

# Getting Started



**Getting Started  
with the GRiD Compass**

January 1984

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# Contents

## About This Book 1

## Introduction 3

- The GRiD Compass Stores Your Information in Files 3
- Fill in the File Form to Get a File 3
- What Is a Device? 4
- What Is a Subject? 6
- What Is a Title? 6
- What Is a Kind? 7
- What Is a Password? 8
- Storage and Memory 8
- Setting up the GRiD Compass 9

## Session 1: Filling In the File Form 13

- Exercise 1: Creating a File and Retrieving a File 14
- Session 1 Summary 23

## Session 2: GRiDPlan Worksheets 25

- Exercise 2: Changing and Calculating Worksheet Data 26
- Exercise 3: Writing and Following Data to a New File 34
- Session 2 Summary 37

## Session 3: GRiDPlot Graphs 39

- Exercise 4: Graphing Data 40
- Session 3 Summary 46

## Session 4: Working with GRiDManager 47

- Exercise 5: Making Back-up Copies of Titles Under One Subject 49
- Exercise 6: Erasing Files 54
- Exercise 7: Getting Software from GRiD Central 58
- Session 4 Summary 67

## Session 5: GRiDWrite Documents 69

- Exercise 8: Editing and Printing a Memo 71
- Session 5 Summary 79



## **Session 6: GRiDFile Databases 81**

Exercise 9: Retrieving Database Information 83

Session 6 Summary 91

## **Session 7: GRidTerm Terminal Emulation 93**

Exercise 10: Connecting to the Dow Jones News/Retrieval Service 95

Session 7 Summary 101

## **Appendices 103**

Appendix A: Initializing a Diskette 103

Appendix B: Getting Started Files 109

Appendix C: What You Now Know About Your GRiD Compass 113

## **Index 115**

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## **If You Have a New Version . . .**

The screens for this tutorial are from version 3.0.0 of GRiD software. If you have a later release, you may occasionally notice that your screen display is slightly different from the figure in the manual. However, the exercises remain valid for your version: the functions taught and the keystrokes needed to make them work remain the same.

## About This Book . . .

Congratulations and welcome to the world of the GRiD Compass™, the ultimate professional computer. If you've never worked with a computer before, you're in for a number of pleasant surprises, such as how easy it is to understand and use. You never have to feel lost with a Compass. One command is always available to help you wherever you are (we'll show it to you in Session 1).

If you're an experienced computer user, you'll recognize some exciting advantages. Not only do you have the world's most powerful portable computer before you, you have easy-to-learn GRiD Management Tools. Why easy? Because the majority of commands work the same in all the different management tools. Couple that with forms and menus that do most of the work, and you have an altogether new computing experience.

Best of all, this book will get you and your GRiD Compass working as a team in just a few hours. By tomorrow, you can be doing highly productive work on your new computer—forecasts, memos, graphs, data gathering from other computers, and more.

---

**GRiD Management Tools** This book introduces you to the GRiD Management Tools. These tools address a full range of management needs.

- GRiDPlan—an electronic spreadsheet for budgeting, forecasting, and other numerical applications
- GRiDPlot—a business graphics system for presenting data as graphs
- GRiDWrite—a full-screen text editor for business memos, letter reports, and electronic mail
- GRiDFile—a program for organizing and retrieving information easily
- GRiDTerm—a terminal emulator for communicating with other computers, such as your company's mainframe computer, the Dow Jones News/Retrieval® Service, etc.

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**Hands-On Exercises** You can learn basic functions of the GRiD Management Tools or *applications*, through hands-on exercises in Sessions 1 through 7. You learn commands for each of these functions. Each command works in a similar way in all applications. Thus, what you learn in the earlier exercises, you can apply immediately in the succeeding ones.

## Doing the Exercises

*Getting Started* sessions teach basic commands that you can use system-wide, as well as some commands that are specific to an application.

Plan to do the first four sessions in one sitting and in sequence. This will take you about one to one-and-a-half hours. You can do the last three sessions in whatever order suits you. Each session takes from 20–30 minutes to complete. To do the exercises in any of these sessions, you must have purchased the respective application—GRiDWrite, GRiDFile, or GRiDTerm. You can either have a copy on a floppy diskette or have access to a copy from GRiD Central.

## The Exercise Format

Each session contains from one to three exercises. A three-part overview introduces each exercise. The following figure shows the overview and a portion of the second exercise. The left column of the exercise has step-by-step instructions. The right column contains

- A picture of what appears on your GRiD Compass screen after you complete the steps given on the left column.
- Notes that help you tie together conceptually the various steps in the exercises.

The screenshot shows the GRiD Compass interface with the following sections:

- Exercise overview:** A box on the left side of the screen.
- Exercise number and title:** A box pointing to the title bar of the exercise window, which reads "Exercise 2: Changing and Calculating Worksheet Data".
- Left column contains instructions; generally, the keys you have to press:** A box pointing to the left column of the exercise window, which contains a list of instructions: "1. To move cellout: line to cell A2." and "The cell outline indicates the current cell, i.e., the cell that will be acted on by a command or that will contain the data you type next.".
- Right column contains what you see on the screen and explanatory notes:** A box pointing to the right column of the exercise window, which contains a screenshot of a spreadsheet with a table of data.

	Jan	Feb	Mar	Apr	May
1	100.00	150.00	200.00	250.00	300.00
2	150.00	200.00	250.00	300.00	350.00
3	200.00	250.00	300.00	350.00	400.00
4	250.00	300.00	350.00	400.00	450.00
5	300.00	350.00	400.00	450.00	500.00
6	350.00	400.00	450.00	500.00	550.00
7	400.00	450.00	500.00	550.00	600.00
8	450.00	500.00	550.00	600.00	650.00
9	500.00	550.00	600.00	650.00	700.00
10	550.00	600.00	650.00	700.00	750.00
11	600.00	650.00	700.00	750.00	800.00
12	650.00	700.00	750.00	800.00	850.00
13	700.00	750.00	800.00	850.00	900.00
14	750.00	800.00	850.00	900.00	950.00
15	800.00	850.00	900.00	950.00	1000.00
16	850.00	900.00	950.00	1000.00	
17	900.00	950.00	1000.00		
18	950.00				
19					
20					

## Restarting an Exercise

If for any reason you find yourself lost and unable to reproduce on your screen what the exercise shows, turn off the GRiD Compass, then turn it on again. You can then go back to the beginning of the exercise.

## Introduction

This introduction presents a quick overview of the GRiD Compass management Tools and the file system they share. You use the *tools* to work with information in the form of files. *Files* organize and store information. It's that simple. So simple that in a few minutes you'll be doing it yourself. First, let's take a closer look at files and related topics.

---

**The GRiD Compass Stores Your Information in Files** Most people begin the business day by getting out a collection of papers that they call a "file." You put the file folder on your desk, open it, and start "processing." Working with the GRiD Compass is very similar. You turn on the computer, fill in a form, and ask for a file. The file appears on your screen instead of on the desk. The difference between using the GRiD Compass and working with paper is that the GRiD Compass is far quicker and displays the information in a slightly different form.

---

**Fill In the File Form To Get a File** To get information (or to file it away), you need to identify the file by filling in a form—the GRiD Compass File form (shown below). The multi-part File form gives you tremendous flexibility in handling data. The convenient file form makes it easy to get at your information.

*The GRiD Compass File Form*

The screenshot shows a terminal window with a black background and white text. At the top left, the date "31-Aug-83" is displayed, and at the top right, the time "3:41 pm" is shown. The main area of the window contains the text "Getting Started Programs" with a cursor positioned at the beginning of the line. Below this, there is a form with several fields: "Device" with the value "Bubble Memory", "Subject" with a blank input field, "Title", "Kind", and "Password". At the bottom of the window, there is a prompt: "Select a file and confirm Or press CODE-? for help".



Take a look at the File form. The form itself occupies the lower portion of the screen. The upper portion of the screen displays choices for each item on the form. With the GRiD Compass, you never have to memorize file information; the form always presents it. You can also type information into a form. The GRiD Compass uses forms for lots of things, such as manipulating files and changing the way the computer displays data.

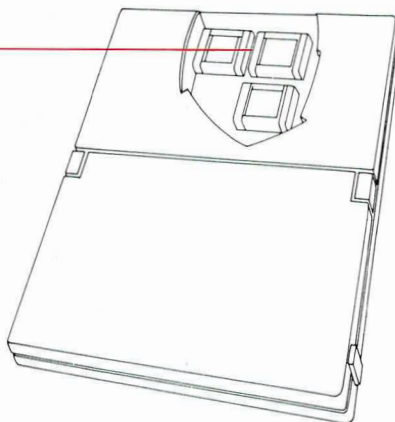
The File form needs four items of information: Device, Subject, Title, and Kind. Password is optional. The computer takes the information from the form and looks first for the Device you gave it, then for the Subject, then for the Title, and finally for the Kind. It then displays the file on your screen. Let's look at these items individually.

---

**What Is a Device?** The *Device* is to computing what a file cabinet is to an office—an organized storage area for all kinds of data. GRiD Compass files are stored on four different kinds of storage devices, shown below.

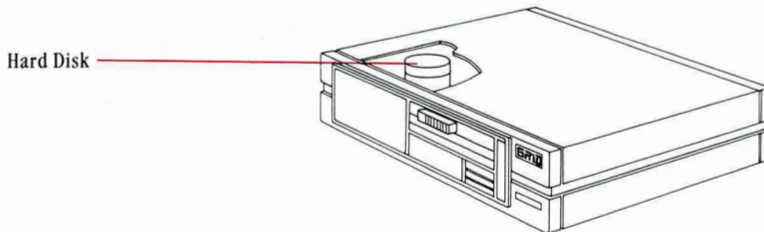
Bubble Memory is an electronic device located inside the GRiD Compass. This is a very special type of memory. Unlike most electronic memories in computers, Bubble Memory retains all the information stored in it even when you turn off the computer. So, you can use it for long-term storage of your information.

Bubble Memory

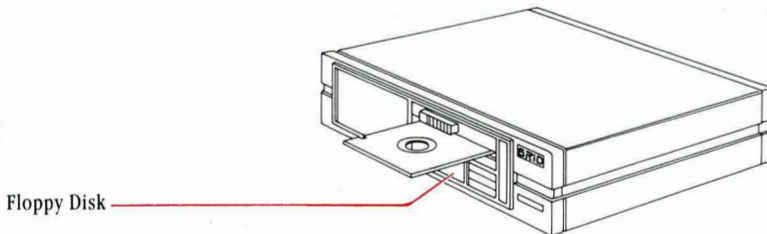


The Hard Disk drive is located on the left side of a 2101 Disk System. The hard disk itself is permanently in place. It can store a lot of information

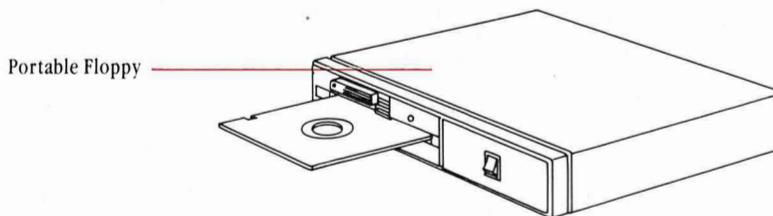
(about 10 million characters) and move files very quickly. You'll use it when the information you need to store exceeds the capacity of Bubble Memory.



The Floppy Disk drive is located on the right side of the 2101 Disk System. The diskettes (also known as *floppies*) that you insert into and remove from the drive transfer data more slowly and hold less data than a hard disk. However, diskettes are handy for making information portable and for sharing data with co-workers. Each diskette has a maximum capacity of about 360 thousand characters.



The Portable Floppy is the 2102 Portable Diskette Drive. This device uses diskettes, just like the Floppy Disk drive. But, since it does not include a hard disk, it is much smaller and lighter in weight.

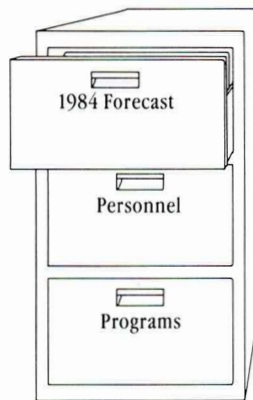


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**What Is a Subject?** A *Subject* is a name used to organize any grouping of files. You could say a Subject “contains” files. Think of each Subject as a different drawer in a filing cabinet. Typical Subject names might include “1984 Forecast,” “District Correspondence,” “Department Budget,” and “Personnel.”

**NOTE:** “Programs” is a special Subject that always appears on your GRiD Compass. It contains the programs that make your computer work.

*Subjects Organize Your Files*

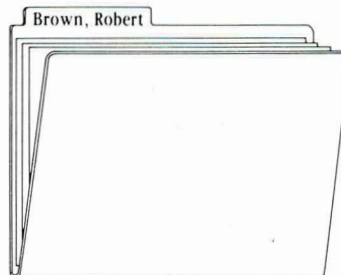


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**What Is a Title?** A *Title* is a name you give to a file. In fact, some people call Titles “file names.” It’s like the tab on a file folder—it gives a name to a collection of data.

You can give a file any Title you want and then store it under any Subject. Just as you can with your paper files, you can also copy a file, move it, change its name, or erase it!

*Titles Label Your Files*



**What Is a Kind?** When you work on an accounting spreadsheet, you'd prefer a calculator and a pencil as tools—not a typewriter or a set of drawing pens. Likewise, the File form asks you to specify a *Kind* for each file. The Kind designates which management tool is needed to work on a particular file. For example, if you ask for a file with Kind set to Text, the computer retrieves GRiDWrite so you can work on the text file.

The list below shows which application each Kind setting summons.

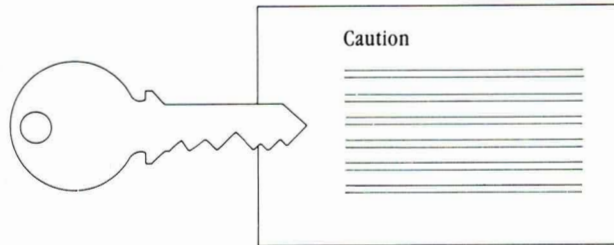
Management Tool	Kind	Examples
GRiDFile	Database	Personnel records Customer lists Telephone lists Parts catalogs
GRiDPlan	Worksheet	Accounting worksheets Sales forecasts Budget estimates
GRiDPlot	Graph	Sales trends Market share analysis Product revenue comparisons
GRiDWrite	Text	Business memos Form letters Contracts Proposals

---

**What Is a Password?** We've said little about Passwords, because people use them only for highly sensitive files. A *Password* is a key with which you lock and unlock your files. If you protect a file with a Password, only you (or someone else who knows the Password) can get the file.

As a precautionary measure, the Password item on the File form works only to retrieve files to which you have already assigned a password. To assign a password, you have to use GRiDManager (see the "Assign Password" section to the "GRiDManager" chapter of the *GRiD Management Tools Reference* manual.)

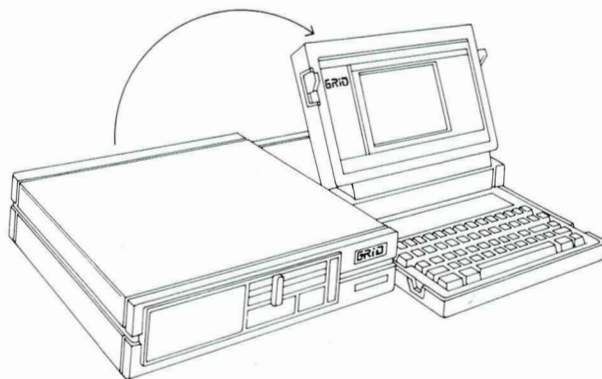
*Passwords Lock Up Your Files*



---

**Storage and Memory** We've used the term storage to speak of devices that hold data permanently or on a long-term basis. When you ask for a file, the computer goes to that device and brings it back to . . . where? The figure below provides a hint.

*Moving Information from Storage to Main Memory*



The answer is *main memory*. It's also called *working memory* and *RAM* (Random Access Memory). When you're computing, main memory holds the tool you're working with (such as GRiDWrite) and the file you're working on ("Midwest Region Report").

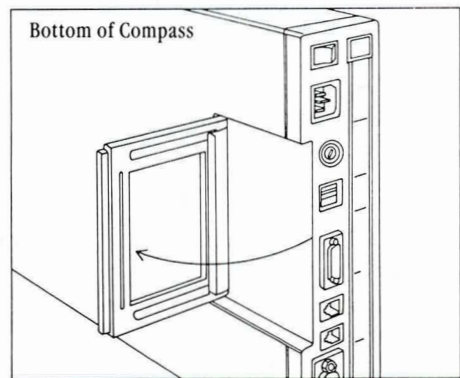
The difference between main memory and any of the GRiD storage devices is that you can move data in and out of main memory faster and it is also not permanent. If you turn your GRiD Compass off or some other interruption of power occurs, everything in main memory will be lost. The most recent copy of the data you were working on remains, however, on its storage device.

But enough reading. You know enough now to start using your GRiD Compass. Onward!

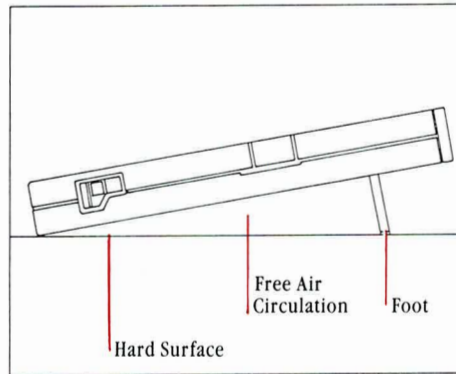
---

**Setting Up the GRiD Compass** Setting up your GRiD Compass to begin work requires just a few simple steps and takes only a few moments. As soon as you've set it up, you can move on to the exercises beginning in Session 1.

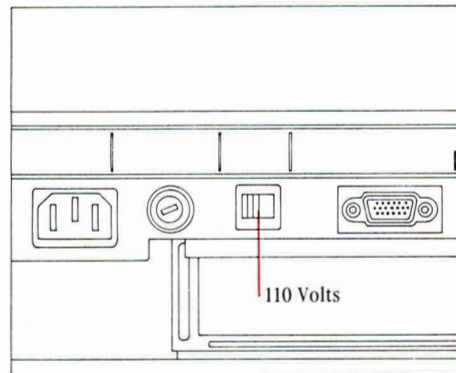
1. Pull down the computer's leg until it clicks into place.



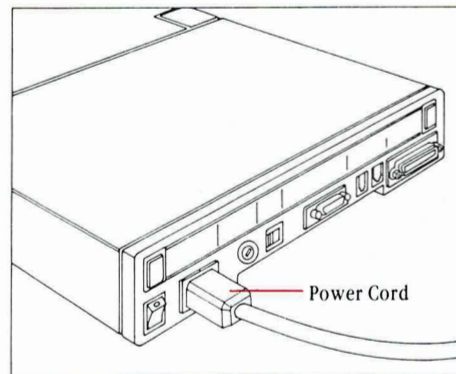
2. Place the computer on a work surface that lets you get at the rear panel easily. The work surface should be hard and flat so that air can circulate freely under and around the computer to cool it.



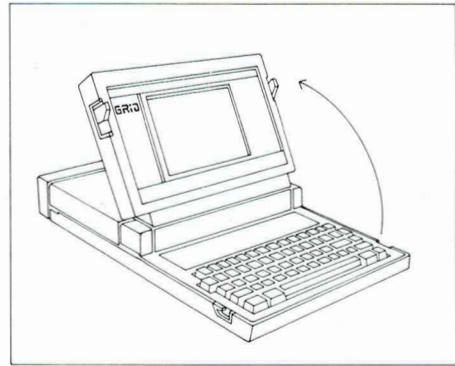
3. Set the voltage line switch at 110 volts (for the U.S.A.).



