GRiD
SYSTEM CARD
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GENERAL COMMANDS

Access	CODE-A
Begin selection	CODE-B
Column selection	CODE-C
Confirm	CODE-RETURN +
Display commands	CODE-? F1
Display system page	CODE-U F4
Duplicate files, cells or text	CODE-D
Erase files, cells or text	CODE-F F8
Erase previous word	CODE-BACKSPACE

Insert cells	CODE-I
Move files, cells or text	CODE-M F3
Options	CODE-O F7
Properties	CODE-P
Quit and save	CODE-Q F10
Quit without saving	CODE-ESC F2
Row selection	CODE-R
Shift lock	SHIFT-ESC
Transfer (Print, Save, Write)	CODE-T F6
Wildcard	CODE-W

GRIDFILE COMMANDS

Compress	CODE-7 F3
Find (query database)	CODE-F F7
Points to column	CODE-Q F10
Report (sort specification)	CODE-R F2
Substitute	SHIFT-ESC
Wildcard (find command)	CODE-W

GRIDPLAN COMMANDS

Arrow keys to move between views	Press CTRL
Calculate values	CODE-RETURN +
Define cells	CODE-—
Headings	CODE-H
Jump to cell	CODE-J
View portions of worksheet	CODE-V

Compress	CODE-7 F5
Find	CODE-F F5
Points	CODE-S
Report (sort specification)	CODE-?
Substitute	CODE-7 F1
Wildcard (find command)	CODE-W

GRIDPLOT COMMANDS

Graph	CODE-G F9
Headings	CODE-H
Set colors	CODE-—

GRIDWRITE COMMANDS

Find	CODE-F
Jump to paragraph	CODE-J
Substitute	CODE-S

IBM Personal Computer keyboard with GRiD Software overlay.
Keys in gray perform special functions, as indicated by the overlay.

GRiD

The File Form:
The Key to GRiD Software

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5-Mar-84                                    2:14 pm

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        GRiD Central
        Programs




  Device        Hard Disk
  Subject       ┌─────────────────────────────┐
  Title         └─────────────────────────────┘
  Kind
  Password
  ▓▓▓▓▓Select a file and confirm or▓▓▓▓▓
  ▓▓▓▓▓▓▓Press CODE-? for help▓▓▓▓▓▓▓▓
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The File form appears on the screen after you boot GRiD software.

File Form Item	What It Does	How to Fill In the Item
Device	Indicates storage device	Hard Disk Floppy Disk Extra Floppy Disk
Subject	Organizes your files	Choose any subject; e.g., *Personnel, Monthly Report*
Title	Names your file	Choose any title; e.g., *Brown, Robert; January Report*
Kind	Describes the GRiD Management Tool or application needed to use a file	For new files, you designate the Kind. For existing files, the Kind is automatically selected. The list that follows shows the Kinds of the various GRiD programs.

Kind	Program
Sign-on	GRiDManager
Database	GRiDFile
Worksheet	GRiDPlan
Graph	GRiDPlot
Text	GRiDWrite
Com	Do
Run	Any
Basic	GRiDBasic
Keystrokes	GRiDPlayback

File Form Item	What It Does	How to Fill In the Item
		Kind — **Program**
		Terminal — GRiDTerm 3101 — GRiD3101 Reformat — GRiDReformat VT100 — GRiDVT100
Password	Restricts access to files	If you have previously assigned a password to a file, then you must type in this password each time you retrieve the file. **NOTE:** For instructions on how to assign a password, see the Assign Password section of the "GRiDManager" chapter in the manual *GRiD Management Tools Reference*.

Commands	Keys*	IBM PC Keys	Description
			Moves text or cells from one location to another. (File, Plan, Plot, Write)
Options	CODE-O	F7	Sets characteristics of a file. (File, Plan, Plot, Write)
			Sets characteristics of the system. (Manager)
Playback	CODE-Y	Alt-Y or CapsLock-Y	Displays File form for name of keystroke file to play back. (Playback)
Pointer	CODE-=	Alt-= or CapsLock-=	Points to a column and places column letter in Find form. (File)
			Points to a cell or range and places cell coordinates in definition area. (Plan)
Properties	CODE-P	Alt-P or CapsLock-P	Defines the characteristics of one or more rows or columns or a group of cells. "Properties" always override "Options." (File, Plan, Plot)
Quit	CODE-Q	F10	Exits and saves changes made during a work session. (All applications)
			Stops recording and exits the file. (Record)
Report	CODE-?	F1	Designates columns to be sorted in ascending or descending order. (File)
Row	CODE-R		Selects an entire row to erase, move, duplicate, insert, transfer, or assign properties to. (File, Plan, Plot)
Select Start-up File	CODE-?	F1	Selects file that system goes to after start-up. (Manager)
Set Right/Left/ Horizontal/ Axes	CODE-?	F1	Sets properties of left, right, and horizontal axes. (Plot)
Set Time	CODE-?	F1	Sets the time and date on the internal clock of the computer. (Manager)
Sign-on	CODE-?	F1	Connects you to GRiD Central or a file server device. (Manager)
Sign-off	CODE-?	F1	Disconnects you from GRiD Central or a file server device. (Manager)
Substitute	CODE-S	Alt-S or CapsLock-S	Locates and replaces occurrences of text: letters, words, numbers, or sentences. (Write, File)

