function and the system is prompting you for a file name, path, drive name, or confirmation of input, you can select F9-Exit to exit without taking any action.)



Print file(s) - cont'd

Select and print file(s)

- To print only one file, either type the file name or use either the mouse or arrow keys to highlight the file.

  Do not accept yet.

  Or

  To print more than one file, either type the file name with wild card characters or use F4-Mark File(s) or F6-Select/Exclud to highlight files to be printed. (Refer to "Select multiple files" in Chapter 4. User Interface of the USING ScreenMate section for instructions on how to use F4-Mark File(s) and F6-Select/Exclud.)

  Do not accept yet.

- Select F3-Print a File.

  The following message is displayed,

  Printer selected.

- Press either the Return key or the right mouse button to accept.

Single file print

If you are printing only one file, the system will display the following message when it has completed the task.

To return to ScreenMate, press RETURN.

- Press the Return key. You are returned to the USER MODE menu.

Print file(s) - cont'd

Multiple files print

If you are printing more than one file, the system will print the first file and then display

> Press RETURN to continue or select EXIT to cancel

You can either

- Press the Return key to print the next file and repeat this step until all files are printed.

  Or

  Select F9-Exit to stop the print function. You will be returned to the USER MODE and the remaining selected files, if any, will be deselected.

When the last selected file is printed, the system displays

> To return to Screenmate, press RETURN.

- Press the Return key.

  You are returned to the USER MODE menu.

Put the operating system on a disk

SYSGEN is used to copy the MS-DOS operating system from one MS-DOS disk or partition to another. SYSGEN may be used on both dual floppy and hard disk drive systems. The following configurations can be used:

From one floppy disk to another floppy disk
From a floppy disk to a hard disk
From a hard disk to a floppy disk
From one partition to another partition

SYSGEN **does not** copy ScreenMate.

SYSGEN allows you to put operating system files on a disk that already contains files. The disk **must** have already been prepared to accept operating system files. This is done by formatting the disk as a System disk or Reserving system space.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Utilities and Help disk in Drive A, and close the drive door.

If you have a hard disk drive system, be sure you are in the root directory.

From the **MAINT. MODE** menu,

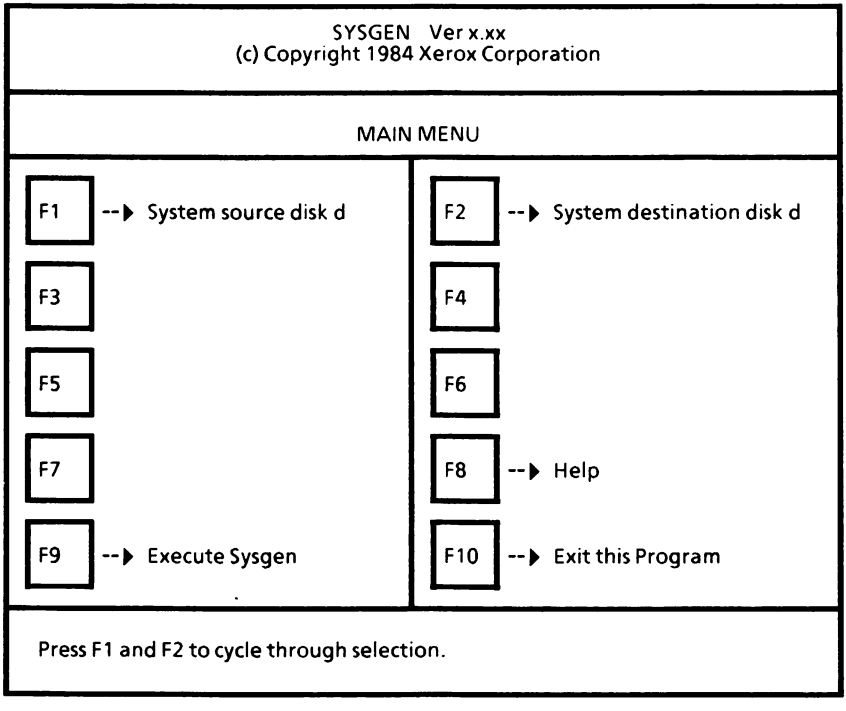
- Select F3-Disk Maint.

  The DISKM ACTIONS menu is displayed.

- Select F6-SYSGEN.

  The SYSGEN Program is loaded into memory and the screen looks similar to the one on the following page.

Put the operating system on a disk - cont'd



Put the operating system on a disk - cont'd

Set selections

- Select F1 until the source disk drive is displayed. The source disk drive is the drive containing the disk with the system files on it.

- Select F2 until the destination disk drive is displayed. The destination disk drive is the drive containing the disk to receive the operating system.

(*Note: If you have a hard disk drive system with one floppy drive, you can use SYSGEN to copy the operating system from one floppy disk to another.* *See the instructions on page 5-143.*)

Execute SYSGEN

If you have a dual floppy disk drive system, remove the Utilities and Help disk from Drive A, insert the MS-DOS boot disk in Drive A, and close the drive door.

- Insert the disk to be SYSGENed and close the drive door, if applicable.

- Select F9 to begin the SYSGEN program.

  The message

  Executing...

  appears briefly, and then the following message is displayed.

  Writing system files.

Put the operating system on a disk - cont'd

SYSGEN complete

When the process is complete, the following message is displayed.

```
Press F1 and F2 to cycle through selection.
System files transferred.
```

If you need to SYSGEN more disks, you may repeat the process.

(*Note: SYSGEN transfers the COMMAND.COM file to the destination disk. The CONFIG.SYS and the ANSI.SYS files also need to be on the disk for proper operation. So after SYSGENing, be sure you copy these two files to the disk, see the instructions to "Copy file(s)".*)

Exit this program

- Select F10 to exit the SYSGEN program.

  The system displays

  To return to ScreenMate, press RETURN.

- Press the Return key.

  You are returned to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Put the operating system on a disk - cont'd

Instructions for SYSGEN of floppy to floppy on a hard disk drive system

- Select F1 until system source disk is A.
- Select F2 until system destination disk is A.
- Select F9 to execute the SYSGEN Program.

  The following message is displayed.

  Insert system source disk and press any key.

- Insert the system source disk in Drive A, close the drive door and press the Spacebar.

  The following message is displayed.

  Reading system files.

  When the files have been read into memory, the system displays

  Insert system target disk and press any key.

- Remove the source disk, insert the target (destination) disk in Drive A, close the drive door, and press the Spacebar.

Put the operating system on a disk - cont'd

The following message is displayed.

```
Writing system files.
```

When the process is complete, the following message is displayed.

```
Press F1 and F2 to cycle through selection.
System files transferred.
```

You may repeat the process or select F10 to exit the SYSGEN program.

When you select F10, the system displays

```
To return to ScreenMate, press RETURN.
```

- Press the Return key.

  You are returned to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Reboot the system

When you want to reboot the system, you can either

- Press the Reset button located on the lower right-hand corner of the disk drive (processor).

  Or

  Simultaneously press the Alt + Ctrl + Del keys.

Recover good sectors from a bad disk

When a sector on a disk is bad, you can recover the entire disk (if the bad sector is in the directory).

If there is not enough room in the root directory, RECOVER will display a message and store information about the extra files in the File Allocation Table. You can run RECOVER again to regain these files when there is more room in the root directory.

When the files are recovered, they are given file names as follows:

FILE0001.REC
FILE0002.REC
.
.
.
FILE0020.REC
etc.

You will have to look at the contents of each file and then rename it. Some files, such as program (binary) files, will be unreadable.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Supplemental Programs disk in Drive A, and close the drive door. Insert the disk to be recovered in Drive B and close the drive door.

If you have a hard disk drive system, be sure you are in the root directory.

From the **USER MODE** menu,

- Select F1-Directory to display directory.
- Select F3-Show by *.COM to display all file names with the .COM extension.
- Select F9-Exit.

Recover good sectors from a bad disk - cont'd

- Highlight the RECOVER.COM file name using the arrow keys or mouse.

- Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

- Type the name of the drive containing the disk to be recovered followed by a colon (no space, i.e., B:) and accept.

  To "accept", you can press either the Return key or the right mouse button.

  The system displays

  Press any key to begin recovery of the file(s) on drive d:

- Press the Spacebar.

When recovery is complete, the system displays

n file(s) recovered

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system, remove the Supplemental Programs disk from Drive A, insert the MS-DOS boot disk in Drive A, and close the drive door.

- Press the Return key. You are returned to the USER MODE menu.

Recover file with bad sectors

If a sector on a disk is bad, you can recover the information in the file containing the bad sector minus any data actually in the bad sector.

The file is read sector by sector. When a bad sector is found, the sector is marked and data will no longer be allocated to that sector.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk from Drive A, insert the Supplemental Programs disk in Drive A, and close the drive door. Insert the disk containing the file to be recovered in Drive B and close the drive door.

If you have a hard disk drive system, be sure you are in the root directory.

From the **USER MODE** menu,

- Select F1-Directory to display directory.
- Select F3-Show by *.COM to display all file names with the .COM extension.
- Select F9-Exit.
- Highlight the RECOVER.COM file name using the arrow keys or mouse.
- Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

Recover file with bad sectors - cont'd

- Enter the file specification of the file to be recovered (i.e., B:PAYROLL.DAT). Be sure you type a colon (and no space) between the drive name and the file name.

- Accept the file name.

  To "accept", you can press either the Return key or the right mouse button.

  The system displays

  Press any key to begin recovery of the file(s) on drive d:

- Press the Spacebar.

When recovery is complete, the system displays

nnnnn of nnnnn bytes recovered

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system, remove the Supplemental Programs disk from Drive A, insert the MS-DOS boot disk in Drive A, and close the drive door.

- Press the Return key.

  You are returned to the USER MODE menu.

Redirect communications device

If you have more than one serial port with communication devices connected, you need to redirect communications.

See Chapter 5 of Appendix A for instructions on how to redirect a communications device.

Redirect printer device

See Chapter 5 of Appendix A for instructions on how to redirect a printer device.

Rename file(s)

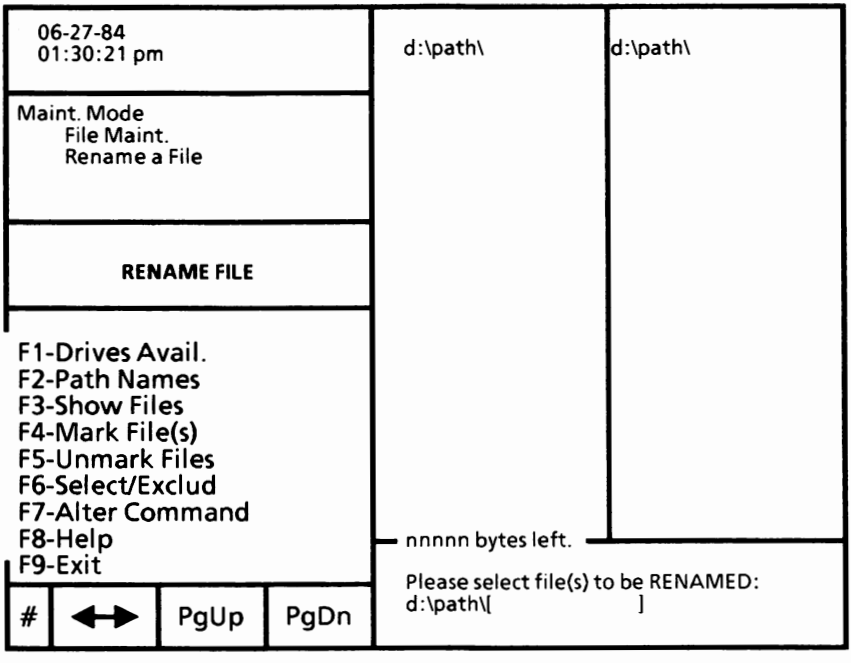
Files can be given new names without changing their content. If you have .BAK (backup) files on your disk, you'll need to rename them before you can use them.

From the **MAINT. MODE** menu and with the directory displayed,

- Select F4-File Maint. The FILEM ACTIONS menu is displayed.
- Select F3-Rename a File.

  The RENAME FILE menu is displayed as shown below.

(*Note: When you are in a function and the system is prompting you for input, you can select F9-Exit to exit without taking any action.*)



Rename file(s) - cont'd

Single file rename

To rename only one file,

- Type the file name. *Be sure to include the extension, if any.*

  Or

  Use either the arrow keys or mouse to highlight the file name in the directory.

- Accept the file name. *To "accept", press either the Return key or the right mouse button.*

  The system displays

  ```
  Please enter NEW filename:
  d:\path\[                ]
  ```

- Type in the new file name and accept. *Be sure to include the extension, if any.*

  The file name is changed, but the contents of the file remain the same.

  The system displays

  Press RETURN to RENAME another file, otherwise select Exit:

- Press either the Return key or the right mouse button if you want to rename another file in the current "working" directory.

  Or

  Select F9-Exit to return to the FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Rename file(s) - cont'd

Multiple file rename

You can rename multiple files by using the wild card characters * and/or ? in the file name.

For example, if you had the following files in your current "working" directory:

TEST1.DAT	TEST2.DAT
TEST3.DAT	TEST4.DAT

And you wanted to rename them to:

DATA1.DAT	DATA2.DAT
DATA3.DAT	DATA4.DAT

You would follow the procedure below.

With the system displaying the message

```
Please select file(s) to be RENAMED:
d:\path\[           ]
```

- Type the wild card file name and accept. *Be sure to include the extension, if any.*

  To "accept", you can press either the Return key or the right mouse button.

  For the above example, the wild card file name would be **TEST?.DAT**. This tells the system to look for file names beginning with TEST, having any fifth character, and having an extension of DAT.

  The system displays

```
Please enter NEW filename:
d:\path\[           ]
```

Rename file(s) - cont'd

Multiple file rename - cont'd

- Type the new wild card file name and accept. *Be sure to include the file extension, if any.*

  For the above example, the new wild card file name would be **DATA?.DAT**. This tells the system the new file names will begin with DATA, use the original fifth character, and have an extension of DAT.

  The file names are displayed as they are renamed.

  The files are renamed, but the contents of the files remain the same.

  The system displays

  Press RETURN to RENAME another file, otherwise select Exit:

- Press either the Return key or the right mouse button if you want to rename another file in the current "working" directory.

  Or

  Select F9-Exit to return to FILEM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the FILEM ACTIONS menu.

Restore files to the hard disk

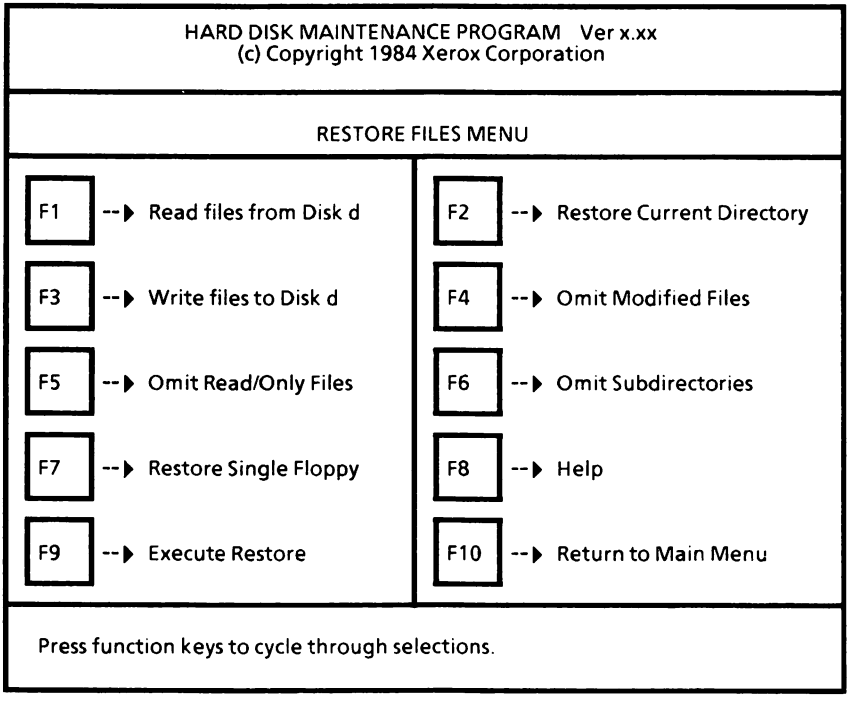
This is for use with hard disk drive systems only.

When needed, you can restore previously backed up files to the hard disk.

From the **MAINT. MODE** menu,

- Select F3-Disk Maint. The DISKM ACTIONS menu is displayed.
- Select F4-H-Disk Maint. The Hard Disk Maintenance Program is loaded into memory.
- Select F6.

  The screen should look similar to the following.



Restore files to the hard disk - cont'd

Set selections

The Read files from Disk d setting specifies the drive to read the files from.

- Select F1 until the desired drive is displayed.

You can restore from the current directory (Restore Current Directory) or you can name a directory to restore from (Directory Will be Named).

- Select F2 to display the desired setting.

The Write files to Disk d setting specifies the drive to write (restore) the files to.

- Select F3 to display the desired setting.

You can restore all files except those that have been modified since they were last backed up (Omit Modified Files) or you can restore every file, overwriting the modified file (Overwrite Modified Files).

- Select F4 to display the desired setting.

You can restore all files (Include Read/Only Files) or all files except system and read-only files (Omit Read/Only Files).

- Select F5 to display the desired setting.

You can restore only those files in the named directory (Omit Subdirectories) or restore the files in the named directory and its subdirectories (Include Subdirectories).

- Select F6 to display the desired setting.

You can restore a single floppy (Restore Single Floppy) or multiple floppies (Restore Multiple Floppies).

- Select F7 to display the desired setting.

Restore files to the hard disk - cont'd

Execute restore

Once all options are set, you can begin the restore program.

- Select F9 to begin the restore process.

  The system displays

  Insert backup disk to read and press RETURN, or ESC to abort.

- Insert the backup disk, close the drive door, and press the Return key.

  If you chose to name a directory, the following message will appear.

  Enter the source directory path.

  - Type the name of the directory you want restored and accept. The Backspace key can be used to correct typing errors.

  The system asks you for a file name.

  Enter file name. (wild card characters permitted)
  \path\

- Type the file name to be restored and accept. (The wild card file name *.* can be used to restore all files.)

  To "accept", press either the Return key or the right mouse button.

  The name of each file is displayed as it is copied to the hard disk.

Restore files to the hard disk - cont'd

If you get the message,

Partial file on floppy omitted. Press any key to continue.

It means that the disk contains a part of a split file but not the first part. This part is not copied to the hard disk.

If a file was split between two disks, the system displays

File incomplete. Insert next disk in sequence and press RETURN or ESC.

The system is ready for the floppy disk containing the next part of the split file.

- Insert the next disk, close the drive door, and press the Spacebar.

If you get the message,

ERROR: Disks must be sequential. Replace and press RETURN, or ESC to abort.

You have not inserted the disk containing the next part of the split file. Locate the next sequential disk, insert it in the drive, close the drive door, and press the Return key.

Files that have been broken across floppy disks will be restored as complete files on the hard disk.

Restore files to the hard disk - cont'd

Restore complete

If you are restoring multiple disks, you will be prompted

> Insert next disk and press RETURN, or ESC to quit.

If you have more disks to restore, insert the next disk, close the drive door, and press the Return key.

If not, press the Esc key to exit. The message below will be displayed.

If you are restoring a single floppy, the following message is displayed when all files are restored,

> Press function keys to cycle through selections.
> n file(s) restored.

When you are ready to return to the Hard Disk Maintenance Main Menu,

- Select F10.

To exit the program,

- Select F10 from the main menu.

  The system displays

  To return to ScreenMate, press RETURN.

- Press the Return key.

  You are returned to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Run a program

Run allows you to select and execute (run) an executable program file from a disk, any directory, or a menu.

Most executable program files will have extensions of .COM (command) or .EXE (execute). Check your program's manual to learn the file name.

Display directory

The **USER MODE** menu should be displayed on the screen.

Before running a program, you need to display the directory containing the program to be run.

- Use the F1-Directory option.

On dual floppy disk drive systems, if the program is not on the MS-DOS boot disk, you will need to remove the MS-DOS boot disk from Drive A, insert the disk with the program to be run in Drive A, and close the drive door.

Select the file (executable) to be run

With the file names displayed on the screen,

- Use either the arrow keys or mouse to highlight the file name to be run.

Run a program - cont'd

Run the program

After highlighting the name of the program file to be run and from the USER MODE menu,

- Select F2-Run A Program.

  If you get the message,

  Non-executable file

  the highlighted file is not executable. Be sure you select an executable file (usually will have extension of .COM or .EXE) and try again.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

- If the program calls for another file name or parameters, type the file name or parameters and accept. (See the program's manual for details.)

  To "accept", press either the Return key or the right mouse button.

  Or

  If none are required, press either the Return key or the right mouse button.

(*Note: If you wish, you can also select F9-Exit to exit run while the above message is still displayed.*)

Run a program - cont'd

Return to ScreenMate

After program completion (or after you have given the program's END, EXIT or QUIT command), the system displays

To return to ScreenMate, press RETURN.

If you have a dual floppy disk drive system and removed the MS-DOS boot disk containing ScreenMate, you will need to replace the disk currently in Drive A with the MS-DOS boot disk.

- Press the Return key.

It will take a few seconds to return to ScreenMate.

Select screen colors

If you have a color monitor (screen), you can select different color combination for ScreenMate background and text colors.

This is for color monitors only.

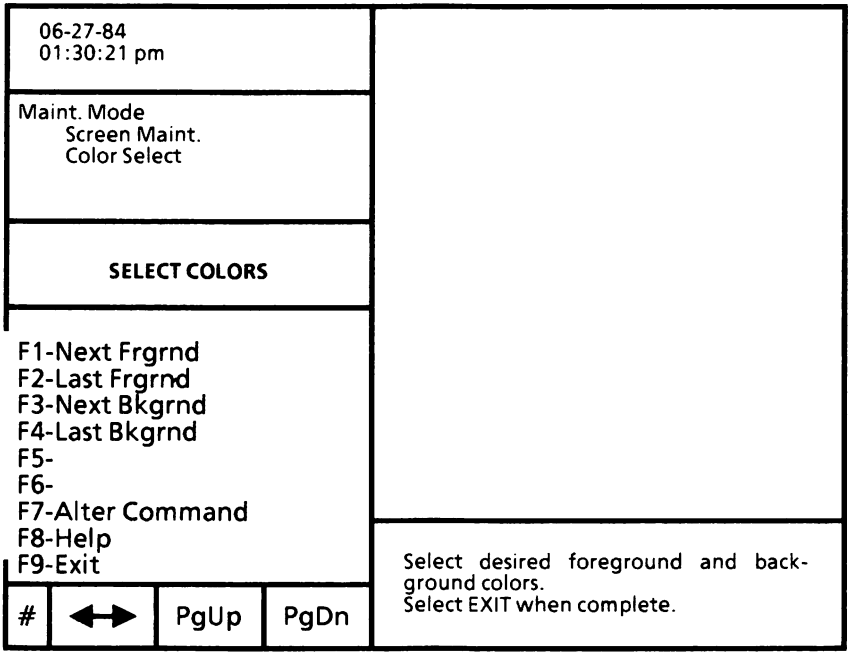
From the **MAINT. MODE** menu,

- Select F5-Screen Maint.