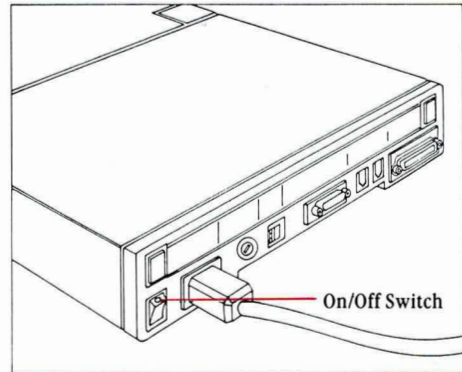
4. Plug in the power cord.



5. Lift up the screen.



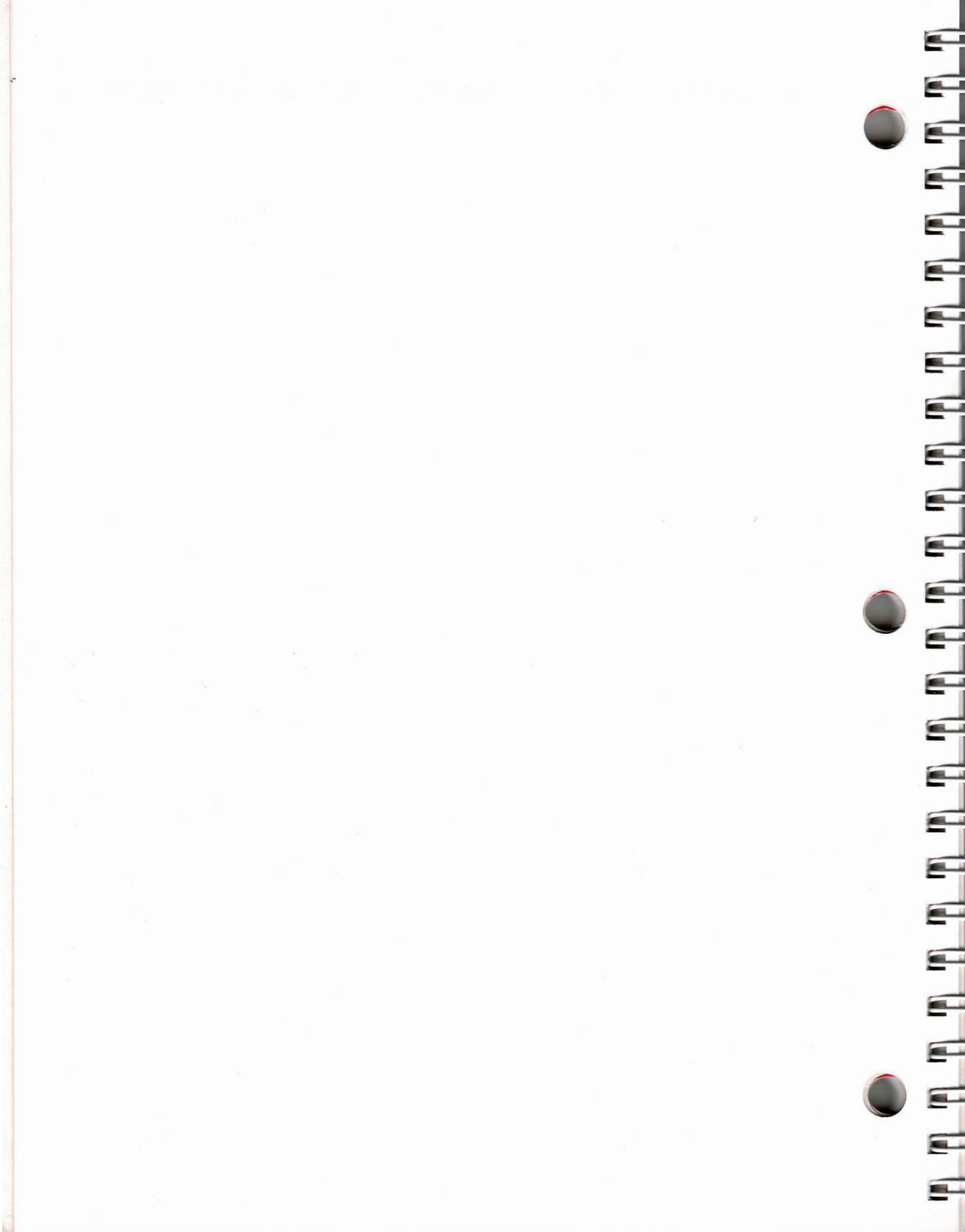
6. Turn on the power switch.



Wait for the software to load. (*Software* is a catch-all word that refers to any of the programs that the computer uses.) When you turn on the power, the computer loads software from the Bubble Memory (permanent storage) into main memory. This takes about one minute.

When the loading is finished, the File form is displayed. You're now ready to begin the first exercise.





## Session 1: Filling in the File Form

Session 1 shows how to fill in the File form to create or retrieve a file.



### What You'll Do

- Get Help information
- Create a new file
- Retrieve an existing file

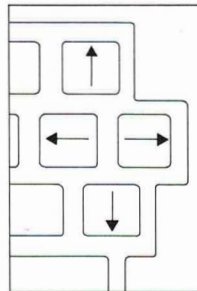


### Get Ready

Turn on the power switch of your GRiD Compass. Wait for the File form to appear on the screen.

Notice that there are Arrow keys and CODE keys on the keyboard. In this tutorial, you will see the keys represented as follows:

Arrow keys:



Two-keystroke commands: The keycap names or characters separated by a hyphen (-); for example, CODE-?, CODE-RETURN.



Go!

## Exercise 1: Creating and Retrieving a File

### Keystrokes

### What Happens

#### Get Help information

Read the message line at the bottom of the screen.

26-Aug-82	10:25 am
Getting Started Programs	
Device	Bubble Memory
Subject	
Title	
Kind	
Password	
Select a file and confirm Or press CODE-? for help	

Message Line

Watch for messages that appear at the bottom of the screen. Some messages tell you what steps you can do next. Others tell you what the GRiD Compass is doing.

CODE-?

(Hold down CODE key, then tap ? key lightly. You don't need to press SHIFT to get ?)

26-Aug-82	10:29 am
Fill in the File form to retrieve existing files and create new ones.	
All items in the form except Password must be filled in. Press RETURN to move the outline to the next item in the form. Press the Arrow keys to move the highlighted strip over the choices.	
Device	Indicates storage devices available.
Subject	Categorizes files. The "Programs" subject is reserved for GRiD software.
Title	Names a file.
Kind	Describes the application needed for the file you want to retrieve or create.
Press CODE-RETURN when the form is complete.	
Press the ESC key to return to the File form	
Version 3.0.0 of CCOG	
Version 3.0.0 of Common code	

Most GRiD Compass commands require that you press down the CODE key and another key.

ESC to get back to the File Form.

↓ to highlight Getting Started.

Think of the ESC key as taking a step back. In this case, you return to the File form.

26-Aug-82	10:30 am
Getting Started Programs	
Device	Bubble Memory
Subject	Getting Started
Title	
Kind	
Password	
Select a file and confirm Or press CODE=? for help	

For files you create, choose Subject names that describe or organize a group of Titles. Reserve "Programs" as a Subject name for the GRiD programs in your GRiD Compass. You will find it easier to keep track of your own files if you keep them separate from the programs that come with your GRiD Compass. ➤



## Type Exercise 1

(To correct a typing error, ← or → to move the cursor to the right of the letter to be corrected. Then, BACK-SPACE to erase the letter or letters. Type the correct letter or letters.)

RETURN to move outline to Kind.

↓ to select Worksheet.

26-Aug-83		10:38 am	
Customer List: 1983		Database	
Dow Jones NS		Terminal	
Financial Forecast		Worksheet	
GRiD Central		Sign-on	
Memo		Text	
Device	Bubble Memory		
Subject	Getting Started		
Title	Exercise 1		
Kind			
Password			
Select a file and confirm Or press CODE-? for help			

		Graph	
		Run	
		Sign-on	
		Worksheet	
Device	Bubble Memory		
Subject	Getting Started		
Title	Exercise 1		
Kind	Worksheet		
Password			
Select a file and confirm Or press CODE-? for help			

Don't fill in the Password item for the new file. Use a password only when you want to restrict access to a file. ➤

CODE-RETURN to confirm. (Remember to hold down the CODE key; then tap the RETURN key.)

CODE-RETURN is a system-wide command; it works in all GRiD applications. Think of *confirm* as a “go-ahead” signal. With CODE-RETURN, you tell the GRiD Compass to accept and act on your selection or command.

26-Aug-83		10:49 am
Device	Bubble Memory	
Subject	Getting Started	
Title	Exercise 1	
Kind	<input type="text" value="Worksheet"/>	
Password		
Confirm to create new file Or press CODE-? for help		

Read the message that appears in the message line.

CODE-RETURN to confirm.

Read the messages that appear as the GRiD Compass retrieves the file.

Confirming the File form retrieves an existing file. However, if the file doesn't exist, you need to confirm a second time to create a new file.

The first message is *Retrieving application*. A file whose Kind is set to Worksheet needs the GRiDPlan application.

The second message is *Retrieving file*. In this case, the file is the empty worksheet file just created.

After about 30 seconds, the worksheet appears.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Version 3.0.0 of GRIDPLAN  
Copyright © 1992, 1983 GRID Systems Corporation

CODE-? to display GRiD-Plan's Commands menu.

	A	B	C	D	E
Begin	CODE-B	Begin a (new) range selection			
Column	CODE-C	Change to a column selection			
Duplicate	CODE-D	Duplicate cells or text			
Erase	CODE-E	Erase cells or text			
Headings	CODE-H	Lock rows or columns in place			
Insert	CODE-I	Insert rows or columns			
Jump	CODE-J	Move outline to a cell			
Move	CODE-M	Move selected cells or text			
Options	CODE-O	Set worksheet characteristics			
Properties	CODE-P	Set properties of cells			
Quit	CODE-Q	Exit and save all changes			
Row	CODE-R	Change to a row selection			
Transfer	CODE-T	Write, exchange, print files			
Usage	CODE-U	Show memory and device usage			
Views	CODE-V	View separate areas at once			
Cancel	CODE-ESC	Exit without saving changes			
Define	CODE-=	Move cursor to definition			
Pointer	CODE-=	Point to cells in definition			
Calculate	CODE-RETURN	Calculate all values			

Commands: Select item and confirm  
Version 3.0.0 of GRIDPLAN

Pressing CODE-? displays the Commands menu of the application used by the current file.

**NOTE:** This exercise showed how to create a file. Normally, you would start typing data into the worksheet at this point. For this tutorial, you'll retrieve a worksheet with data already typed in. ➤



CODE-ESC

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

A1  
Cancel Confirm to exit without saving (unchanged)

Read the message that appears on the message line.

CODE-RETURN to confirm.

CODE-ESC lets you exit from a file without saving changes. In this case, there is no data to save.

The File form appears.

26-Aug-83 10:51 am

Getting Started Programs

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Device      Bubble Memory  
Subject        
Title  
Kind  
Password

Select a file and confirm  
Or press CODE-? for help

## Retrieve an existing file

↓ to Getting Started.

RETURN to move outline to Title.

26-Aug-83		10:52 am
Customer List: 1983	Database	
Dow Jones NS	Terminal	
Exercise 1	Worksheet	
Financial Forecast	Worksheet	
GRiD Central	Sign-on	
Memo	Text	
Device	Bubble Memory	
Subject	Getting Started	
Title		
Kind		
Password		
Select a file and confirm Or press CODE-? for help		

↓ to Financial Forecast.

26-Aug-83		10:52 am
Customer List: 1983	Database	
Dow Jones NS	Terminal	
Exercise 1	Worksheet	
Financial Forecast	Worksheet	
GRiD Central	Sign-on	
Memo	Text	
Device	Bubble Memory	
Subject	Getting Started	
Title	Financial Forecast	
Kind	Worksheet	
Password		
Select a file and confirm Or press CODE-? for help		

When you move the highlighted strip to an existing Title, the Kind is also automatically filled in.

CODE-RETURN to confirm the selected file.



Read the messages that appear as the GRiD Compass retrieves the file.

After about 30 seconds, the "Financial Forecast" file appears.

	A	B	C	D	E
1		January	February	March	April est
2	North	101.00	89.00	103.00	97.67
3	South	155.00	99.00	177.00	143.67
4	East	113.00	108.00	148.00	
5					
6	TOTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

A1

Leave the screen as is for the next exercise.

## Session 1 Summary: Filling in the File Form

---

### Activities You Learned

---

Get help filling in the File form      Press CODE-?

Move in a form      Press RETURN to move the outline from item to item. The outline wraps around from the last item to the first.

Press Arrow keys to move the highlighted strip from choice to choice.

Create a file

Fill in the File form:

Device: Select the Device where you want to store the file.

Subject: Select an existing Subject or type in a new one.

Title: Type the name of the file.

Kind: Select the appropriate application.

Press CODE-RETURN to confirm.

Display the Commands menu of an application

Press CODE-?.

Retrieve an existing file

Fill in the File form:

Device: Select the Device where you want to store the file.

Subject: Select an existing Subject.

Title: Select an existing Title.

Kind: Appears automatically.

Press CODE-RETURN to confirm.

Exit a file without saving changes

Press CODE-ESC.

Press CODE-RETURN.

Erase a letter

Press BACKSPACE.

---

**New Commands**

---

Confirm	CODE-RETURN	Gives the “go-ahead” to a selection or command. Referred to as <i>confirm</i> .
Escape	ESC	Returns to what you had on the screen before you issued a command.
Cancel	CODE-ESC	Exits a file without saving changes.

## Session 2: GRiDPlan Worksheets

People have described the computerized worksheet as the manager's best friend. And for good reason. With GRiDPlan, you can set up budgets and forecasts, and then test different numbers, seeing the results of these changes immediately. Being able to ask *What if?* gives the planner greater flexibility and insight than ever before.

In this session, you will be using a demonstration version of GRiDPlan (called DemoGRiDPlan). This version has all the capabilities of the actual application but lets you work only with very small worksheets.

- **CAUTION:** This demonstration version will conflict with the actual GRiDPlan application that you may have purchased. Therefore, you must be sure to erase DemoGRiDPlan when you have finished practicing with it. Exercise 6 in Session 4 teaches you how to erase DemoGRiDPlan.

---

**Changing and Calculating Worksheet Data** The following exercise uses a simplified sample worksheet. The worksheet contains a limited number of entries and small dollar values to illustrate functions of the application.

**Exercise 2 Scenario:** You are reviewing figures from your company's three sales regions—North, South, and East. The figures cover four months—January, February, March, and April. The April figures are estimates based on those of the prior three months. You notice an error in one of the figures entered; i.e., sales figures for March in the North region should be *123.00*, not *103.00*. You proceed to change the figure.

	A	B	C	D	E
1		January	February	March	April est
2	North	101.00	89.00	103.00	97.67
3	South	155.00	99.00	177.00	143.67
4	East	113.00	108.00	148.00	
5					
6	TOTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

A1



**What You'll Do**

- Examine worksheet data
- Change the contents of a cell
- Calculate worksheet data
- Define the contents of a cell
- Save changes



**Get Ready**

Continue from Exercise 1. Have the "Financial Worksheet" file on the screen.



**Go!**

**Exercise 2: Changing and Calculating Worksheet Data**

**Keystrokes**

**What Happens**

**Examine worksheet data**

↓ to move cell outline to cell A2.

The *cell outline* indicates the *current* cell, i.e., the cell that will be acted on by a command or that will contain the data you type next.

Cell Outline

	A	B	C	D	E
1		January	February	March	April est
2	North	101.00	89.00	103.00	97.67
3	South	155.00	99.00	177.00	143.67
4	East	113.00	108.00	148.00	
5					
6	TOTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

Cell Coordinates

A2

Cell coordinates of the current cell appear at the bottom left corner of the screen. Cell coordinates give the column and row number of a cell.

SHIFT - → four times to move outline to cell E2. (Hold down SHIFT key and tap → four times.)

	A	B	C	D	E
1		January	February	March	April est
2	North	101.00	89.00	103.00	97.67
3	South	155.00	99.00	177.00	143.67
4	East	113.00	108.00	148.00	
5					
6	TOTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

Cell Definition ————— E2= (B2+C2+D2)/3

Cell Definition ————— E2= (B2+C2+D2)/3

Pressing SHIFT and an Arrow key moves the outline to the next cell. You can also keep moving along the worksheet if you hold down an Arrow key.

Read the equation at the lower-left corner of the screen.

→ three times to move the outline to cell H2.

The equation, called a *cell definition*, indicates how GRIDPlan calculates the contents of cell E2.

	D	E	F	G	H
1	March	April est	May	June	July est
2	103.00	97.67			
3	177.00	143.67			
4	148.00				
5					
6	428.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					

H2

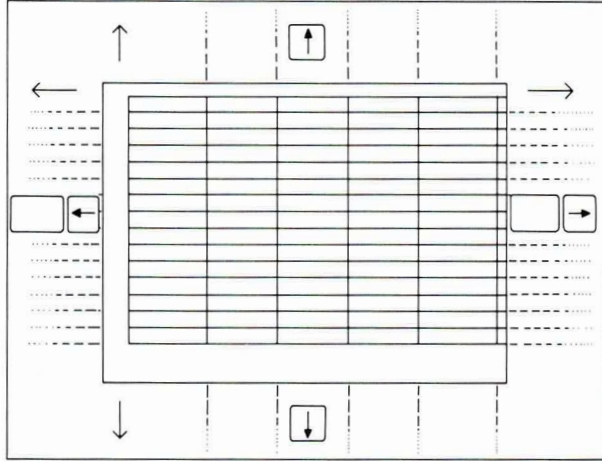
Moving to a portion of the worksheet that is off the screen is called *scrolling*.





When a cell is empty, pressing an Arrow key (without pressing the SHIFT) moves the outline to the next cell.

**NOTE:** The screen acts as a *window* to the worksheet. Regardless of the size of your worksheet, you can scroll to any location.



DemoGRiDPlan lets you create a rather small worksheet. The actual GRiDPlan Management Tool lets you create a much larger one.

SHIFT - ← four times to move outline to cell D2.

← four times to move cursor between 0 and 3.

	D	E	F	G	H
1	March	April est	May	June	July est
2	103.00	97.67			
3	177.00	143.67			
4	148.00				
5					
6	428.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					

D2

BACKSPACE to erase  
the 0

Type 2

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	97.67			
3	177.00	143.67			
4	148.00				
5					
6	428.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					
D2					

Now that you have changed the contents of cell D2, the values in cells E2 and D6 are incorrect, because the cell definitions of these cells include D2.

CODE-RETURN to  
calculate.

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00				
5					
6	448.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					
D2					

Calculation occurs automatically in cells E2 and D6.

## Use cell definitions to calculate cell contents

↓ twice, then →  
to move cell outline to  
cell E4.

CODE-= to move to the  
cell definition area.

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00				
5					
6	448.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					

E4=▲  
Type definition (CODE-= to point to cells)

Cell Definition Area

Read the message that  
appears.

The cursor moves to the lower left corner of the screen, beside the cell coordinates, E4. This is called the *cell definition area*.

You will do what the first part of the message says; i.e., type a definition. (The second part of the message refers to copying the contents of another cell into the current one. See *GRI Management Tools Reference* for information.)