Commands	Keys*	IBM PC Keys*	Description
Transfer	CODE-T	F6	Appends all or part of a file to another. (File, Plan, Write)
			Appends printer copy to a file. (Write)
			Erases a file. (All applications except Manager)
			Exchanges one file for another. (All applications)
			Formats a text file. (Write)
			Includes a file into current file. (File, Plan, Plot, Write)
			Plots graph. (Plot)
			Prints cell definitions. (Plan)
			Prints file. (File, Plan, Plot, Write)
			Prints graph. (Plot)
			Prints query conditions. (File)
			Prints screen image. (Write)
			Saves file. (File, Plan, Plot, Write)
			Saves Sign-on form. (Manager)
			Sets format options. (Write)
			Sets print options. (File, Manager, Plan, Plot, Write)
			Shows file's characteristics. (All applications)
			Writes all or part of a file to another. (File, Plan, Plot, Write)
			Writes graph to a file. (Plot)
			Writes printer copy to a file. (Write)
			Writes Sign-on form to a file. (Manager)
Usage	CODE-U	Alt-U or CapsLock-U	Shows amount of space used in memory and on the storage devices. (All applications)
View	CODE-V	Alt-V or CapsLock-V	Lets you view two separate horizontal or vertical portions of worksheet that normally wouldn't appear on the screen at the same time. (Plan)
Wildcard	CODE-W	Alt-W or CapsLock-W	Lets you duplicate, erase, or move multiple files using only one Duplicate, Erase, or Move command. (Manager)
			Used in Find form to locate character sequences in databases. (File)

GRiD

GRiD Software for the IBM Personal Computer Reference Card

GRiDFile, GRiDManager, GRiDPlan, GRiDPlot, GRiDPlayback, GRiDRecord, GRiDWrite.

Commands	Keys*	IBM PC Keys	Description
Add or Remove a Device	CODE-?	F1	Lets you connect or disconnect a storage device from your computer. (Manager)
			Finds fonts, printer and plotter drivers. (Manager)
Assign Password	CODE-?	F1	Assigns or changes a password to a file. (Manager)
Begin	CODE-B	Alt-B or CapsLock-B	Marks beginning of a selection of cells or text. (File, Plot, Write)
			Allows duplicating of multiple cells or groups of cells. (Plan)
Calculate	CODE-RETURN	+ key, right keypad	Calculates cell values. (Plan)
Cancel	CODE-ESC	F2	Exits file without saving changes to current file. (All applications except File)
Cancel Start-up File	CODE-?	F1	Causes system to start up normally without going to another designated start-up file. (Manager)
Change File Protection	CODE-?	F1	Locks and unlocks files. (Manager)
Column	CODE-C	Alt-C or CapsLock-C	Selects an entire column to erase, move, duplicate, insert, transfer, or assign properties to. (File, Plan, Plot)
Commands Menu	CODE-?	F1	Locks row or column headings. (Plan)
			Displays a list of all commands available in an application. (All applications)
Compress Database	CODE-?	F1	Eliminates excess storage space of database on storage device. (File)
Confirm	CODE-RETURN	+ key, right keypad	Tells the computer that you have completed a given operation and that you are ready for the computer to perform the next task. Selects a menu item, gives the "go-ahead" for a selection to erase, move, duplicate, print, etc. (All applications)

*CODE: The Alt and CapsLock keys function as CODE keys.

Commands	Keys*	IBM PC Keys	Description
Define Cell	CODE-=	Alt-= or CapsLock-=	Moves cursor to cell definition area so you can enter formula (Plan)
Duplicate	CODE-D	F4	Copies files, cells, or text to new location; leaves original in place. (File, Manager, Plan, Plot, Write)
Edit Sign-on Form	CODE-?	F1	Modifies Sign-on form used to access GRiD Central, or a file server device. (Manager)
Erase Cells	CODE-E	F8	Erases cells. Use the CODE-R or the CODE-C key to erase rows or columns. (File, Plan, Plot)
Erase Character	BACKSPACE ←		Erases character to the left of the cursor. (File, Plan, Plot, Write)
Erase File	CODE-E	F8	Erases files or subjects. (Manager)
Erase Text	CODE-E	F8	Erases text. (File, Plan, Plot, Write).
Erase Word	CODE-BACKSPACE	Alt-↵ or CapsLock-↵	Erases first word to the left of the cursor. (File, Plan, Plot, Write)
Escape	ESC	Esc	Prevents execution of a command if it hasn't been confirmed. (All applications)
			Stops printing. (All applications)
Find	CODE-F	F5	Finds all occurrences of text: letters, words, numbers, sentences. (Write)
			Displays entire database; finds and displays data that meet specified conditions. (File)
Format Command Summary	CODE-?	F1	Displays available format commands. (Write)
Graph	CODE-G	F9	Creates graph from data in table. (Plot)
GRiDRecord Commands	CODE-Y	Alt-Y or CapsLock-Y	Displays GRiDRecord commands. (Record)
Headings	CODE-H	Alt-H or CapsLock-H	Displays titles for graph and axes. (Plot)
			Locks row or column headings. (Plan)
Insert	CODE-I	Alt-I or CapsLock-I	Inserts blank columns or rows. (File, Plan, Plot)
Jump	CODE-J	Alt-J or CapsLock-J	Moves cursor to the location or text specified. (Plan, Write)
Move	CODE-M	F3	Moves file from one Device, Subject, or Title to another. (Manager)