  The SCRNM ACTIONS menu is displayed.

- Select F5-Color Select.

  The screen will look similar to the following.



Select screen colors - cont'd

Select ScreenMate screen colors

- Select the appropriate function until the screen displays the desired colors.

  F1-Next Frgrnd
  Displays the next foreground (text) color.

  F2-Last Frgrnd
  Displays the previous foreground (text) color.

  F3-Next Bkgrnd
  Displays the next background color.

  F4-Last Bkgrnd
  Displays the previous background color.

Save ScreenMate screen colors

To save the ScreenMate screen colors,

- Select F9-Exit.

  The SCRNM ACTIONS menu is displayed.

To return to the MAINT. MODE menu, select F9-Exit from the SCRNM ACTIONS menu.

Set the date and time

From the **MAINT.MODE** menu,

- Select F5-Screen Maint.

  The SCRNM ACTIONS menu is displayed.

- Select F1-Set Time/Date.

  The system displays

  Please enter date (mm-dd-yy) or press RETURN to continue:
  [- -]

- Enter the date and accept.

  To "accept", press either the Return key or the right mouse button.

  The system displays

  Please enter time (hh:mm:ss) or press RETURN to continue:
  [: :]

- Enter the time (do not use military time) and accept.

  The system displays

  Please enter (a).m. or (p).m.:
  [ ].m.

- Type an a or p and accept.

  The date and time are set. The SCRNM ACTIONS menu is still displayed on the screen.

- Select F9-Exit to return to the MAINT. MODE menu.

Sort data file(s)

You **cannot** run the SORT program to sort data file(s) through ScreenMate.

You **must** exit ScreenMate and go into MS-DOS to sort data file(s).

Here are the steps to follow to sort data file(s).

- Select F9-Exit from the USER MODE, MAINT. MODE, or PROFILE MODE.

  The system displays

  To leave ScreenMate and enter DOS, press ESC or select Alter.

- Press the Esc key.

  The MS-DOS system prompt (i.e., A> or C>) is displayed.

If you have a dual floppy disk drive system, remove the MS-DOS boot disk, insert the Utilities and Help disk in Drive A and close the drive door. Insert the disk containing the file(s) to be sorted in Drive B and close the drive door.

- Refer to the "How to with MS-DOS" section of the **Operator's Guide to MS-DOS** for instructions on using SORT.

When you are ready to return to ScreenMate,

If you have a dual floppy disk drive system, be sure the MS-DOS boot disk is in Drive A.

- Type XMATE and press the Return key.

  In a few seconds, ScreenMate is loaded into memory.

Sort directory file names

You can sort the file names in a directory in one of the following ways:

- Sort file names alphabetically by the file name. If a file name includes numerals, the numerals appear before alphabetic characters.
- Sort file names alphabetically by the file extension.
- Sort file names by size of the file.
- Sort file names in reverse chronological order.

With the **MAINT. MODE** menu displayed,

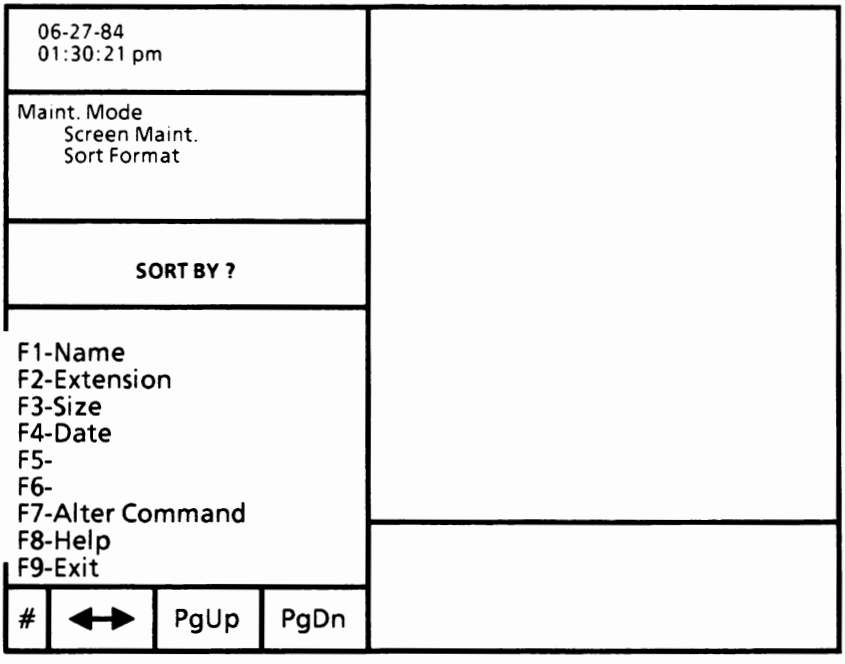
▸ Select F5-Screen Maint.

The SCRNM ACTIONS menu is displayed.

▸ Select F3-Sort Format.

The screen will look similar to the one on the next page.

Sort directory file names - cont'd



- Select the desired option.

  F1-Name
  Sort file names alphabetically by file name.

  F2-Extension
  Sort file names alphabetically by file extension.

  F3-Size
  Sort file names by size of file.

  F4-Date
  Sort file names in reverse chronological order.

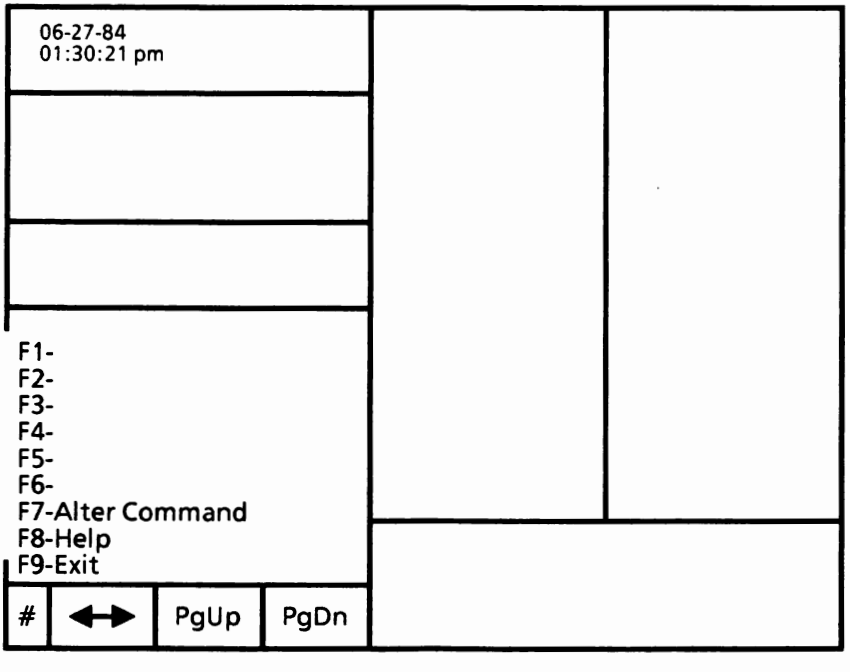
After you select an option, you are returned to the SCRNM ACTIONS menu. To return to the MAINT. MODE menu, select F9-Exit.

Split the display area screen

The display area of the screen may be split using different options.

- Select one of the following:
  - The F1-Directory function in USER MODE, MAINT. MODE, or PROFILE MODE.
  - The F5-Screen Maint. function in the MAINT. MODE.
  - The F2-Build A Menu function in the PROFILE MODE.
- Select F4-Split Screen.

The system will divide the display area into two equal parts. This facilitates comparisons between lists of directories, contents of files, etc.



Split the display area screen - cont'd

Information previously displayed on the full screen will be redisplayed on the left screen.

Wherever the cursor is located is the active screen.

- Use the Tab key to move the cursor back and forth between the screens.

  Or

  If you are using the mouse, you can move the mouse cursor to the double arrow in the lower left-hand corner of the screen and press the left mouse button to move the cursor back and forth between the screens.

Unsplit the screen

To unsplit the screen,

- Select F4-Split Screen again.

  Information on the left side of the split screen will be redisplayed on the full screen even if the cursor is on the right side of the split screen.

  Therefore, the information you want displayed on the full screen needs to be displayed on the left side of the split screen before you move back to the full screen option.

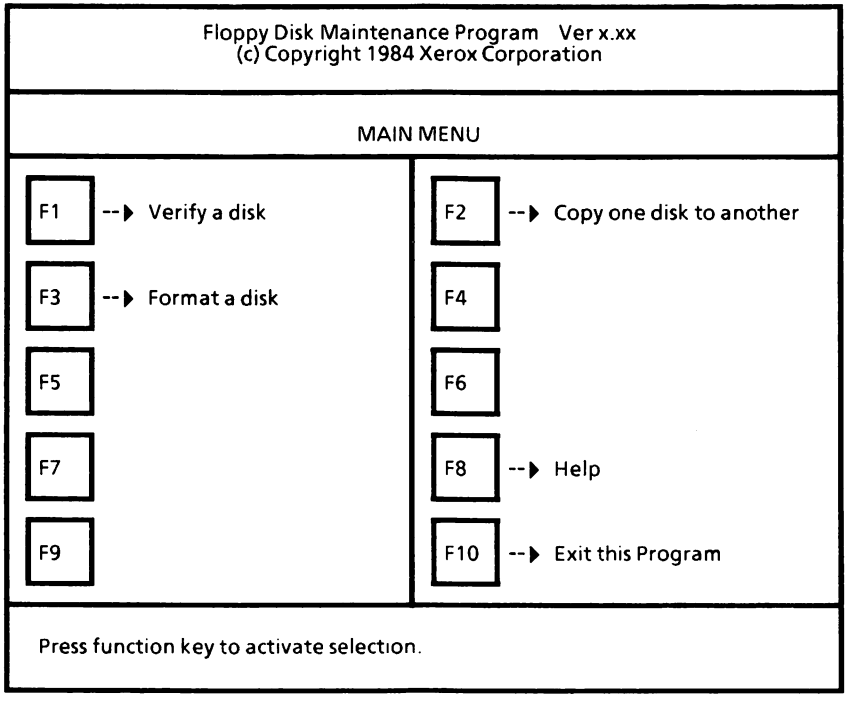
Verify floppy disk(s)

This section describes how to check (verify) a floppy disk for defective (flawed) sectors. The defective sectors will be marked so they won't be used for data. If defects are found in files, you can use the RECOVER command.

If you have a hard disk drive system, be sure you are in the root directory.

From the **MAINT. MODE** menu,

- Select F3-Disk Maint. The DISKM ACTIONS menu is displayed.
- Select F1-Floppy Maint. The screen will look similar to the following.

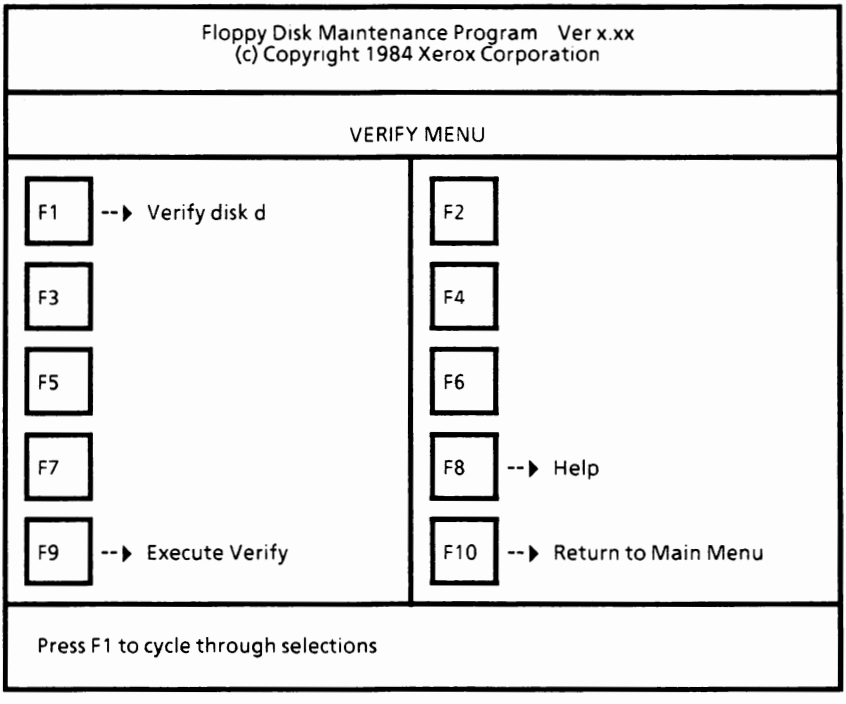


Verify floppy disk(s) - cont'd

With the Floppy Disk Maintenance Program Main Menu displayed,

- Select F1.

  The Verify Menu is displayed.



Verify floppy disk(s) - cont'd

Set selections

- Select F1 until the drive containing the disk to be verified is displayed.

  If you have a hard disk drive system, this option cannot be changed to another drive unless you have additional floppy disk drives.

Execute verify

- Insert the disk to be verified and close the drive door.

  (*Note: Disk to be verified cannot have a write-protect tape on the notch.*)

- Select F9 to begin the verification process.

  The message

  Verifying...

  will be displayed while the system is verifying the disk.

Verify floppy disk(s) - cont'd

Verify complete

When verification is complete, the message below will be displayed:

```
0 total defective sector(s) found.
0 defective sector(s) removed from disk space.
0 flawed sector(s) remaining in existing files.
```

You can repeat the process or select F10 to return to the Floppy Disk Maintenance Program Main Menu.

Exit this program

From the Floppy Disk Maintenance Program Main Menu,

- Select F10.

  The system displays

  To return to ScreenMate, press RETURN.

- Press the Return key.

  You are returned to the DISKM ACTIONS menu.

To return to the MAINT. MODE menu, select F9-Exit from the DISKM ACTIONS menu.

Notes:

SOFTWARE INSTALLATION

APPENDIX A

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1. NEW DUAL FLOPPY DISK DRIVE SYSTEM

This procedure is for new dual floppy disk drive systems only.

This is a one-time procedure. Check off the steps as you go through them.

If you are upgrading from MS-DOS 2.11 to MS-DOS 3.10, you need to go to "2. Upgrade Dual Floppy Disk Drive System" in this appendix.

Find the three MS-DOS disks that came with your system. The disks are labeled:

- MS-DOS with ScreenMate
- MS-DOS Utilities and Help
- MS-DOS Supplemental Programs

You will do the following tasks and in the order given:

Write-protect the original disks
Load the system
Make backup disks
Reboot the system

These tasks are described in order beginning on the next page.

Important: Remove and insert disks as instructed. **Do not** remove a disk unless you are instructed to do so.

Write-protect the original disks

Before making backup copies of your MS-DOS disks, make sure your original disks are write-protected.

Disks can have a small square notch on the side that is called the "write-protect" notch.

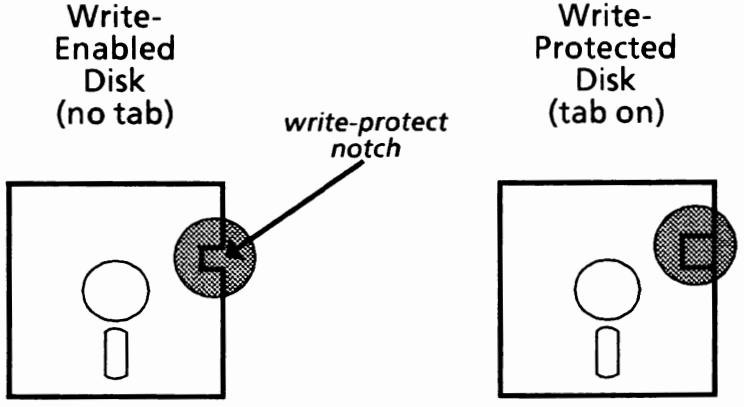
If your disks do not have a notch or if the notch is covered, the information on the disk can only be read. It cannot be accidently erased, changed, or written over.

When you purchase disks, write-protect tabs (small tapes) were supplied with the disks. These tabs can be used to cover the write-protect notch.

When you want to add or erase information on a write-protected disk, you can remove the write-protect tab. A disk with no tab on the notch is "write-enabled".

See the illustrations below.

The shaded circle indicates the write-protect notch.



Load the system

When turning the system off and on, be sure there are no floppy disks in the disk drives.

☐ Turn the system on.

The resident diagnostics test is run. If you get an error message, contact your service representative.

After the test is complete, the system displays

Primary Boot-Strap ...
Primary Boot-Strap DISK READ ERROR.

☐ Insert the MS-DOS with ScreenMate disk (boot disk) in Drive A (bottom drive) and close the drive door.

If you get the message,

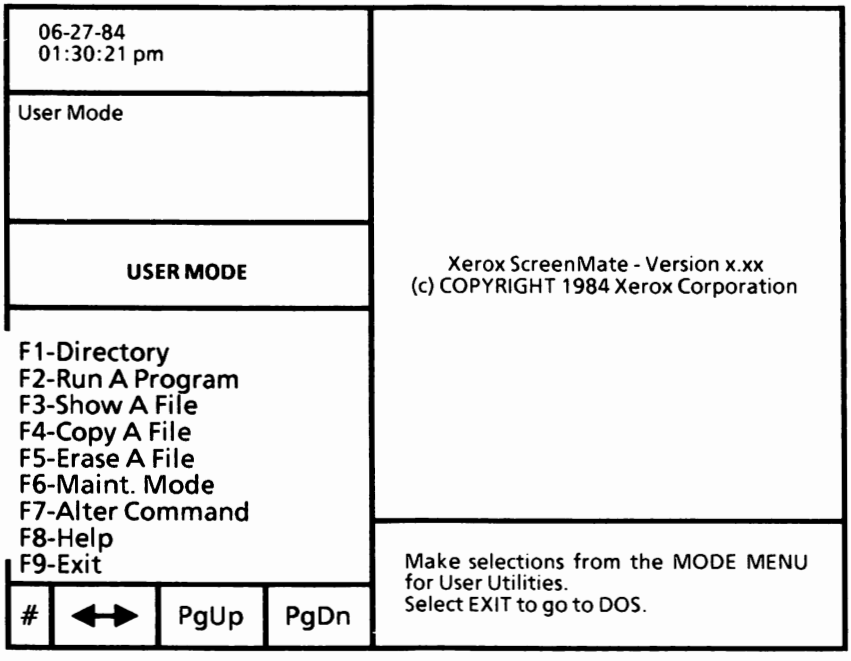
Non system disk
Replace and press any key.

Or

DISK READ ERROR

you have inserted the wrong disk or inserted it incorrectly. Be sure you have inserted the disk labeled MS-DOS with ScreenMate and press the Spacebar. (*Note: Whenever you are prompted "Press any key ...", it is good practice to press the Spacebar.*) If you have inserted the correct disk and it does not load, contact your service representative.

When the system is loading correctly, the Xerox personal computer release level will be displayed, then you'll see the Xerox logo. After a short time, ScreenMate will be loaded and the screen will look similar to the one below.



Make backup disks

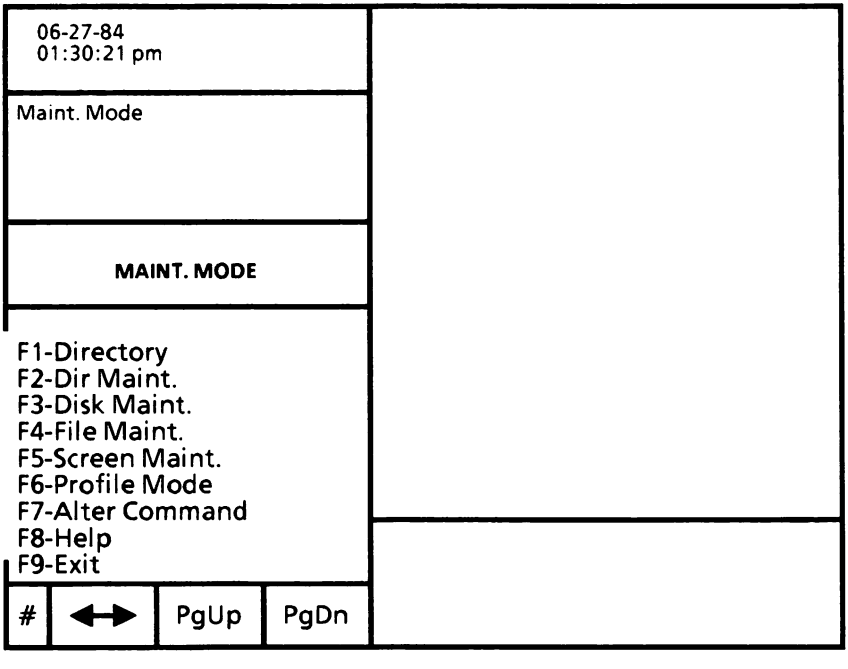
The instructions for copying your system's three MS-DOS disks begin below.

☐ Obtain three new (or erasable used) disks. The disks should be certified for double-density, double-sided recording.

From the **USER MODE** menu,

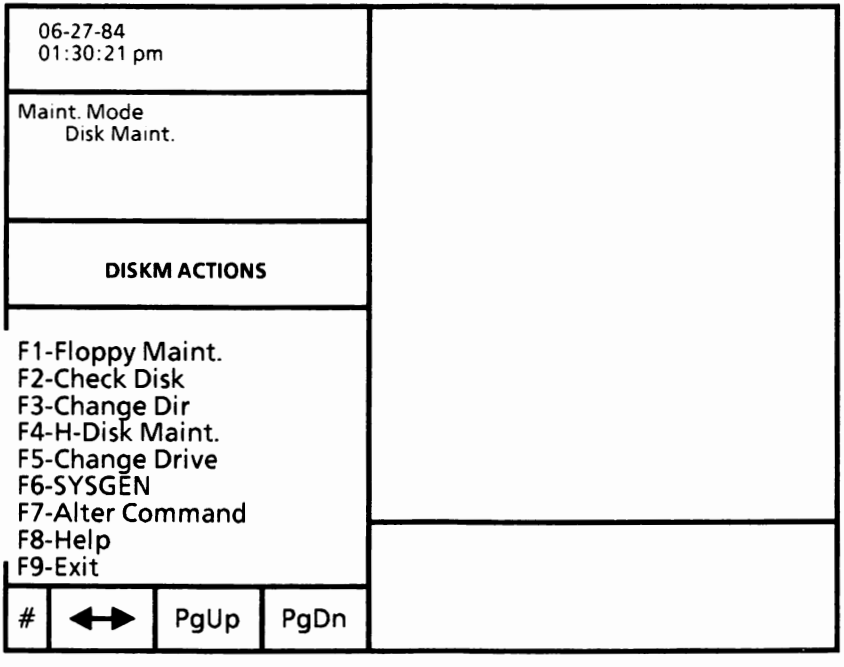
☐ Select F6-Maint. Mode to go to the Maintenance Mode menu (MAINT. MODE) as shown below.

