Getting Started

GRiD Software for the IBM Personal Computer

GRiD

Getting Started

GRiD Software for the IBM Personal Computer

April 1984

Contents

About Your Screen Displays . . .

GRiD software for the IBM Personal Computer has been enhanced to display 80 characters, 28 more than the original GRiD software display. The commands and keystrokes you learn in this tutorial remain the same, regardless of the number of characters you see on the screen. However, as you do the exercises, be aware that your screen display is about ⅓ wider than the one available at the time the screen images for this tutorial were taken.

About This Book . . .

Congratulations and welcome to the world of GRiD software. You now have available to you powerful and easy-to-learn GRiD Management Tools. Why easy? Because the majority of commands work the same way 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.

This book will get you and your GRiD software 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

Terminal Emulators   Another software program that this book introduces is GRiDTerm. GRiDTerm allows you to communicate with other computers, such as your company's mainframe computer, the Dow Jones News/Retrieval® Service, etc. GRiD has other software packages for communicating with specific computers, such as GRiDVT100 and GRiD3101.

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. Session 4 may take about an hour.

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 computer screen after you complete the steps given on the left column.

☐ Notes that help you tie together conceptually the various steps in the exercises.

Exercise overview —

Exercise number and title —

Left column contains instructions; generally, the keys you have to press —

Right column contains what you see on the screen and explanatory notes —

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 computer, then turn it on again. You can then go back to the beginning of the exercise.

Running GRiD Software on Your IBM® Personal Computer
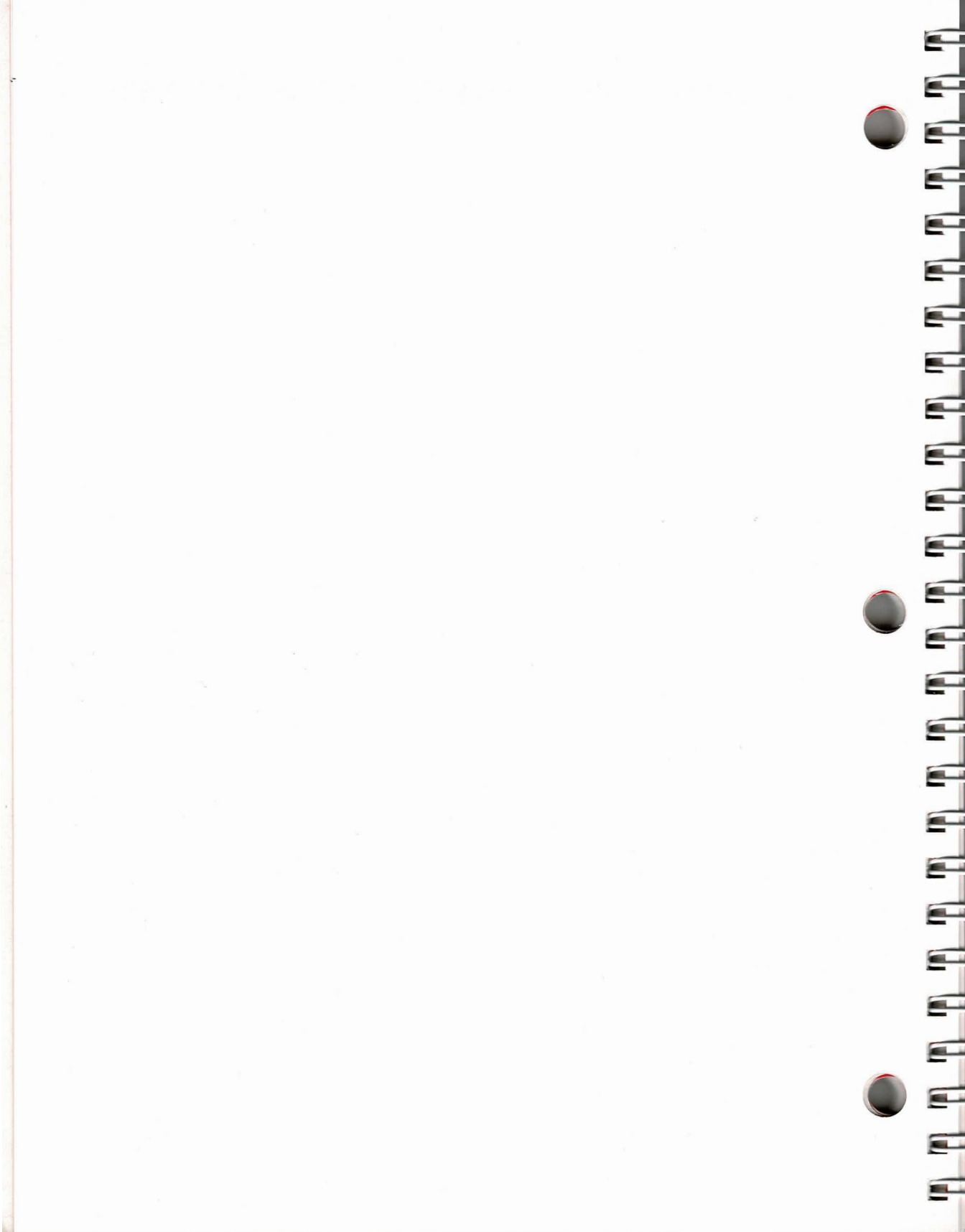
GRiD software has been enhanced for use on the IBM® Personal Computer. Generally, GRiD commands are issued using two keys. With the IBM PC Personal Computer enhancement, you also have the alternative of pressing a single key for frequently-used commands.

An overlay has been included in your software packet. Place it over the IBM PC keyboard and note the use of the special keys, as shown in the illustration below.