Type  $(B4+C4+D4)/3$  (You can use either upper- or lowercase letters for the cell coordinates.)

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00				
5					
6	448.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					

E4 =  $(B4+C4+D4)/3$

The equation  $E4 = (B4+C4+D4)/3$  is a cell definition that calculates the average sales for January, February, and March to get the April estimate.

CODE-RETURN to calculate the contents of cell E4.

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00	123.00			
5					
6	448.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					

E4 =  $(B4+C4+D4)/3$

↓ twice to move cell outline to E6.

CODE- = to move cell outline to the cell definition area.

Type sum (E2..E4)

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00	123.00			
5					
6	448.00				
7					
8					
9					
10					
11					
12					
13					
14					
15					

E6= sum(E2..E4)

This cell definition is the *sum function*. The sum function, one of GRiDPlan's built-in functions, performs addition. When you press CODE-RETURN to calculate, the result of the addition appears in the cell defined (E6 in this case).

CODE-RETURN

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00	123.00			
5					
6	448.00	371.00			
7					
8					
9					
10					
11					
12					
13					
14					
15					

E6= Sum(E2..E4)

## Save changes made on worksheet

CODE-T

Displays the Transfer menu.

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00	123.00			
5					
6	448.00	371.00			
7					
8					
9					
10					

Save this file
Exchange for another file
Include a file
Write to a file
Append to a file
Erase a file
Show characteristics of a file
Print

Transfer: Select item and confirm

In every application, issuing the Transfer (CODE-T) command displays a Transfer menu.

CODE-RETURN to confirm  
Save this file.

Saving a file transfers, or writes, a copy of its current version to a storage device; in this case, Bubble Memory. When a file is saved in Bubble Memory, it remains there even when the power is turned off.

**NOTE:** Develop the habit of saving your work frequently; for example, every 15 minutes. Any interruption of power or equipment malfunction will cause you to lose the data you have not saved.

**Transferring Data to a New File** Exercise 3 Scenario: You want to analyze the first-quarter sales as graphs. To do this, you transfer, or write, the "Financial Forecast" worksheet data into a graph file.

Continue from Exercise 2.

### Exercise 3: Writing and Following Data to a New File

#### Keystrokes

#### What Happens

CODE-T

You can also issue the Transfer command by selecting it from the Commands menu, which appears when you press CODE-?.

↓ to Write to a file.

	D	E	F	G	H
1	March	April est	May	June	July est
2	123.00	104.33			
3	177.00	143.67			
4	148.00	123.00			
5					
6	448.00	371.00			
7					
8					
9					
10					

```

Save this file
Exchange for another file
Include a file
Write to a file
Append to a file
Erase a file
Show characteristics of a file
Print
  
```

Transfer: Select item and confirm

Write to a file puts a copy of all or part of the current file in a new file that the GRiD Compass will ask you to name in a File form.

CODE-RETURN to confirm  
Write to a file.

Displays the message Write: Confirm whole file or select.

CODE-RETURN to confirm the whole file.

↓ to Financial Forecast.

RETURN to move outline to Kind.

↓ to Graph.

A File form with one additional item appears.

Graph	
Run	
Sign-on	
Worksheet	
Device	Bubble Memory
Subject	Getting Started
Title	Financial Worksheet
Kind	Graph
Password	
Next action	Keep current file
Write: Fill in form and confirm	

The new choice in the Kind item means that the new file will need a different application, GRiDPlot.

RETURN twice to move outline to Next Action.

This item lets you either remain in the current file after writing or get the new file instead. In this case, you want the new file and its requisite application, GRiDPlot. Therefore, you choose Get new file and its application.

↓ to Get new file and its application.

D E F G H	
Keep current file	
Get new file and its application	
Get new file only	
Device	Hard Disk
Subject	Getting Started Files
Title	Financial Forecast
Kind	Graph
Password	
Next action	Get new file and its application
Write: Fill in form and confirm	





## Session 2 Summary: GRiDPlan Worksheets

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### Activities You Learned

---

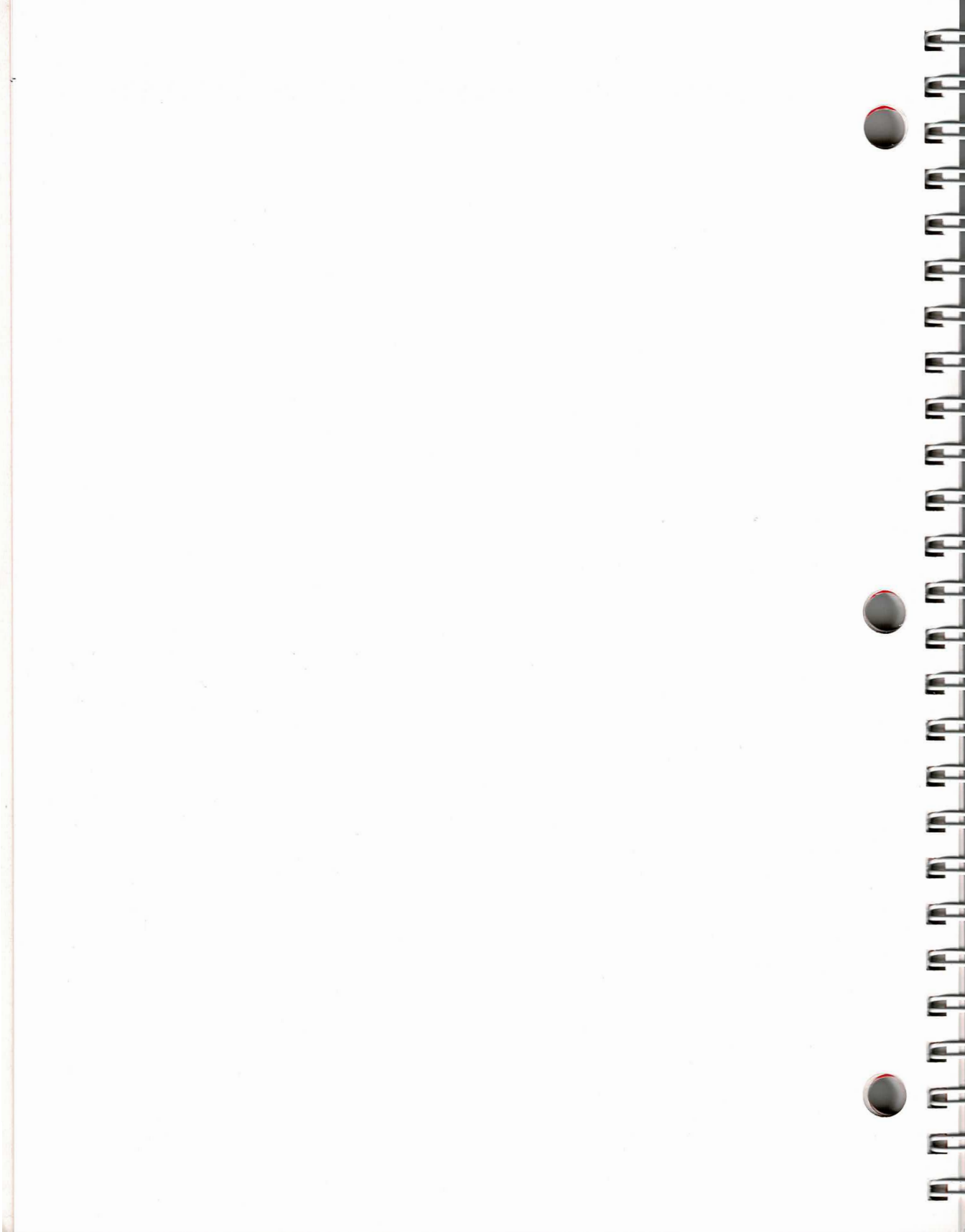
Move around the screen	Press the Arrow keys to move within a cell or from cell to cell. Press SHIFT-Arrow keys to move from cell to cell.
Issue a command	Press the CODE key and the command key; or, press CODE-? and move the outline to the command you want to issue. Press CODE-RETURN.
Calculate data	Press CODE-RETURN.
Save changes in a file	Press CODE-T. Press CODE-RETURN to confirm <code>Save this file.</code>
Write and follow data to a new file	Press CODE-T.  Move outline to <code>Write to a file.</code> Press CODE-RETURN to confirm. Press CODE-RETURN to confirm the whole file or your selection. Fill in the File form and confirm. Move the outline to <code>Next Action.</code> Move the highlighted strip to <code>Retrieve file and its application.</code> Press CODE-RETURN to confirm.

---

### New Commands

---

Commands Menu	CODE-?	Displays a list of all the commands available in an application.
Calculate	CODE-RETURN	Calculates cell values in GRiDPlan.
Transfer	CODE-T	Displays the Transfer menu.



## Session 3: GRiDPlot Graphs

“One picture is worth a thousand words,” goes the old saying. And GRiDPlot users believe it. Turning a complex set of numbers into a pie chart, segmented bar chart, or line chart can be a dramatic transformation. Business graphs are ideal for making the point in presentations, too.

In this session, you will be using a demonstration version of GRiDPlot (called DemoGRiDPlot). This version has all the capabilities of the actual application but lets you work only with very small graph files.

- **CAUTION:** DemoGRiDPlot will conflict with the actual GRiDPlot application that you may have purchased. Therefore, you must be sure to erase DemoGRiDPlot when you have finished practicing with it. Exercise 6 in Session 4 teaches you how to erase DemoGRiDPlot.

**Exercise 4 Scenario:** You want to analyze the sales and the April estimates for the North, South, and East regions. To get a visual representation of the data, you graph the sales figures.



### What You'll Do

- Display numbers in graph form
- Change the kind of graph
- Select new data to graph



### Get Ready

- Continue from Exercise 3. Have the graph file “Financial Forecast” on the screen.



### Go!

**Exercise 4: Graphing Data****Keystrokes****What Happens****Display all the data as a segmented bar graph**

CODE-?

Displays the Commands menu, a list of all commands you can issue from GRiDPlot.

	January	February	March	April est
North	101.00	89.00	123.00	104.33

Left axis	Set left axis properties
Right Axis	Set right axis properties
Horizontal Axis	Set horizontal axis properties
Begin	CODE-E Restart the selection
Column	CODE-C Change selection to columns
Duplicate	CODE-D Duplicate selected cells
Erase	CODE-E Erase selected text or cells
Graph	CODE-G Graph selected cells
Headings	CODE-H Set graph headings
Insert	CODE-I Insert rows or columns
Move	CODE-M Move selected text or cells
Options	CODE-O Set graph characteristics
Properties	CODE-P Set properties of cells
Quit	CODE-Q Exit and save all changes
Row	CODE-R Change selection to rows
Transfer	CODE-T Write, exchange, print files
Usage	CODE-U Show memory and device usage
Cancel	CODE-ESC Exit without saving changes

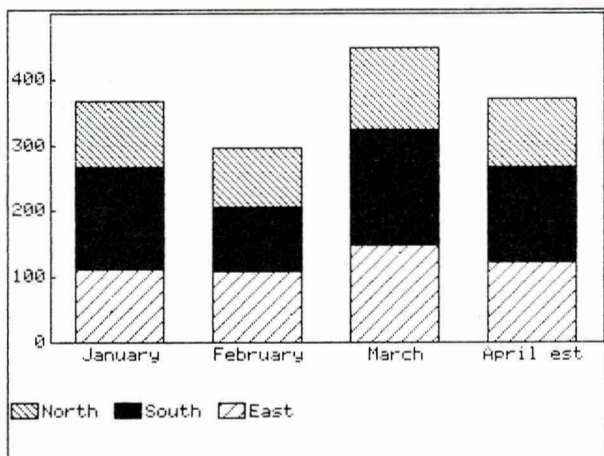
Commands: Select item and confirm  
Version 3.0.0 of GRiDPlot

↓ to Graph CODE-G.

You could also issue the Graph command by pressing CODE-G.



CODE-RETURN to confirm.

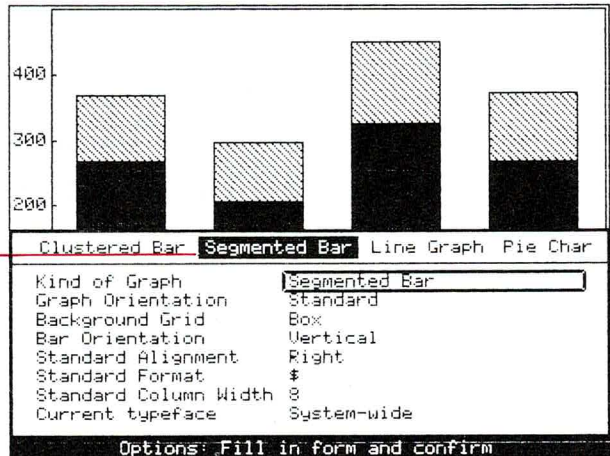


The data is displayed as a segmented bar graph. A segmented bar graph helps you compare totals.

## Change the kind of graph

CODE-O to display the Options form.

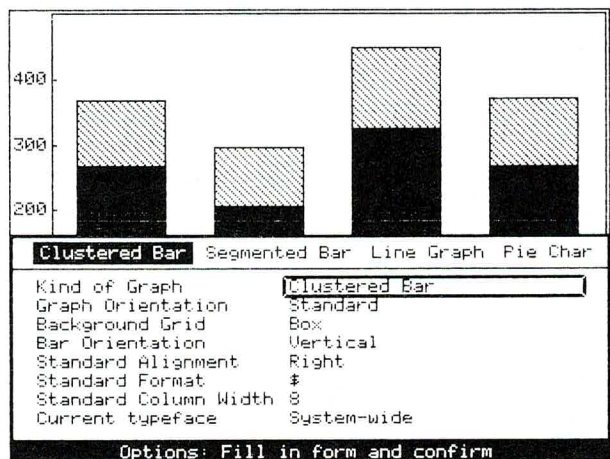
Initial Setting



When you retrieve GRiDPLOT for the first time, the Kind of Graph item is always set to Segmented Bar Graph. This makes Segmented Bar Graph the *initial setting*. To display the data as a different kind of graph, you will change the setting.

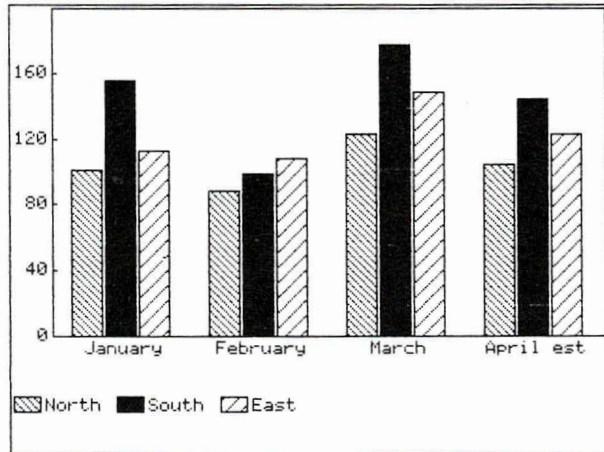
Every GRiD Systems application has an Options form that is displayed by pressing CODE-O. The Options form lets you make choices that affect the whole file.

← to select Clustered Bar.





CODE-RETURN to display  
the data in a clustered bar  
graph.

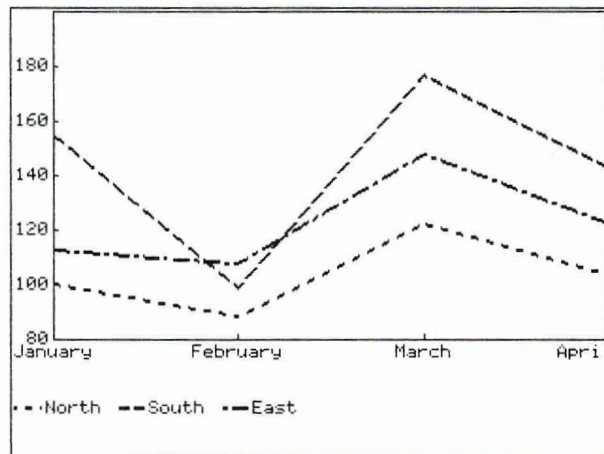


Clustered bar graphs are useful in comparing individual components of the graph.

CODE-O

→ twice to select  
Line Graph.

CODE-RETURN

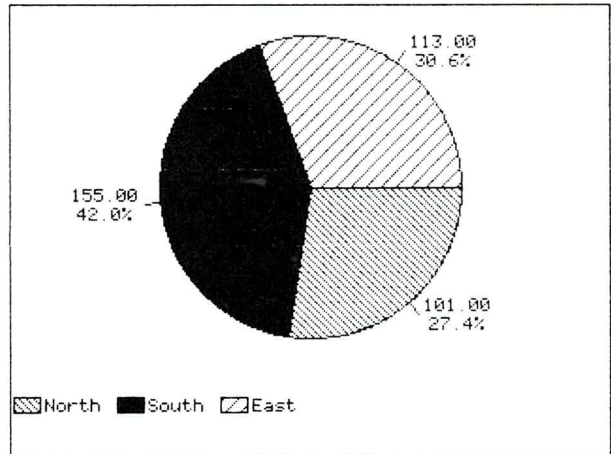


Line graphs are particularly useful for tracking trends.

CODE-O

→ to select Pie  
Chart.

CODE-RETURN



The pie chart can graph only one column or row of data. Unless you make a new selection, GRiDPlot automatically graphs the first column of the data in your previous selection.

Use pie charts to show the relative size of each component of a total.

### Exit from GRiDPlot

CODE-Q

Displays the message: Quit: Confirm to save and exit. CODE-Q saves any changes you make before you exit the file. In this case, you are saving Pie Chart as the Kind of Graph.

By using CODE-ESC, which you used in Exercise 1, you can exit from the file without saving the changes you made.

CODE-RETURN

The File form replaces the pie chart.

## Session 3 Summary: GRiDPlot Graphs

---

### Activities You Learned

---

Display data as graphs	Press CODE-G. Select the data you wish to graph. Press CODE-RETURN.
Change the kind of graph	Press CODE-O. Move the highlighted strip to the kind of graph you want. Press CODE-RETURN.
Exit from a file and save changes	Press CODE-Q.  Press CODE-RETURN.

---

### New Commands

---

Graph	CODE-G	Creates a graph from data in the table.
Options	CODE-O	Sets characteristics of a file. For example, in GRiDPlot, the Options setting you choose determines the kind of graph you create.
Quit	CODE-Q	Exits the file and saves any changes you have made.

## Session 4: Working With GRiDManager

With GRiDManager you can perform a wide variety of tasks—from setting the time on your GRiD Compass's clock to communicating with other computers (including getting software from GRiD Central, GRiD System's mainframe computer). However, you'll probably find yourself using GRiDManager primarily for its extensive capability to duplicate, move, and erase files.

**NOTE:** You must have GRiDManager to get software from GRiD Central. Unless you have purchased the GRiD Management Tools on floppy diskettes or ROMs, GRiD Central is your only source for GRiD applications.

---

**Backing Up Files** Exercise 5 Scenario: You have created some files in Bubble Memory. Should anything happen to these files, you want to be sure that you have back-up copies. You proceed to make duplicate copies of the files.

---

■ □ □

### What You'll Do

Duplicate all files in the "Getting Started" Subject from Bubble Memory to floppy disk.