(Note: When you see the instruction to "Select ..." a function, either press the appropriate function key or, if you are using the mouse, point the mouse cursor to the function name on the screen and press the left mouse button.)

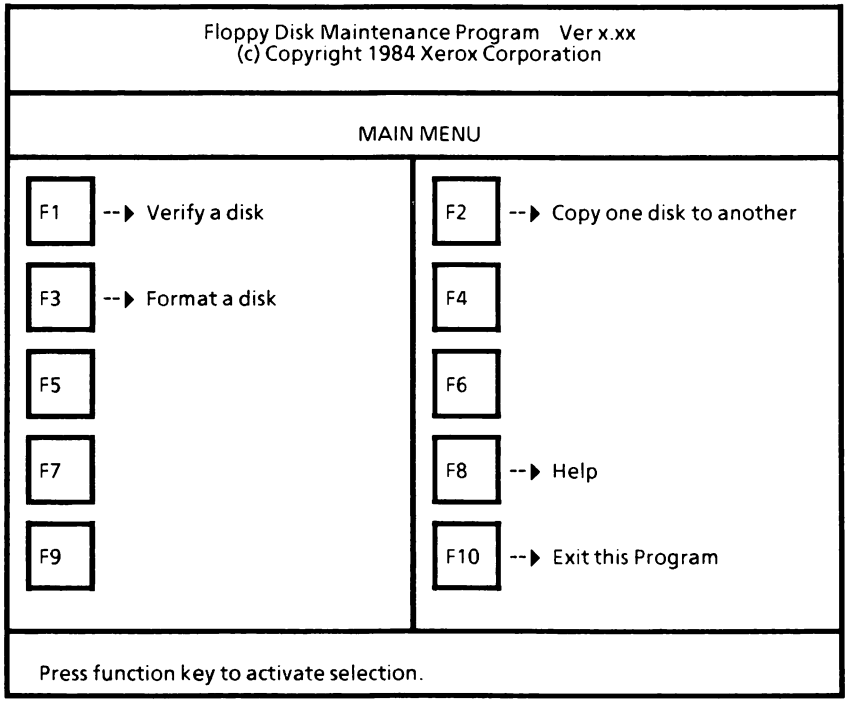


From the **MAINT. MODE** menu,

☐ Select F3-Disk Maint. to go to the Disk Maintenance menu (DISKM ACTIONS) as shown below.



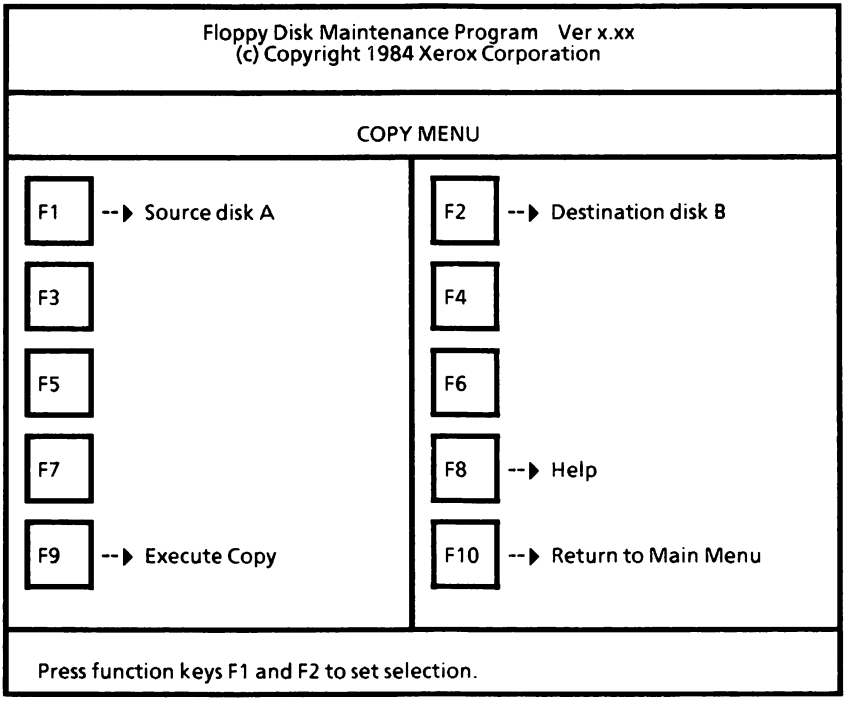
☐ Select F1-Floppy Maint. to go to the Floppy Disk Maintenance Program Main Menu. The menu is shown on the next page.



With the Floppy Disk Maintenance Program Main Menu displayed,

☐ Select F2 to copy one disk to another.

The screen will look similar to the one on the next page.


Floppy Disk Maintenance Program Ver x.xx
(c) Copyright 1984 Xerox Corporation
COPY MENU
F1 --▶ Source disk A
F2 --▶ Destination disk B
F3
F4
F5
F6
F7
F8 --▶ Help
F9 --▶ Execute Copy
F10 --▶ Return to Main Menu
Press function keys F1 and F2 to set selection.

Copy the MS-DOS with ScreenMate disk (boot)

☐ Insert a new double-sided, double-density disk in Drive B (top drive) and close the drive door.

☐ Select F9.

The following message is displayed.

```
All data on the destination disk will be lost.
Do you want to continue? [N]
```

☐ Type the letter Y to continue.

If the disk is new, the following is displayed:

```
Formatting . . .
```

After formatting is complete, copying begins. The following two messages will display on the screen alternately.

```
Reading . . .
Writing . . .
```

This indicates that the system is reading data from the source disk and writing it to the destination disk.

When copying is complete, you will see the following message

```
Press function keys F1 and F2 to set selection.
Copy complete.
```

☐ Remove the original MS-DOS with ScreenMate disk from Drive A (bottom drive).

☐ Remove the backup MS-DOS with ScreenMate disk from Drive B (top drive) and label it **MS-DOS boot disk**.

Do not write on the disk. Use the disk labels that came with the box of disks.

Copy the Utilities and Help disk

☐ Insert the Utilities and Help disk in Drive A (bottom drive) and close the drive door.

☐ Insert a new double-sided, double-density disk in Drive B and close the drive door.

☐ Select F9.

The following message is displayed.

All data on the destination disk will be lost.
Do you want to continue? [N]

☐ Type the letter Y to continue.

If the disk is new, the following is displayed

Formatting . . .

After formatting is complete, copying begins. The following two messages will display on the screen alternately.

Reading . . .
Writing . . .

This indicates that the system is reading data from the source disk and writing it to the destination disk.

When copying is complete, you will see the following message

Press function keys F1 and F2 to set selections.
Copy complete.

☐ Remove the original Utilities and Help disk from Drive A (bottom drive).

☐ Remove the backup Utilities and Help disk from Drive B (top drive) and label it **Utilities and Help disk**.

Do not write on the disk. Use the disk labels that came with the box of disks.

Copy the Supplemental Programs disk

☐ Insert the Supplemental Programs disk in Drive A (bottom drive) and close the drive door.

☐ Insert a new double-sided, double-density disk in Drive B (top drive) and close the drive door.

☐ Select F9.

The following message is displayed.

```
All data on the destination disk will be lost.
Do you want to continue? [N]
```

☐ Type the letter Y to continue.

If the disk is new, the following is displayed

```
Formatting . . .
```

After formatting is complete, copying begins. The following two messages will display on the screen alternately.

```
Reading . . .
Writing . . .
```

This indicates that the system is reading data from the source disk and writing it to the destination disk.

When copying is complete, you will get the following message:

> Press function keys F1 and F2 to set selection.
> Copy complete.

☐ Remove the original Supplemental Programs disk from Drive A (bottom drive).

☐ Remove the backup Supplemental Programs disk from Drive B (top drive) and label it **Supplemental Programs disk**.

Do not write on the disk. Use the disk labels that came with the box of disks.

☐ Store the original MS-DOS disks in a safe place.

You can now boot (load) from the MS-DOS boot disk you just created. See the next page for instructions on rebooting your system.

Reboot the system

You can now boot (load) from the MS-DOS boot disk you just created.

- Insert the MS-DOS boot disk in Drive A (bottom drive) and close the drive door.
- Press the Reset button located on the right-hand corner of the disk drive (processor).

  Or

  Simultaneously hold down the Alt and Ctrl keys while you press the Del key.

  The resident diagnostics test is run. If you get an error message, contact your service representative.

  If you get the message,

  Non system disk
  Replace and press any key.

  you may have inserted the wrong disk. Be sure you have inserted the MS-DOS boot disk and press the Spacebar.

When the system is loading correctly, the Xerox personal computer release level will be displayed; then the Xerox logo will be displayed, and finally the USER MODE menu of ScreenMate will be displayed.

Now you can set the date and time. *See the "5. Configure Your System" section of this appendix.*

If you have a color monitor (screen), you can also set the color. *See the "5. Configure Your System" section of this appendix.*

The "5. Configure Your System" section also contains information on how to change system hardware settings, such as printer and communications ports.

2. UPGRADE DUAL FLOPPY DISK DRIVE SYSTEM

This procedure is for users who are upgrading from MS-DOS 2.11 to MS-DOS 3.10 dual floppy disk drive systems only.

This is a one-time procedure. Check off the steps as you go through them.

When making backup copies of the MS-DOS 3.10 disks, **DO NOT copy over your 2.11 MS-DOS boot disk.** You will need this disk later on.

☐ Make backup copies of the MS-DOS 3.10 disks.

Do the steps on pages A-4 through A-16. After you reboot your system, return here and continue. **DO NOT** go to the "5. Configure Your System" section.

You can use your configuration set up from your 2.11 MS-DOS boot disk. This way you do not have to go through the configuration process again.

Important: Remove and insert disks as instructed. **Do not** remove a disk unless you are instructed to do so.

☐ Remove the MS-DOS boot disk (3.10) from Drive A (bottom drive), insert it in Drive B (top drive) and close the drive door. When you make configuration choices they will be recorded on the disk in Drive B. You'll need to remember that Drive B will be the "destination drive" when you save the configuration.

☐ Insert the Utilities and Help (3.10) disk in Drive A (bottom drive) and close the drive door. It contains the CONFIGUR.EXE file.

From the **USER MODE**,

☐ Select F1-Directory to display files.

☐ Select F5-Show by *.EXE to display file names with the .EXE extension.

☐ Select F9-Exit.

☐ Highlight the CONFIGUR.EXE file using either the arrow keys or mouse.

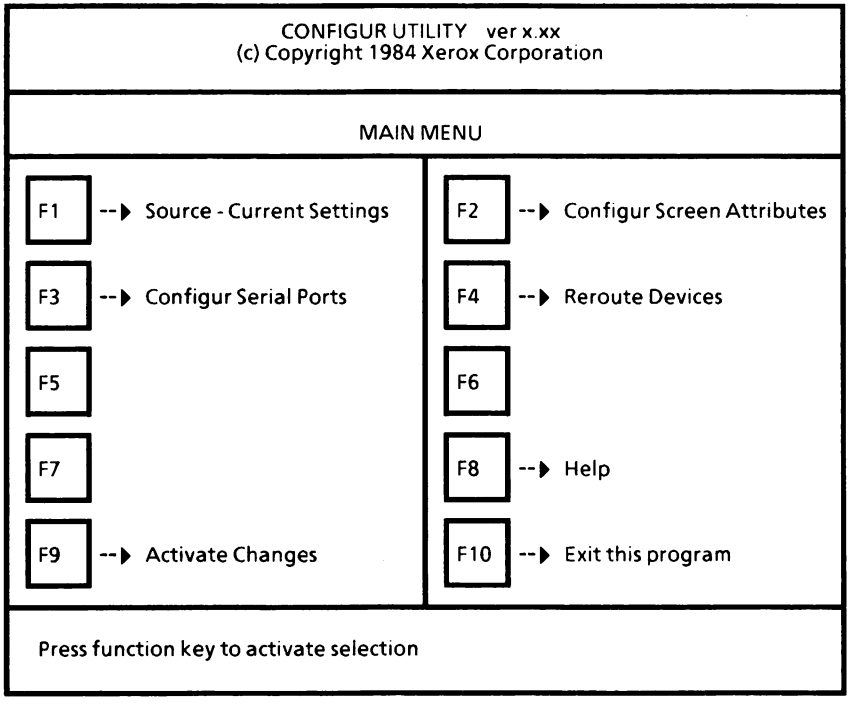
☐ Select F2-Run A Program.

The system displays

Enter filename or parameters, press RETURN or select EXIT:
[ ]

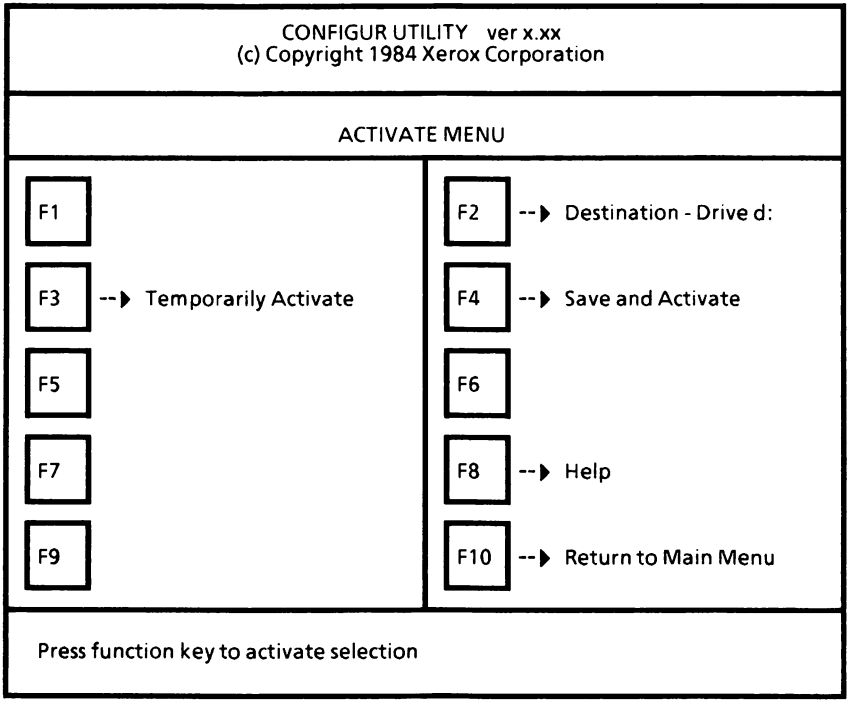
☐ Press the Return key.

The CONFIGUR Utility Main Menu is displayed as shown on the next page.



- ☐ Remove the Utilities and Help disk (3.10) from Drive A.
- ☐ Insert the MS-DOS boot disk (2.11) in Drive A and close the drive door.
- ☐ Select F1 until Source - Drive A:.
- ☐ Select F9 to activate changes.

  The Activate Menu is displayed as shown on the next page.



To save the configuration,

- ☐ Select F2 until Destination - Drive B:.
- ☐ Select F4. The system will prompt you to press the Return key to return to ScreenMate.
- ☐ Remove the two disks.
- ☐ Insert the newly created MS-DOS boot disk (3.10) in Drive A and close the drive door.
- ☐ Reboot the system.

You are now ready to use MS-DOS 3.10.

3. NEW HARD DISK DRIVE SYSTEM

This procedure is for new hard disk drive systems only.

This procedure will erase everything on the hard disk if it has previously been used.

This is a one-time procedure. Check off the steps as you go through them. The steps must be performed in the order they appear.

If you are upgrading from MS-DOS 2.11 to MS-DOS 3.10, you need to go to "4. Upgrade Hard Disk Drive System" in this appendix.

Find the three MS-DOS disks that came with your system. The disks are labeled:

- MS-DOS with ScreenMate
- MS-DOS Utilities and Help
- MS-DOS Supplemental Programs

You will do the following tasks and in the order given:

Write-protect the original disks
Load the system
Format the physical hard disk
Partition the hard disk
Format the MS-DOS partition(s)
Copy the MS-DOS files to the hard disk
Reboot the system

These tasks are described in order beginning on the next page.

Important: Remove and insert disks as instructed. **Do not** remove a disk unless you are instructed to do so.

Write-protect the original disks

Before making backup copies of your MS-DOS disks, make sure your original disks are write-protected.

Disks can have a small square notch on the side that is called the "write-protect" notch.

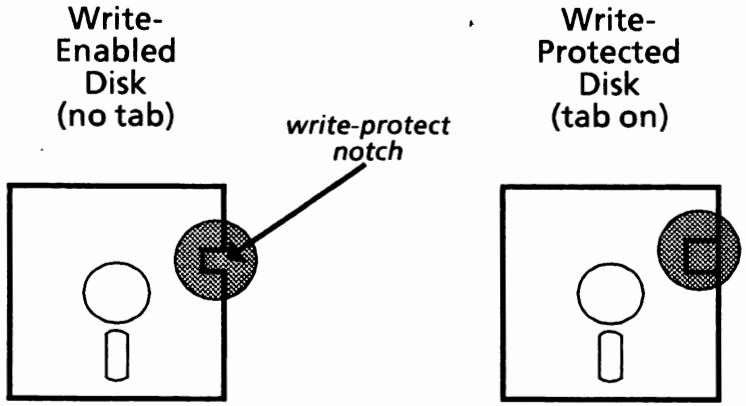
If your disks do not have a notch or if the notch is covered, the information on the disk can only be read. It cannot be accidently erased, changed, or written over.

When you purchase disks, write-protect tabs (small tapes) were supplied with the disks. These tabs can be used to cover the write-protect notch.

When you want to add or erase information on a write-protected disk, you can remove the write-protect tab. A disk with no tab on the notch is "write-enabled".

See the illustrations below.

The shaded circle indicates the write-protect notch.



Load the system

When turning the system off and on, be sure there is no floppy disk in the floppy disk drive.

☐ Turn the system on.

A resident diagnostics test is run. If you get an error message or one of the tests fails, contact your service representative.

After the test is complete, the system displays

Primary Boot-Strap ...
Primary Boot-Strap DISK READ ERROR.

☐ Insert the MS-DOS with ScreenMate disk (boot disk) in Drive A (bottom drive) and close the drive door.

If you get the message,

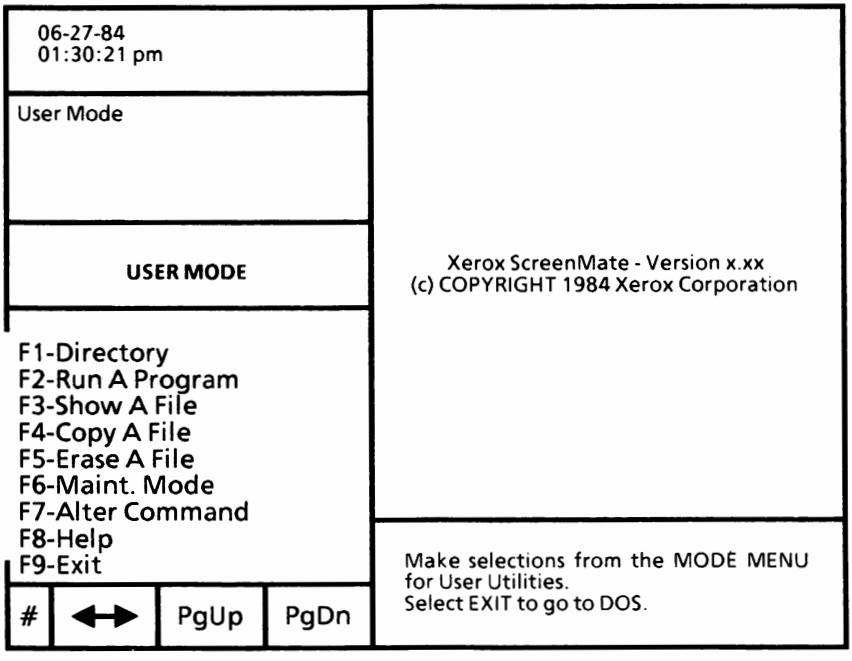
Non system disk
Replace and press any key.

Or

DISK READ ERROR

you have either inserted the wrong disk or inserted the disk incorrectly. Be sure you have correctly inserted the disk labeled MS-DOS with ScreenMate and press the Spacebar. (*Note: Whenever you are prompted "Press any key ...", it is good practice to press the Spacebar.*) If you have inserted the correct disk and it does not load, contact your service representative.

When the system is loading correctly, the Xerox personal computer release level will be displayed, then you'll see the Xerox logo. After a short time, ScreenMate will be loaded and the screen will look similar to the one below.



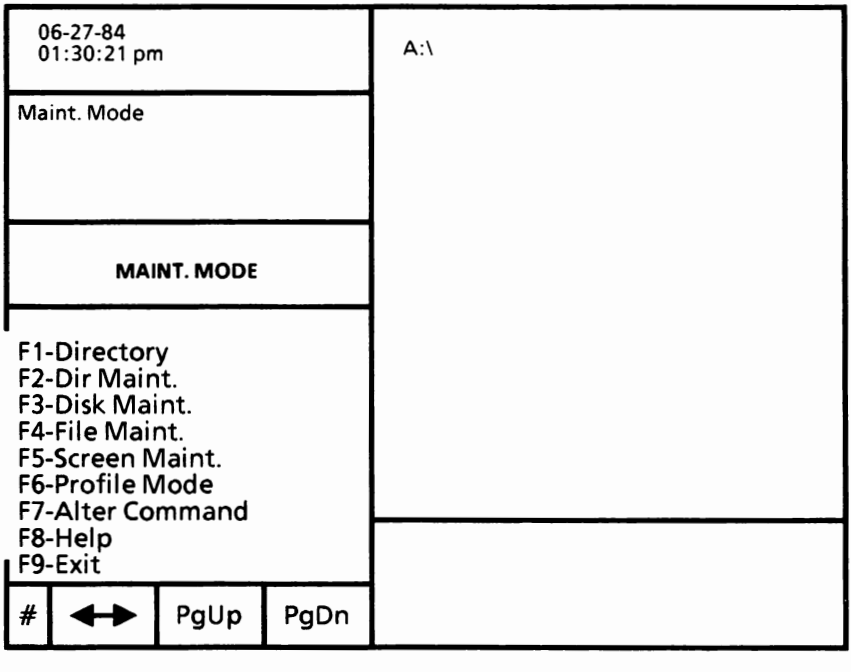
Format the physical hard disk

Formatting is the first step in preparing a new hard disk. The format function will check the hard disk for damaged or defective areas to protect you from data loss in the future.