Figure A-1. *IBM Personal Computer Keyboard*
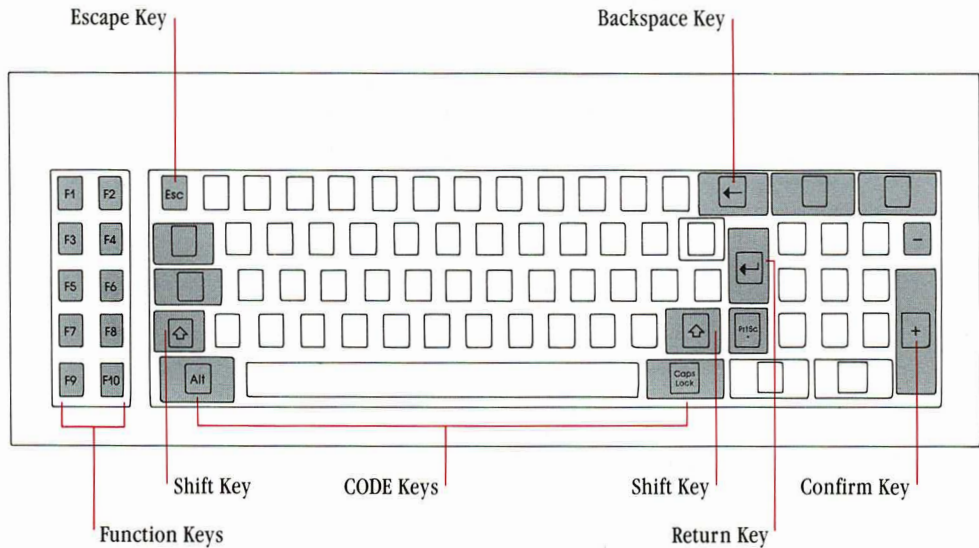
In the exercises, instructions use the two-keystroke commands that are applicable to any computer keyboard you may have. However, the alternative keystrokes are noted in red, so that you may use them instead.

Introduction

This introduction presents a quick overview of the GRiD 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.

Your Computer 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 GRiD software on your IBM Personal Computer is very similar. You boot the GRiD Operating System on your computer, fill in a form, and ask for a file. The file appears on your screen instead of on your desk.

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 File form (shown below). The multipart file form gives you tremendous flexibility in handling data. The convenient file form makes it easy to get at your information.

The GRiD File Form

```
 12-Jan-83                                      2:44 pm

         Getting Started
         Programs




 Device       Floppy Disk
 Subject
 Title
 Kind
 Password
            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 GRiD software, you never have to memorize file information; the form always presents it. You can also type information into a form. GRiD software 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. You may store your computer files in two kinds of storage devices: floppy disks or hard disks.

A floppy disk, or diskette, is a flexible plastic disk that has been coated with a magnetic material (much like the coating on audio recording tape). A 5¼-inch floppy diskette stores up to 360 thousand characters of data.

Floppy Diskette   Floppy Disk Drives
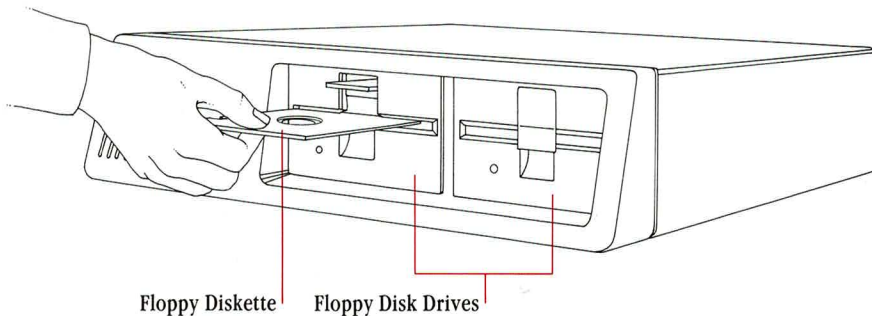
A hard disk is not externally visible; it is permanently sealed within its drive and cannot be removed from it. A 10 megabyte hard disk holds over 10 million characters of data.

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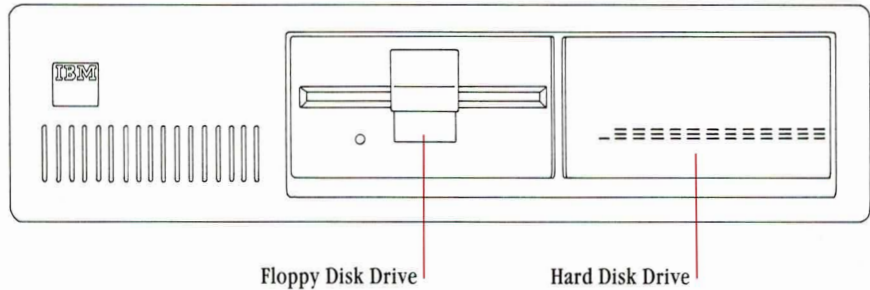
What Is a Subject?   A *Subject* is a name used to organize any grouping of files. You could say a Subject "contains" files. Think of each Subject as a different drawer in a filing cabinet. Typical Subject names might include "1984 Forecast," "District Correspondence," "Department Budget," and "Personnel."

NOTE: "Programs" is a special Subject that contains your GRiD software.

Subjects Organize Your Files
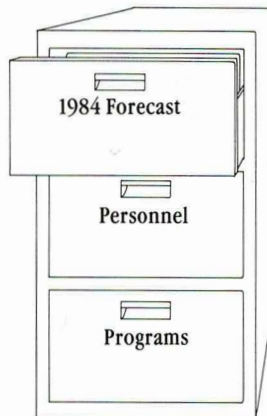
What Is a Title?   A *Title* is a name you give to a file. In fact, some people call Titles "file names." It's like the tab on a file folder—it gives a name to a collection of data.

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
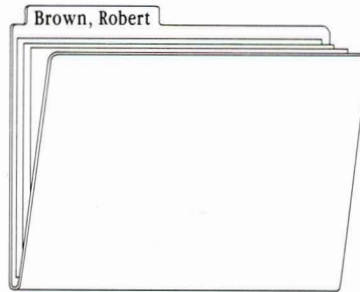
What Is a Kind?   When you work on an accounting spreadsheet, you'd prefer a calculator and a pencil as tools—not a typewriter or a set of drawing pens. Likewise, the File form asks you to specify a *Kind* for each file. The Kind designates which management tool is needed to work on a particular file. 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 restrict access to a file. 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.

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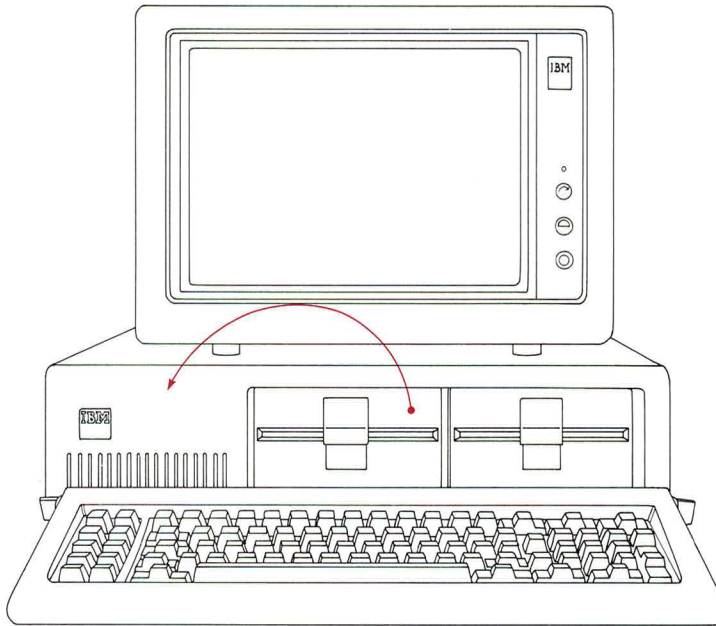
The answer is *main memory*. It's also called *working memory* and *RAM* (Random Access Memory). When you're computing, main memory holds the tool you're working with (such as GRiDWrite) and the file you're working on ("Midwest Region Report").

The difference between main memory and a storage device such as floppy disk or hard disk is that you can move data in and out of main memory faster and it is also not permanent. If you turn your computer 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 software on your computer. Onward!

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

Take the overlay card from your GRiD software packet and place it over your IBM Personal Computer keyboard.

Insert the Operating System diskette into your main floppy drive and the Management Tools diskette into the second floppy disk drive. Turn on your computer. After about a minute, the File form will appear on the screen.

Replace the Operating System diskette with the Getting Started diskette.

NOTE: In this tutorial, you will see the following conventions to represent keystrokes:

CODE keys: Alt and Caps Lock function as CODE keys. When instructed to press a CODE key, press either of these keys.

Arrow keys: Arrow keys are represented by arrows.

Two-keystroke commands: A two-stroke command is indicated by keycap names or characters, separated by a hyphen (-), for example, CODE-?, CODE-RETURN.

■■■
Go!

12

Keystrokes   **What Happens**

Get Help information

Read the message line at
the bottom of the screen.