---

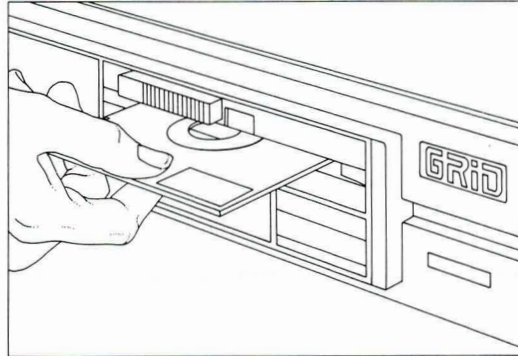
■ ■ □

### Get Ready

If you have only one storage device (Bubble Memory), skip to Exercise 6.

You need a 2101 Disk System or 2102 Portable Diskette Drive for this exercise. For instructions on connecting the GRiD Compass to one of these storage devices, see *GRiD Compass Owner's Guide*. After connecting the new storage device, turn off the GRiD Compass. Next, turn on the device, then turn on the GRiD Compass again. The computer can then use the new storage device.

Insert an *initialized*, or ready-to-use, floppy diskette into the floppy disk drive, as shown. If you don't have an initialized diskette, see Appendix A for instructions.



Have the File form on the screen.

■ ■ ■  
Go!

## Exercise 5: Making Back-up Copies of Titles Filed Under One Subject

### Keystrokes

### What Happens

#### Retrieve GRiDManager

↓ to Programs.

RETURN to move outline  
to Title.

↓ to GRiDManager.

```

SystemErrors      Text
CCDS              System
Common            Shared
DemoGRiDPlan     Run Worksheet
DemoGRiDPlot     Run Graph
Executive         Run
GRiDManager      Run Sign-on
Initialize Media Run
Modem             Device
PhoneLink        Device
Screen.Init      ScreenImage
User             Profile

Device           Bubble Memory
Subject          Programs
Title            GRiDManager
Kind             Run Sign-on
Password

Select a file and confirm
Or press CODE-? for help
  
```

CODE-RETURN to  
confirm.

Displays GRiDManager's Commands menu.

```

Execute command line
Sign-on
Sign-off
Edit Sign-on form
Set time
Change password
Add or remove a device
Select start-up file
Cancel start-up file
Duplicate CODE-D Duplicate files
Erase CODE-E Erase subjects or files
Move CODE-M Move files
Options CODE-O Set system characteristics
Quit CODE-Q Quit
Transfer CODE-T Write, Exchange, Print files
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Cancel

Commands: Select item and confirm
Version 3.0.0 of GRiDManager
Copyright © 1983 GRiD Systems Corporation
  
```

## Indicate the files you wish to duplicate

CODE-D

Retrieves the File form with a Duplicate message line  
Duplicate: Select source file(s) and confirm.

Bubble Memory	
Hard Disk	
Floppy Disk	
Device	Bubble Memory
Subject	Programs
Title	
Kind	
Password	
Duplicate: Select source file(s) and confirm	

*Source files* are the files you wish to duplicate or copy.

RETURN to move outline to Subject.

↓ to Getting Started.

RETURN to move outline to Title.

CODE-W to indicate *all*.

RETURN to move outline to Kind.

CODE-W to indicate *all*.

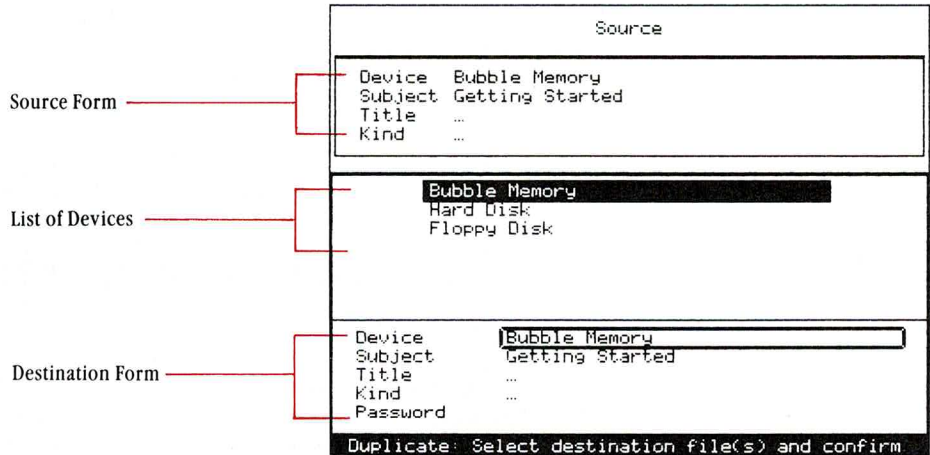
3101	
Basic	
Com	
Database	
Device	
Font	
Graph	
Lst	
Map	
Paint	
Reformat	
Run	
Sign-on	
Terminal	
Device	Bubble Memory
Subject	Getting Started
Title	...
Kind	...
Password	...
Duplicate: Select source file(s) and confirm	

Pressing CODE-W displays three dots (. . .). CODE-W is the Wildcard character that may be used in the Subject, Title, and Kind items of the File form. The File

form you have filled in indicates that you wish to duplicate *all* Titles of *all* Kinds under the Subject "Getting Started."

CODE-RETURN

Presents a File form for the *destination file(s)*. In this form, you indicate where you want to store the duplicate files and what you wish to name them.



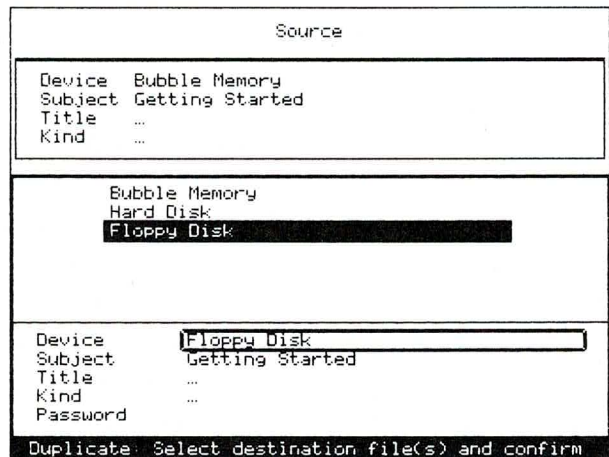
Note that the new form has been automatically filled in with the choices you made for the source file.

Either

↓ to Floppy Disk, if your GRiD Compass is connected to a 2101 Disk System;

or

↓ to Portable Floppy, if your GRiD Compass is connected to a 2102 Portable Diskette Drive.





CODE-RETURN

→ to Disabled.  
GRiDManager will duplicate the files automatically.

Retrieves the Verify Duplicate form.

Source	
Device	Bubble Memory
Subject	Getting Started
Title	...
Kind	...
Destination	
Device	Floppy Disk
Subject	Getting Started
Title	...
Kind	...
Enabled	<input checked="" type="checkbox"/> Disabled
Verification	<input type="text" value="Disabled"/>
New version only	No
Which files	All source files
Verify duplicate: Fill in form and confirm	

The Verification item gives you a choice. Choosing Enabled lets you confirm or cancel the Duplicate command for each and every file, one by one, before duplication. When you choose Disabled, GRiD-Manager duplicates the files you identified in the File form without your intervention.

CODE-RETURN

Read the File form as each file is identified during the duplication process.

Duplicates the files.

After the files are duplicated, you see the message  
Number of files duplicated: 6

You duplicated with the Wildcard character, CODE-W. You could have duplicated each file individually, by filling in a File form for each file.

**NOTE:** You will continue using GRiDManager in the next two exercises. If you wish to exit at this point, use CODE-Q.

---

**Erasing Files with GRiDManager** The following exercise is designed to erase DemoGRiDPlan and DemoGRiDPlot from Bubble Memory to make room for other applications you need for the rest of the tutorial. It is also important to erase these demonstration programs because they will conflict with the operation of the actual GRiDPlan and GRiDPlot applications you may have purchased.

▣ **CAUTION:** Do not erase any of the following programs:

- CCOS (GRID-OS)
- Common
- Executive
- GRiDManager
- Modem
- Phonelink

Without the first three programs, your GRiD Compass cannot function. Without the last three files, you cannot connect to GRiD Central.

---

■ □ □

#### **What You'll Do**

Erase demonstration applications using GRiDManager

---

■ ■ □

#### **Get Ready**

You should be in GRiDManager. If you are not continuing from Exercise 5, retrieve GRiD-Manager by following instructions at the beginning of Exercise 5.

---

■ ■ ■

#### **Go!**

**Exercise 6: Erasing Files**

**Keystrokes**

**What Happens**

**Erase DemoGRiDPlan from Bubble Memory**

CODE-E

Displays a File form with the Erase message  
Erase: Fill in form and confirm.

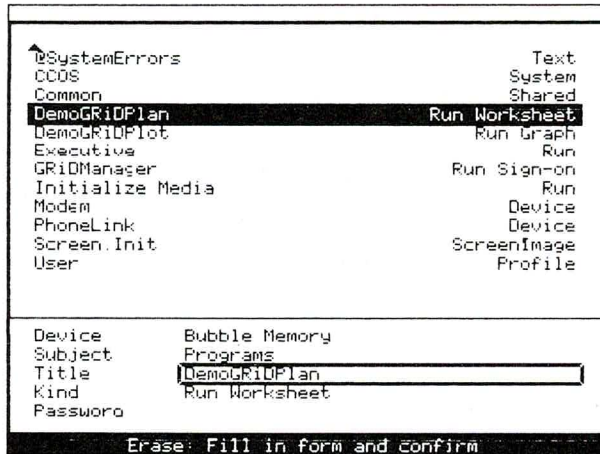
(If you are continuing from Exercise 5:

SHIFT- ↑ to move the outline to Subject.

↓ to Programs.

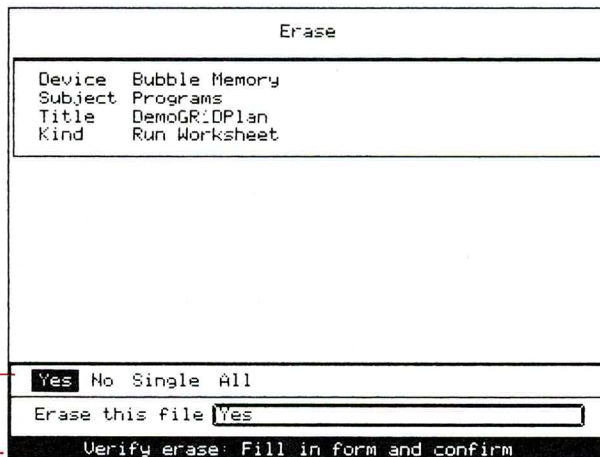
RETURN to move outline to Title.)

↓ to DemoGRiDPlan.



CODE-RETURN

Displays the filled-in File form at the top of the screen and the Verify Erase form.



Verify Erase Form

CODE-RETURN

After the file is erased, you see the message Number of files erased: 1.

---

**Erase DemoGRiDPlot from Bubble Memory**

CODE-E

Displays a File form with the previous choices automatically filled in.

↓ to DemoGRiDPlot

SystemErrors	Text
CCOS	System
Common	Shared
<b>DemoGRiDPlot</b>	<b>Run Graph</b>
Executive	Run
GRiDManager	Run Sign-on
Initialize Media	Run
Modem	Device
PhoneLink	Device
Screen.Init	ScreenImage
User	Profile

Device	Bubble Memory
Subject	Programs
Title	<b>DemoGRiDPlot</b>
Kind	Run Graph
Password	

Erase Fill in form and confirm

CODE-RETURN

Displays the filled-in File form at the top of the screen and the Verify Erase form.

CODE-RETURN

After the file is erased, you see the message Number of files erased: 1

CODE-Q to exit.

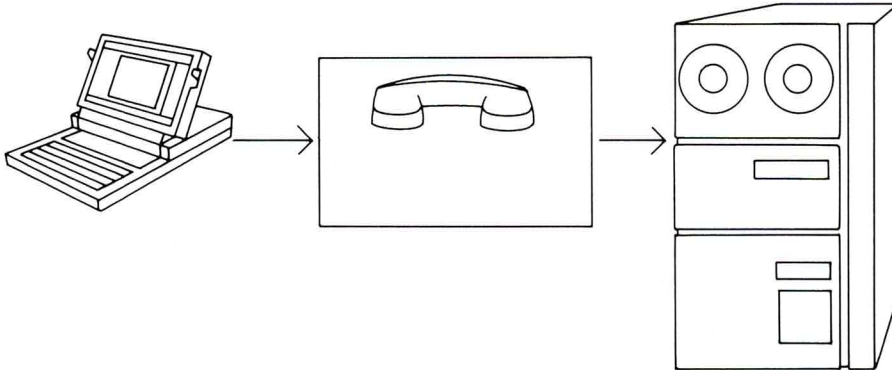
CODE-RETURN

**Getting Software from GRiD Central** GRiD Central, GRiD System's mainframe computer, functions as another storage device for your GRiD Compass. You connect to GRiD Central via telephone lines. As a storage device, GRiD Central provides

- Access to GRiD software.
- A storage device for your files. (Store files on GRiD Central with CODE-D or CODE-M. See *GRiD Management Tools Reference* for information on CODE-M.)

Figure 4-1 shows how the GRiD Compass connects to GRiD Central.

Figure 4-1. Connecting to GRiD Central



The following exercise shows how to duplicate GRiDWrite, GRiDFile, and GRiDTerm from GRiD Central. You can duplicate from GRiD Central only those applications that you have purchased. If you have these applications on floppy diskettes, skip to Session 5.

If you need information about opening a GRiD Central account, ask your GRiD Systems sales representative or your company administrator.



#### What You'll Do

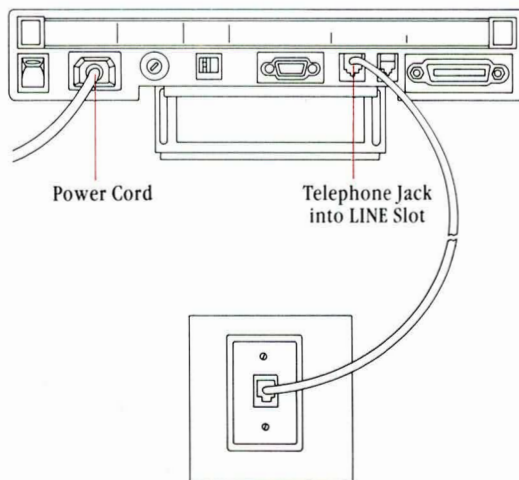
Sign on to GRiD Central

Make and send copies of GRiD applications from GRiD Central to Bubble Memory



## Get Ready

Connect your telephone cord from the wall jack to the LINE socket of the GRiD Compass. You need a phone cord with an RJ11 connector. This is the standard plug that fits into the rear of most phone models.



You need the following information to connect to GRiD Central. Get the information from your company administrator or GRiD Systems sales representative.

### Grid Central Account Information

Company \_\_\_\_\_

Group \_\_\_\_\_

User \_\_\_\_\_

Password \_\_\_\_\_

Have on the screen the File form that appears when you turn on the GRiD Compass or exit from a file (CODE-Q or CODE-ESC).



## Go!

## Exercise 7: Getting Software from GRiD Central

### Keystrokes

### What Happens

#### Sign on to GRiD Central

↓ to Getting Started.

RETURN to move outline to Title.

↓ to GRiD Central.

26-Aug-83 11:45 am

Customer List: 1983	Database
Dow Jones NS	Terminal
Exercise 1	Worksheet
Financial Forecast	Graph
Financial Forecast	Worksheet
<b>GRiD Central</b>	<b>Sign-on</b>
Memor	Text

Device	Bubble Memory
Subject	Getting Started
Title	GRiD Central
Kind	Sign-on
Password	

Select a file and confirm  
Or press CODE-? for help

Sign-on automatically appears as the choice for Kind. A file with Kind set to Sign-on uses the GRiDManager application.

Retrieves the Sign-on form.

CODE-RETURN

Fill in all form items, including the Password.

Leave Connection Type set to Phonelink.

(To correct a typing error when filling in the password,

press the BACKSPACE key until the cursor reappears. Then type the password again.)

GRiDlink Phonelink External Phonelink

Connection type Phonelink

Company

Group

User

Password

Sign-on: Fill in form and confirm

When you move the outline to Password, you see a smaller outline with the cursor inside. When you start typing, the cursor disappears, so that no one else can see the password you type.

#### CODE-RETURN

Retrieves the next form with the GRiD Central phone number filled in.

Edit the GRiD Central telephone number provided on the form—(415) 965-7546—according to the examples shown below.

Type a caret (^) at the point you want the GRiD Compass to wait for a dial tone before dialing.

#### Examples:

^9^1-415-965-7546  
 ^1-415-965-7546  
 ^9^415-965-7546  
 ^965-7546

Do not change any of the other items unless absolutely necessary.

Phone number		^9^965-7546
Dial type	Touch-Tone	
Baud rate	1200	
Voice before data	No	
Wait for answer	30	
Speaker volume	Medium	
Sign-on: Fill in form and confirm		

**NOTE:** You indicate whether your telephone system uses rotary (pulse) dialing or Touch-Tone.

You specify Touch-Tone for most modern, digital telephone installations. For older, nondigital equipment, set the Dial Type to Pulse. ➤



## CODE-RETURN

You'll hear some dialing sounds and other noises. Then flickering flags appear on the lower left corner of the screen. These flags tell you that your GRiD Compass is connected to GRiD Central.

Phone number		09-965-7546
Dial type	Touch-Tone	
Baud rate	1200	
Voice before data	No	
Wait for answer	30	
Speaker volume	Medium	
Signing on		

The list of GRiD Central device names appears after about 20 seconds. Think of these device names as additional storage devices for software. Each GRiD Central device name contains a specific set of software.

WELCOME TO GRID CENTRAL		
#	Current Bulletin Description	Date
GRiD software updates, new releases, and other announcements are displayed here.		
GRiD Central:Company Subjects GRiD Central:Group Subjects GRiD Central:Software Subjects 1.0 GRiD Central:Software Subjects 2.0 GRiD Central:Software Subjects 3.0 GRiD Central:User Subjects		
Sign-on completed: Devices on GRiD Central		

---

## Duplicate files from GRiD Central to Bubble Memory

CODE-D

<b>Bubble Memory</b>	
Hard Disk	
Floppy Disk	
GRiD Central:Company Subjects	
GRiD Central:Group Subjects	
GRiD Central:Software Subjects 1.0	
GRiD Central:Software Subjects 2.0	
GRiD Central:Software Subjects 3.0	
GRiD Central:User Subjects	
Device	<input type="text" value="Bubble Memory"/>
Subject	Programs
Title	
Kind	
Password	
Duplicate: Select source file(s) and confirm	

Retrieves the File form with the message Duplicate:  
Select source file(s) and confirm



↓ to GRiD Central:  
Software Subjects 3.0

RETURN to move outline  
to Subject.

CLI CONTRIBUTED PROGRAMS Demo Software Getting Started Incs Libs Minimum software to boot PROGRAM DEVELOPMENT <b>Programs</b>	
Device	GRiD Central:Software Subjects 3.0
Subject	<b>Programs</b>
Title	
Kind	
Password	
Duplicate: Select source file(s) and confirm	

**NOTE:** The GRiD Compass might redial at this point to reconnect to GRiD Central.

You can remain signed on to GRiD Central for hours, but your computer will be connected only when it actually uses one of the GRiD Central devices. When you need the GRiD Central device, your GRiD Compass will redial the GRiD Central number.

RETURN to move outline  
to Title. (Wait for about  
30 seconds for the out-  
line to move down.)

CODE- ↓ three times.  
Wait for GRiDWrite to  
appear on the screen  
(about 30 seconds).

↑ to GRiDWrite.