From the **USER MODE** menu,

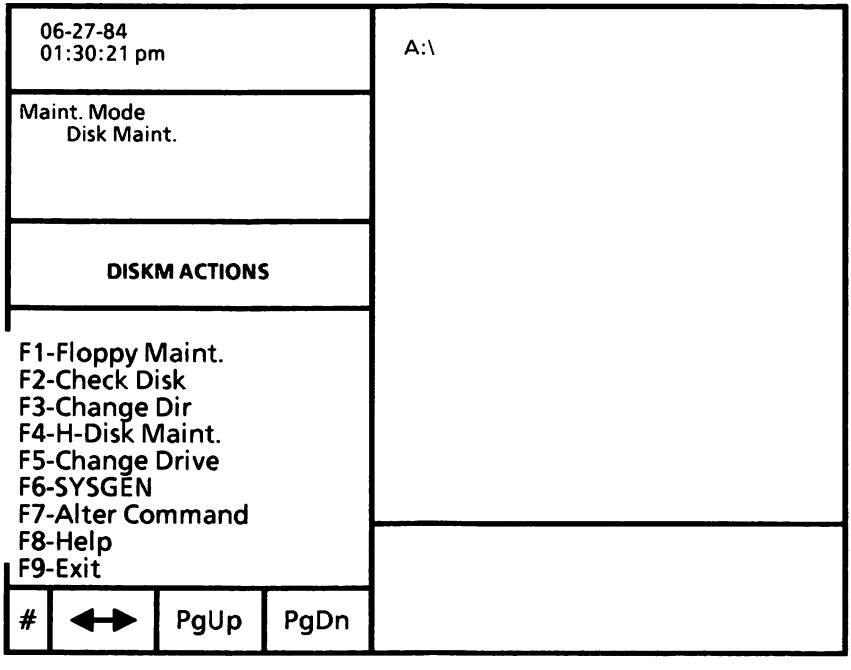
☐ Select F6-Maint. Mode to go to the Maintenance Mode menu (MAINT. MODE) as shown below.

(Note: When you see the instruction to "Select" a function, either press the function key named or, if you are using the mouse, point the mouse cursor to the function name on the screen and press the left mouse button.)



From the **MAINT. MODE** menu,

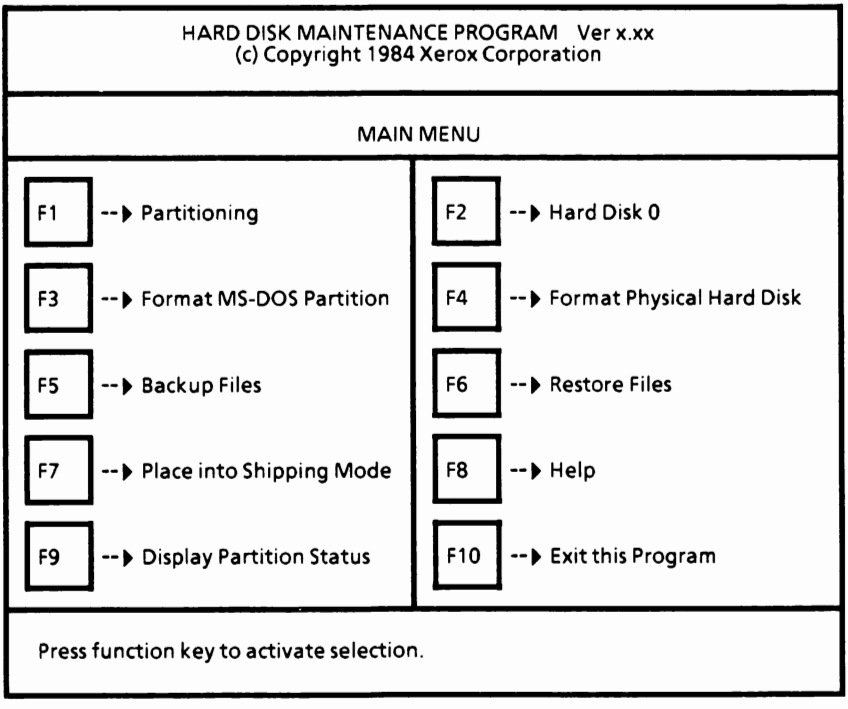
☐ Select F3-Disk Maint. to go to the Disk Maintenance menu (DISKM ACTIONS) as shown below.



☐ Remove the MS-DOS with ScreenMate disk from Drive A.

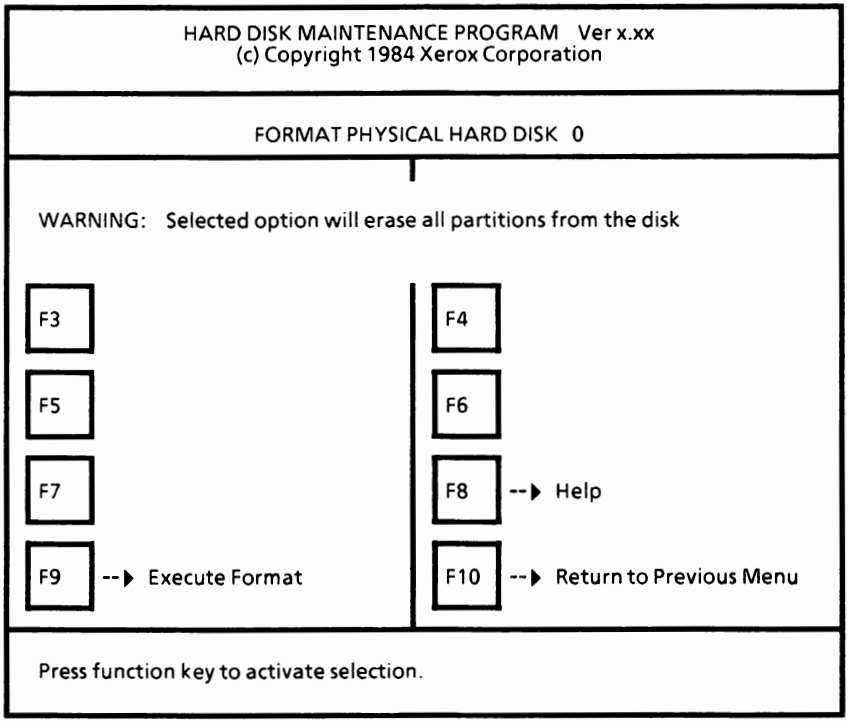
☐ Insert the Utilities and Help disk in Drive A and close the drive door.

☐ Select F4-H-Disk Maint. to go to the Hard Disk Maintenance Program Main Menu, shown on the next page.



☐ Select F4 for Format Physical Hard Disk.

The screen will look similar to the one on the next page.



☐ Select F9 to begin formatting.

The screen will display the following message:

All data will be lost. Do you want to continue? [N]

☐ Type the letter Y to continue with the format.

(If you realize you do not want to erase information on a previously used hard disk, type the letter N.)

When you type the letter Y, the following message is displayed:

Formatting Drive

The message will change to

Verifying Cylinder n

where n is a number.

It takes approximately 15 minutes for a 10 megabyte system and 25 minutes for a 20 megabyte system to format and verify a hard disk.

If either of the following messages appears, it means your hard disk is damaged. Contact your service representative. **Do not continue with the remaining steps in this manual.**

Bad Sector Table Overflow; Remaining flawed sectors will not be recorded.

Or

ERROR: Sector n of Track n is bad - Hard disk is unusable

where n is a number.

When formatting is complete and the hard disk passes the verification process, the following message is displayed.

```
Press function key to activate selection.
Format Complete.
```

☐ Select F10 to return to the Main Menu.

Next, you will need to partition the hard disk.

Partition the hard disk

Normally, you will dedicate the entire hard disk to MS-DOS and have only one large partition.

You can also divide the hard disk into up to four partitions. This would normally be done only when you'll be using other operating systems. The partitions can be MS-DOS partitions or other operating systems partitions.

Before partitioning your system, consider how you will be using it. After the hard disk has been partitioned and you have put files on it, it is not easy repartitioning the disk.

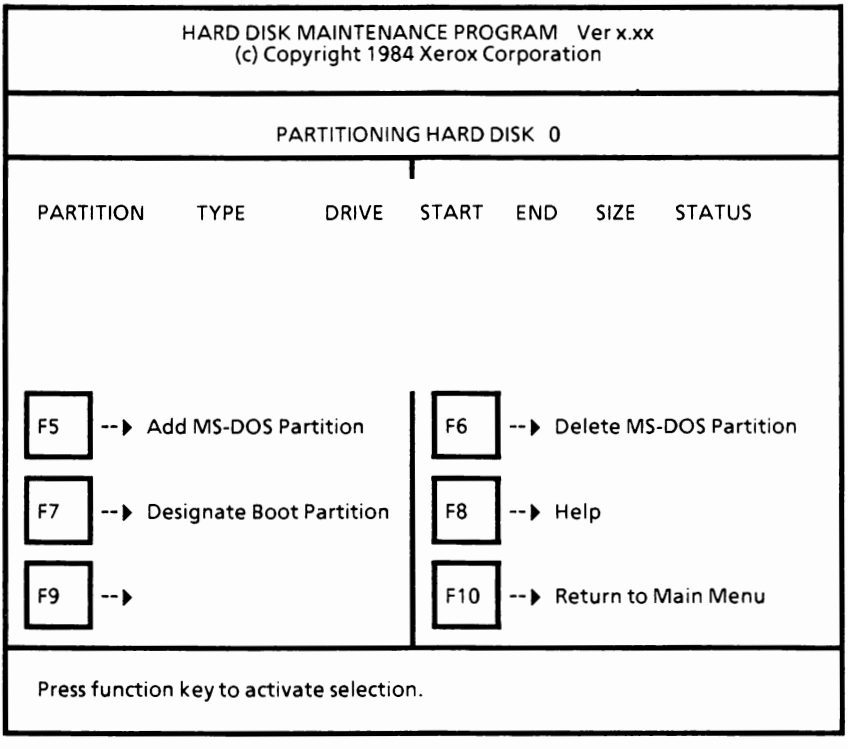
Each partition will have its own drive name. Depending on how you partition, the drive name(s) will be as follows:

Number of Partitions	Drive Names
1	C
2	C, D
3	C, D, E
4	C, D, E, F

After you have decided how you want your hard disk partitioned,

☐ Select F1.

The screen should look similar to the following.



(Note: This procedure is for adding MS-DOS partition(s) only. If you have another operating system, refer to its manual to learn how to set up its partition.)

☐ Select F5 to add an MS-DOS partition.

The system displays the message

Enter starting cylinder number [0]

The hard disk is measured in cylinders. There are 305 cylinders on a 10 megabyte disk and 611 cylinders on a 20 megabyte disk. The minimum size for an MS-DOS partition is 40 cylinders.

☐ **If this is the first MS-DOS partition,** press the Return key to begin with cylinder 0.

If this is an additional MS-DOS partition, take the ending cylinder number of the previous partition (shown under END on the screen) and add 1 (one) to it to give you the starting cylinder number of the next partition. Type the starting cylinder number and press the Return key. Or, press Esc to exit without entering a number.

The system displays

Enter Partition size (in cylinders) [0]

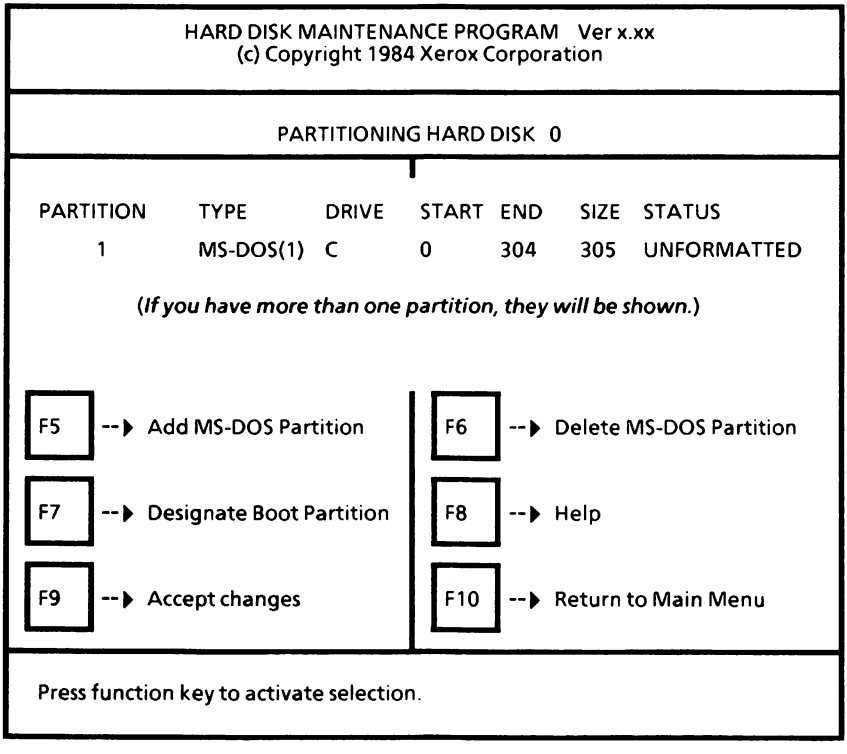
☐ **If you want only one MS-DOS partition on the disk,** type the number 305 for a 10 megabyte system or 611 for a 20 megabyte system and press the Return key.

If you want additional partitions, enter the number of cylinders you want allocated to this MS-DOS partition and press the Return key.

If you are going to have more than one MS-DOS partition, repeat the above steps for each partition. *(Note: Each added partition becomes partition 1.)*

Continue on the next page.

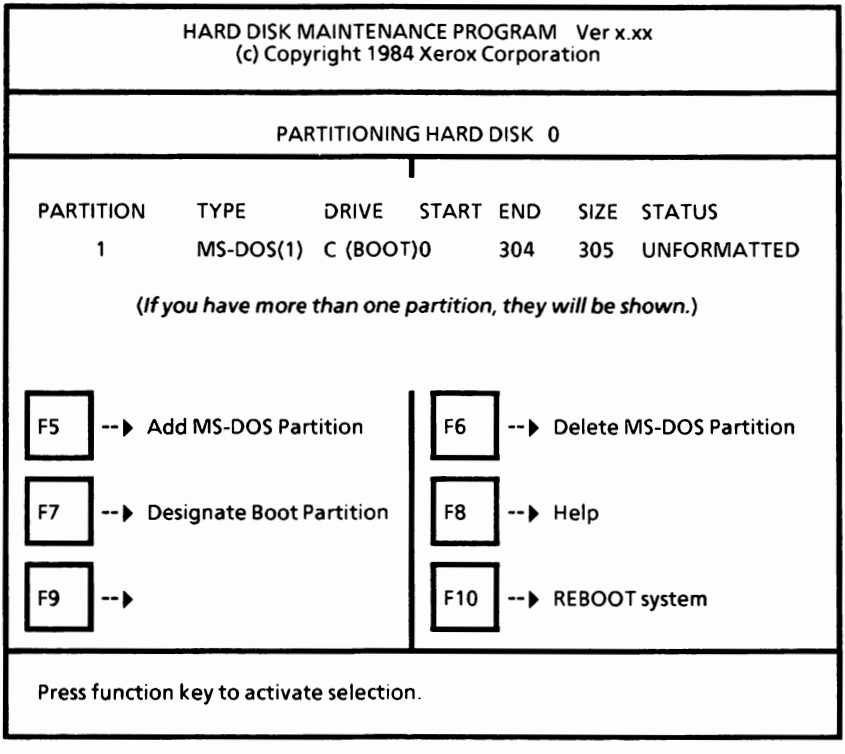
The screen will look similar to the following.



Before continuing, be sure the MS-DOS partition you want to load (boot) from is the designated boot partition.

- ☐ Select F7 until the word "BOOT" is displayed by the drive name in the menu on your screen.
- ☐ Select F9 to accept the partitioning setup.

The screen will look similar to the following.



- ☐ Remove the Utilities and Help disk, insert the MS-DOS with ScreenMate disk, and close the drive door.

- ☐ Select F10 to reboot the system.

  After MS-DOS with ScreenMate is loaded, the USER MODE menu is displayed.

- ☐ Remove the MS-DOS with ScreenMate disk, insert the Utilities and Help disk, and close the drive door.

You now need to format the MS-DOS partition(s).

Format the MS-DOS partition(s)

From the **USER MODE** menu,

- ☐ Select F6-Maint. Mode to go to the Maintenance Mode menu (MAINT. MODE).
- ☐ Select F3-Disk Maint. to go to the Disk Maintenance menu (DISKM ACTIONS).
- ☐ Select F4-H-Disk Maint. to go to the Hard Disk Maintenance Program Main Menu.
- ☐ Select F3 to format the MS-DOS partition(s).

The screen should look similar to the following.

HARD DISK MAINTENANCE PROGRAM Ver x.xx
(c) Copyright 1984 Xerox Corporation

FORMAT MS-DOS PARTITION HARD DISK 0

PARTITION	TYPE	DRIVE	START	END	SIZE	STATUS
1	MS-DOS(1)	C (BOOT)	0	304	305	UNFORMATTED

(If you have more than one partition, they will be shown.)

F5	--▶ System disk	F6	--▶ System Source A
F7	--▶ Name Volume	F8	--▶ Help
F9	--▶ Execute Format	F10	--▶ Return to Previous Menu

Press function keys to cycle through selections.

This format function is different from the format performed earlier. During this format, the MS-DOS boot files can be copied to the hard disk so that you no longer need to boot from a floppy disk. **Normally, for one MS-DOS partition, you will use the format options without changes.** These options are described below.

F5 is set to System disk. This makes the partition bootable; that is, you can load directly from the hard disk and not from a floppy disk. If you wanted a partition to be non-bootable, you could change the setting to Data disk by selecting F5.

The F6 setting cannot be changed. You **must** have a disk in Drive A.

F7 is set to Name Volume which allows you to enter up to 11 characters for a volume name for the MS-DOS partition. If you do not want a volume name, you can change the setting to No Volume Name by selecting F7.

When you have the desired option settings,

- ☐ Remove the Utilities and Help disk, insert the MS-DOS with ScreenMate disk, and close the drive door.

- ☐ Select F9.

  The system displays

  Enter Partition Number to FORMAT [0]

☐ **If you have only one MS-DOS partition,** type the number 1 and press the Return key.

If you have more than one partition, enter the number of the partition to be formatted and press the Return key.

The system will ask for a volume name, if F7 is set to Name Volume.

Enter volume name [ ]

☐ Type the volume name (i.e., MS-DOS boot) and press the Return key.

The system begins formatting the MS-DOS partition.

When formatting is complete, the following is displayed

Press function keys to cycle through selections.
Format complete.

If you have more than one MS-DOS partition, repeat the steps until all MS-DOS partitions are formatted.

When all MS-DOS partitions are formatted,

☐ Select F10 to return to the previous menu.

You can now exit the Hard Disk Maintenance Program.

☐ Select F10 to exit the Hard Disk Maintenance Program.

The following message is displayed.

To return to ScreenMate, press RETURN.

☐ Press the Return key.

You are returned to the DISKM ACTIONS menu of ScreenMate.

You need to return to the USER MODE.

☐ Select F9-Exit to return to the Maintenance Mode menu (MAINT. MODE).

☐ Select F6-Profile Mode.

☐ Select F6-User Mode.

You are now ready to copy the MS-DOS files from the floppy disks to the hard disk.

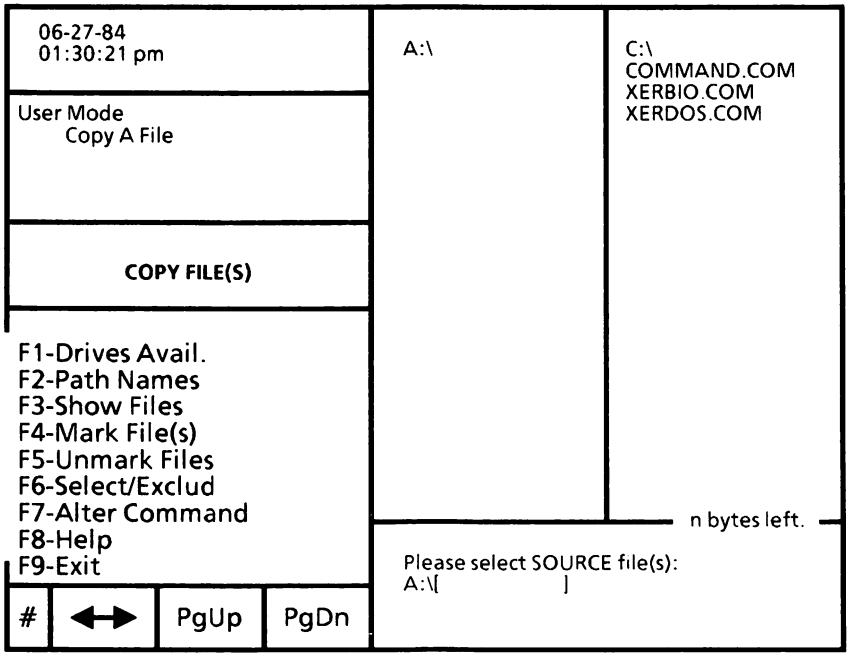
Copy the MS-DOS files to the hard disk

The format function copied the MS-DOS boot files to the hard disk. Now you'll copy the remaining MS-DOS and ScreenMate files from the three MS-DOS floppy disks.

From the **USER MODE** menu,

☐ Select F4-Copy A File.

The screen will look similar to the following.



Copy files from the MS-DOS with ScreenMate disk

With the following message displayed

```
Please select SOURCE file(s):
A:\[                ]
```

☐ Type *.* and press the Return key.

This tells the system you want to copy all of the files. The system displays

```
If correct press RETURN; to change select
Alter:
C:\*.*
```

☐ Press the Return key.

You will get the following two messages. Press the Return key to each message.

```
Cannot COPY a system file. Press RETURN to
continue:
C:\XERBIO.COM
```

```
Cannot COPY a system file. Press RETURN to
continue:
C:\XERDOS.COM
```

You will also get the following message. Select F7-Alter Command when it appears.

```
File already exists. Use RETURN to replace or
ALTER to omit
C:\COMMAND.COM
```

The file names will be displayed as they are copied.