```
12-Jan-83                                    2:44 pm

                   Getting Started
                   Programs




             Device        Floppy Disk
             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 computer is doing.

CODE-?
(Hold down CODE key, then tap ? key lightly. You don't need to press the SHIFT key— ⇧ — 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 CCOS
           Version 3.0.0 of Common code
```

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

ESC to get back to the File Form.

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

↓   to highlight Getting Started.

```
12-Jan-83                               2:57 pm

         Getting Started
         Programs




Device      Floppy Disk
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 computer. You will find it easier to keep track of your own files if you keep them separate from the GRiD software programs.

RETURN (↵) to move
outline to Title.

```
12-Jan-83                                    2:59 pm

   Customer List: 1983                        Database
   Dow Jones NS                               Terminal
   Financial Worksheet                       Worksheet
   GRiD Central                                Sign-on
   Memo                                          text




   Device          Floppy Disk
   Subject         Getting Started
   Title         [                                    ]
   Kind
   Password
         Select a file and confirm
         Or press CODE-? for help
```

The outline marks the item in the File form that you
are filling in. In this case, the item is Title.

Note the cursor—the blinking triangle—inside the
outline. It marks the space where the next character
you type will appear.

Read the list of choices
for the Title item.

The existing choices for the item you are filling in
automatically appear on the upper part of the screen.
The choices you see now are for Title. When you
type in a new choice, the highlighted strip must be on
the top line, above the list of existing choices.

Type: Exercise 1

(To correct a typing error, ← or → to move the cursor to the right of the letter to be corrected. Then, press the BACKSPACE key—the ← to the right of the number keys—to erase the letter or letters. Type the correct letter or letters).

```
12-Jan-83                                    3:00 pm

   Customer List: 1983                      Database
   Dow Jones NS                             Terminal
   Financial Worksheet                     Worksheet
   GRiD Central                              Sign-on
   Memo                                         text




   Device       Floppy Disk
   Subject      Getting Started
   Title       [Exercise 1                        ]
   Kind
   Password
              Select a file and confirm
              Or press CODE-? for help
```

RETURN to move outline to Kind.

Type: Worksheet

```
                           Com
                           Run
                           Sign-on








   Device       Floppy Disk
   Subject      Getting Started
   Title        Exercise 1
   Kind        [Worksheet                         ]
   Password
   Next action  Get new file and its application
            Exchange: Fill in form and confirm
```

NOTE: This file has no password. Only files to which you wish to restrict access should have passwords.

>

CODE-RETURN to con-
firm. (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
computer to accept and act on your selection or
command.

The alternate IBM Personal Computer key for CODE-
RETURN is the + key on the right keypad.

```
┌────────────────────────────────────────────────┐
│ 12-Jan-83                             3:02 pm   │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│   Device        Floppy Disk                     │
│   Subject       Getting Started                 │
│   Title         Exercise 1                      │
│   Kind         │Worksheet              │        │
│   Password                                      │
├────────────────────────────────────────────────┤
│        Confirm to create new file               │
│        Or press CODE-? for help                 │
└────────────────────────────────────────────────┘
```

Read the message that
appears in the message
line.

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

CODE-RETURN to
confirm.

Read the messages that
appear as the computer
retrieves the 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 © 1982,1983 GRiD Systems Corporation
```

CODE-? to display GRiD-Plan's Command 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 Help menu of the application used by the current file.

The alternate IBM Personal Computer key for CODE-? is F1.

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   The alternate key for CODE-ESC is F2.

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

CODE-RETURN to confirm.

The File form appears.