GRiDPlot	Run Graph
GRiDPrint	Run
GRiDReformat	Run Reformat
GRiDTerm	Run Terminal
GRiDUT100	Run UT100
GRiDUT100 53	Font
GRiDUT100 64	Font
GRiDUT100 80	Font
<b>GRiDWrite</b>	<b>Run Text</b>
HP	Plotter
Initialize Media	Run
ISAM.Common	Shared
Lib	Run
Link	Run
MediaRepair	Run
Device	GRiD Central:Software Subjects 3.0
Subject	Programs
Title	<b>GRiDWrite</b>
Kind	Run Text
Password	
Duplicate: Select source file(s) and confirm	

**NOTE:** You can duplicate GRiDFile and GRiDTerm by following the same steps shown here for GRiDWrite.

## Duplicate the application from GRiD Central

CODE-RETURN

Presents another form for the destination file, which is the file to which you are copying.

Source	
Device	GRiD Central:Software Subjects 3.0
Subject	Programs
Title	GRIDWrite
Kind	Run Text
Hard Disk Floppy Disk GRiD Central:Company Subjects GRiD Central:Group Subjects GRiD Central:Software Subjects 1.0 GRiD Central:Software Subjects 2.0 <b>GRiD Central:Software Subjects 3.0</b>	
Device	<b>GRiD Central:Software Subjects 3.0</b>
Subject	Programs
Title	GRIDWrite
Kind	Run Text
Password	
Duplicate: Select destination file(s) and confirm	

The File form for the destination file is automatically filled in with the same choices you made for the source file. ➤

↑ until Bubble Memory scrolls onto the screen and is highlighted.

Source	
Device	GRiD Central:Software Subjects 3.0
Subject	Programs
Title	GRIDwrite
Kind	Run Text
<b>Bubble Memory</b>	
Hard Disk	
Floppy Disk	
GRiD Central:Company Subjects	
GRiD Central:Group Subjects	
GRiD Central:Software Subjects 1.0	
GRiD Central:Software Subjects 2.0	
Device	<b>Bubble Memory</b>
Subject	Programs
Title	GRIDwrite
Kind	Run Text
Password	
Duplicate: Select destination file(s) and confirm	

CODE-RETURN

→ to Disabled to duplicate the file without verification.

Retrieves Verify Duplicate form.

Source	
Device	GRiD Central:Software Subjects 3.0
Subject	Programs
Title	GRIDwrite
Kind	Run Text
Destination	
Device	Bubble Memory
Subject	Programs
Title	GRIDwrite
Kind	Run Text
Enabled	<b>Disabled</b>
Verification	<b>Disabled</b>
New version only	No
Which files	All source files
Verify duplicate: Fill in form and confirm	

CODE-RETURN

Duplicates file. This may take ten to fifteen minutes. After duplication has been completed, you see the message Number of files duplicated: 1.

**NOTE:** You can also duplicate either GRiDFile or GRiDTerm at this point.

- ▣ **CAUTION:** Do not try to duplicate more than two applications at a time into Bubble Memory. If you do, you won't have sufficient storage space left to do the tutorial exercises.

---

### Sign off from GRiD Central and exit

ESC to display the Com-  
mands menu.

↓ to Sign-off.

```

Execute command line
Sign-on
Sign-off
Edit Sign-on form
Set time
Change password
Add or remove a device
Select start-up file
Cancel start-up file
Duplicate CODE-D Duplicate files
Erase CODE-E Erase subjects or files
Move CODE-M Move files
Options CODE-O Set system characteristics
Quit CODE-Q Quit
Transfer CODE-T Write, Exchange, Print files
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Cancel

Commands: Select item and confirm
Version 3.0.0 of GRiDManager

```

CODE-RETURN

Displays the Sign-off form. Phonelink is highlighted because you signed onto GRiD Central using Phonelink.

GRiDlink	<b>Phonelink</b>	External phonelink
Connection type	Phonelink	
Sign-off: Fill in form and confirm		

CODE-RETURN

Disconnects your GRiD Compass from GRiD Central, then displays the message *Sign-off completed*.

CODE-Q to exit.

Saves your Sign-on form before exiting from GRiD-Manager.

CODE-RETURN

Next time you retrieve the "GRiD Central" file under the "Getting Started" Subject, the Sign-on forms will appear with the information that you filled in during this exercise, except for the Password.

Unplug the phone cord from your GRiD Compass and plug it back into your own telephone.

## Session 4 Summary: Working with GRiDManager

---

### Activities You Learned

---

- |                                    |   |
|------------------------------------|---|
| Retrieve GRiDManager               | Fill in the File form and confirm:<br>Subject: Select Programs<br>Title: Select GRiDManager   |
| Back up all the files in a Subject | Retrieve GRiDManager.<br><br>Press CODE-D.<br><br>Fill in the Source File form, using the Wildcard character (CODE-W) for Title and Kind; then confirm.<br><br>Modify the Destination File form, indicating the device where you wish to store your back-up copies; then confirm to get the Verify Duplicate form.<br><br>Select Disabled for the Verification item; then confirm.  |
| Erase files or applications        | Retrieve GRiDManager.<br><br>Press CODE-E.<br><br>Fill in the File form with the file or application you want to erase; then confirm.<br><br>Confirm the Verify Duplicate form.   |
| Get software from GRiD Central     | Get your Company, Group, User, and Password information from your company administrator.<br><br>Fill in the File form and confirm.<br>Subject: Select Getting Started<br>Title: Select GRiD Central<br><br>Fill in the GRiD Central phone number on the next Sign-on form and confirm.<br><br>Fill in the Source File form and confirm.<br><br>Modify the Destination File form to indicate the device where you want to store the files you are duplicating.<br><br>Confirm the Verify Duplicate form. |



When you see the message **Number of files duplicated: 1**, press ESC to see the **Commands** menu.

Select and confirm **Sign-off**.

Disconnect from **GRiD Central** by confirming the **Sign-off** form.

Move in the list of choices or in an application

Press **CODE- ↑** or **CODE- ↓** to move the cursor to the top or bottom of the screen, respectively.

---

### New Commands

---

Duplicate	CODE-D	Copies files, cells, or text to new location; leaves original in place.
Erase	CODE-E	Erases Subjects, files, text, or cells.
Sign-off	CODE-?	Selecting <b>Sign-off</b> disconnects you from <b>GRiD Central</b> .
Save Sign-on form	CODE-Q	Saves <b>Sign-on</b> form before exiting from the file.

## Session 5: GRiDWrite Documents

Need to get out a quick memo? Or an 80-page report? GRiDWrite can do it . . . and do it more quickly than a typewriter. This tool makes it so easy to type and correct your writing, you'll wonder how you got along without it. You can benefit from its powerful text-processing commands or get along with just the BACKSPACE and Arrow keys (for corrections).

Exercise 8 Scenario: Your name is John Thomas. You are preparing to send out a memo to company trainees. The draft before you is based on your department's *Standard Memo #25*. You want to personalize it and correct some information. You also want to make some formatting changes.

Shown below are the memo to be modified and its modified version.

Memo to modify:

Erase and replace

Add three blank lines

Erase and replace

Move to a new paragraph

```
Memo to: Trainees
From: Your Name
Date: September 12, 1983
Subject: Computer Workshop

The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction in Room
201. I apologize for the inconvenience. Call
Martha Fletcher at ext. 325 for further
information.
```

Modified version:

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop

The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction at the
reception desk. Call Martha Fletcher at ext. 325
for further information.

I apologize for the inconvenience.
```

**What You'll Do**

Modify a document

Print a file

---

**Get Ready**

You need GRiDWrite in one of your storage devices. You should either have duplicated the application from GRiD Central or purchased it on a floppy diskette.

You need a printer for the second part of this exercise. For instructions on attaching a printer to the GRiD Compass, see the *GRiD Compass Owner's Guide*. If you don't have a printer, complete the first part of this exercise, then proceed to Session 6.

If your printer is not an Epson MX82, see the Current Printer subsection under Options—CODE-O in the "GRiDManager" chapter of *GRiD Management Tools Reference*.

Have the File form on your screen; i.e., the File form that appears when you turn on the GRiD Compass, or after CODE-Q or CODE-ESC.

---

**Go!**

## Exercise 8: Editing and Printing a Memo

### Keystrokes

### What Happens

#### Retrieve the Getting Started text file Memo

↓ to Getting Started

RETURN to move outline  
to Title.

↓ to Memo.

26-Aug-83		1:30 pm	
Customer List: 1983	Database		
Dow Jones NS	Terminal		
Exercise 1	Worksheet		
Financial Forecast	Graph		
Financial Forecast	Worksheet		
GRiD Central	Sign-on		
Memo	Text		
Device	Bubble Memory		
Subject	Getting Started		
Title	Memo		
Kind	Text		
Password			
Select a file and confirm Or press CODE-? for help			

CODE-RETURN

Retrieves the memo to be edited.

#### Edit a document

↓ to move the cursor  
to the second line of the  
memo.

Memo to: Trainees
From: Your Name
Date: September 12, 1983
Subject: Computer Workshop
The workshop on Computer Literacy has been rescheduled for Friday, September 15th. If you have arranged to make field visits on Friday, please sign up for self-paced instruction in Room 201. I apologize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.



CODE-SHIFT- → to  
move the cursor to the  
end of the text on the  
second line.

Memo to: Trainees  
From: Your Name  
Date: September 12, 1983  
Subject: Computer Workshop

The workshop on Computer Literacy has been rescheduled for Friday, September 15th. If you have arranged to make field visits on Friday, please sign up for self-paced instruction in Room 201. I apologize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.

BACKSPACE to erase Your  
Name.

Type John Thomas

Memo to: Trainees  
From: John Thomas  
Date: September 12, 1983  
Subject: Computer Workshop

The workshop on Computer Literacy has been rescheduled for Friday, September 15th. If you have arranged to make field visits on Friday, please sign up for self-paced instruction in Room 201. I apologize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.

You can use CODE-BACKSPACE to erase one word at a time.

↓ to move cursor to the blank line above the body of the memo.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction in Room
201. I apologize for the inconvenience. Call
Martha Fletcher at ext. 325 for further
information.
```

RETURN three times.

Adds three blank lines.

CODE-SHIFT- ← and then ↓ to move the cursor to the line that starts with please.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction in Room
201. I apologize for the inconvenience. Call
Martha Fletcher at ext. 325 for further
information.
```

CODE-SHIFT- ← always moves the cursor to the left edge of the screen. In this case, since the cursor is on a blank line, you can also move it to the left edge by pressing CODE- ←



→ to move the cursor  
to the left of i in in Room.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction in Room
201. I apologize for the inconvenience. Call
Martha Fletcher at ext. 325 for further
information.
```

CODE-E

You see the message Erase: Make a selection and confirm

→ to select in Room  
201.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction in Room
201. I apologize for the inconvenience. Call
Martha Fletcher at ext. 325 for further
information.
```

Erase: Make a selection and confirm

The highlight moves automatically to the next line.

CODE-RETURN

Erases the selection.

Type at the reception desk.

→ to move the cursor to the left of I in I apologize.

GridWrite makes room for the words you type. As it does, words wrap around, or move down, to the next line.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been rescheduled for Friday, September 15th. If you have arranged to make field visits on Friday, please sign up for self-paced instruction at the reception desk. I apologize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.
```

CODE-M

→ to select I apologize for the inconvenience. Include the two blank spaces to the right of the period.

Displays the message Move: Make a selection and confirm

**NOTE:** CODE-M is a system-wide command.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been rescheduled for Friday, September 15th. If you have arranged to make field visits on Friday, please sign up for self-paced instruction at the reception desk. I apologize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.
```

Move: Make a selection and confirm

CODE-RETURN

Displays the message Move: Point to destination and confirm





↓ , then ← to position cursor at the blank line after the paragraph.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction at the
reception desk. Call Martha Fletcher at ext. 325
for further information.
I apologize for the inconvenience. ▲
```

Move completed

CODE-RETURN to confirm the Move command.

Moves the sentence to the new line.

The cursor can be moved only to the end of the file. The blank line after the paragraph was created by pressing the RETURN key at the end of the last sentence.

CODE-SHIFT- ← to move cursor to the left margin.

RETURN to add a blank line.

```
Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop
```

```
The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction at the
reception desk. Call Martha Fletcher at ext. 325
for further information.
```

```
▲ I apologize for the inconvenience.
```

Starts a new paragraph.



CODE-RETURN

Displays the Print menu. You see the message Print:  
Select item and confirm

```

Memo to: Trainees
From: John Thomas
Date: September 12, 1983
Subject: Computer Workshop

The workshop on Computer Literacy has been
rescheduled for Friday, September 15th. If you
have arranged to make field visits on Friday,
please sign up for self-paced instruction at the
reception desk. Call Martha Fletcher at ext. 325
for further information.

I apologize for the inconvenience.

Print this file
Set printing options
Write printer copy to a file
Append printer copy to a file

Print: Select item and confirm
  
```

CODE-RETURN

Displays the message Print: Confirm whole file or  
select

CODE-RETURN to print  
the whole memo.

**NOTE:** Although the line of text that appears on the  
screen is 52 characters wide, the memo is printed in a  
standard business format, with the left margin at 15  
characters and right margin at 80.

The margins can be reset with the Print Options  
form. See the *GRiD Compass Management Tools  
Reference*.

CODE-Q to exit.

CODE-RETURN

## Session 5 Summary: GRiDWrite Documents

---

### Activities You Learned

---

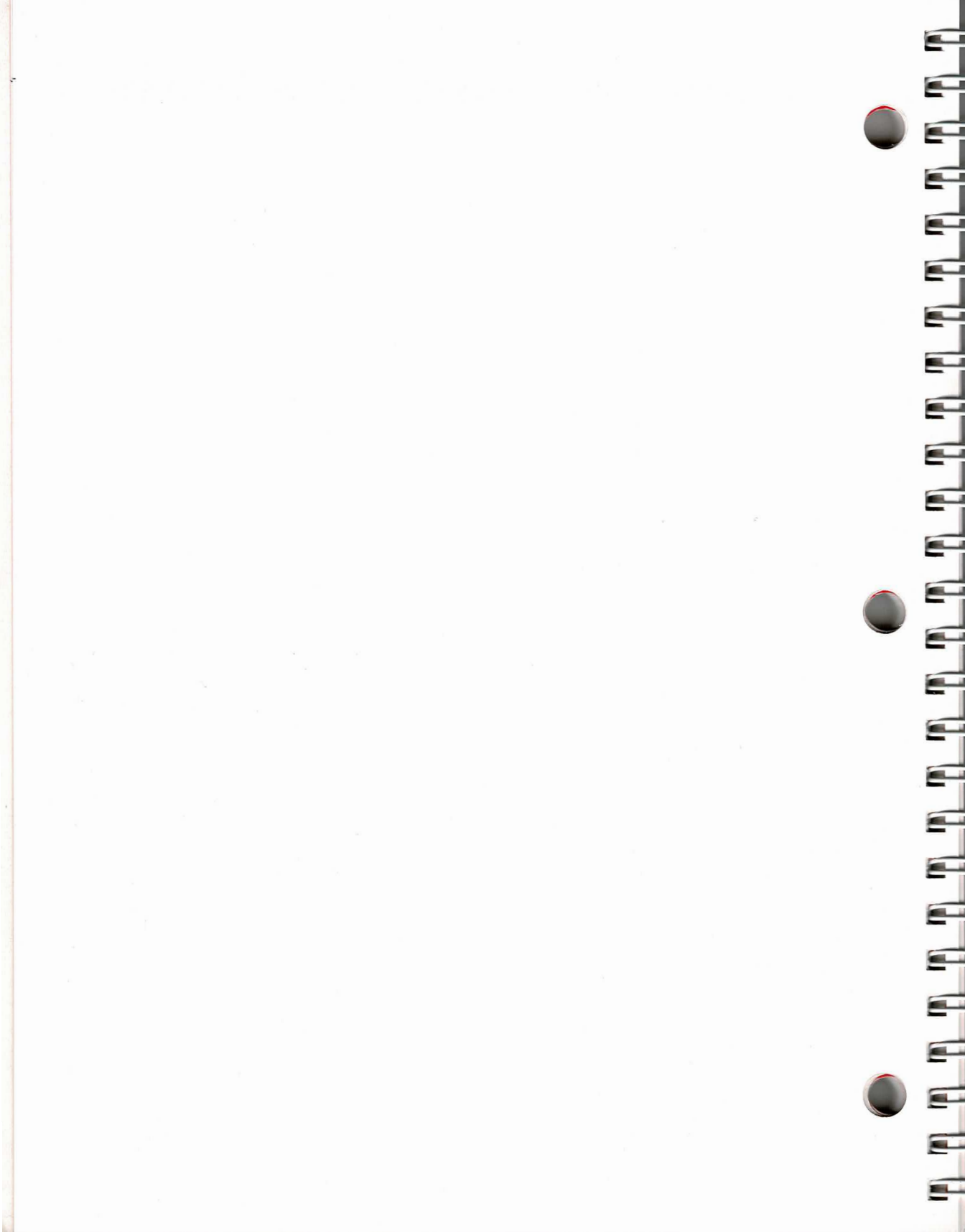
Edit a document	Type text at the cursor position. Text automatically wraps around. Add blank lines by pressing RETURN.
Erase text	Press CODE-E. Select the text you want to erase and confirm.
Move text	Press CODE-M. Select the text you want to move and confirm. Place the cursor at the text's destination and confirm.
Print a document	Connect a printer to the GRiD Compass and turn it on. Press CODE-T. Select Print and confirm. Confirm to print the whole file or your selection.

---

### New Commands

---

Move	CODE-M	Moves text or cells from one location to another. Moves files from one Device, Subject, or Title to another.
------	--------	--



## Session 6: GRiDFile Databases

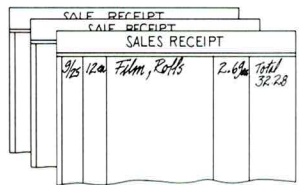
GRiDFile is the GRiD Compass's database application. A *database* stores information in an organized fashion, which you define. The idea is to put all the data you need at your fingertips. With GRiDFile, you can reorganize data and retrieve particular items.

For example, if you had GRiDFile organizing a mailing list, you could organize your list by the names of people, cities, states, or ZIP codes. Or, you could create a list that includes only those persons whose names begin with *B* and who live in ZIP codes beginning with *95*.

Managers use databases for any number of purposes—employee lists, part numbers, sales records, and cataloging just about anything.

Figure 6-1 shows a sale recorded on a regular sales receipt and as a GRiDFile record.

Figure 6-1. Recording Sales Information in GRiDFile



A	B	C	D	E
Date	Quan	Description	Unit Cost	Amount
9/25	12	Rolls of Film	2.69	32.28

1 records found

Exercise 9 Scenario: You are an account representative. One of the databases you use most frequently contains all the customer accounts that you handle. During the course of the week, you use the database file several times.

- You look up one customer's records to change the name on one of his accounts.
- You display the record again, using the account number, to make sure that you changed the name on the correct account.
- You display all the records for customers whose names begin with *B*. You are mailing product notices to these customers.



#### What You'll Do

Display all the records in the database

Rearrange, or *sort*, records into alphabetical order

Display one record

Display a group of records



#### Get Ready

You need to have GRiDFile in Bubble Memory or some other storage device. To duplicate GRiDFile from GRiD Central

Retrieve GRiDManager.

Sign on to GRiD Central.

Duplicate GRiDFile from "GRiD Central:

Software Subjects 3.0" using the Duplicate command, CODE-D.

(See Exercise 7 for further instructions.)



#### Go!





## Display and examine all the records in the sample database

CODE-F

A	B	C
Customer Name	Account #	Street
Query 1		Query 2
Find: Type conditions		

The Find Command, CODE-F, displays the Find form. You use the Find form when you wish to retrieve a specific record or records from the database.