When copying is complete, the system displays

```
Press RETURN to COPY another file,
otherwise select Exit:
```

Copy files from the Utilities and Help disk

With the following message displayed

Press RETURN to COPY another file, otherwise select Exit:

☐ Remove the MS-DOS with ScreenMate disk, insert the Utilities and Help disk and close the drive door.

☐ Press the Return key.

The system displays

Please select SOURCE directory path:
A:[ ]

☐ Press the Return key.

The system displays

Please select SOURCE file(s):
A:\[ ]

☐ Type *.* and press the Return key.

The system displays

If correct press RETURN; to change select Alter:
C:*.*

☐ Press the Return key.

The file names are displayed as they are copied. You will get a File already exists... message. Select F7-Alter Command. Copying of files will continue.

When copying is complete, the system displays

Press RETURN to COPY another file, otherwise select Exit:

Copy files from the Supplemental Programs disk

With the following message displayed

Press RETURN to COPY another file, otherwise select Exit:

☐ Remove the Utilities and Help disk, insert the Supplemental Programs disk, and close the drive door.

☐ Press the Return key.

The system displays

Please select SOURCE directory path:
A:[ ]

☐ Press the Return key.

The system displays

Please select SOURCE file(s):
A:\[ ]

☐ Type *.* and press the Return key.

The system displays

If correct press RETURN; to change select Alter:
C:*.*

☐ Press the Return key.

The file names are displayed as they are copied.

When copying is complete, the system displays

Press RETURN to COPY another file, otherwise select Exit:

Copy complete

With the following message displayed,

> Press RETURN to COPY another file, otherwise select Exit:

- ☐ Select F9-Exit to return to the USER MODE menu.
- ☐ Remove the Supplemental Programs disk from the floppy disk drive.
- ☐ Store the three original MS-DOS disks in a safe place.

Reboot the system

The step below will boot the system from the hard disk drive.

- Press the Reset button located on the lower right-hand corner of the disk drive (processor).

  Or

  Simultaneously hold down the Alt and Ctrl keys while you press the Del key.

  After the system loads, the **USER MODE** menu is displayed.

You need to go to the "5. Configure Your System" section to set the date and time for your system. You only have to set the date and time once because the system contains a battery-powered clock.

If you have a color monitor (screen), you can also set the color.

The "5. Configure Your System" section also contains information on how to change system hardware settings, such as printer and communication ports.

Notes:

4. UPGRADE HARD DISK DRIVE SYSTEM

This procedure is for users who are upgrading from MS-DOS 2.11 to MS-DOS 3.10 hard disk drive systems only.

You will do the following tasks and in the order given:

*Save the current configuration setup of the system to floppy disk.

SYSGEN the hard disk drive.

*Save the configuration back to the hard disk drive.

Copy the MS-DOS 3.10 files to the hard disk.

Reboot from the hard disk drive.

*These two steps are **optional**. If you **do not** want to go through the configuration process again, you can save the current system setup.

This is a one-time procedure. Check off the steps as you go through them.

Important: Remove and insert disks as instructed. **Do not** remove a disk unless you are instructed to do so.

With the system loaded with MS-DOS 2.11,

☐ Insert the MS-DOS with ScreenMate disk (3.10) in the floppy disk drive (Drive A) and close the drive door.

☐ Press the Reset button located on the lower right-hand corner of the disk drive (processor). MS-DOS 3.10 with ScreenMate is loaded into the system.

Save current configuration (optional)

You can use the current (MS-DOS 2.11) configuration setup of the system. This way you do not have to go through the configuration process again.

If you do not want to save your current system configuration, go to the "SYSGEN the hard disk drive" instructions and continue.

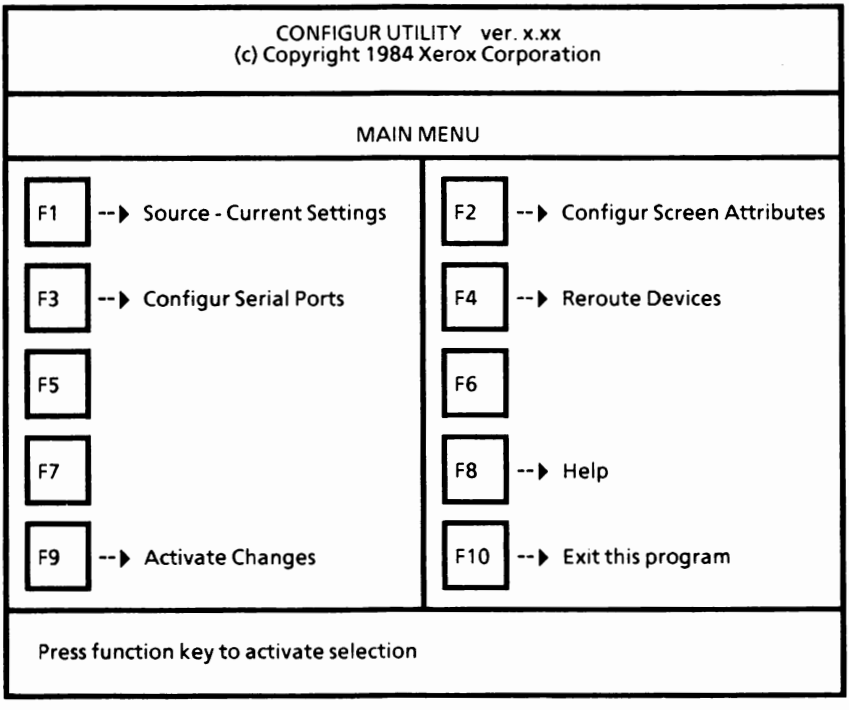
- ☐ Remove the MS-DOS with ScreenMate disk (3.10) from Drive A.
- ☐ Insert the Utilities and Help disk (3.10) in Drive A and close the drive door.

From the **USER MODE** menu,

- ☐ Select F1-Directory to display files.
- ☐ Select F5-Show by *.EXE to display file names with the .EXE extension.
- ☐ Select F9-Exit.
- ☐ Highlight the CONFIGUR.EXE file using the arrow keys or mouse.
- ☐ Select F2-Run A Program. The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

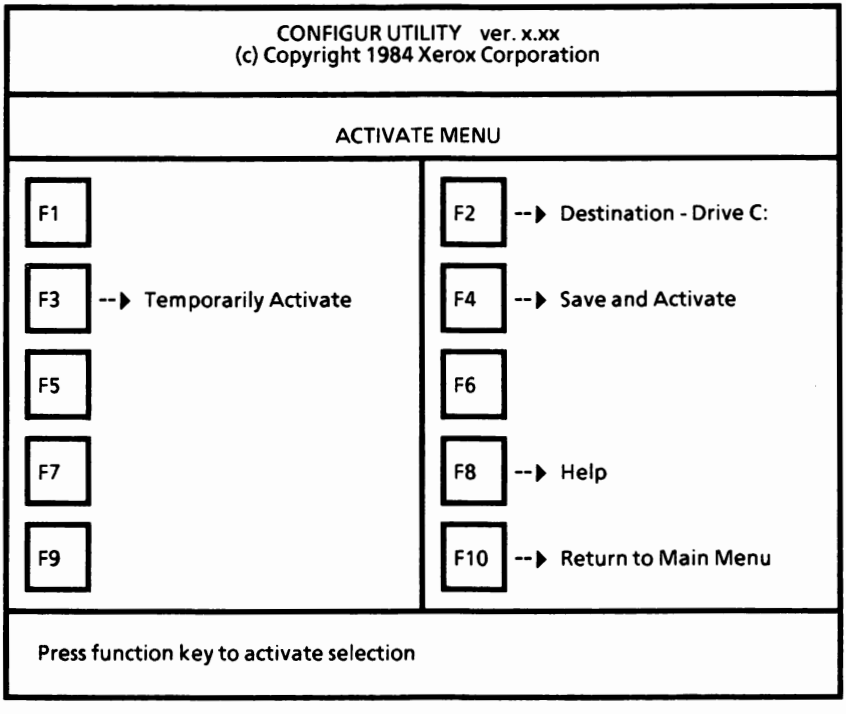
- ☐ Press the Return key. The CONFIGUR Utility Main Menu is displayed as shown on the next page.



☐ Select F1 until Source - Drive C:. (Your drive may be different. If it is, substitute it for "C".)

☐ Select F9 to activate changes.

The Activate Menu is displayed as shown on the next page.



To save this configuration to a floppy disk,

- ☐ Remove the Utilities and Help disk from Drive A.
- ☐ Insert a formatted disk in Drive A and close the drive door.
- ☐ Select F2 until Destination - Drive A:.
- ☐ Select F4. This will save and activate this configuration. The system will prompt you to press the Return key to return to ScreenMate.
- ☐ Remove the disk from Drive A.
- ☐ Insert the MS-DOS with ScreenMate disk (3.10) in Drive A and close the drive door.
- ☐ Press the Return key. Continue on next page.

SYSGEN the hard disk drive

You need to put the MS-DOS 3.10 operating system on the hard disk drive.

☐ Remove the MS-DOS with ScreenMate disk (3.10) from Drive A.

☐ Insert the Utilities and Help disk (3.10) in Drive A and close the drive door.

From the **USER MODE** menu,

☐ Select F1-Directory to display files.

☐ Select F5-Show by *.EXE to display file names with the .EXE extension.

☐ Select F9-Exit.

☐ Highlight the SYSGEN.EXE file using either the arrow keys or mouse.

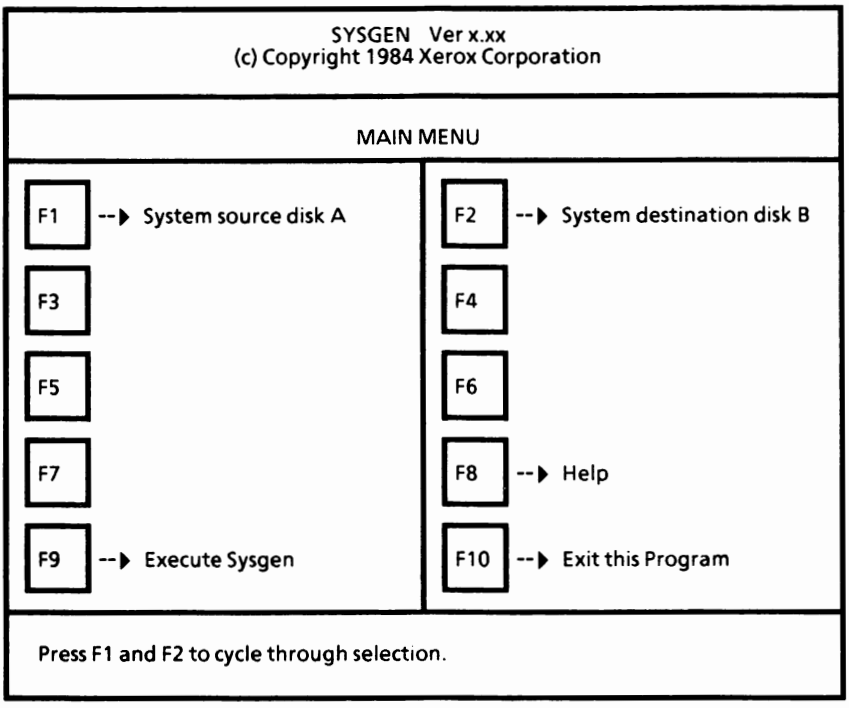
☐ Select F2-Run A Program.

The system displays

Enter filename or parameters, press RETURN or select EXIT:
[ ]

☐ Press the Return key.

The SYSGEN Main Menu is displayed as shown on the next page.



- ☐ Select F1 until System source disk A.
- ☐ Select F2 until System destination disk C.
- ☐ Remove the Utilities and Help disk (3.10) from Drive A.
- ☐ Insert the MS-DOS with ScreenMate disk (3.10) in Drive A and close the drive door.
- ☐ Select F9 to execute SYSGEN.

The message

Executing...

appears briefly, and then the following message is displayed.

Writing system files.

When the process is complete, the following message is displayed.

Press F1 and F2 to cycle through selection.
System files transferred.

☐ Select F10 to exit the SYSGEN program.

The system displays

To return to ScreenMate, press RETURN.

☐ Press the Return key.

You are returned to the USER MODE menu.

If you saved your current configuration to floppy disk, continue on the next page.

Otherwise, go to the "Copy MS-DOS with ScreenMate files to hard disk" instructions and continue.

Save current configuration to hard disk (optional)

You can now save the current configuration back to the hard disk drive.

- ☐ Remove the MS-DOS with ScreenMate disk (3.10) from Drive A.
- ☐ Insert the Utilities and Help disk (3.10) in Drive A and close the drive door.

From the **USER MODE** menu,

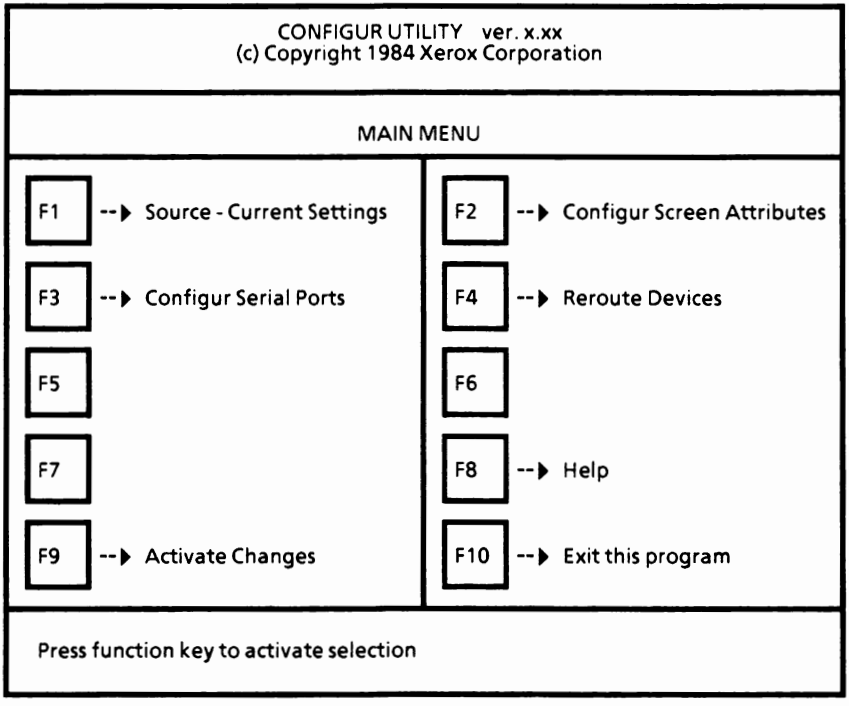
- ☐ Select F1-Directory to display files.
- ☐ Select F5-Show by *.EXE to display file names with the .EXE extension.
- ☐ Select F9-Exit.
- ☐ Highlight the CONFIGUR.EXE file using either the arrow keys or mouse.
- ☐ Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

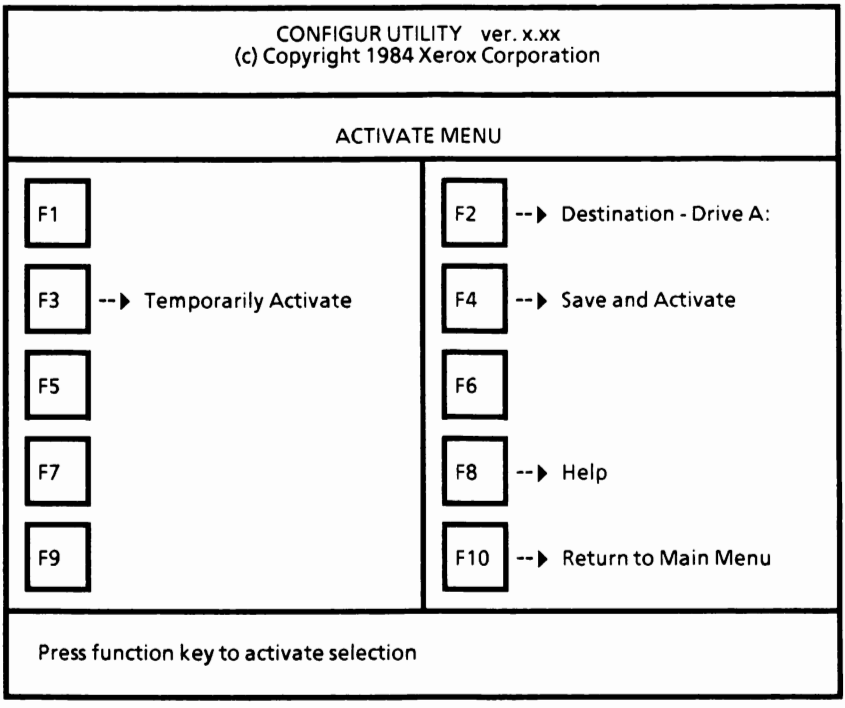
- ☐ Press the Return key.

  The CONFIGUR Utility Main Menu is displayed as shown on the next page.



- ☐ Remove the Utilities and Help disk from Drive A.
- ☐ Insert the disk you saved the current configuration to and close the drive door.
- ☐ Select F1 until Source - Drive A:.
- ☐ Select F9 to activate changes.

  The Activate Menu is displayed as shown on the next page.



To save this configuration back to the hard disk,

- ☐ Select F2 until Destination - Drive C:.
- ☐ Select F4. This will permanently save this configuration. The system will prompt you to press the Return key to return to ScreenMate.
- ☐ Remove the disk from Drive A.
- ☐ Insert the MS-DOS with ScreenMate disk in Drive A and close the drive door.
- ☐ Press the Return key.

Continue on next page.

Copy MS-DOS with ScreenMate files to hard disk

You are now ready to copy the MS-DOS 3.10 files to the hard disk.

From the **USER MODE** menu,

☐ Select F4-Copy a File. The display area of the screen splits and you are asked to

```
Please select SOURCE file(s):
A:\[                    ]
```

☐ Type *.* and press the Return key.

This tells the system you want to copy all of the files. The system displays

```
If correct press RETURN; to change select
Alter:
C:\*.*
```

☐ Press the Return key.

You will get the following two messages. Press the Return key to each message.

```
Cannot COPY a system file. Press RETURN to
continue:
C:\XERBIO.COM
```

```
Cannot COPY a system file. Press RETURN to
continue:
C:\XERDOS.COM
```

You will also get the following message. Select **F7-Alter Command** when it appears.

```
File already exists. Use RETURN to replace or
ALTER to omit
C:\COMMAND.COM
```

Continue on next page.

You will also get the following message for each file that exists on the hard disk.

File already exists. Use RETURN to replace or ALTER to omit
C:\filename.ext

If you have a unique AUTOEXEC.BAT file or CONFIG.SYS file that you **do not** want to replace, select F7-Alter Command when the above prompt is displayed with the file name.

Otherwise, press the Return key to replace the files on the hard disk with the new MS-DOS 3.10 files.

When copying is complete, the system displays

Press RETURN to COPY another file, otherwise select Exit:

Copy Utilities and Help files to hard disk

- ☐ Remove the MS-DOS with ScreenMate disk, insert the Utilities and Help disk in Drive A and close the drive door.
- ☐ Press the Return key. The system displays

  Please select SOURCE directory path:
  A:[ ]
- ☐ Press the Return key. The system displays

  Please select SOURCE file(s):
  A:\[ ]
- ☐ Type *.* and press the Return key. This tells the system you want to copy all of the files. The system displays

  If correct press RETURN; to change select Alter:
  C:*.*
- ☐ Press the Return key.

You will get the following message for each file that exists on the hard disk.

File already exists. Use RETURN to replace or ALTER to omit
C:\filename.ext

☐ Press the Return key to each message.

When copying is complete, the system displays

Press RETURN to COPY another file, otherwise select Exit:

Copy Supplemental Programs files to hard disk

☐ Remove the Utilities and Help disk, insert the Supplemental Programs disk in Drive A and close the drive door.

☐ Press the Return key. The system displays

Please select SOURCE directory path:
A:[ ]

☐ Press the Return key. The system displays

Please select SOURCE file(s):
A:\[ ]

☐ Type *.* and press the Return key. This tells the system you want to copy all of the files. The system displays

If correct press RETURN; to change select Alter:
C:*.*

☐ Press the Return key.

You will get the following message for each file that exists on the hard disk.

File already exists. Use RETURN to replace or ALTER to omit
C:\filename.ext

☐ Press the Return key to each message.

When copying is complete, the system displays

Press RETURN to COPY another file, otherwise select Exit:

☐ Select F9-Exit. You are returned to the USER MODE menu.

☐ Remove the Supplemental Programs disk from Drive A.

☐ Store the three MS-DOS 3.10 disks in a safe place.

Reboot the system

You can now reboot from the hard disk drive.

☐ Press the Reset button located on the lower right-hand corner of the disk drive.

Or

Simultaneously press the Alt and Ctrl keys while you press the Del key.

After the system loads, the USER MODE menu is displayed.

If you have a color monitor (screen), you will have to reset your screen colors. See "Select screen colors" in the HOW TO WITH ScreenMate section of the manual.

5. CONFIGURE YOUR SYSTEM

This section tells you how to

Set the date and time.

Set the color for the MS-DOS with ScreenMate screen.

Configure the serial port for communications or a serial printer.

Reroute devices for serial printers.

Follow the instructions on the next page to set the time and date in your computer. If you have a color screen, you may also want to set its ScreenMate colors.

Then use the Hardware Chart on page A-67 to determine what settings need to be changed to make the software match your hardware.

Set the date and time

The computer has a battery-powered clock which will keep track of the time and date once you have set them.

- Load MS-DOS with ScreenMate, if it is not already loaded.

From the **MAINT. MODE** menu,

- Select F5-Screen Maint.

  The SCRNM ACTIONS menu is displayed.

- Select F1-Set Time/Date.

  The system displays

  Please enter date (mm-dd-yy) or press RETURN to continue:
  [- -]

- Enter the date and press the Return key.

  The system displays

  Please enter time (hh:mm:ss) or press RETURN to continue:
  [: :]

- Enter the time in hours, minutes, and seconds and press the Return key. (*Note: Do not use military time.*)

  The system displays

  Please enter (a).m. or (p).m.:
  [ ].m.

- Type an a or p and press the Return key.

  The date and time are set. The SCRNM ACTIONS menu is still displayed on the screen.

- Select F9-Exit to return to the MAINT. MODE menu.

If you have a color monitor (screen), you can set the ScreenMate colors. To do this, see "Set the color for the ScreenMate screen" on the next page.

If you have a monochrome (non-color) screen, you can continue with the "Configure the hardware" section on page A-66.