```
 12-Jan-83                                    3:04 pm

            ▐ Getting Started
              Programs




    Device        Floppy Disk
    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`.

```
12-Jan-83                                    3:50 pm

  Customer List: 1983                       Database
  Dow Jones NS                              Terminal
  Exercise 1                               Worksheet
  Financial Forecast                       Worksheet
  GRiD Central                              Sign-on
  Memo                                         text




  Device        Floppy Disk
  Subject       Getting Started
  Title         [                                    ]
  Kind
  Password
        Select a file and confirm
        Or press CODE-? for help
```

↓ to `Financial Fore-cast`.

```
12-Jan-83                                    3:51 pm

  Customer List: 1983                       Database
  Dow Jones NS                              Terminal
  Exercise 1                               Worksheet
  Financial Forecast                       Worksheet
  GRiD Central                              Sign-on
  Memo                                         text




  Device        Floppy Disk
  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 computer 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

Commands Menu	CODE-? or F1	Displays a list of all the commands available in an application.
Confirm	CODE-RETURN or + key, right keypad	Gives the "go-ahead" to a selection or command. Referred to as *confirm* .
Escape	ESC	Returns to what you had on the screen before you issued a command.
Cancel	CODE-ESC or F2	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. If you copy this demo version onto your hard disk, be sure to erase DemoGRiDPlan when you have finished practicing with it. Exercise 6 in Session 4 teaches you how to erase a file.

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.

	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	108.90	148.00	
5					
6	TOTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

Cell Outline

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	TJTALS	369.00	296.00	428.00	
7					
8					
9					
10					
11					
12					
13					
14					
15					

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.

→ four times to move the outline to cell I2.

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

	E	F	G	H	I
1	April est	May	June	July est	
2	97.67				
3	143.67				
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

I2

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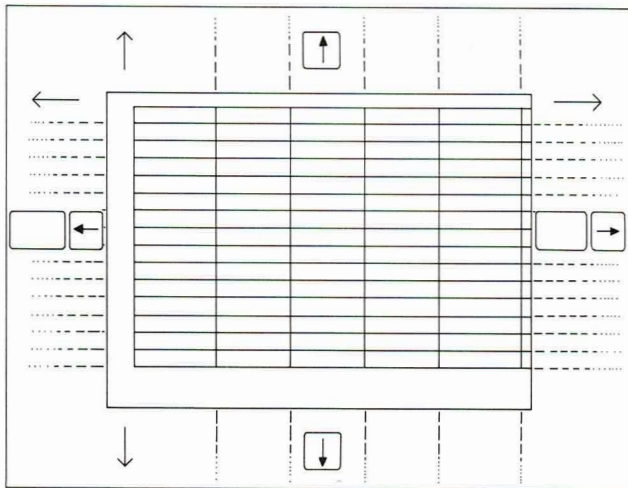
DemoGRiDPlan lets you create a rather small worksheet. The actual GRiDPlan Management Tool lets you create a much larger one.

SHIFT - ← five 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 Ø

Type: 2

	D	E	F	G	H	
1	March	April est	May	June	July est	
2	123.00	97.67				
3	177.30	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					

Cell Definition Area————

E4=▲

Type definition (CODE-= to point to cells)

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

Read the message that
appears.

You will do what the first part of the message says;
i.e., type a definition. (The second part of the mes-
sage refers to copying the contents of another cell
into the current one. See *GRiD 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 calcu-
late 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					

```
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.

The alternate key for CODE-T is F6.

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, floppy disk. When a file is saved on floppy disk, 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

                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 cur-
rent file in a new file that the computer 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.

BACKSPACE to erase Worksheet.

Type: Graph

A File form with one additional item appears.


```
                        Com
                        Run
                        Sign-on




        Device      Floppy Disk
        Subject     Getting Started
        Title       Financial Forecast
        Kind        [Graph                          ]
        Password
        Next action  Get new file and its application
             Exchange: 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      Floppy Disk
        Subject     Getting Started
        Title       Financial Forecast
        Kind        Graph
        Password
        Next action  [Get new file and its application  ]
             Write: Fill in form and confirm
```

CODE-RETURN to confirm the completed File form.

After about 30 seconds, the new file appears. You now see the data in the GRiDPlot file.

```
                  January  February    March    April est
        North     101.00     89.00    123.00    104.33
        South     155.00     99.00    177.00    143.67
         East     113.00    108.00    148.00    123.00


       TOTALS     369.00    296.00    448.00    371.00










                  Version 3.0.0 of GRiDPlot
        Copyright © 1982, 1983 GRiD Systems Corporation
```

NOTE: If you are going on to the next exercise, leave the screen as is.

Session 2 Summary: GRiDPlan Worksheets

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 Save this file.
Write and follow data to a new file	Press CODE-T.
	Move outline to Write to a file.
	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 Next Action.
	Move the highlighted strip to Retrieve file and its application.
	Press CODE-RETURN to confirm.

New Commands

Calculate	CODE-RETURN or + key, right keypad	Calculates cell values in GRiDPlan.
Transfer	CODE-T or F6	Displays the Transfer menu.

Session 3: GRiDPlot Graphs

"One picture is worth a thousand words," goes the old saying. And GRiD-Plot 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. If you copy this demo version onto your hard disk, be sure to erase DemoGRiDPlot when you have finished practicing with it.