CODE-RETURN

A	B	C
Customer Name	Account #	Street
Nakano, Evelyn	1198	5 Forest #5
Chu, Gerald	3127	120 Tandem Dr.
Tapp, Leilani	2896	637 Loyola
McDonald, Mary	7254	91 Orange Ave.
Young, Emily	3597	6555 Colonial Way
Kim, Joseph	4281	6001 Stratford Ave.
Schmidt, J.S.	2154	900 Walnut Ave. # 1
Smith, Diane	3226	5555 Heritage Dr.
Brown, Robert	4834	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Tapp, Leilani	3062	637 Loyola
Brown, Dennis	2357	3612 Banks Rd.
Ashton, Emily	1439	3612 Banks Rd.
Ewing, Linda	2962	65 Broadway
Brown, John	4455	3101 Thompson
Ascot, Hope	3095	12 Lane Dr.
22 records found		

Confirming CODE-F without filling in the Find form displays the entire database.

CODE-SHIFT- ↓ to display the last records of the database.

The top records scroll off the screen and the following records appear:

A	B	C
Customer Name	Account #	Street
Kim, Joseph	4281	6001 Stratford Ave.
Schmidt, J.S.	2154	900 Walnut Ave. # 1
Smith, Diane	3226	5555 Heritage Dr.
Brown, Robert	4034	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Tapp, Leilani	3062	687 Loyola
Brown, Dennis	2357	3612 Banks Rd.
Ashton, Emily	1439	3612 Banks Rd.
Ewing, Linda	2962	65 Broadway
Brown, John	4455	3101 Thompson
Ascot, Hope	3095	12 Lane Dr.
Butler, Susan	3502	721 Baywood Dr.
Kim, Joseph	5641	6001 Stratford Ave.
Brown, Robert	1341	3612 Banks Rd.
Locke, Louise	1228	1946 Willow #4

SHIFT- → until column F scrolls onto the screen

D	E	F
City	State	Zip Code
Fargo	ND	58107
Seattle	WA	98177
Cleveland	OH	44109
Aurora	CO	80012
Providence	RI	02908
Helena	MT	59601
Topeka	KA	66614
Boise	ID	83704
Aurora	CO	80012
Aurora	CO	80012
Omaha	NE	68114
Albany	NY	12231
Redding	CA	96002
Homestead	FL	33033
Fargo	ND	58107
Aurora	CO	80012
Sioux Falls	SD	57103

CODE-SHIFT- ← to scroll back to column A.

## Sort records in database and display sorted records

CODE-? to display the GRiDFile commands menu.

A	B	C
Report	Set sorting columns	
Compress	Remove deleted records	
Begin	CODE-B	Restart the selection
Column	CODE-C	Change selection to columns
Duplicate	CODE-D	Duplicate selected cells
Erase	CODE-E	Erase selected cells
Find	CODE-F	Find records in database
Insert	CODE-I	Insert rows or columns
Move	CODE-M	Move selected text or cells
Options	CODE-O	Set database characteristics
Properties	CODE-P	Set column characteristics
Quit	CODE-Q	Exit
Row	CODE-R	Change selection to rows
Substitute	CODE-S	Substitute specified text
Transfer	CODE-T	Write, exchange, print files
Usage	CODE-U	Show memory and device usage
Wildcard	CODE-W	Enter wildcard character
Pointer	CODE-#	Point to a column
Cancel	CODE-ESC	Exit

Commands: Select item and confirm  
Version 3.0.0 of GRiDFile

CODE-RETURN to confirm Report.

A	B	C
Customer Name	Account #	Street
Kim, Joseph	4281	6001 Stratford Ave.
Schmidt, J.S.	2154	900 Walnut Ave. # 1
Smith, Diane	3226	5555 Heritage Dr.
Brown, Robert	4034	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Tapp, Leilani	3062	687 Loyola
Brown, Dennis	2357	3612 Banks Rd.
Ashton, Emily	1439	3612 Banks Rd.
Ewing, Linda	2962	65 Broadway
Brown, John	4455	3101 Thompson
Ascot, Hope	3095	12 Lane Dr.
Kim, Joseph	5641	6001 Stratford Ave.

Column **None**

Sort on	<b>None</b>	None	None	N
Sort order	Ascending	Ascending	Ascending	A

Report: Select item and confirm

The Report form allows you to sort records. You specify the column you want sorted—e.g., if you want to sort this database by customer name, you specify Column A.

← to Column.

Automatically displays A in the outline.

A	B	C
Customer Name	Account #	Street
Kim, Joseph	4281	6001 Stratford Ave.
Schmidt, J.S.	2154	900 Walnut Ave. # 1
Smith, Diane	3226	5555 Heritage Dr.
Brown, Robert	4034	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Tapp, Leilani	3062	687 Loyola
Brown, Dennis	2357	3612 Banks Rd.
Ashton, Emily	1439	3612 Banks Rd.
Ewing, Linda	2962	65 Broadway
Brown, John	4455	3101 Thompson
Ascot, Hope	3095	12 Lane Dr.
Butler, Susan	3502	721 Baywood Dr.

Column None

Sort on **A** None None N  
Sort order Ascending Ascending Ascending A

Report: Select item and confirm

Note the sorting order that appears on the form. For column A, which contains customers' names, *Ascending* sorting order means an alphabetical listing of customer names.

CODE-RETURN to confirm.

CODE-F

The Find form appears again.

CODE-RETURN

Displays the database, sorted alphabetically by customer name.

A	B	C
Customer Name	Account #	Street
Ascot, Hope	3095	12 Lane Dr.
Ashton, Emily	1439	3612 Banks Rd.
Brown, Dennis	2357	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Brown, John	4455	3101 Thompson
Brown, Robert	1341	3612 Banks Rd.
Brown, Robert	4034	3612 Banks Rd.
Butler, Susan	3502	721 Baywood Dr.
Chu, Gerald	3127	120 Tandem Dr.
Ewing, Linda	2962	65 Broadway
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Kim, Joseph	5641	6001 Stratford Ave.
Kim, Joseph	4281	6001 Stratford Ave.
Locke, Louise	1228	1946 Willow #4
McDonald, Mary	7254	91 Orange Ave.
Nakano, Evelyn	1198	5 Forest #5
Schmidt, J.S.	2154	900 Walnut Ave. # 1

22 records found

## Display one customer's records and make changes to one record

CODE-F

Type A="Brown, Robert"  
Make sure you type in the quotes. (You may type the name in either upper- or lowercase.)

The Find form appears.

A	B	C
Customer Name	Account #	Street
Query 1		Query 2
A = "Brown, Robert"		

Find: Type conditions

A="Brown, Robert" is a *query condition*. You are asking GRiDFile to find a record that has "Brown, Robert" in Column A.

For a query condition that uses words, always enclose the words in quotes.

CODE-RETURN to confirm.

Displays the following records:

A	B	C
Customer Name	Account #	Street
Brown, Robert	4034	3612 Banks Rd.
Brown, Robert	1341	3612 Banks Rd.

2 records found

(If the outline is not on the "Brown, Robert" record with account number 4034, ↓ to first record.)

BACKSPACE to erase Robert".

Type Rita" (to replace Robert")

A	B	C
Customer Name	Account #	Street
Brown, Robert	1341	3612 Banks Rd.
Brown, Rita	4034	3612 Banks Rd.

### Display the record changed, using the account number

CODE-F

BACKSPACE to erase the previous query.

Type B=4034

CODE-RETURN to confirm

A	B	C
Customer Name	Account #	Street
Brown, Rita	4034	3612 Banks Rd.

1 records found

You can retrieve a record, given any item of information that is part of the record.

When you type a query condition that uses numbers, you don't need to use quotes. See the Properties—CODE-P section in the "GRiDFile" chapter of *GRiD Management Tools Reference*.

## Display a group of related records

CODE-F

BACKSPACE to erase the previous query.

Type A="B CODE-W, then type quotes (") after the Wildcard character.

(Make sure that you don't leave a blank space between B and the Wildcard character.)

A	B	C
Customer Name	Account #	Street
Query 1		Query 2
A = "B."		
Find: Type conditions		

The Wildcard character, CODE-W, appears as three dots (. . .)

CODE-RETURN to confirm.

A	B	C
Customer Name	Account #	Street
Brown, Dennis	2357	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Brown, John	4455	3101 Thompson
Brown, Rita	4834	3612 Banks Rd.
Brown, Robert	1341	3612 Banks Rd.
Butler, Susan	3502	721 Baywood Dr.
6 records found		

## Exit from GRiDFile

CODE-Q

CODE-RETURN

Exits from the file. All changes have been automatically saved by GRiDFile.

## Session 6 Summary: GRiDFile Databases

---

### Activities You Learned

---

Display all database records	Press CODE-F and confirm.
Display records in alphabetical order	Press CODE-? Select and confirm Report. Move the highlighted strip to Column. Confirm the form. Press CODE-F and confirm.
Display one record	Press CODE-F. Type the column letter and corresponding data. For example: A="Brown, Robert" B=4034 Letters must be enclosed in quotes; numbers do not need quotes. Confirm the form.

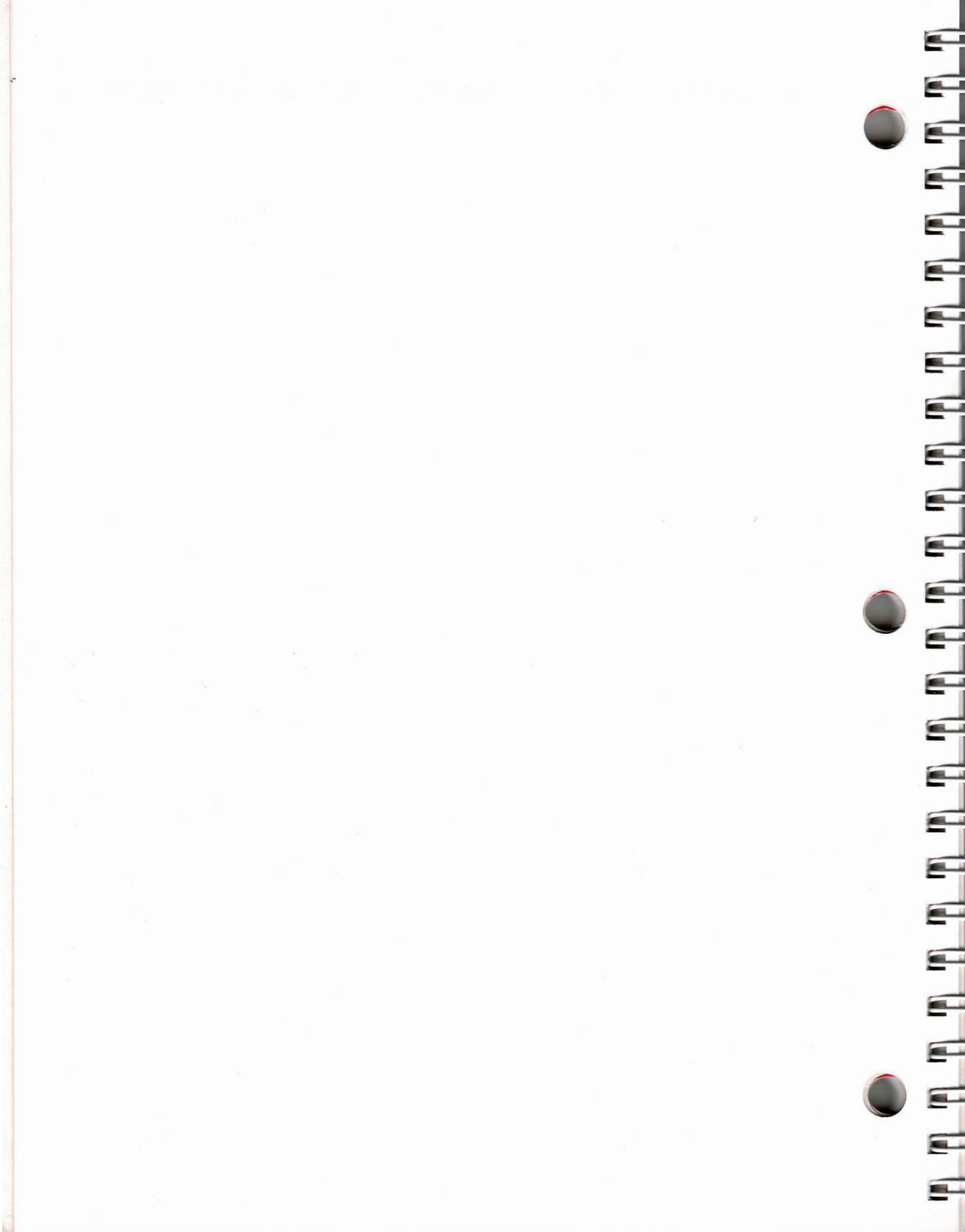
---

### New Commands

---

Report	CODE-?	Designates columns to be sorted in ascending or descending order.
Find	CODE-F	Displays entire database; finds and displays data that meet specified conditions.





## Session 7: GRiDTerm Terminal Emulation

The information you want is often on another computer. If you could get the information directly from this host computer and into your GRiD Compass, you could save many hours and dollars. But how do you get your GRiD Compass to talk to other computers?

The answer is GRiDTerm, an application that serves as a sort of *translator* between different computers. With GRiDTerm and a phone line, you can dial other computers, electronic bulletin boards, and information services such as the Dow Jones News/Retrieval® Service (DJNS).

GRiD has other application packages for communicating with specific computers such as GRiDVT100 and GRiD3101.

---

**The Dow Jones News/Retrieval Service** With the purchase of GRiD Compass Management Tools, you received a Dow Jones News/Retrieval Service package. GRiD Systems' agreement with Dow Jones gives GRiD Compass owners one hour of free usage during nonprime time. Nonprime time begins at 6:00 p.m. local time and ends at 4:00 a.m. EST.

Read the Dow Jones News/Retrieval–User Agreement form. Following instructions in the form, call the toll-free number to get

- Your DJNS Password
- Your local TYMNET® (a data communications network service) number.

Ask for the *1200 baud* TYMNET number. *Baud* indicates the number of characters per second that are transmitted over telephone lines. If no 1200-baud number is available for your area, ask for the 300-baud number.



### What You'll Do

Use GRiDTerm to connect the GRiD Compass to the Dow Jones News/Retrieval Service

Get information from DJNS



### Get Ready

You need to have GRiDTerm in Bubble Memory or another storage device. To duplicate GRiDTerm from GRiD Central

Retrieve GRiDManager.

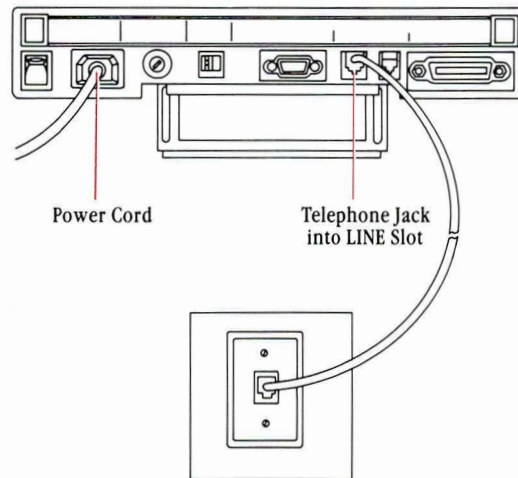
Sign on to GRiD Central.

Use CODE-D to duplicate GRiDFile from "GRiD Central: Software Subjects 3.0."

(See Exercise 7 for further instructions.)

Have the File form on your screen.

Connect your telephone cord to the LINE socket of the GRiD Compass. You need a phone cord with an RJ11 connector. This is the standard plug that fits into the rear of most phone models (from the wall jack). See *GRiD Compass Owner's Guide* for more information on connecting your telephone cord to the GRiD Compass.



Go!



The Access form is one of three forms that you must fill in when connecting to a host computer outside the GRiD System. You fill in the other two forms through the Properties (CODE-P) command. For this exercise, the forms have been filled in for you, except for the TYMNET number in the Access form.

For information on these forms, see the *GRiDTerm/GRiDReformat User's Guide*.

Type in your local TYMNET number. Use a caret (^) to indicate that the GRiD Compass should wait for a dial tone before dialing. For example:

^9^1-408-980-8100 (for the Mountain View, CA TYMNET number.)

(If you are using a 300-baud TYMNET number, change the Baud Rate item on the form.)

CODE-RETURN

You see the messages

```
Activating modem ^Device^
Dialing the telephone number
Waiting for carrier
Data mode established
```

You then see a series of about 2 lines of x's.

```
x! 'x 'x'xx<'xx'xx<'x'x'xx@'x<'x'xx@xxxx<~x'x'xx<'xxx
!xx@xxxx'x'xx@xx'x<'xx'xx@xxxx@xxxx<'xx
```

Type A while the X's are printing or after they stop printing. (You don't have to use uppercase letters.)

Type DOW1 ; ; (two semicolons)

Type DJNS

RETURN

Type in your password.

RETURN

You see the message please log in:

The second semicolon does not appear on the screen. The following message appears: WHAT SERVICE PLEASE????

You see the message ENTER PASSWORD.

Your password is not displayed.

**NOTE:** If you type your password incorrectly, the message ENTER PASSWORD appears again, and you can retype your password.

You see

DOW JONES NEWS/RETRIEVAL  
COPYRIGHT (C) 1983  
DOW JONES & COMPANY, INC.  
ALL RIGHTS RESERVED.





Type //SYMBOL

RETURN

You see

```
DIRECTORY OF SYMBOLS
COPYRIGHT (C) 1983
DOW JONES & COMPANY, INC.
PRESS FOR
1 STOCK SYMBOLS
2 COMPANY NAMES USING STOCK SYMBOLS
3 STOCK OPTIONS
4 MUTUAL FUNDS
5 U.S. CORPORATE BONDS
6 FOREIGN BONDS
7 U.S. TREASURY NOTES & BONDS
8 NEWS/RETRIEVAL CATEGORY CODES
9 MEDIA GENERAL INDUSTRY GROUP CODES
10 RECENT SYMBOL CHANGES

OR, PRESS RETURN FOR INSTRUCTIONS
```

Press RETURN for more  
information.

You see

```
SYMBOL      INSTRUCTIONS      PAGE 1 OF 2

SEARCHING BY CORPORATE NAME IN THE
DIRECTORY OF SYMBOLS WILL YIELD ONE OR
MORE SYMBOLS. TO OBTAIN A SYMBOL, ENTER
AS MUCH OF THE COMPANY NAME AS YOU ARE
SURE OF, FOLLOWED BY THE RETURN KEY.

FOR EXAMPLE, YOU CAN:

ENTER      AMERICAN TELEPHONE
TO FIND   SYMBOLS FOR APPROXIMATELY FOUR
          STOCK ISSUES OR 13 DEBT ISSUES
          OF AMERICAN TELEPHONE &
          TELEGRAPH CORP.
```





Type //CQ

RETURN

You see

```
CURRENT DAY QUOTES  BEING ACCESSED  
ENTER QUERY
```

Type IBM

RETURN

You see stock quotes for the day.

To disconnect from  
DJNS, Type DISC

RETURN

You see a *Disconnected* message. This disconnects the GRiD Compass from DJNS. You still have to disconnect from TYMNET.

CODE-A to hang up.

CODE-RETURN

CODE-Q to exit.

Saves the phone number you typed in the Access form.

## Session 7 Summary: GRiDTerm Terminal Emulation

---

### Activities You Learned

---

Connecting to Dow  
Jones News/Retrieval  
Service

Get your DJNS Password and TYMNET number.