Set the color for the ScreenMate screen

ScreenMate colors may be changed using the options in the Screen Maintenance menu. The color selection will only apply to ScreenMate, and not to any application software programs you may have.

This is for color monitors only.

- Load MS-DOS with ScreenMate, if it is not already loaded.

From the **MAINT. MODE** menu,

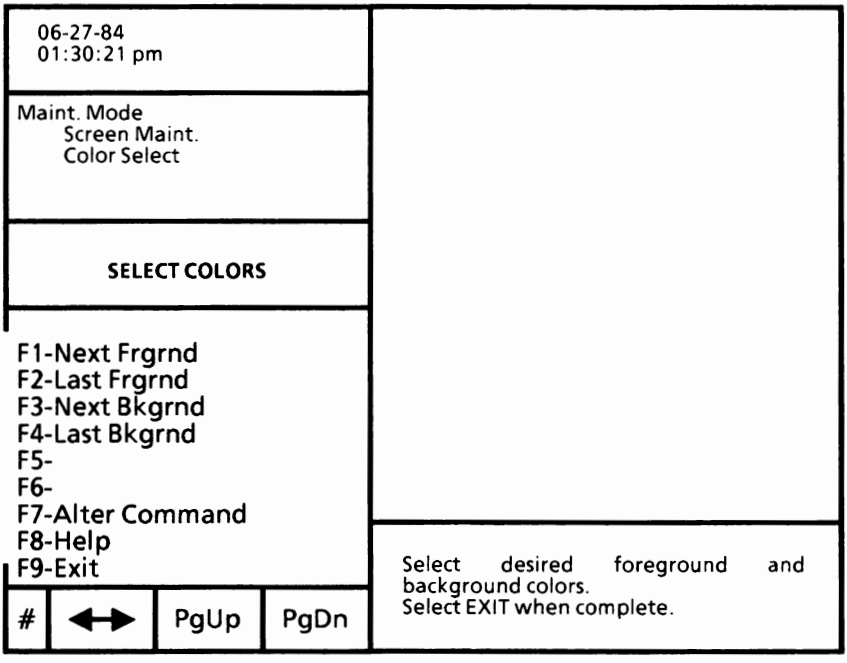
- Select F5-Screen Maint.

  The SCRNM ACTIONS menu is displayed.

With the SCRNM ACTIONS menu displayed,

- Select F5-Color Select.

  The screen will look similar to the one on the next page.



- Select the desired color(s).

F1-Next Frgrnd
Displays the next foreground (text) color.

F2-Last Frgrnd
Displays the previous foreground color.

F3-Next Bkgrnd
Displays the next background color.

F4-Last Bkgrnd
Displays the previous background color.

When you have chosen the ScreenMate screen colors,

- Select F9-Exit. The SCRNM ACTIONS menu is displayed.

To return to the MAINT. MODE menu,

- Select F9-Exit from the SCRNM ACTIONS menu.

Configure the hardware

The CONFIGUR Utility is used to change system hardware settings, such as to prepare the printer and communications ports.

Check the chart on the next page to see if you need to configure your hardware.

This chart covers base systems with

Monochrone (non-color) or color screen
Parallel or serial printer
Communications or No communications
One parallel port
One serial port

Locate your system's hardware under the Hardware column. Then go to the sections listed, in the order that they are listed, and follow the steps to configure the system for your hardware.

Hardware chart

HARDWARE	SECTIONS TO DO
Parallel printer No communications	The software is already configured to work with this hardware. You do not have to configure your hardware.
Parallel printer Communications	Load the CONFIGUR utility (A-68) Select source of the configuration (A-70) Configure serial port(s) (A-71) Activate changes (A-82)
Serial printer only	Load the CONFIGUR utility (A-68) Select source of the configuration (A-70) Configure serial port (A-71) Reroute devices (A-76) Activate changes (A-82)

Load the CONFIGUR utility

The first step in configure is bringing up (loading) the configure menu.

If you have a dual floppy disk drive system:

- Remove the MS-DOS boot disk from Drive A (bottom drive) and insert it in Drive B (top drive) and close the drive door. When you make configuration choices, they will be recorded on the disk in Drive B. You'll need to remember that Drive B will be the "destination drive" when you save the configuration.
- Insert the Utilities and Help disk in Drive A (bottom drive) and close the drive door. This is now your source disk. It contains the CONFIGUR.EXE file.

Start with the **USER MODE** menu displayed,

- Select F1-Directory to display files.
- Select F5-Show by *.EXE to display file names with the .EXE extension.
- Select F9-Exit.
- Highlight the CONFIGUR.EXE file using either the arrow keys or mouse.

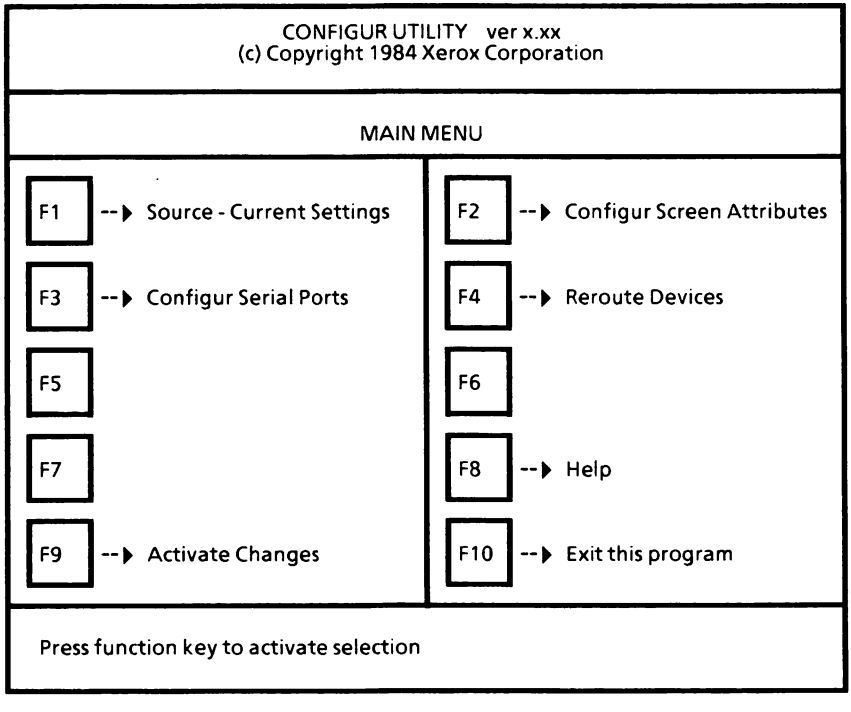
- Select F2-Run A Program.

  The system displays

  Enter filename or parameters, press RETURN or select EXIT:
  [ ]

- Press the Return key.

  The CONFIGUR Utility Main Menu is displayed as illustrated below.



When the CONFIGUR Utility Main Menu is displayed, you can confirm that the source for the configure is set properly, as described on the next page.

Select source of the configuration

With the CONFIGUR Utility Main Menu displayed, you can select the source of the configuration.

The options are:

Option	Description
Current Settings	The current (in memory) settings.
Drive d:	where d is the drive names available on your system

- Select F1 until the desired drive is displayed for the source.

  If your system is brand new and this is the first time you have used the CONFIGUR Utility, select Current Settings as the source.

When you have selected the source, you can configure your hardware, as described in each of the following sections.

SECTION	PAGE
Configure serial port(s)	A-71
Reroute devices	A-76
Activate changes	A-82

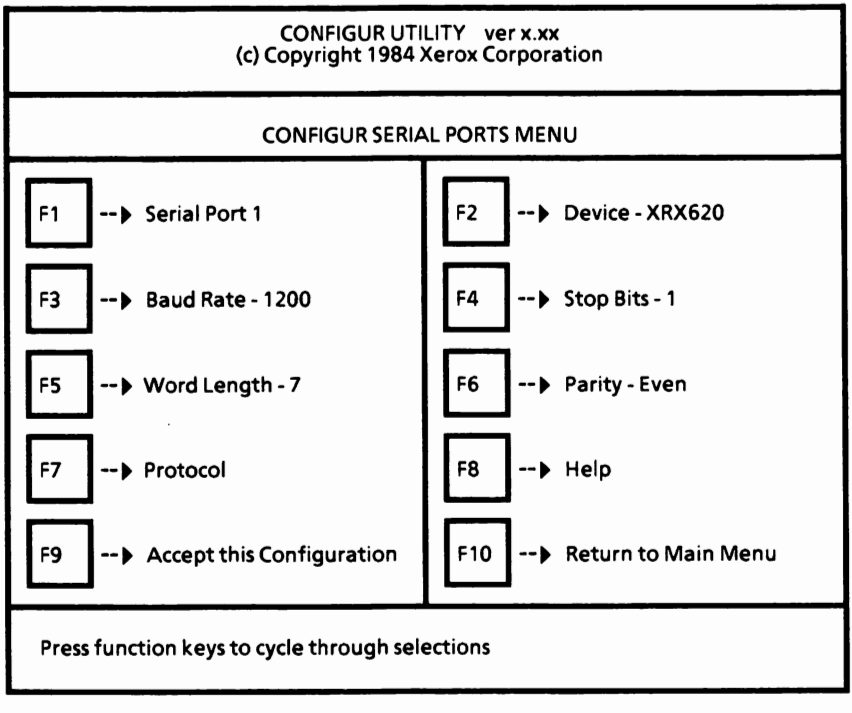
Configure serial port(s)

You need to configure the serial port(s) if you have a serial device connected (i.e., printer, modem).

With the CONFIGUR Utility Main Menu displayed,

- Select F3.

The CONFIGUR Serial Ports menu is displayed.



First, you need to select the serial port you are going to be configuring. Only ports that are actually in the system will be available for configuration. If your system has only one serial port, selecting F1 will not allow any other selection.

- Select F1 until the desired serial port is displayed.

You can select F2 to display suggested settings for the device displayed. The settings can still be changed. The device options are XRX620, XRX610C, CUSTOM, and XRX630, which are for the Diablo 620 printer, Memorywriter 610, other printers, and Diablo 630 printer, respectively.

- Select F2 until the desired device is selected.

Next, you need to set the following parameters. Refer to the serial device (i.e., printer, modem) manual for the required settings.

- Select F3 until the desired Baud Rate is selected.

  The baud rates available are 110, 150, 300, 600, 1200, 2400, 4800, 9600.

- Select F4 until the desired Stop Bits is selected.

  The stop bits available are 1 or 2.

- Select F5 until the desired Word Length is selected.

  The word length settings available are 7 or 8.

- Select F6 to select the Parity.

  The parity settings are odd, even or none.

When you have selected the serial port and set the parameters for that port, you need to set the protocol. Refer to the serial device manual for the protocol settings.

- Select F7 to display the Protocol menu as illustrated below.

CONFIGUR UTILITY ver x.xx
(c) Copyright 1984 Xerox Corporation

PROTOCOL MENU

F1	--▸ Soft Protocol - Xon/Xoff	F2	
F3	--▸ Data Terminal Rdy - High	F4	--▸ Request to Send - High
F5	--▸ Clear to Send - High	F6	--▸ Carrier Detect - High
F7		F8	--▸ Help
F9	--▸ Accept this Configuration	F10	--▸ Return to Previous Menu

Press function keys to cycle through selections

You need to set the following protocol parameters.

- Select F1 until the desired Soft Protocol is selected.

  Options are Xon/Xoff, None, or ETX/ACK

- Select F3 until the desired Data Terminal Rdy is selected.

  Options are High, Low, or Ignore.

- Select F4 until the desired Request to Send is selected.

  Options are High, Low, or Ignore.

- Select F5 until the desired Clear to Send setting is selected.

  Options are High, Low, or Ignore.

- Select F6 until the desired Carrier Detect is selected.

  Options are High, Low, or Ignore.

When the protocol parameters are set,

- Select F9 to accept the configuration.

  The following message is displayed.

  Configuration accepted.

- Select F10 to return to the CONFIGUR Serial Ports menu.

  (*Note: If you select F10 before selecting F9, the parameters will return to the previous settings.*)

When you have set all the parameters for this serial port, you can accept this configuration.

- Select F9 to accept the configuration.

  The following message is displayed.

  Configuration accepted.

  (*Note: If you select F1 or F10 before selecting F9, the parameters will return to the previous settings.*)

If you have more than one serial port, you need to repeat the previous steps for each serial port.

Once you have set the parameters for each serial port, you need to return to the CONFIGUR Utility Main Menu.

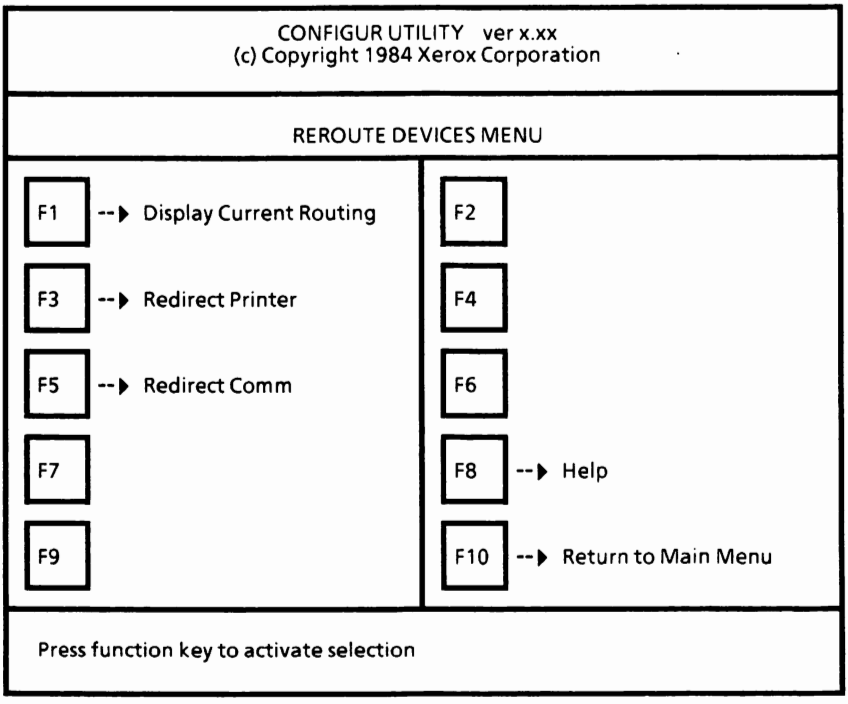
- Select F10 to return to the CONFIGUR Utility Main Menu.

Reroute devices

With the CONFIGUR Utility Main Menu displayed,

- Select F4.

The Reroute Devices Menu is displayed.



To display current routing, go to the next page.

If you have a serial printer, you will have to redirect the printer. Go to page A-78.

If you have more than one serial port with communication devices connected, you need to redirect communications. Go to page A-80.

Display current routing

With the Reroute Devices Menu displayed,

- Select F1.

The current routing is displayed. The screen will look similar to the one below.

```
CONFIGUR UTILITY  ver x.xx
(c) Copyright 1984 Xerox Corporation

DISPLAY ROUTING MENU

LPT1 Routed to Parallel Port 1      COM1 Routed to Serial Port 1
LPT2 Routed to Serial Port 1        COM2 Routed to Serial Port 1
LPT3 Routed to Serial Port 1        COM3 Routed to Serial Port 1

Press [F10] to return to Reroute Devices Menu.
```

To return to the Reroute Devices Menu,

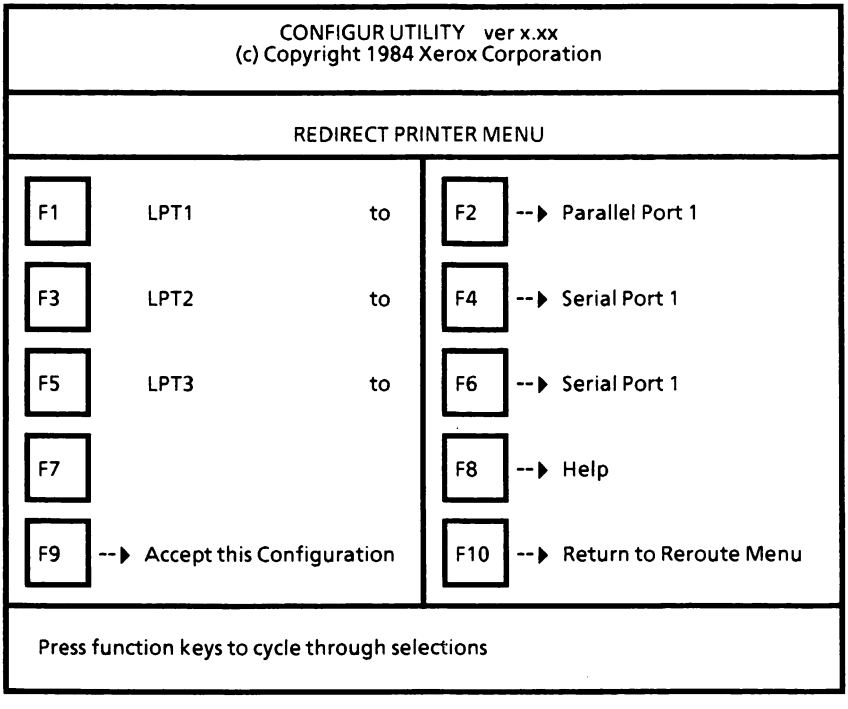
- Press the F10 function key.

Redirect printer(s)

With the Reroute Devices Menu displayed,

- Select F3.

The Redirect Printer Menu is displayed. The screen will look similar to the one below.



The software will support one parallel port and three serial ports, but only the port options you have available on your system will be displayed when you select F2, F4, or F6.

If you have a serial printer only and no other serial ports, you need to set LPT1 to Serial Port 1. LPT2 and LPT3 should also be set to Serial Port 1.

To reroute the printer device(s),

- Select F2 to select the routing for LPT1.
- Select F4 to select the routing for LPT2.
- Select F6 to select the routing for LPT3.

When the printer routing is set,

- Select F9 to accept the configuration.

  The following message is displayed.

  Configuration accepted.

- Select F10 to return to the Reroute Devices Menu.

  (*Note: If you select F10 before selecting F9, the parameters will return to the previous settings.*)

You are returned to the Reroute Devices Menu.

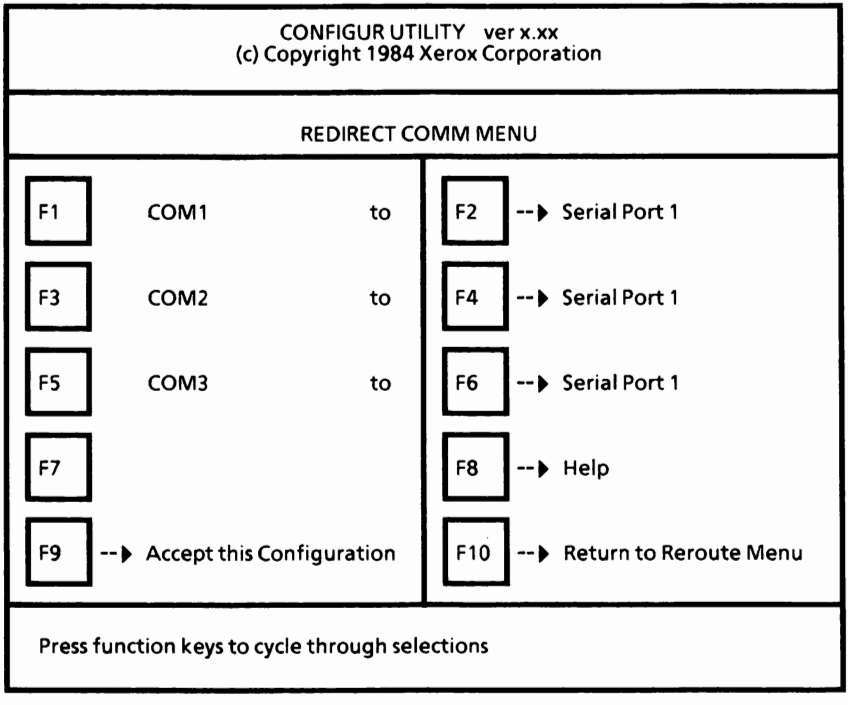
- Select F10 to return to the CONFIGUR Utility Main Menu.

Redirect communications device

With the Reroute Devices Menu displayed,

- Select F5.

The Redirect Comm Menu is displayed. The screen will look similar to the one below.



The software will support three serial ports, but only the port options you have available on your system will be displayed when you select F2, F4, or F6.

To reroute the communications device(s),

- Select F2 to select the routing for COM1.
- Select F4 to select the routing for COM2.
- Select F6 to select the routing for COM3.

When the communications routing is set,

- Select F9 to accept the configuration.

  The following message is displayed.

  Configuration accepted.

- Select F10 to return to the Reroute Devices Menu.

  (*Note: If you select F10 before selecting F9, the parameters will return to the previous settings.*)

You are returned to the Reroute Devices Menu.

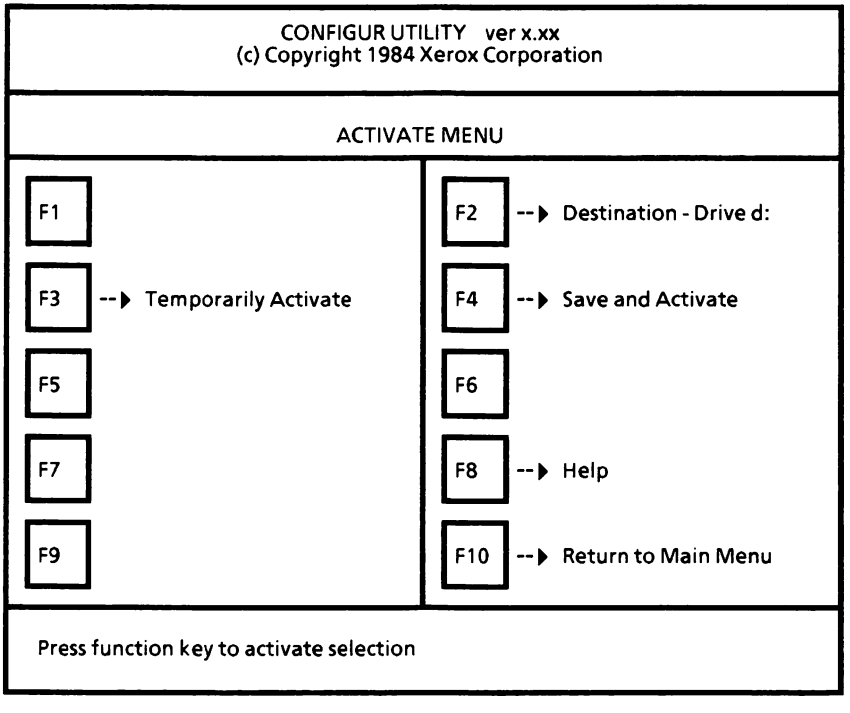
- Select F10 to return to the CONFIGUR Utility Main Menu.