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
```
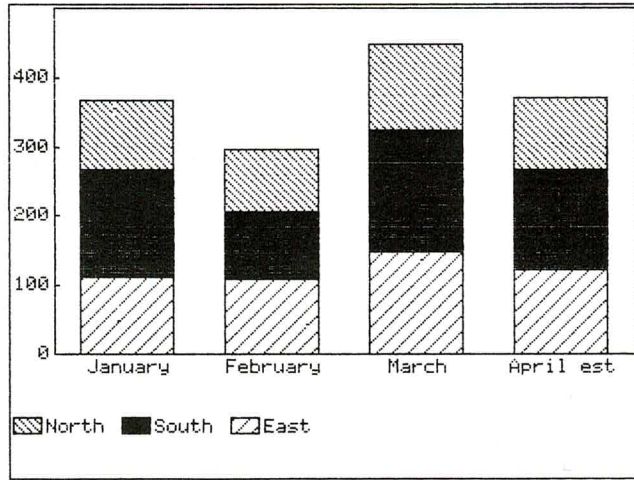
↓ to Graph CODE-G.

You could also issue the Graph command by pressing CODE-G. The alternate key for CODE-G is F9.

CODE-RETURN

↓ three times to high-light the first four cells of Column A.

You see the message: Confirm same graph or select.

	January	February	March	April est
North	101.00	89.00	123.00	104.33
South	155.00	99.00	177.00	143.67
East	113.00	108.00	148.00	123.00
TOTALS	369.00	296.00	448.00	371.00

Graph: Confirm same graph or select

The highlighted portion of the screen shows the selection you have made so far.

SHIFT- → four times to highlight the first four cells of the next four columns.

	January	February	March	April est
North	101.00	89.00	123.00	104.33
South	155.00	99.00	177.00	143.67
East	113.00	108.00	148.00	123.00
TOTALS	369.00	296.00	448.00	371.00

Graph: Confirm same graph or select

You have now selected a block of numbers to graph. Only numbers are graphed and the same graph would appear whether or not you included the labels—such as *January*, *February*, or *North* —in your selection.
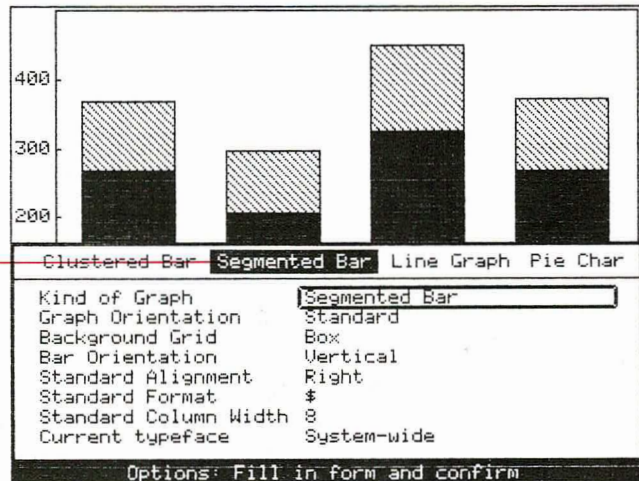
CODE-RETURN to confirm.

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.
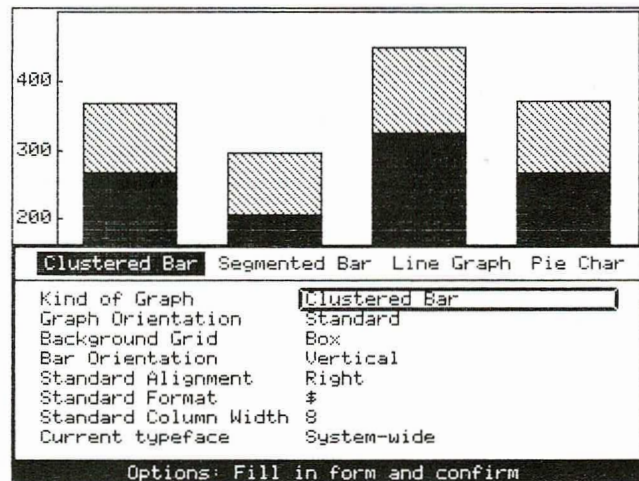
CODE-RETURN to display the data in a clustered bar graph.
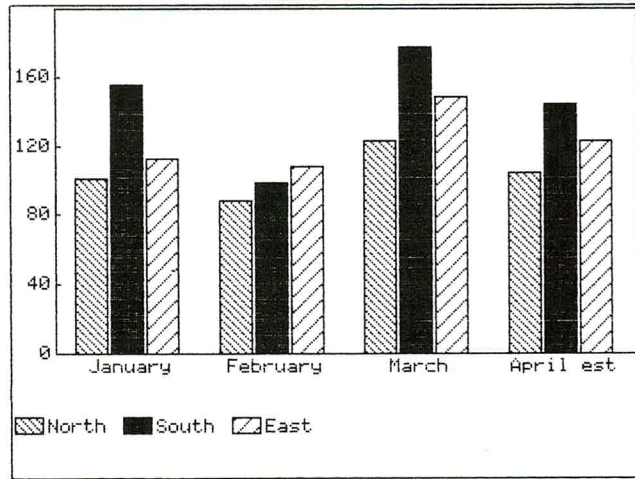
Clustered bar graphs are useful in comparing individual components of the graph.

CODE-O

→ twice to select Line Graph.

CODE-RETURN
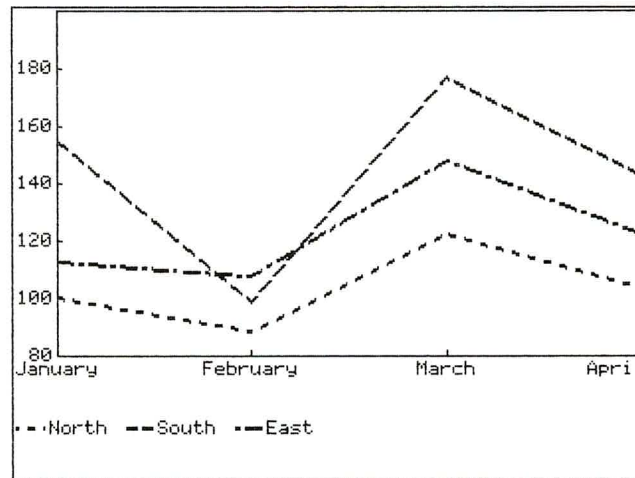
Line graphs are particularly useful for tracking trends.

CODE-O

→ to select Pie
Chart.

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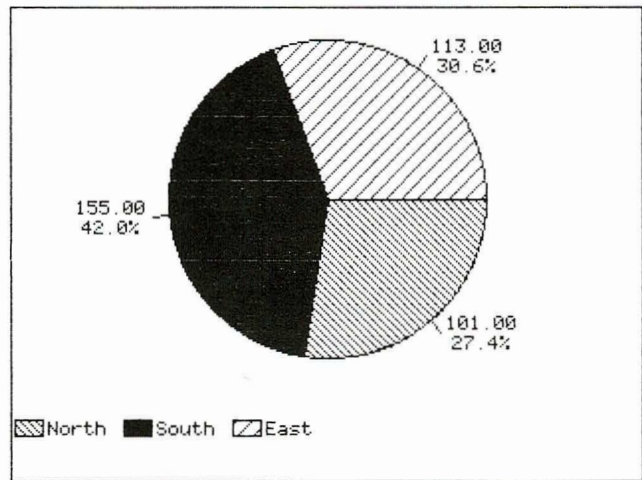
The pie chart can graph only one column or row of data. Unless you make a new selection, GRiDPlot automatically graphs the first column of the data in your previous selection.

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 or F9	Creates a graph from data in the table.
Options	CODE-O or F7	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 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, GRiD Central is your only source for GRiD applications.

Backing Up Files   Exercise 5 Scenario: You have created some files on a floppy diskette. Should anything happen to these files, you want to be sure that you have back-up copies. You proceed to make duplicate copies.

■ □ □
What You'll Do

Duplicate all files in the "Getting Started" Subject from floppy disk to an extra floppy disk.

■ ■ □
Get Ready

Insert the Operating Systems diskette into your main floppy disk drive.

Insert an *initialized,* or ready-to-use, floppy diskette into your second floppy disk drive. If you don't have an initialized diskette, see Appendix A for instructions. For this exercise, you may make your back-up copy on hard disk; if you do so, make sure that you fill in the File form with the appropriate device.

NOTE: The screens shown in this exercise indicate Extra Floppy Disk. The same procedure applies to duplicating files onto a hard disk.

Turn on your computer and wait for the File form to appear.

■ ■ ■
Go!

Keystrokes	What Happens

Retrieve GRiDManager

↓ to Programs.

RETURN to move outline to Title.

↓ to GRiDManager.