Connect your telephone cord to the LINE socket of  
the GRiD Compass.

Fill in File form and confirm.

Subject: Select *Getting Started*.

Title: Select *Dow Jones NS*.

Type in the TYMNET Number on the Access form;  
then confirm.

Type in the necessary Dow Jones information.

Press CODE-A to disconnect.

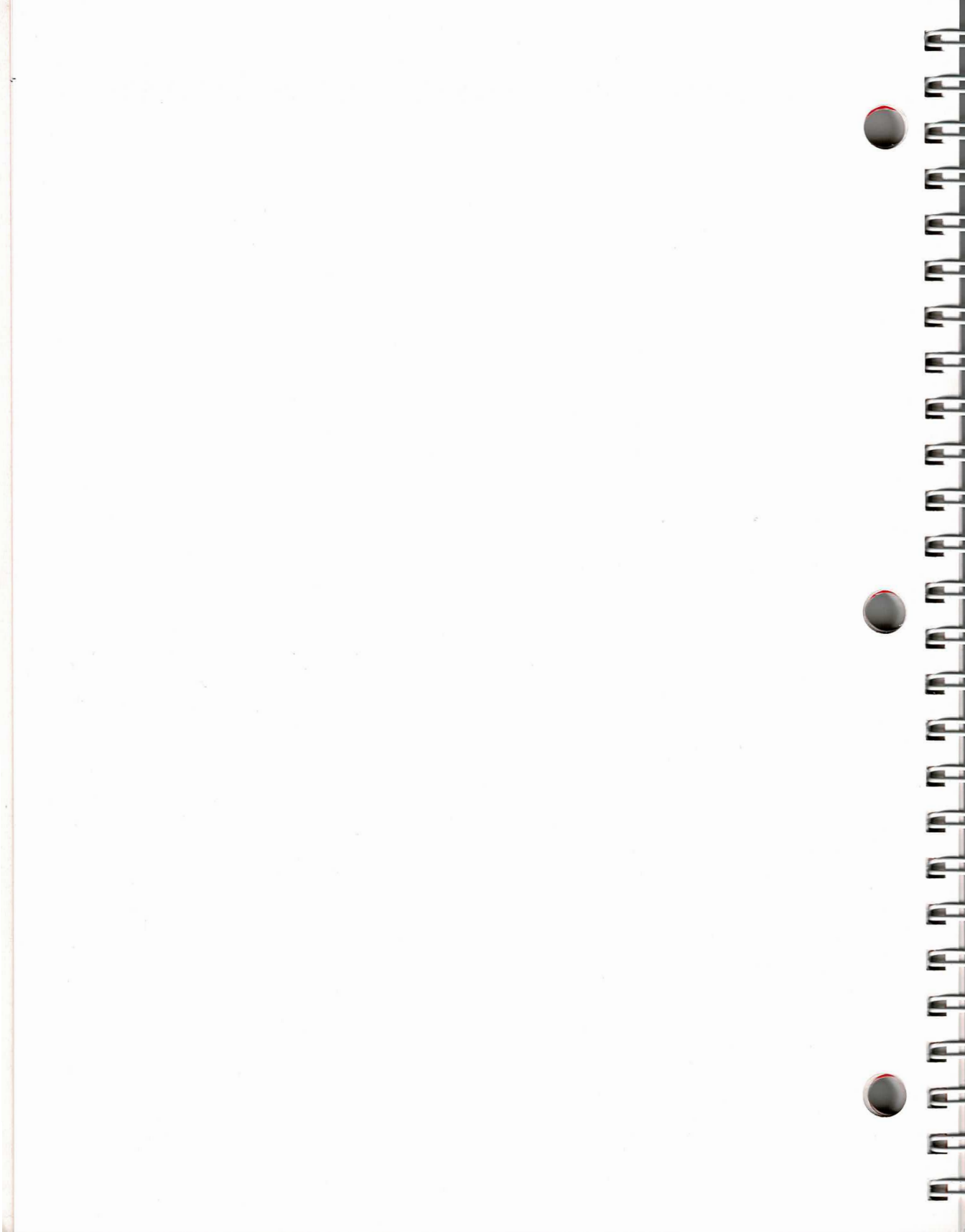
---

### New Commands

---

Access

CODE-A Displays the Sign-on form to connect to  
host computer.



## Appendix A: Initializing a Diskette

You must *initialize* floppy diskettes before the GRiD Compass can use them as storage devices. The initializing process writes patterns on a device. These patterns act like file folders, providing the computer with a way to store and retrieve data. To initialize a floppy diskette, you need the "Initialize Media" program, which you have under the Subject "Programs" in the GRiD Compass' Bubble Memory.

**NOTE:** The following Dysan Corporation 5 ¼ diskette is the *only* diskette recommended for use with your Disk System or Portable Diskette Drive: 104/2D; Two Sided; Double Density; Soft Sektored; 48TPI.

- ▣ **CAUTION:** Initializing any device erases all information previously stored on it.



### What You'll Do

Initialize a floppy diskette



### Get Ready

Connect your GRiD Compass to a GRiD 2101 Compass Disk System or a GRiD 2102 Portable Diskette Drive. (See the *GRiD Compass Owner's Guide* for instructions.)

Turn on the 2101 Disk System or 2102 Diskette Drive.

Turn on your GRiD Compass.

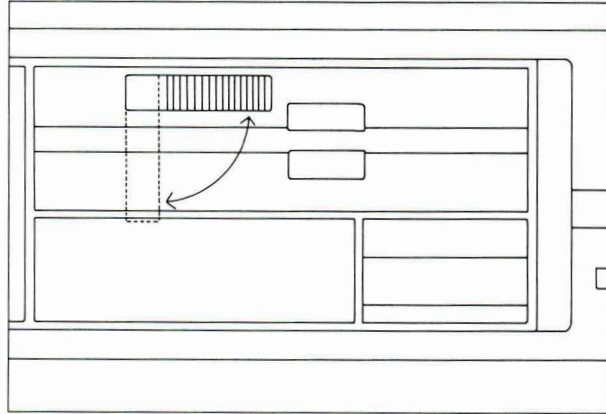


**Go!**

**Exercise: Initializing a Floppy Diskette****Keystrokes****What Happens****Insert an uninitialized diskette into the floppy disk drive**

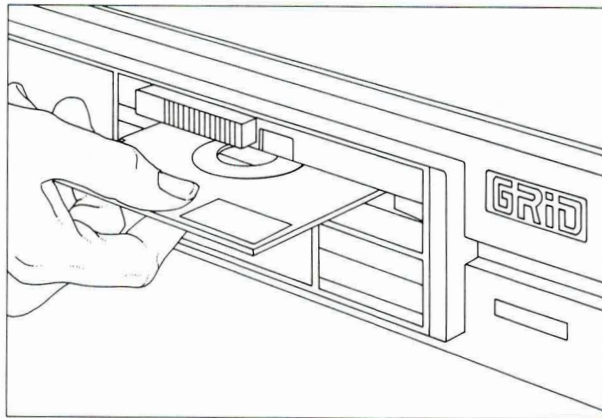
Locate the knob on the front left side of the 2101 Disk System (or the 2102 Portable Diskette Drive).

Turn the knob so that it lies parallel to the slot of the floppy diskette drive.



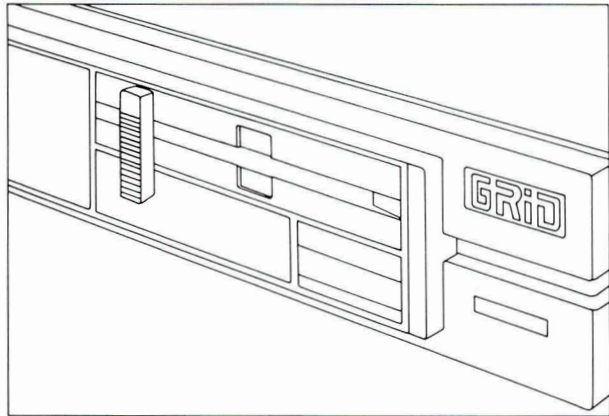
Have ready an uninitialized floppy diskette or a previously initialized one with data you don't mind erasing.

Hold the diskette on the labeled side, with the label facing up.



Insert the diskette into the slot of the diskette drive.

Push the diskette in carefully and turn the knob until it is perpendicular to the slot.



You are now ready to initialize the floppy diskette.

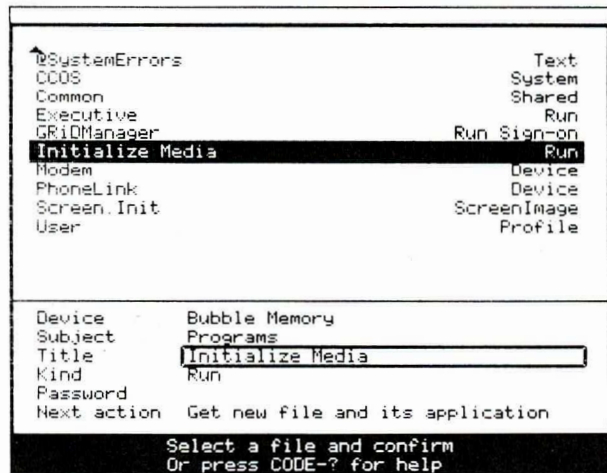
### Initialize the diskette

↓ to Programs.

RETURN to move outline to Title.

↓ to Initialize Media.

CODE-RETURN to confirm.



CODE-RETURN to confirm  
Initialize Prepare  
medium for use.

	Initialize	Prepare medium for use
CODE-0	Quit	Exit
CODE-ESC	Cancel	Exit

Commands: Make a selection and confirm  
Version 3.0.0 of Initialize Media  
Copyright © 1982, 1983 GRiD Systems Corporation

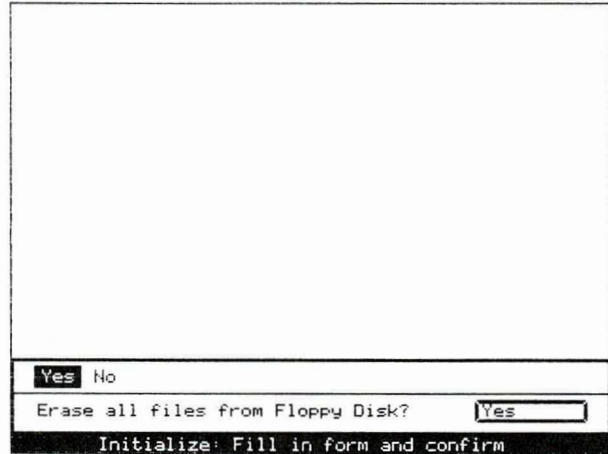
CODE-RETURN to confirm  
Floppy Disk.

	Floppy Disk
	Bubble Memory
	Hard Disk
Medium	Floppy Disk
Display technical information?	No

Initialize: Fill in form and confirm  
Warning: Initialization erases all files on medium

← to move outline to  
Yes.

CODE-RETURN to  
confirm.



```
Yes No
Erase all files from Floppy Disk? Yes
Initialize: Fill in form and confirm
```

As the GRiD Compass initializes the floppy diskette, you see the following messages:

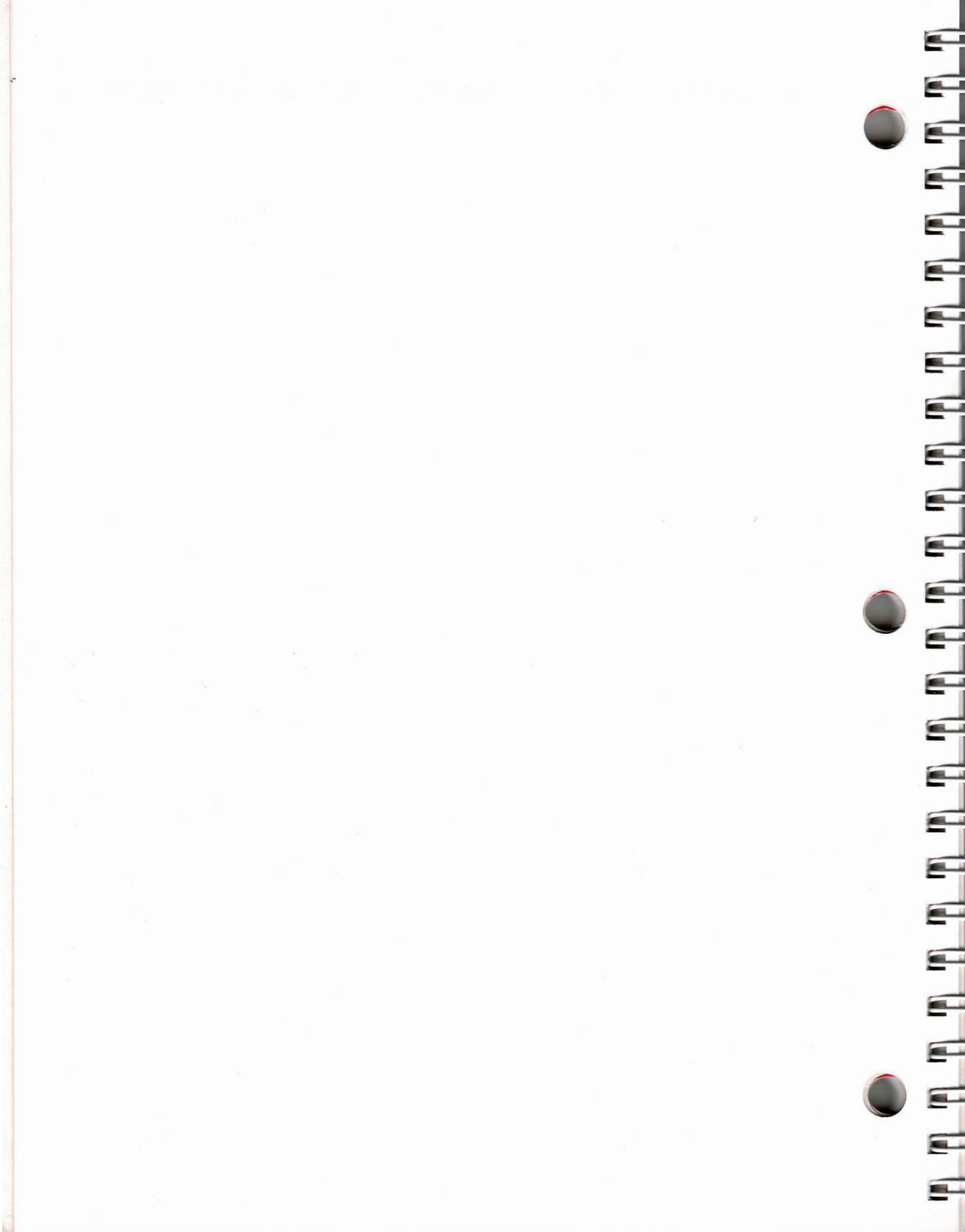
```
Initializing Floppy Disk
Hard-Formatting Floppy Disk
Soft-Formatting Floppy Disk
```

The GRiD Compass takes about 6 minutes to initialize a floppy diskette. When the process has been complete, you get the message:

```
Confirm to exit
Floppy Disk has been initialized.
```

The GRiD Compass can now use the diskette to store information.





## Appendix B: Getting Started Files

The following screen illustrations show the "Getting Started" files. If you go back to do the exercises a second time, edit your "Getting Started" files to conform with these illustrations. Otherwise, what you see on the screen will differ from the illustrations in *Getting Started with the GRiD Compass*.

### Financial Forecast

	A	B	C	D	E
1		January	February	March	April est
2	North	101.00	89.00	103.00	97.67
3	South	155.00	99.00	177.00	143.67
4	East	113.00	108.00	148.00	
5					
6	TOTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

Version 3.0.0 of GRIDPLAN  
Copyright © 1982, 1983 GRiD Systems Corporation

### Memo

Memo to: Trainees  
From: Your Name  
Date: September 12, 1983  
Subject: Computer Workshop

The workshop on Computer Literacy has been rescheduled for Friday, September 15th. If you have arranged to make field visits on Friday, please sign up for self-paced instruction Room 201. I apologize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.

## Customer List: 1983

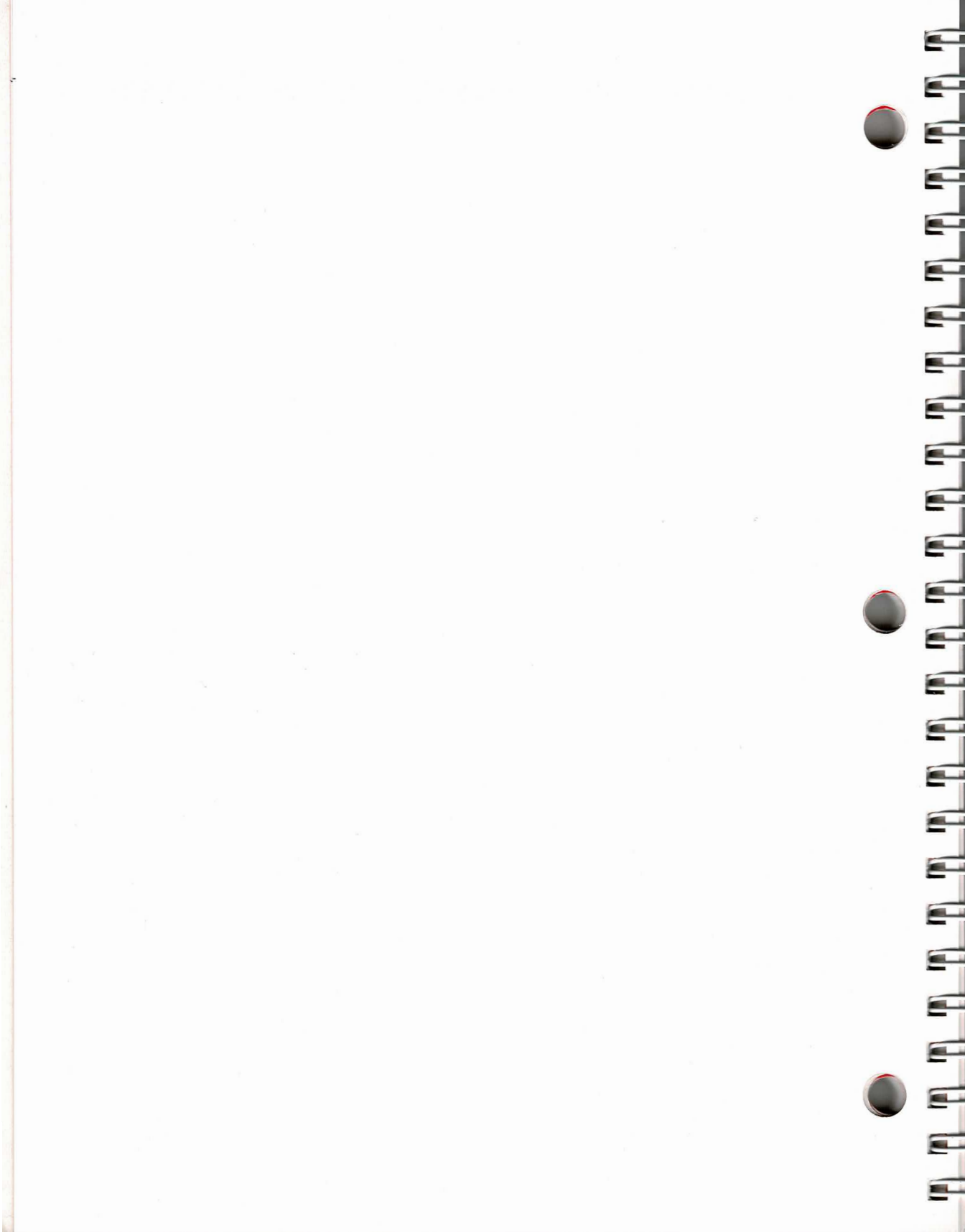
A	B	C
Customer Name	Account #	Street
Nakano, Evelyn	1198	5 Forest #5
Chu, Gerald	3127	120 Tandem Dr.
Tapp, Leilani	2096	687 Loyola
McDonald, Mary	7254	91 Orange Ave.
Young, Emily	3597	6555 Colonial Way
Kim, Joseph	4281	6001 Stratford Ave.
Schmidt, J.S.	2154	900 Walnut Ave. # 1
Smith, Diane	3226	5555 Heritage Dr.
Brown, Robert	4034	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Tapp, Leilani	3062	687 Loyola
Brown, Dennis	2357	3612 Banks Rd.
Ashton, Emily	1439	3612 Banks Rd.
Ewing, Linda	2962	65 Broadway
Brown, John	4455	3101 Thompson
Ascot, Hope	3095	12 Lane Dr.