Activate changes

With the CONFIGUR Utility Main Menu displayed,

- Select F9.

The Activate Menu is displayed.



You can either temporarily activate this configuration or save and activate.

To temporarily activate the configuration,

- Select F3.

  The system will prompt you to press the Return key to return to ScreenMate.

- Press the Return key.

  This configuration will be active until the system is rebooted.

To permanently save and activate the configuration,

- Select F2 until the destination (where you want it saved) drive is displayed. (Use B if your system has dual floppy disk drives. Use C if your system has a hard disk drive.)

- Select F4.

  The system will prompt you to press the Return key to return to ScreenMate.

- Press the Return key.

  This configuration will be active every time you load your system.

Notes:

REPARTITIONING OF THE HARD DISK

APPENDIX B

Notes:

1. PROCEDURE

If you ever need to repartition your hard disk, you will need to perform the following tasks.

This procedure will erase all files on the hard disk.

Use the Xerox HDMAINT program to

- Backup the files that you want to keep from the hard disk to floppy disks.
- Delete the MS-DOS partition(s).
- Add the MS-DOS partition(s).
- Designate a boot partition.
- Format the MS-DOS partition(s).
- Restore the backed up files from floppy disks to the hard disk.

Notes:

COMMAND EQUIVALENCY CHART -- XEROX vs IBM

APPENDIX C

Notes:

PC-DOS	XEROX
ASSIGN	*ASSIGN
BACKUP	HDMAINT or *BACKUP
COMP	FC
DISKCOMP	*DISKCOMP
DISKCOPY	FDMAINT or *DISKCOPY
FDISK	HDMAINT
FORMAT	FDMAINT or *FORMAT
GRAPHICS	*GRAPHICS
MODE	CONFIGUR or *MODE
RESTORE	HDMAINT or *RESTORE
SYS	SYSGEN or *SYS
TREE	TREE
Not available	*SETPRT
Not available	*SOFTKEYS

*These commands are documented in Appendix I of the Operator's Guide to MS-DOS 3.10.

Notes:

ERROR MESSAGES

APPENDIX D

Notes:

Disk errors

A number of error messages have to do with reading from or writing to devices such as disks or printers. These messages all take the same form, which is:

type error reading/writing *device*
Abort, Retry, Ignore?

where *type* represents one of the following:

Bad call format
Bad command
Bad unit
Data
Disk
No paper
Non-DOS disk
Not ready
Read fault
Sector not found
Seek
Write fault
Write protect

When you receive one of these messages, do **one** of the following:

Enter A for Abort. The system ends the program that requested the read or write.

Enter R for Retry. The system tries the read or write operation again.

Enter I for Ignore. The system ignores the error and attempts to continue the program. (This method may cause loss of data.)

These device error messages are described in alphabetical order along with the rest of the error messages in the following appendix.

Error messages

filename
Contains *n* non-contiguous blocks.
(CHKDSK)

The file or files you named are not written sequentially on disk.

filename could not be created.

The disk is full, the directory is full, a protected file is present on the disk or a subdirectory of the same name exists on the disk. Try a new disk, erase unneeded files; or try a different file name.

filename exists. Overwrite? [N]
(SoftKeys)

This is a safety message for the save operation. If you are sure you want to replace the file in question, type Y; otherwise, type N and save the file under another file name.

filename is cross-linked on cluster
(CHKDSK)

A cluster has been assigned to more than one file. Make a copy of the file you want to keep, and then delete both files that are cross-linked.

filename not found.
(SoftKeys)

The file name entered was not found. Check the spelling and verify that the file exists.

filename.HLP needed on this disk.

This file, which contains the help text, is not present on the disk. Copy this file to the disk.

Access denied

An attempt has been made to write to a read only file.

All specified file(s) are contiguous
(CHKDSK)

The file or files you named are all written sequentially on disk.

Allocation error, size adjusted
(CHKDSK)

The file allocation table (FAT) contains an invalid cluster number. The file is truncated at the end of the last valid cluster. CHKDSK has automatically performed the only remedy available at this point.

Ambiguous switch : z
(LINK)

The character in z identifies more than one linker parameter.

Amount read less than size in header
(EXE2BIN)

The file is smaller than its header indicates. Recompile (or reassemble) and relink the program.

An internal failure has occurred
(LINK)

The linker program has failed. Report the conditions of the failure to your service representative.

Attempt to access data outside of segment bounds, possibly bad object module
(LINK)

An invalid object file has been specified.

Bad call format error
(device error)

A request header of incorrect length was passed to a device driver. Contact your service representative.

Bad command error
(device error)

A device driver has issued an invalid command to the named device. Contact your service representative.

Bad command or file name
(MS-DOS)

The entered command is not recognized by DOS. It is either misspelled or not present on the specified drive.

Bad numeric parameter
(LINK)

The value specified with the /STACK parameter is not a valid numeric constant.

Bad or missing command interpreter
(MS-DOS)

The MS-DOS disk being loaded does not contain the file COMMAND.COM in the root directory.

Bad or missing *filename*
(MS-DOS)

One of the following conditions occurred during startup:

The device driver named in the DEVICE=parameter does not exist in CONFIG.SYS.

A break address has been set which is out of bounds for the machine.

An error occurred during loading of the driver.

Bad Sector Table Overflow; Remaining flawed sectors will not be recorded.
(HDMAINT)

If you get this message when you are formatting the physical hard disk, it means your hard disk is bad (not usable). Contact your service representative.

Bad Track Table Overflow; Remaining flawed tracks will not be recorded.
(HDMAINT)

If you get this message when you are formatting the physical hard disk, it means your hard disk is bad (not usable). Contact your service representative.

Bad unit error
(device error)

An invalid subunit number has been sent to a device driver. Contact your service representative.

Batch file missing
(MS-DOS)

A file being processed in batch mode is no longer present. It may have been removed or erased during processing. The batch stops and returns control to MS-DOS.

Baud rate must be 110, 150, 300, 600, 1200, 2400, 4800 or 9600.
(CONFIGUR)

An invalid baud rate was entered. Enter a valid baud rate.

BF
(DEBUG)

The specified flag code setting is invalid. Reenter the Register (RF) command with the correct code.

BP
(DEBUG)

More than ten breakpoints were specified for the Go (G) command. Reenter the GO command with ten or fewer breakpoints.

BR
(DEBUG)

An invalid register name has been specified. Reenter the register (R) command with a valid register name.

Cannot access an ASSIGNED device
(commands)

The ASSIGN *drive1 = drive2* command was executed prior to the attempted execution of the command. Execute ASSIGN with no parameters to restore the original drive letter assignment. Then try to execute the command again.

Cannot add a partition, partition table full
(HDMAINT)

The hard disk may be divided into a maximum of four partitions. Do not attempt to create a fifth partition.

Cannot Chdir to *filename*
Tree past this point not processed
(CHKDSK)

CHKDSK is traveling the tree structure of the directory and is unable to proceed to the specified directory. All subdirectories and files under this directory will not be verified.

Cannot Chdir to root
Processing cannot continue
(CHKDSK)

CHKDSK is traveling the tree structure of the directory and is unable to return to the root directory. CHKDSK is not able to continue checking the remaining subdirectories to the root. Try to restart MS-DOS. If this error persists, the disk is unusable.

Cannot *command* to a network device.
(commands)

The *command* cannot be executed through the network. Where *command* can be COPY, FORMAT, SYS, SYSGEN, or VERIFY.

Cannot continue without PRTPW.DAT on default disk.
(SETPRT)

The PRTPW.DAT file is not on the disk or you are not logged onto the disk or partition containing SETPRT. Copy PRTPW.DAT to the default disk or log onto the disk containing SETPRT and then run the program.

Cannot COPY a system file. Press RETURN to continue.
(ScreenMate)

You have tried to copy the XERBIO.COM or XERDOS.COM file. Press the RETURN key to continue.

Cannot delete a path which has files or directories in it.
(ScreenMate)

In Delete a Dir, you tried to delete a path, but the directory contains files or other paths. You must delete all files first and any subdirectories within that path.

Cannot do binary reads from a device
(COPY)

The /B switch has been used with the name of a device. Place a /A switch after the device name to copy in ASCII mode.

Cannot edit .BAK file - rename file
(EDLIN)

You have tried to edit a file that has a .BAK extension. Either edit the more up to date version of the file, or rename the .BAK file before attempting to edit it.

Cannot find library file
Enter new drive letter:
(LINK)

The specified library is not present on the current drive. Enter the drive containing the library.

Cannot find object file
Change diskette hit ENTER
(LINK)

The specified object module is not present on the disk.

Cannot format partition -- previously formatted.
(HDMAINT)

An attempt was made to format a partition which has already been formatted. This process is not permitted. If you are repartitioning your hard disk, see Appendix B.

Cannot load COMMAND, system halted
(MS-DOS)

The available memory map has been destroyed while loading the command processor. Reboot MS-DOS.

Cannot nest response file
(LINK)

It is not possible to use a filespec within an automatic response file.

Cannot open *filename*
(PRINT)

Either MS-DOS cannot find the specified file to print or the file does not exist. Check the command for a valid file name.

Cannot open list file
(LINK)

A list file cannot be opened because the disk or directory is full.

Cannot open overlay
(LINK)

An overlay cannot be opened because the disk or directory is full.

Cannot open response file
(LINK)

The specified response file does not exist.

Cannot open temporary file
(LINK)

The directory or disk is full, hence the linker cannot create the VM.TMP file. Insert a new formatted disk. Do not remove the disk that will receive the LIST.MAP file.

Cannot recover . entry, processing continued
(CHKDSK)

The . entry ("working" directory) is defective.

Cannot recover .. entry, processing continued
(CHKDSK)

The .. entry (parent directory) is defective.

Cannot RENAME a system file. Press RETURN to continue.
(RENAME)

You tried to rename the XERBIO.COM or XERDOS.COM file. Press the Return key to continue.

Cannot route COM to parallel port.
(CONFIGUR)

Communications was directed to a parallel port. Communications may be directed only to serial ports. Redirect communications to a serial port.

Cannot split screen with all attributes displayed
(ScreenMate)

Attempt to split the screen with all file attributes displayed. You need to go to the Screen Maint. and select something other than all attributes.

CD must be L, H, or I.
(CONFIGUR)

An invalid value for Carrier Detect was entered. Enter a valid value.

Content of destination lost before copy
(COPY)

A file to be used as a source file to the copy command has been overwritten prior to completion of the copy. Example: COPY A + B B which destroys B before it can be copied.

Critical errors make this disk unusable.
(FDMAINT, DISKCOMP, DISKCOPY or FORMAT)

Sectors on the disk that are required for system use are flawed. Never use this disk.

CTS must be L, H, or I.
(CONFIGUR)

An invalid value for Clear to Send was entered. Enter a valid value.

Data error
(device error)

Data could not be read/written correctly because of a faulty disk. Restart MS-DOS and try to RECOVER the disk.

Destination disk is write-protected.

A write-protect tab is used on the destination disk. Remove the tab or use another disk.

Destination disk or drive not ready.

The drive door is open, or there is no disk in the drive. Insert a disk and/or close the drive door.

Destination drive unable to match source format.
(DISKCOPY or FDMAINT)

Tried to copy a high-capacity floppy disk to a standard floppy disk drive. Use the high-capacity drive as the source and destination drive.

DF
(DEBUG)

Conflicting codes have been specified for a single flag. A flag can be changed only once for each Register (RF) command.

Directory not found or cannot be created.

The specified directory could not be found on the source disk. Retry the operation. If the directory is still not found, examine your disk. Ensure that the path is correct.

Directory is totally empty, no . or ..
(CHKDSK)

The specified directory does not contain references to "working" and parent directories. Delete the specified directory and recreate it.

Disk already has split file, insert another disk, and press RETURN
(HDMAINT)

When backing up, there cannot be two split files on a disk. Insert a formatted disk and press the Return key.

Disk boot failure
(MS-DOS)

MS-DOS cannot be loaded from the disk in Drive A. Retry, or if that fails, use another disk.

Disk error
(device error)

An error has occurred reading from or writing to a disk. Attempt to correct the problem and retry this operation.

Disk error reading FAT
(CHKDSK)

An error occurred during a read operation on the file allocation table.

Disk error writing FAT
(CHKDSK)

An error occurred while CHKDSK was trying to update the file allocation table. Copy the disk and retry the procedure. If this does not work, try to RECOVER the disk. If this does not work, the disk is irreparably damaged.

Disk full. To complete file, insert next disk and press RETURN.
(HDMAINT)

The floppy disk ran out of space before the last file was stored. Insert a formatted disk in the drive, close the drive door and press the Return key.

Disk full - write not completed
(EDLIN)

The disk you are using does not have enough space to save all of the file. Part of the file may have been saved on the disk, but the remainder that has not been saved is lost. This is an unrecoverable error. Repeat your edit using a disk with sufficient storage space.

Disk is full
(ScreenMate)

Writing to a disk which does not have sufficient storage left to receive the file.

Disk is write protected
(CONFIGUR or SETPRT)

A write-protect tab is on the disk. Remove the tab or use another disk and retry the function.

Disk is write protected. Check disk and retry.
(ScreenMate)

Disk is write-protected and an attempt to write to the disk is made. Remove the disk and remove the write-protect tab from the disk and retry. Or, insert a write-enabled disk.

Disk not ready.

There is no disk in the drive. Insert disk, close the drive door, and try again.

Disk or drive not ready.

The door to the floppy drive is open, or there is no disk in the drive. Insert disk, close the drive door, and execute the program again.

Divide overflow
(MS-DOS)

A divide by zero was attempted, or an internal logic error has occurred. The system continues as if Ctrl + Break had occurred.

Drive not ready.
(CONFIGUR or SETPRT)

The drive door is open. Close the drive door and try again.

Drive not ready
(PRINT)

If this message appears while PRINT attempts to disk access, PRINT keeps trying until the drive is ready. Any other error cancels the current file. In this case, an error message is printed on your printer.

Drive not ready. Check disk and retry.
(ScreenMate)

The door to the floppy drive is open, or there is no disk in the drive. Insert disk, close the drive door and execute the program again. Also, check to see that the disk has been inserted properly.

DTR must be L, H, or I.
(CONFIGUR)

An invalid value for Data Terminal Ready was entered. Enter a valid value.

Dup record too complex
(LINK)

There is a problem with an object module created from an assembler source program. A single dup requires 1024 bytes before expansion. Debug the source program; then rerun the linker.

Duplicate file name or File not found
(RENAME)

An attempt has been made to rename a file with a file name that already exists on the destination disk, or the file to be renamed could not be found on the specified drive.

Duplicate path name. Please re-enter
(ScreenMate)

In Make a directory, an attempt was made to create a path identical to an existing path. Enter a new path.

End of input file
(EDLIN)

The entire file was read into memory. If the file is read in sections, this message indicates the last section of the file is in memory.

Entry error
(EDLIN)

The EDLIN command was entered incorrectly. Reenter the command.

Entry has a bad attribute (or size or link)
(CHKDSK)

This message may be preceded by one or two periods to indicate which subdirectory is invalid. If you have specified the /F switch, CHKDSK will attempt to correct the error.

Error found in reserved system space.
(FDMAINT or FORMAT)

This message would come up in the format section with the option "Reserve System Space". It means that there was a file error while writing the dummy system files to the disk. Rerun the format program.

Error in EXE file
(MS-DOS)

The file contains erroneous relocation information create by LINK. The file may have been altered after creation.

Error in EXE/HEX file
(DEBUG)

The EXE or HEX file contained invalid characters or records.

Error on read attempt
(CONFIGUR or SETPRT)

An error occurred while the disk was being read. Use another disk.

Error on write attempt
(CONFIGUR or SETPRT)

An error occurred while the disk was being written to. Use another disk.

Error reading from destination disk.
(DISKCOMP)

The destination disk is defective. Verify the destination disk and copy good files to another disk.

Error reading from source disk.
(DISKCOMP, DISKCOPY, FDMAINT or FORMAT)

The source disk is defective. Verify the source disk and copy good files to another disk.

Error writing to destination disk.
(DISKCOPY, FDMAINT or FORMAT)

The destination disk is defective. Restart the copy procedure with another disk.

Error - Destination disk or drive not ready.
(SYS)

The door to the floppy drive is open or there is no disk in the drive. Insert disk, close the drive door, and execute the program again.

Error - Insufficient memory.
(SYS)

When doing a SYS and the source and destination disks are the same floppy drive, there must be enough memory availabe in the system to temporarily store the system files. This message is shown where there is not enough memory to store all of the system files. Use different drives for the source and destination.

Error - The destination disk is write protected.
(SYS)

The destination disk has a write-protect tab on it. Remove the write-protect tab and execute program again.

Error - the disk is not MS-DOS formatted.
(SYS)

The destination disk is not an MS-DOS formatted disk. Use an MS-DOS formatted disk.

Error - The system file (s) were not found on drive
(SYS)

The disk specified as the source disk does not contain the system file(s). Be sure you have the MS-DOS boot disk in the source drive and execute the program again.

ERROR - ANSI.SYS REQUIRED, BUT NOT LOADED.
(SoftKeys)

The CONFIG.SYS file of the booted system is either missing or did not contain the line DEVICE = ANSI.SYS; or the ANSI.SYS file is missing. Supply the missing file or line and reboot MS-DOS.

ERROR ... Check if proper ANSI.SYS is loaded.
(SoftKeys)

The CONFIG.SYS file of the booted system is either missing or did not contain the line DEVICE = ANSI.SYS; or the ANSI.SYS file is missing. Supply the missing file or line and reboot MS-DOS.

ERROR ... Disk Full. File not saved.
(SoftKeys)

The disk specified to receive the saved file either did not have enough free space to contain the file or did not have an empty directory entry available. If possible, erase some unneeded files and try again.

ERROR ... Maximum definition size reached.
(SoftKeys)

The new definition has reached the end of the display line. If possible, spread the definition across two or more SoftKeys.

ERROR ... Not enough room to add new definition.
(SoftKeys)

The total size of the SoftKeys key definitions has exceeded the size of the area reserved in ANSI.SYS for this purpose. Reduce the total size of the key definitions to fit the limit.

Error, 1 or more sectors failed to copy properly.
(DISKCOPY or FDMAINT)

A hardware error or defective media is the probable cause. Restart the copy procedure.

Error, destination disk or drive not ready.
(SYSGEN)

The door to the floppy drive specified as the destination is open or there is no disk in that drive. Insert a disk and/or close the drive door.

Error, disk or drive not ready.
(FDMAINT or FORMAT)

The drive door is open or there is no disk in the drive. Insert a disk and/or close the drive door.

Error, file not found.
(SoftKeys)

The file name is misspelled or the file is not in the specified path. Correct the spelling or the path and try again.

Error, hard disk system source and destination.
(SYSGEN)

A hard disk partition was named as the system source and destination. Change either the source drive or destination drive.

Error, insufficient memory available.
(DISKCOPY, FDMAINT, FORMAT or SYSGEN)

When doing one of the commands mentioned above and the source and destination disk are the same floppy drive, there must be enough memory available in the system to temporarily store files. This message is shown where there is not enough memory to store all of the files. Use different drives for the source and destination.

Error, one or more sectors failed to compare properly.
(DISKCOMP)

One or more sectors contain different information when the disks were compared. This message is to inform you that there is a difference between the disks. If you want an exact copy of a disk, use FDMAINT or DISKCOPY.

Error, source and destination must be floppy drives.
(DISKCOPY)

An attempt was made to DISKCOPY to a hard disk. You can only DISKCOPY floppy disks.

Error, the destination disk is write protected.

The destination disk has a write-protect tab on it. Remove the write-protect tab and execute program again.

Error, the disk did not format properly.
(FDMAINT or FORMAT)

A hardware error was detected during the physical format process. Try to run the format program again.

Error, the disk is not MS-DOS formatted.
(DISKCOPY, FDMAINT, FORMAT, or SYSGEN)

The destination disk is not an MS-DOS formatted disk. Use an MS-DOS formatted disk.

Error, the system file(s) were not found on drive.
(FDMAINT, FORMAT, or SYSGEN)

The disk specified as the source disk does not contain the system file(s). Be sure you have the MS-DOS boot disk in the source drive and execute the program again.

ERROR: current directory not found on source
(HDMAINT)

The directory you named to back up cannot be found. Check to be you entered the correct directory and try again.

ERROR: disk is write protected. Correct and press RETURN, or ESC to abort.
(HDMAINT)

The destination disk has a write-protect tab on it. Remove the write-protect tab and execute program again.

ERROR: disk not MS-DOS formatted. Press ESC to abort.
(HDMAINT)

The destination disk is not an MS-DOS formatted disk. Use an MS-DOS formatted disk.

ERROR: disk or drive not ready. Correct and press RETURN, or ESC to abort.
(HDMAINT)

The door to the floppy drive is open or there is no disk in the drive. Insert disk, close the drive door, and press the Return key.

ERROR: Disks must be sequential. Replace and press RETURN, or ESC to abort.
(HDMAINT)

The file being restored to the hard disk is backed up on more than one disk. The wrong disk in the sequence has been inserted. Insert the correct disk and continue.

ERROR: floppy disk must be in Source drive.
(HDMAINT)

The source drive does not contain a floppy disk. Insert a floppy disk in the source drive and continue.

ERROR: Sector 1 of Track 0 is bad -- hard disk is not usable.
(HDMAINT)

When formatting the physical hard disk and this message displays, the hard disk is bad. Contact your service representative.

ERROR: source and destination cannot be the same.
(HDMAINT)

The same drive was specified for both the source and the destination. Specify a different source or destination drive.

ERROR: source and destination drives are the same.
(HDMAINT)

The same drive was specified for both the source and the destination. Specify a different source or destination drive.

ERROR: system files were not found.
(HDMAINT)

The system files were not found. Be sure you have the MS-DOS boot disk in the source drive and execute the program again.

ERROR: system files were not found on drive.
(HDMAINT)

The disk specified as the source disk does not contain the system file(s). Be sure you have the MS-DOS boot disk in the source drive and execute the program again.

ERROR: target disk full. Restore program terminated.
(HDMAINT)

The disk you are restoring to is full. If necessary, erase any unneeded files from that disk and then try to restore again.

ERROR: the disk did not format properly
(HDMAINT)

A hardware error was detected during the physical format process. Try to run the format program again.

ERROR: floppy disk is not a backup disk. Replace and press RETURN, or ESC.
(HDMAINT)

The backup control file was not found on the floppy disk. Replace the floppy disk with a valid backup disk.