```
14-Feb-84                                      5:01 pm

  Diablo620                                    Printer
  Diablo630                                    Printer
  Duplicate Media                                  Run
  EpsonFX100                                   Printer
  EpsonFX80                                    Printer
  EpsonMX100                                   Printer
  EpsonMX82                                    Printer
  Executive                                        Run
  GRiD 53                                         Font
  GRiD 64                                         Font
  GRiD 80                                         Font
  GRiDFileRepair                                   Run
  GRiDManager                               Run Sign-on

  Device        Floppy Disk
  Subject       Programs
  Title         [GRiDManager                            ]
  Kind          Run Sign-on
  Password

           Select a file and confirm or
             Press CODE-? for help
```
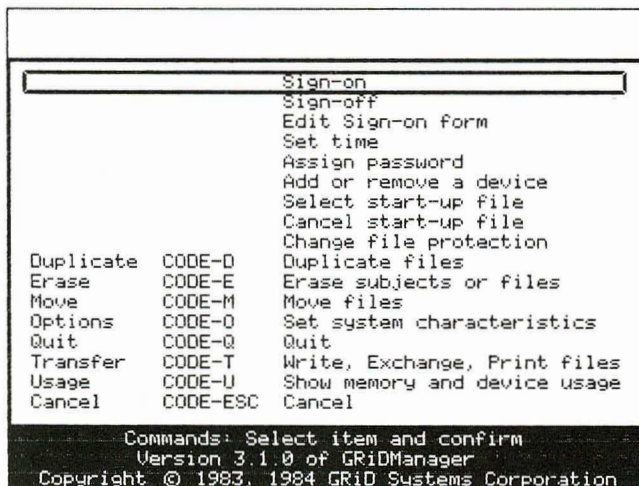
CODE-RETURN to confirm.

Displays GRiDManager's Commands menu.

Then replace the Operating System diskette with the Getting Started diskette.

```
                      [Sign-on                          ]
                       Sign-off
                       Edit Sign-on form
                       Set time
                       Assign password
                       Add or remove a device
                       Select start-up file
                       Cancel start-up file
                       Change file protection
  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 3.1.0 of GRiDManager
    Copyright © 1983, 1984 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.

The alternate key for CODE-D is F4.

```
          Floppy Disk
          Extra Floppy Disk




          Device    Extra Floppy Disk
          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
              Keystrokes
              Lst
              Map
              Reformat
              Run
              Screenimage
              Sign-on
          Device    Floppy Disk
          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.

Source Form ———

List of Devices ———

Destination Form ———

```
                            Source
┌──────────────────────────────────────────────────────┐
│  Device   Floppy Disk                                  │
│  Subject  Getting Started                              │
│  Title    ...                                          │
│  Kind     ...                                          │
└──────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────┐
│          Floppy Disk                                   │
│          Extra Floppy Disk                             │
│                                                        │
│                                                        │
│                                                        │
│  Device    [Extra Floppy Disk                        ] │
│  Subject    Getting Started                            │
│  Title      ...                                        │
│  Kind       ...                                        │
│  Password                                              │
├──────────────────────────────────────────────────────┤
│ Duplicate: Select destination file(s) and confirm     │
└──────────────────────────────────────────────────────┘
```

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

Either
↓ to **Extra Floppy Disk**, if you are using two floppy disks,

or
↓ to **Hard Disk**, if your computer is connected to one.

```
                            Source
┌──────────────────────────────────────────────────────┐
│  Device   Floppy Disk                                  │
│  Subject  Programs                                     │
│  Title    ...                                          │
│  Kind     ...                                          │
└──────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────┐
│          Floppy Disk                                   │
│          Extra Floppy Disk                             │
│                                                        │
│                                                        │
│                                                        │
│  Device    [Floppy Disk                              ] │
│  Subject    Programs                                   │
│  Title      ...                                        │
│  Kind       ...                                        │
│  Password                                              │
├──────────────────────────────────────────────────────┤
│ Duplicate: Select destination file(s) and confirm     │
└──────────────────────────────────────────────────────┘
```

CODE-RETURN

→ to Disabled.
GRiDManager will
duplicate the files auto-
matically.

Retrieves the Verify Duplicate form.