22 records found

D	E	F	
City	State	Zip Code	
Houston	TX	77018	
Richmond	VA	23223	
Boise	ID	83704	
Montpeller	UT	05602	
Williamsville	NY	14221	
Fargo	ND	58107	
Seattle	WA	98177	
Cleveland	OH	44109	
Aurora	CO	80012	
Providence	RI	02908	
Helena	MT	59601	
Topeka	KA	66614	
Boise	ID	83704	
Aurora	CO	80012	
Aurora	CO	80012	
Omaha	NE	68114	
Albany	NY	12231	
Redding	CA	96002	

A	B	C
Customer Name	Account #	Street
Kim, Joseph	4281	6001 Stratford Ave.
Schmidt, J.S.	2154	900 Walnut Ave. # 1
Smith, Diane	3226	5555 Heritage Dr.
Brown, Robert	4034	3612 Banks Rd.
Brown, Florence	3267	4068 Temple
Faustino, Nina	5784	789 Palm Dr.
Garcia, Richard	2060	201 Hamilton Ct.
Tapp, Leilani	3062	687 Loyola
Brown, Dennis	2357	3612 Banks Rd.
Ashton, Emily	1439	3612 Banks Rd.
Ewing, Linda	2962	65 Broadway
Brown, John	4455	3101 Thompson
Ascot, Hope	3095	12 Lane Dr.
Kim, Joseph	5641	6001 Stratford Ave.
Brown, Robert	1341	3612 Banks Rd.
Locke, Louise	1228	1946 Willow #4
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Helena	MT	59601	
Topeka	KA	66614	
Boise	ID	83704	
Aurora	CO	80012	
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Aurora	CO	80012	
Sioux Falls	SD	57103	
Homestead	FL	33033	



## Appendix C: What You Now Know About Your GRiD Compass

The GRiD Compass system has a number of carefully planned conventions that make the computer easy to use. Some of these conventions are so subtle that you may not have even noticed their underlying philosophy. Let's take a moment to review these system-wide features here; an appreciation and understanding of them may help you perform more complex tasks.

---

**The Cursor** No matter what you are doing with your GRiD Compass, whenever you see the *cursor* (the blinking triangle) it means that you can enter information on the screen. You can also edit screen text whenever you see the cursor. Press the BACKSPACE key to erase errors and then re-enter the information. This may seem so natural that you did not even notice it. That's the whole point! We've designed the system so that you can use it without really thinking about it. Very few computers are this easy to operate.

---

**Arrow Keys** In this book you've learned to use the Arrow keys to move the cursor around the screen and to move data around in files. Sometimes you used the Arrow keys by themselves, sometimes in combination with the CODE key, and sometimes with both the CODE and SHIFT keys. Remember that the Arrow keys alone will always get you to where you want to go. Just hold one down long enough, or press it often enough, and you'll get there.

The CODE and SHIFT keys multiply the effect of the individual Arrow keys. For example, if you're in a GRiDWrite text file and want to move the cursor to the right, use the RightArrow ( → ) key by itself to move one character at a time. If you press both the CODE and RightArrow keys together, the cursor moves to the right one word at a time (much faster). If you want to move all the way to the right-most end of the line, press CODE-SHIFT- → to zoom to the right (the fastest method). The Arrow keys (and the CODE and SHIFT combinations) work similarly in all the applications regardless of whether you're just moving the cursor in a text file or moving cells about in a database file.

---

**Commands** Take a moment to look at the System Card just above the keyboard of your GRiD Compass. This small card contains essentially all the commands you'll ever need to use with your GRiD Compass. The vast majority of these commands operate in the same way regardless of whether you're using GRiDWrite, GRiDPlot or any other GRiD Management tool. And, if you ever need some more information while you're in the middle of some operation or application, just press CODE-? to make the computer instantly display an information screen showing and describing each of the commands available to you at that point. All without abandoning or interrupting what you're doing at the moment. You also don't have to worry about starting one command and then changing your mind. To cancel any command, just press another command key; you then have a fresh start.

---

**Menus and Forms** With the GRiD Compass, you don't have to commit long lists of file names, command names, choices, and options to memory. The system presents you with a list of choices whenever you need to do something. Merely select what you want to fill in a form to accomplish the task. The GRiD Compass knows about everything in the system and shares this information with you in an immediately accessible way. You don't have to guess or memorize. If there are options or choices about how to do something, they are all displayed. Just pick the one that you want.

---

**Exchanging and Transferring Files** All of the GRiD Management Tools speak the same language. And all of the tools are immediately and automatically available. If you are using GRiDWrite and want to include some data from a file created with GRiDPlan, just use the Transfer command and its File form to bring the GRiDPlan information into the text file. The system brings the information into the text file in a way that you can use it directly; no need to convert the data. Similarly, if you are working in GRiDFile and want to work on some of the data but with GRiDPlot, just use the Transfer command to switch management tools.

This summary is intended to help you appreciate the power and ease of use of the GRiD Compass and the GRiD Management Tools. But the best way to really appreciate them is to use them. Now that you've gotten started, you can really get moving. It's going to be fun—and much easier than you expected!

# Index

2101 Disk System 4, 47, 104  
 2102 Portable Diskette Drive 5,  
 47, 104

## A

Access command 96, 101  
 Access form  
   GRiDTerm 95  
   saving 100  
 Access to GRiD software 56  
 Account information, GRiD  
   Central 57  
 Alphabetical order, GRiDFile  
   records 87  
 Arrow keys 13, 111  
 Ascending sorting order 87

## B

Backing up files 49  
   with GRiDManager 67  
 BACKSPACE  
   erasing with 17, 69, 72, 111  
   to erase letters 17  
 Bar graph  
   clustered 43  
   segmented 40, 42  
 Baud 91  
 Bubble memory 4

## C

Calculate cell contents 29, 30, 31  
 Calculate GRiDPlan data 25, 30,  
   31, 37  
 Calculate command, GRiDPlan 37  
 Cancel 20, 23, 45  
 CCOS 53  
 CODE-RETURN, definition of 18  
 Cell  
   coordinates 27  
   current 26  
   definition 27  
   definition area 30  
   moving outline 27, 28  
   outline, GRiDPlan 26  
 Changing worksheet data 26  
 Characters per second 91  
 Chart, pie 45  
 Choice, highlighted 16  
 Clustered bar graph 44  
 CODE-← 73  
 CODE-→ 77  
 CODE- = 30  
 CODE-?  
   describing commands  
   available 112

from File form 14  
 from GRiDPlan 19, 37  
 in GRiDFile 86  
 in GRiDPlot 40  
   See Commands menu

CODE-A See Access command  
 CODE-BACKSPACE 72  
 CODE-D See Duplicate command  
 CODE-E See Erase command  
 CODE-ESC 20, 45  
 CODE-F See Find command  
 CODE-G See Graph command  
 CODE-M See Move command  
 CODE-O See Options command  
 CODE-P 97  
 CODE-Q See Quit command  
 CODE-RETURN See Confirm,  
   Calculate, and Report commands  
 CODE-SHIFT-← 73  
 CODE-SHIFT plus Arrow keys 101  
 CODE-T See Transfer command  
 CODE-W See Wildcard  
 Commands menu 37  
   displaying 3, 34  
   in GRiDFile 86  
   in GRiDManager 49  
   GRiDPlan 19, 37  
   in GRiDPlot 40  
 Commands, two-keystroke 13  
 Common 53  
 Compass, setting up 9  
 Confirm 18, 24  
 Connecting to GRiD Central 55  
 Connection type, Phonelink 58  
 Connector, RJ11 55, 94  
 Coordinates, cells 27  
 Correcting typing errors 17  
 Creating files 14, 23  
 Current  
   cell 26  
   printer 70  
 Cursor, description of 16, 111

## D

Data  
   calculating 26, 37  
   following to new file 34, 37  
   graphing 40, 46  
   transferring to files 34, 37  
 Database 81  
   displaying records 84, 86, 88,  
   89, 91  
   kind and examples 8  
   retrieving 83  
 Database records  
   displaying 84, 86, 88, 89, 91  
   retrieving 83  
 Definition area for cells 30  
 Definitions, cell in GRiDPlan 27  
 DemoGRiDPlan  
   description of 25  
   erasing 53, 54  
 DemoGRiDPlot  
   erasing 53, 55  
   description of 39  
 Demonstration applications 25,  
   39  
 Destination file  
   copying to 63  
   for duplication 51  
 Device, File form item 4, 3  
 Devices  
   bubble memory 4  
   floppy disk 5  
   hard disk 5  
   portable floppy 5  
 Dial tone, waiting for 59  
 Disconnecting  
   from GRiD Central 68  
   from DJNS 100  
 Disk System 2101 24, 47  
 Diskette drive 47  
 Diskettes 5, 103  
   initialized 48  
   initializing 103  
 Displaying  
   Commands menu 23  
   data as graphs 46  
   entire database 84  
   group of records 90  
   one record 88, 89  
   sorted records 86  
 DJNS 91  
   connecting to 97  
   disconnecting 100  
   password 93  
 Documents  
   editing 71  
   GRiDWrite 69  
   modifying with GRiDWrite 70  
   printing 77, 79  
 Dow Jones News/Retrieval  
   Service 95  
   connecting to 97  
   See DJNS  
 Duplicate command, in GRiD-  
   Manager 50  
 Duplicate, verification 52



- Duplicating files 50
  - from GRiD Central 61, 63
  - to bubble memory 61
- E**
- Editing a document 79
- Emulating terminals, with GRiD-Term 93
- Epson MX82 printer 70
- Equation, for cell definitions 27
- Erase
  - command 68
  - DemoGRiDPlan 54
  - DemoGRiDPlot 55
  - files 54, 67
  - letters 23
  - text 79
  - verification 52
  - words, with  
CODE-BACKSPACE 72
- Errors, correcting 17
- ESC 15, 24
  - to return to File form 15
- Escape, See ESC
- Executive 53
- Exercises
  - restarting 2
  - hands-on 1
  - format of 2
- Exiting files 20, 23, 46
- F**
- File form items 4
  - Subject 6, 4
  - Title 6, 4
  - Kind 7, 4
  - Password 8, 4
  - Device 4
- File form
  - filling in 13
  - for destination file 63
  - moving in 23
  - purpose of 3
  - returning to 15
- File organization, by subjects 6
- Files
  - backing up 47, 67
  - creating 14, 23
  - definition of 3
  - duplicating 50
  - duplicating from GRiD Central 61
  - duplicating with GRiDManager 67
  - erasing 54, 67
  - exchanging 112
  - exiting 20, 23, 46
  - Getting Started 108
  - locking, See Password
  - retrieving 21, 14, 23
  - saving 33, 37
  - source 50
  - transferring 112
  - transferring data to 34, 37
  - unlocking, See Password
- Filling in File form 13
  - summary 23
- Find
  - command, in GRiDFile 84, 91
  - form 84
- Flickering flags 60
- Floppies 5
- Floppy disk 48, 51
- Floppy disk drive 104
- Following data to new file 34, 37
- Forms
  - Access (GRiDTerm) 95
  - destination 63
  - moving in 23
  - Properties (GRiDTerm) 96
  - sign-on 58
  - sign-off 65
  - verify duplicate 52, 67
  - verify erase 54, 55
- Function
  - built-in 32
  - sum 32
- G**
- Graph command 40, 46
- Graph, kind and examples 8
- Graphing data 40
- Graphs
  - clustered bar 44
  - line 44
  - GRiDPlot 39
  - kind of 43, 45
  - pie chart 43, 45
  - segmented bar 40, 42
- GRiD Central
  - account information 57
  - connecting to 57
  - device names 60
  - disconnecting 68
  - duplicating files from 61
  - getting software from 56
  - password 57
  - reconnecting to 62
  - signing off 65, 67
  - signing on 58
  - software subjects 3.0 61
  - telephone number 59
- GRiDFile 81
  - Commands menu 86
  - duplicating from GRiD Central 82
  - exiting 90
  - Find command 84
  - kind and examples 8
  - queries 88
  - record 81
  - report form 86
  - scrolling in 85
  - session summary 91
- GRiDFile commands
  - Find 91
  - Report 91
- GRiDManager 47
  - backing up files 49
  - Commands menu 49
  - duplicating files 50
  - CODE-W 50
  - erasing files 53
  - getting software from GRiD Central 56
  - retrieving 67
  - session summary 67
- GRiDPlan
  - Calculate command 37
  - calculating data 25
  - commands menu 19
  - examining worksheet data 26
  - functions 29
  - kind and examples 8
  - saving changes 33
  - session summary 37
  - transferring data 34
  - using cell definitions 33
  - worksheets 25
- GRiDPlan file, retrieving 21
- GRiDPlot
  - clustered bar graph 44
  - changing kind of graph 43
  - commands menu 38
  - exiting 45
  - Graph (CODE-G) command 40
  - initial setting 43
  - kind and examples 8
  - line graph 45
  - pie chart 45
  - segmented bar graph 40
  - session summary 46
- GRiDPlot file, retrieving 35
- GRiDTerm 93
  - access form 96
  - disconnecting from DJNS 100
  - logging in to DJNS 95
  - retrieving Dow Jones file 95
  - session summary 101
  - using TYMNET 96
- GRiDTerm command, Access 90

GRiDVT-100 93  
 GRiDWrite  
   copying from GRiD Central 70  
   editing a document 72  
   kind and examples 8  
   printing a file 78  
   saving a file 77  
   session summary 79  
 GRiD3101 93

**H**

Hard disk 5  
 Help information 14  
 Highlighted choice 16

**I**

Information, help 14  
 Initial setting, in GRiDPlot 43  
 Initializing diskettes 103  
 Items, File form 3

**K**

Keys, arrow 13  
 Kind  
   database 8  
   definition 8  
   examples of 8  
   File form item 8  
   graph 8  
   sign-on 58  
   text 8  
   worksheet 8

**L**

Letters, erasing 23  
 Line graph 44  
 Line socket on Compass 94  
 Line switch, voltage 10  
 Locking files, See Password  
 Log in message, Dow Jones NS 97

**M**

Mainframe computer, GRiD  
   System's 56  
 Main memory 9  
 Management Tools, overview of 3  
 Memo file, retrieving 71  
 Memo, printing 74  
 Memory  
   bubble 4  
   main 9  
   random access 9  
   working 9  
 Modem 53  
 Modifying documents with  
   GRiDWrite 70  
 Move command, in GRiD -  
   Write 76, 79

**M**

Move  
   around the screen 37  
   in a form 23  
   text 79

**N**

Names of files, See Title  
 New files, creating 14, 22  
 Next Action, Transfer menu  
   item 35

**O**

Options  
   command, in GRiDPlot 43, 46  
   form, in GRiDPlot 43  
 Order  
   alphabetical in GRiDFile 87  
   sorting in GRiDFile 82, 86  
 Outline 16  
   cell 26  
 Overview, of Management Tools 1

**P**

Password  
   definition 8  
   DJNS 93  
   File form item 8  
   GRiD Central 57  
   locking files 7  
   unlocking files 7  
   used to restrict access 17  
 Phone  
   connecting to Compass 57, 94  
   number, GRiD Central 59  
 Phonelink 53, 66  
   connection type 58  
 Pie chart graph 45  
 Portable Diskette Drive 5  
 Portable Floppy 5, 51  
 Print  
   menu 78  
   options form, in GRiDWrite 78  
   Transfer menu item 78  
 Printer  
   current 70  
   Epson MX82 70  
 Printing documents 77, 79  
 Programs subject 6  
   reserving 15  
 Properties form, GRiDTerm 96

**Q**

Queries, in GRiDFile 88  
 Query conditions in GRiDFile 88  
 Quit command 45, 46  
 Quotation marks, used in  
   GRiDFile 88

**R**

RAM 9  
 Random access memory 9  
 Records  
   displaying in GRiDFile 84, 86,  
   88, 89, 91  
   retrieving in GRiDFile 83  
   sorting 82, 86  
   retrieving database 83  
 Redialing GRiD Central 62  
 Report  
   form, in GRiDFile 86  
   GRiDFile command 86, 91  
 Retrieving  
   Dow Jones file 95  
   files 21, 14, 23  
   GRiDManager 49, 67  
   a database file 83  
   database records 77  
   records in GRiDFile 83  
 RJ11 connector 57, 94

**S**

Sample memo 69  
 Saving  
   a file 33  
   changes, in GRiDPlan 37  
 Scrolling 27  
   in GRiDPlan 27  
   in GRiDFile 85  
 Segmented bar graph 40, 42  
 Session summary  
   Filling in the File Form 23  
   GRiDFile 91  
   GRiDPlan 37  
   GRiDPlot 46  
   GRiDTerm 101  
   GRiDWrite 79  
   GRiDManager 67  
 Setting up Compass 9  
 SHIFT-Arrow keys 37  
 Sign-off, from GRiD  
   Central 65, 67  
 Sign-on  
   form 58, 67  
   Kind 58  
 Signing off from GRiD  
   Central 65, 67  
 Software subjects 3.0 61  
 Software  
   definition 11  
   getting from GRiD Central 56  
 Sorting  
   database records 86  
   records in GRiDFile 82, 86  
   sorting order, ascending 87  
 Source files, for duplication 50  
 Stock quotations, GRiDTerm 100

Storage 8

Subject

  programs 6

  definition 6

  File form item 6

Sum function 52

Summary

  Filling in File form 23

  GRiDFile 91

  GRiDManager 67

  GRiDPlot 46

  GRiDPlan exercise 37

  GRiDTerm 101

  GRiDWrite 79

Switch, line voltage 10

## T

Telephone number, GRiD

  Central 59

Terminal emulation, with

  GRiDTerm 91

Text

  erasing 79

  kind and examples 8

  moving 79

Title, definition 6

Transfer command

  in GRiDPlan 34, 37

  in GRiDWrite 77

Transfer menu

  in GRiDWrite 76

  in GRiDPlan 33

  Print item 77

Transferring data to new file 34

Two-keystroke commands 13

TYMNET 91

TYMNET phone number, baud 91

Typing errors, correcting 17

## UV

Unlocking files, See Password

Verify Duplicate form 52, 67

Verify Erase form 54, 55

Voltage line switch 10

## W

Wildcard, in GRiDManager 50, 52

Window, into GRiDplan

  worksheet 28

Words, erasing 72

Working memory 9

Worksheet window 28

Worksheets

  calculating 23

  changing data 23

  GRiDPlan 23

  window to 28

Wrap around, in GRiDWrite 75

Writing to a file 34

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