Errors found, F parameter not specified.
Corrections will not be written to disk
(CHKDSK)

As the /F parameter was not used, an analysis of the disk will be made and the results displayed, but no corrections will be written to the disk.

Errors on list device indicates that it may be offline.
Please check it.
(PRINT)

Your printer is off.

Excess parameter(s).
(CONFIGUR)

The command line has too many entries. Reenter the command line.

EXEC failure
(MS-DOS)

One of the following conditions occurred while reading a file from disk:

Read error occurred.

The FILES=parameter in the configuration file (CONFIG.SYS) is not large enough. Increase the value and restart MS-DOS.

EXE/HEX file cannot be written
(DEBUG)

The data would require a backwards conversion that DEBUG does not support.

fc: *filename* longer than *filename*
(FC)

One of the files is longer than the other in a binary comparison.

fc: cannot open *filename* - No such file or directory
(FC)

One of the files does not exist. Check the directory for the correct file name.

fc: incompatable switches
(FC)

The switches specified are not compatible, i.e., /b and /l. Do not combine binary and ASCII comparison switches.

fc: no differences encountered
(FC)

The files are the same.

fc: out of memory
(FC)

There is not enough memory to perform the comparison.

File allocation table bad for drive x
Abort, Retry, Ignore?
(MS-DOS)

See Device Errors at the begining of this appendix. If the error persists, the disk should be reformatted.

File cannot be converted
(EXE2BIN)

The input file specified does not have the correct format for conversion.

File cannot be copied onto itself
(COPY)

A request was made to COPY a file and place the copy (with the same name) in the same directory as the source file. Either change the name given to the copy or put it on another disk or directory.

File creation error
(MS-DOS and commands)

An unsuccessful attempt was made to add a new file to the directory. Run CHKDSK to determine the cause of the error.

FILE ERROR: current file omitted. Press RETURN to continue, or ESC to abort.
(HDMAINT)

A file error or hardware error occurred during the transfer of a file. Write down the name of the current file and transfer it separately.

File error, file not loaded.
(SoftKeys)

The file may contain an unreadable block or is not a SoftKeys file. Recreate the file or be sure the file is a SoftKeys file.

File error, system was not completely transferred.

An error with the file handler or a hardware error has occurred. Restart the program procedure.

File incomplete. Insert next disk in sequence and press RETURN, or ESC.
(HDMAINT)

When restoring a split file and get this message, insert next sequential disk, close the drive door and press the Return key.

File name must be specified
(EDLIN)

You did not specify a file name when you started EDLIN. Specify a file name.

File not found
(EDLIN)

The file specified in the Transfer command does not exist. Check your file name selection and try again.

File not found
(MS-DOS and commands)

The file named in a command does not exist on the disk in the specified drive. Check your file name entry or drive selection and try again.

File table bad
(MS-DOS)

If this error is issued, you have to reboot the system.

FIND: File not found filename
(FIND)

The file name specified does not exist on the specified drive. Check your file name entry or drive selection and try again.

FIND: Invalid number of parameters
(FIND)

A "string" was not specified. Reenter the command with the search string enclosed in quotes.

FIND: Invalid Parameter *name*
(FIND)

A parameter was specified that does not exist. Reenter the command with a valid parameter.

FIND: Read error in *filename*
(FIND)

An error occurred when FIND tried to read the file specified. Reattempt the command after correcting an obvious problem (disk drive door open, no disk, etc.). Try to RECOVER the file.

FIND: Syntax error
(FIND)

An illegal "string" was entered. Reenter the correct string enclosed in quotes.

First cluster number is invalid, entry truncated
(CHKDSK)

An invalid pointer to the data area has been found in the file whose name precedes this message. If /F was specified, the file is truncated to zero length. This is an irrecoverable error.

Fixup offset exceeds field width
(LINK)

An assembly language instruction refers to an address with a short instruction instead of a long instruction. Edit the assembler source program and process it again.

Fixups needed-base segment (hex):
(EXE2BIN)

The source (.EXE) file contained informa-tion indicating that a load segment is required for the file. Specify the absolute segment address at which the finished module is to be located.

Flaw in system area start partition after cylinder
(HDMAINT)

There is a flaw in the system area. So, start your partition after the cylinder specified.

FOR cannot be nested
(Batch)

It is not possible to have more than one for subcommand on one command line.

Foregrnd and backgrnd colors can't be the same.
(CONFIGUR)

The same color was specified for both foreground and background. Specify different colors.

Function aborted; Bad Disk
(HDMAINT)

The hard disk is unusable. Contact your service representative.

Function must be SCREEN, PORT, or REROUTE.
(CONFIGUR)

The first entry on the command line is not valid. Reenter the command line.

Hard disk full. Restore program terminated.
(HDMAINT)

There was not enough room on the hard disk to hold all of the files. Terminate the program and delete unwanted hard disk files.

Has invalid cluster, file truncated
(CHKDSK)

The specified file contains an invalid data area pointer. If the /F parameter was used, the file is truncated at the last valid data block.

Help file not available.

This file, which contains the help text, is not present on the disk. Copy this file to the disk.

Incorrect DOS version
(commands)

You cannot run this command on this version of MS-DOS.

Incorrect number of parameters ... cannot evaluate.
(CONFIGUR)

The required minimum number of entries was not entered on the command line. Reenter the command line.

Input file read error
(LINK)

An invalid object file has been entered in the command line.

Insufficient disk space
(MS-DOS and commands)

There is not enough free space on the disk to contain the new file. Use another disk. There may have been some loss of data as a result of the operation that caused this error message to display.

Insufficient memory
Processing cannot continue
(commands)

There is not enough memory to perform the specified operation.

Insufficient room in root directory
Erase files in root and repeat Chkdsk
(CHKDSK)

CHKDSK cannot create an entry in the root directory for saving lost chains as files (see message "X lost clusters found in Y chains - convert lost chains to files (Y/N?)" because the root directory is full. You should copy some files from the root directory to another disk, delete these files, and then reexecute CHKDSK.

Insufficient space for file. Insert next disk and press RETURN.
(HDMAINT)

This message is from the Backup Files portion of HDMAINT. This prompt means that the floppy disk is full but there are still more files to write. Insert a formatted floppy disk and press the Return key.

Insufficient space on disk
(DEBUG)

A write command was issued to a disk that does not have enough free space to hold the data being written.

Intermediate file error during pipe
(MS-DOS)

One of the following errors has occurred:

One or both intermediate MS-DOS files cannot be created because the root directory is full.

The piping files do not exist.

There is insufficient space on the disk for the data being piped.

Remove some files from the root directory and retry. If this fails, a piping file has been erased. Correct the program and retry.

Internal error
(FC)

This message indicates an internal logic error in the FC utility. If this error is returned, you have to reboot the system.

Invalid command line
(DISKCOPY)

An invalid command line was entered. Reenter a valid command line.

Invalid date
(DATE)

You have tried to enter an invalid date or delimiter.

Invalid destination drive.
(SYS)

The destination drive specified is not valid. Reenter the command with a valid drive name.

Invalid device
(CTTY)

The specified device name is invalid in MS-DOS.

Invalid directory
(MS-DOS)

The directory you specified either does not exist or is invalid. Check to see that you entered the directory name correctly.

Invalid drive in search path
(MS-DOS)

One of the paths specified in the PATH command contains an invalid drive name. This error occurs during execution, not during the PATH command.

Invalid drive or filename
(EDLIN)

A valid drive or file name was not specified when invoking EDLIN.

Invalid drive specification
(MS-DOS and commands)

An invalid drive specifier was specified in a command line. Check your entry and try again.

Invalid format file
(LINK)

An error has been found in a library.

Invalid number of parameters
(commands)

You have specified the wrong number of parameters on the command line. Check the syntax of the command you are using and try again.

Invalid numeric parameter
(LINK)

A character other than a digit has been included in a numeric parameter.

Invalid object module
(LINK)

Object modules are incorrectly formed or incomplete.

Invalid parameter
or Invalid parameter list
(commands)

The parameter entered for a command was incorrect. Check the syntax of the command you are using and try again.

Invalid partition sector signature
(HDMAINT)

An attempt was made to partition a disk before performing the physical format operation. Perform a physical format on the hard disk.

Invalid path
(Xerox TREE)

A directory whose name is in another directory cannot be accessed by TREE. Use CHKDSK with /V to determine the error in the directory structure.

Invalid path, not directory, or directory not empty
(RMDIR)

The directory cannot be removed as the path contains an invalid name, or the directory is not empty. The current directory cannot be removed.

Invalid path, or filename
(COPY)

A directory or file name that does not exist has been specified.

Invalid sub-directory entry
(CHKDSK)

The subdirectory that you have specified either does not exist or is invalid. Check to see that you have entered the subdirectory name correctly.

Invalid switch : z
(LINK)

The characters in z do not identify a valid linker parameter.

Invalid time
(TIME)

You have tried to enter an invalid time or delimiter.

Invalid working directory
Processing cannot continue
(CHKDSK)

Your disk is bad. Replace the disk or make a copy from your backup disk.

Is cross-linked on cluster
(CHKDSK)

You have two files cross-linked. Make a copy of the file you want to keep, and then delete both files that are cross-linked.

Key entered may not be redefined.
(SoftKeys)

Certain keys are not allowed to be redefined, as this could adversely affect SoftKeys or the operation of MS-DOS. Use a different key.

Label not found
(Batch)

A non-existent label has been specified in a GOTO command within the batch file.

Line too long
(EDLIN)

During a Replace (R) command, the string given as the replacement caused the line to expand beyond the 254-character limit. The Replace command is ended abnormally.

Split the long line into shorter lines; then reissue the Replace command.

List output is not assigned to a device
(PRINT)

The list device you have specified is invalid. Subsequent attempts will return the same message until a valid device is specified. Specify a valid list device.

Memory allocation error
Cannot load COMMAND, system halted
(MS-DOS)

The available memory map has been destroyed. You must restart MS-DOS.

Memory control blocks destroyed
(MS-DOS)

Self-explanatory.

MS-DOS not found on default drive
(Startup)

Self-explanatory.

MS-DOS partition already exist
(HDMAINT)

The disk already has a partition allocated to MS-DOS. If you are repartitioning, see Appendix B.

MS-DOS partition does not exist
(HDMAINT)

An attempt was made to delete an MS-DOS partition from a disk that does not have one. Check to make sure the correct partition is selected.

Must specify destination number
(EDLIN)

A destination line number was not specified for a Copy or Move command. Reenter the command correctly.

New file
(EDLIN)

This message is printed if EDLIN does not find a file with the name you specified. If you are creating a new file, ignore this message. If you do not intend to create a new file, check to see that you correctly typed the file name of the file you wish to edit.

No allocated file space on the destination drive.
(SYS or SYSGEN)

The system files must use the first two directory entries on the disk. They were not available. Save any data on the disk to another disk. Then reformat the disk with reserve system file space and restart the system.

No hard disk present, run terminated.
(HDMAINT)

You cannot run the HDMAINT utility due to one of the following conditions:

No hard disk is attached.

The hard disk is present in the expansion unit but the unit is not switched on.

The hard disk is incorrectly installed.

No files match filespec
(PRINT)

You have entered a file specification for files to add to the print queue, but no files match your entry. Check your file names and try again. Note: If there are no files in the print queue, a message does not appear.

No free handles
(MS-DOS)

You have tried to load a second copy of the command processor, but too many files are currently open. Increase the size of the FILES=parameter in the configuration file (CONFIG.SYS) and reload MS-DOS.

No object modules specified
(LINK)

You have not specified any object modules for the linker.

No paper error
(device error)

The printer is either not switched on or is out of paper. Check the printer and try again.

No parameters specified, value unchanged.
(CONFIGUR)

A parameter was specified with no value. Reenter the command with a value.

No room in directory for file
(EDLIN)

The directory of the specified disk is already full, or the specified disk drive or file name is illegal. Use another disk or check your entry and try again.

No room in disk directory
(DEBUG)

The directory of the specified disk is already full.

No SOFTKEYS definitions found.
(SoftKeys)

Attempted to print before any keys were defined. Use one of the functions that will define SoftKeys.

No space available
(HDMAINT)
: An attempt to allocate an MS-DOS partition on a disk that is already fully allocated has been made. If you are repartitioning, see Appendix B.

Non-DOS disk.
: The disk is not an MS-DOS disk or is not a recognized format (8 x 512 or 9 x 512). Use an MS-DOS disk or a disk with the proper format.

Non-DOS disk error
(device error)
: The file allocation table contains invalid information. The disk must be reformatted.

Non-executable file
: The file you tried to run is not an executable program file.

Non-MS-DOS disk
: The disk is not an MS-DOS disk or is not a recognized format (8 x 512 or 9 x 512). Use an MS-DOS disk or a disk with the proper format.

Non system disk.
Replace and press any key.
: The disk you used to load the system is not a boot disk. Insert the boot disk and retry.

Not enough room to merge the entire file
(EDLIN)
: There was not enough room in memory to enable a Transfer command to merge the entire contents of a file.

Not found
(EDLIN)
: The search string was not found in the specified line range, or no further occurrences were found after resuming.

Not ready
(PRINT)

If this message occurs when PRINT attempts a disk access, PRINT will keep trying until the drive is ready. Any other error causes the current file to be cancelled. An error message would be output on your printer in such a case.

Not ready error
(device error)

The named device is not available for the read/write operation required.

\OD\OACONFIGUR will not run properly.
\OD\OA\OD\OAProper ANSI.SYS file not loaded.
\OD\OAUse CONFIG.SYS to load it.
(CONFIGUR)

The ANSI.SYS file is not in the system. Load ANSI.SYS in the CONFIG.SYS file.

Out of environment space
(MS-DOS)

There is not enough room in the program environment to accept more data. If this error is issued, you must reboot the system.

Out of memory
(MS-DOS and commands)

Self-explanatory.

Out of space on list file
(LINK)

There is not enough space on the disk to hold the list file.

Out of space on run file
(LINK)

There is not enough space on the disk to hold the run file.

Out of space on VM.TMP
(LINK)

There is not enough space on the disk to allow the VM.TMP file to be expanded.

Partial file on floppy omitted. Press RETURN to continue, or ESC.
(HDMAINT)

When restoring files, the disk contains a section of a split file but not the first section. This section is not restored to the hard disk.

Parity must be E, O, or N.
(CONFIGUR)

An invalid value for Parity was entered. Enter a valid value.

Pathname too long
(Xerox TREE)

The path is too long.

Path not found
(MS-DOS)

The path is not found. Be sure you have entered the correct path.

Please check that you have a CONFIG.SYS file in your root directory that contains the line:
device = ansi.sys
and that the ansi.sys file is present.
(SoftKeys)

The CONFIG.SYS file of the booted system is either missing or did not contain the line DEVICE=ANSI.SYS; or the ANSI.SYS file is missing. Supply the missing file or line and reboot MS-DOS.

Port number not valid for this machine.
(CONFIGUR)

A port number was specified that is not valid for use with the designated hardware. Enter a port number which is appropriate for your system.

Primary Boot-Strap DISK READ ERROR.
(startup)

The system is waiting for you to insert a boot disk.

PRINT queue is full
(PRINT)

You have tried to place more than ten files in the print queue.

Probable non-DOS disk
Continue (Y/N)?
(CHKDSK)

The disk you are using is a non-DOS disk. You must indicate whether or not you want CHKDSK to continue processing. This error message usually means that the File Allocation Table (FAT) is bad.

Program too big to fit in memory
(LINK)

The load module is too large for the linker to process.

Protocol must be X, E, or N.
(CONFIGUR)

An invalid value for Protocol was entered. Enter a valid value.

Read error in: filename
(commands)

The command could not read the entire file.

Read fault
(device error)

MS-DOS cannot read the requested data from the named device.

Remaining parameters cannot be validated due to previous error.
(CONFIGUR)

An invalid parameter was found in the command line. Reenter the command line.

Requested stack size exceeds 64K
(LINK)

You have tried to specify a stack size greater than 64K bytes.

REROUTE \22assignment\22 contains the following error(s):
(CONFIGUR)

An error exists in the information report title. No action.

resynch failed. Files are too different.
(FC)

The number of lines in the internal line buffer is less than the number of consecutive, differing lines. You should specify the /lb # switch with a larger number if you want to display all of the file differences.

RTS must be L, H, or I.
(CONFIGUR)

An invalid value for Request to Send was entered. Enter a valid value.

Screen type must be C or M.
(CONFIGUR)

An invalid display type was entered. Enter either C or M, depending on whether your display is Color or Monochrome.

Sector not found
(device error)

The sector containing the data cannot be found, usually due to a defective area on the disk.

Sector size too large in file filename
(Startup)

The device sector size defined in the device driver file name exceeds the system limit.

Seek error
(device error)

The disk driver cannot find the proper track on the disk.

Segment size exceeds 64K
(LINK)

You have tried to combine identically named segments resulting in a segment requirement of more than the addressing limit of 64 Kbytes.

Selected disk not sysgen'd. Try another.
(CONFIGUR)

The selected disk did not have the system files on it. Select another disk.

Source disk or drive not ready.

The drive door is open or there is no disk in the drive. Insert a disk and/or close the drive door.

Stack size exceeds 65535 bytes
(LINK)

The specified stack size exceeds the system limit.

Stop bits must be 1 or 2.
(CONFIGUR)

An invalid value to Stop Bits was entered. Enter a valid value.

Symbol defined more than once
(LINK)

Two or more modules have defined the same symbol name.

Symbol table capacity exceeded
(LINK)

Very many, and/or very long names were entered exceeding the limit of approximately 25 Kbytes.

Syntax error
(MS-DOS)

You have entered a command in the incorrect format.

Syntax must be as in \22LPT1 = SER1\22 without embedded spaces.
(CONFIGUR)

The rerouting parameters were entered incorrectly. Reenter the command line.

The destination disk did not format properly.
(DISKCOPY, FDMAINT or FORMAT)

A hardware error occurred during the floppy Format routine. Restart the Copy procedure or run Format on the destination disk.

The disks are not of the same format.
(DISKCOMP, DISKCOPY or FDMAINT)

The source and destination disks have different number of sides or sectors. Reformat the destination disk to match the source.

This is not a valid SOFTKEYS file.
(SoftKeys)

A non-SoftKeys file name has been specified inadvertently. If misspelled, try again. Otherwsie, examine the file contents for the proper format.

Too many external symbols in one module
(LINK)

There are too many external symbols in one module. The limit is 256 external symbols per module.

Too many groups
(LINK)

Too many groups are defined. The limit is ten.

Too many libraries specified
(LINK)

Too many libraries have been renamed. The limit is eight libraries.

Too many open files
(MS-DOS)

Use the BUFFERS= command in CONFIG.SYS to correct.

Too many overlays
(LINK)

The system limit of the overlays has been exceeded.

Too many public symbols
(LINK)

There are too many public symbols in one module. The limit is 1024 public symbols.

Too many segments or classes
(LINK)

You have too many segments or classes in your source files. The limit is 256 (segments and classes taken together).

Unable to create directory
(MKDIR)

The specified subdirectory cannot be created due to one of the following conditions:

The subdirectory already exists.

One of the subdirectory paths could not be found.

The root directory is full.

Unexpected end-of-file on library
(LINK)

There is probably an error in the library file.

Unexpected end-of-file on VM.TMP
(LINK)

The disk containing VM.TMP is not present in the drive.

Unknown background color.
(CONFIGUR)

An invalid background color was entered. Enter a valid background color.

Unknown character attribute.
(CONFIGUR)

An invalid character attribute was entered. Enter N (normal) or R (reverse video).

Unknown disk unit
(SETPRT)

A nonexistent drive was specified. Select a drive that exists.

Unknown foreground color.
(CONFIGUR)

An invalid foreground color was entered. Enter a valid foreground color.

Unknown intensity.
(CONFIGUR)

An invalid value for Intensity was entered. Enter H (high) or L (low).

Unknown logical device.
(CONFIGUR)

An invalid value for Logical Device was entered. Enter a valid value.

Unknown physical port.
(CONFIGUR)

An invalid physical port was entered. Enter a valid value.

Unrecoverable error in directory
Convert directory to file (Y/N)?
(CHKDSK)

A directory has been found to be unusable. If you respond Y, CHKDSK will convert the bad directory into a file. You can then fix the directory yourself or delete it. If you respond N, you may not be able to write to or read from the bad directory.

Unresolved externals: *list*
(LINK)

The external symbols listed were not defined in the modules or library files. Do not attempt to run the file created by the linker.

Unspecified fault.
(CONFIGUR)

An unknown type of disk error has occurred. Restart the program.

usage: fc [/a][/b][/c][/l][/lb n][/w][/t][/n][/NNNN] file1 file2
(FC)

The wrong number of options have been specified on the FC command line or one of the switches specified is invalid.

Valid boot sector not found on hard disk drive.
(SYSGEN)

There is a hardware error, or the hard disk was not Xerox-formatted. Reallocate the MS-DOS partition on the hard disk.

VM.TMP is an illegal filename and has been ignored
(LINK)

You cannot use VM.TMP as an object module.

WARNING: existing file has been modified since backup, restore anyway [Y/N]
(HDMAINT)

This is a safety message. It warns you of files that have been modified since backup. This way you cannot overwrite the modified file unless you want to.

Warning: no stack segment
(LINK)

None of the object modules specified contain a statement allocating stack space, but you entered the /STACK switch.

Warning: read error on EXE file
(EXE2BIN)

The input file has not been read correctly.

Warning: Segment of absolute or unknown type
(LINK)

There is a bad object module or an attempt has been made to link modules that the linker cannot handle, for example, an absolute object module.

Width must be 40 or 80.
(CONFIGUR)

An invalid value for screen width was entered. Enter a valid value.

Word size must be 7 or 8 bits.
(CONFIGUR)

An invalid number of bits for Word Length was entered. Enter a valid value.

Write error in TMP file
(LINK)

No more disk space remains to expand the VM.TMP file.

Write error on Run file
(LINK)

There is not enough disk space for the run file.

Write fault
(device error)

MS-DOS cannot successfully write data from/to the named device.

Write protect
(device error)

You have tried to write data to a disk that is write-protected.

XXXXerror in file yyyy
(PRINT)

A disk error of type XXXX occurred when reading data from the file yyyy. This message is listed on the printer and printing then stops.

X lost clusters found in y chains
Convert lost chains to files (Y/N)?
(CHKDSK)

Clusters have been found that do not correspond to a file.

If you respond Y, CHKDSK will create a file in the root directory for you to resolve this problem (files created by CHKDSK are named FILEnnnn.CHK). If you did not specify the /F switch, CHKDSK does nothing.

If you respond N and have specified the /F switch, CHKDSK will display:

X bytes disk space freed

If you respond N and have not specified the /F switch, CHKDSK displays:

X bytes disk space would be freed

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