```
┌─────────────────────────────────────────────┐
│                    Source                     │
├─────────────────────────────────────────────┤
│  Device    Floppy Disk                        │
│  Subject   Programs                           │
│  Title     ...                                │
│  Kind      ...                                │
├─────────────────────────────────────────────┤
│                  Destination                  │
├─────────────────────────────────────────────┤
│  Device    Extra Floppy Disk                  │
│  Subject   Programs                           │
│  Title     ...                                │
│  Kind      ...                                │
├─────────────────────────────────────────────┤
│  Enabled  [Disabled]                          │
├─────────────────────────────────────────────┤
│  Verification      [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 indi-
vidually, 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   This exercise shows how to erase a file using GRiDManager.

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

- CCOS
- Common
- Executive
- GRiDManager
- Modem
- Phonelink

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

■☐☐
What You'll Do

Erase Exercise 1 under the Getting Started subject.

■■☐
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. You should also have the back-up files diskette (from Exercise 5) in the second floppy disk drive.

■■■
Go!

Keystrokes   **What Happens**

Erase Exercise 1 from the Getting Started diskette

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

                                The alternate key for CODE-E is F8.

(If you are continuing
from Exercise 5:

SHIFT- ↑   to move the
outline to Subject.

  ↓   to Getting Started

RETURN to move outline
to Title.)

  ↓   to Exercise 1

```
 ↱Customer List: 1983              Database
  Dow Jones NS                     Terminal
  Exercise 1                       Worksheet
  Financial Forecast               Worksheet
  GRiD Central                     Sign-on
  Memo                                 text




  Device       Floppy Disk
  Subject      Getting Started
  Title       │Exercise 1         │
  Kind         Worksheet
  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.

```
┌─────────────────────────────────────────────────────────┐
│                          Erase                           │
│ ┌─────────────────────────────────────────────────────┐ │
│ │ Device   Floppy Disk                                 │ │
│ │ Subject  Getting Started                             │ │
│ │ Title    Exercise 1                                  │ │
│ │ Kind     Worksheet                                   │ │
│ │                                                      │ │
│ │                                                      │ │
│ │                                                      │ │
│ │                                                      │ │
│ │                                                      │ │
│ └─────────────────────────────────────────────────────┘ │
│ ┌─────────────────────────────────────────────────────┐ │
│ │  Yes  No  Single  All                                │ │
│ │  Erase this file │Yes                              │ │ │
│ │         Verify erase: Fill in form and confirm       │ │
│ └─────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────┘
```

Verify Erase Form ———

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

Getting Software from GRiD Central   GRiD Central, GRiD System's mainframe computer, functions as another storage device for your computer. 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 your computer connects to GRiD Central through a modem.

Figure 4-1. Connecting to GRiD Central
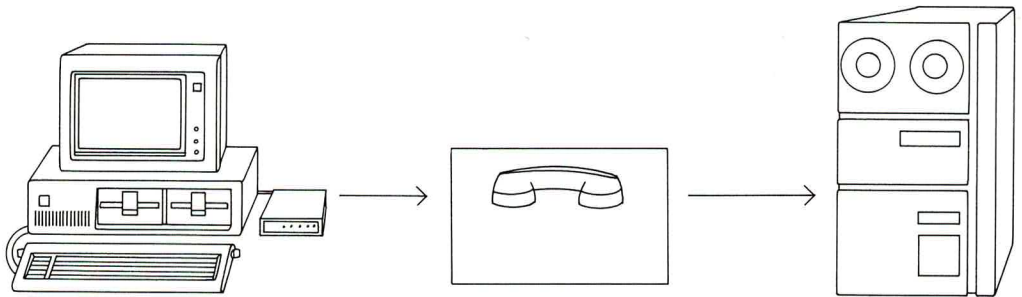
The following exercise shows how to duplicate GRiDWrite from GRiD Central. You can duplicate from GRiD Central only those applications that you have purchased. If you have these applications on floppy diskettes, skip to Session 5.

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

Duplicate GRiDWrite from GRiD Central and copy it onto a floppy disk.

■ ■ □

Get Ready

NOTE: For this exercise you need to attach a modem to your computer. Consult your dealer or sales representative about which modems you can use to connect to GRiD Central.

Connect the modem to the computer, then connect your telephone cord from the wall jack to the modem. You should have the Operating System diskette in the main floppy disk drive and the back-up diskette in the second drive.

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 boot GRiD software 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.

```
16-Jan-84                                              1:35 pm

  Customer List: 1983                              Database
  Dow Jones NS                                     Terminal
  Exercise 1                                       Worksheet
  Financial Forecast                               Worksheet
  GRiD Central                                      Sign-on
  Memo                                                 text




  Device          Floppy Disk
  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.

CODE-RETURN

Retrieves the Sign-on form.

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 (ʌ) at the point you want the modem to wait for a dial tone before dialing.

Examples:

ʌ9ʌ1-415-965-7546
ʌ1-415-965-7546
ʌ9ʌ415-965-7546
ʌ965-7546

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

```
Phone number        ʌ9ʌ965-7546

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
```

CODE-RETURN

You'll probably hear dialing and other sounds from your modem as it tries to reach GRiD Central. Then flickering flags appear on the lower left corner of the screen. These flags tell you that your computer is connected to GRiD Central.

```
┌─────────────────────────────────────────┐
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
├─────────────────────────────────────────┤
│  Phone number       ┌─9─965─7546▁─────┐ │
│                     └──────────────────┘ │
│  Dial type          Touch-Tone           │
│  Baud rate          1200                 │
│  Voice before data  No                   │
│  Wait for answer    30                   │
│  Speaker volume     Medium               │
│ ▪                        Signing on      │
└─────────────────────────────────────────┘
```
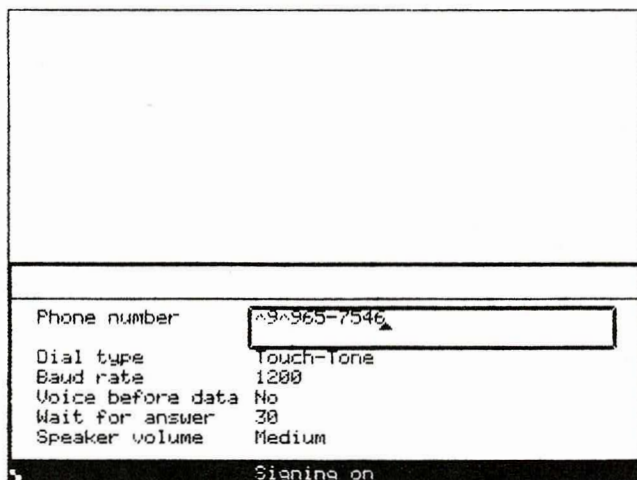
The list of GRiD Central device names appears after about 20 seconds. Think of these device names as additional storage devices for software. Each GRiD Central device name contains a specific set of software.

```
┌─────────────────────────────────────────┐
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
│  ┌────────────────────────────────────┐ │
│  │ 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│
└─────────────────────────────────────────┘
```
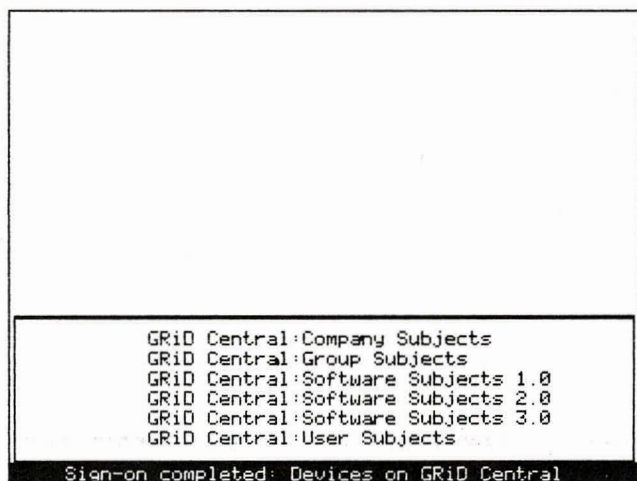
Duplicate files from GRiD Central to Floppy Disk

CODE-D

```
┌─────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────┐          │
│  │ Floppy Disk                               │          │
│  │ Extra Floppy Disk                         │          │
│  │ GRiD Central: GRiD News                   │          │
│  │ 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      ┌─Floppy Disk──────────────┐  │          │
│  │ Subject      Getting Started           │  │          │
│  │ 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.

↓ to Programs.

```
        CLI
        CONTRIBUTED PROGRAMS
        Demo Software
        Getting Started
        Incs
        Libs
        Minimum software to boot
        PROGRAM DEVELOPMENT
        Programs




    Device       GRiD Central:Software Subjects 3.0
    Subject      │Programs                          │
    Title
    Kind
    Password
 ▪ Duplicate: Select source file(s) and confirm
```

NOTE: The modem 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 modem 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
    GRiDVT100                             Run VT100
    GRiDVT100 53                              Font
    GRiDVT100 64                              Font
    GRiDVT100 80                              Font
    GRIDWrite                            Run Text
    HP                                      Plotter
    Initialize Media                            Run
    ISAM.Common                              Shared
    Lib                                         Run
    Link                                        Run
    MediaRepair                                 Run
    Device       GRiD Central:Software Subjects 3.0
    Subject      Programs
    Title        │GRIDWrite                         │
    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

          Floppy Disk
          Extra 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
   Device         GRiD Central:Software Subjects 3.0
   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 Floppy Disk scrolls onto the screen and is highlighted.

```
┌──────────────────────────────────────────────────────┐
│                        Source                          │
├──────────────────────────────────────────────────────┤
│  Device   GRiD Central:Software Subjects 3.0           │
│  Subject  Programs                                     │
│  Title    GRiDWrite                                    │
│  Kind     Run Text                                     │
└──────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────┐
│           Floppy Disk                                  │
│           ██Extra 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           │
├──────────────────────────────────────────────────────┤
│  Device        [Extra Floppy Disk            ]         │
│  Subject       Programs                                │
│  Title         GRiDWrite                               │
│  Kind          Run Text                                │
│  Password                                              │
├──────────────────────────────────────────────────────┤
│  Duplicate: Select destination file(s) and confirm     │
└──────────────────────────────────────────────────────┘
```

CODE-RETURN   Retrieves Verify Duplicate form.

→ to Disabled to duplicate the file without verification.

```
┌──────────────────────────────────────────────────────┐
│                        Source                          │
├──────────────────────────────────────────────────────┤
│  Device   GRiD Central:Software Subjects 3.0           │
│  Subject  Programs                                     │
│  Title    GRiDWrite                                    │
│  Kind     Run Text                                     │
├──────────────────────────────────────────────────────┤
│                      Destination                       │
├──────────────────────────────────────────────────────┤
│  Device   Extra Floppy Disk                            │
│  Subject  Programs                                     │
│  Title    GRiDWrite                                    │
│  Kind     Run Text                                     │
├──────────────────────────────────────────────────────┤
│  Enabled  ██Disabled██                                 │
│                                                        │
│  Verification      [Disabled                ]          │
│  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.

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  Phonelink  External phonelink

                        Connection type  Phonelink

                           Sign-off: Fill in form and confirm
```

CODE-RETURN — Disconnects your modem 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 modem 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:
	    Subject: Select Programs
	    Title: Select GRiDManager

Back up all the files in a Subject	Retrieve GRiDManager.
	Press CODE-D.
	Fill in the Source File form, using the Wildcard character (CODE-W) for Title and Kind; then confirm.
	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.
	Select Disabled for the Verification item; then confirm.
Erase files or applications	Retrieve GRiDManager.
	Press CODE-E.
	Fill in the File form with the file or application you want to erase; then confirm.
	Confirm the Verify Duplicate form.
Get software from GRiD Central	Get your Company, Group, User, and Password information from your company administrator.

	Fill in the File form and confirm.
	    Subject: Select Getting Started
	    Title: Select GRiD Central

	Fill in the GRiD Central phone number on the next Sign-on form and confirm.
	Fill in the Source File form and confirm.
	Modify the Destination File form to indicate the device where you want to store the files you are duplicating.
	Confirm the Verify Duplicate form.

When you see the message Number of files dupli-cated: 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 or F4	Copies files, cells, or text to new location; leaves original in place.
Erase	CODE-E or F8	Erases Subjects, files, text, or cells.
Sign-off	CODE-? or F1	Selecting Sign-off disconnects you from GRiD Central.
Save Sign-on form	CODE-Q	Saves Sign-on form before exiting from the file.
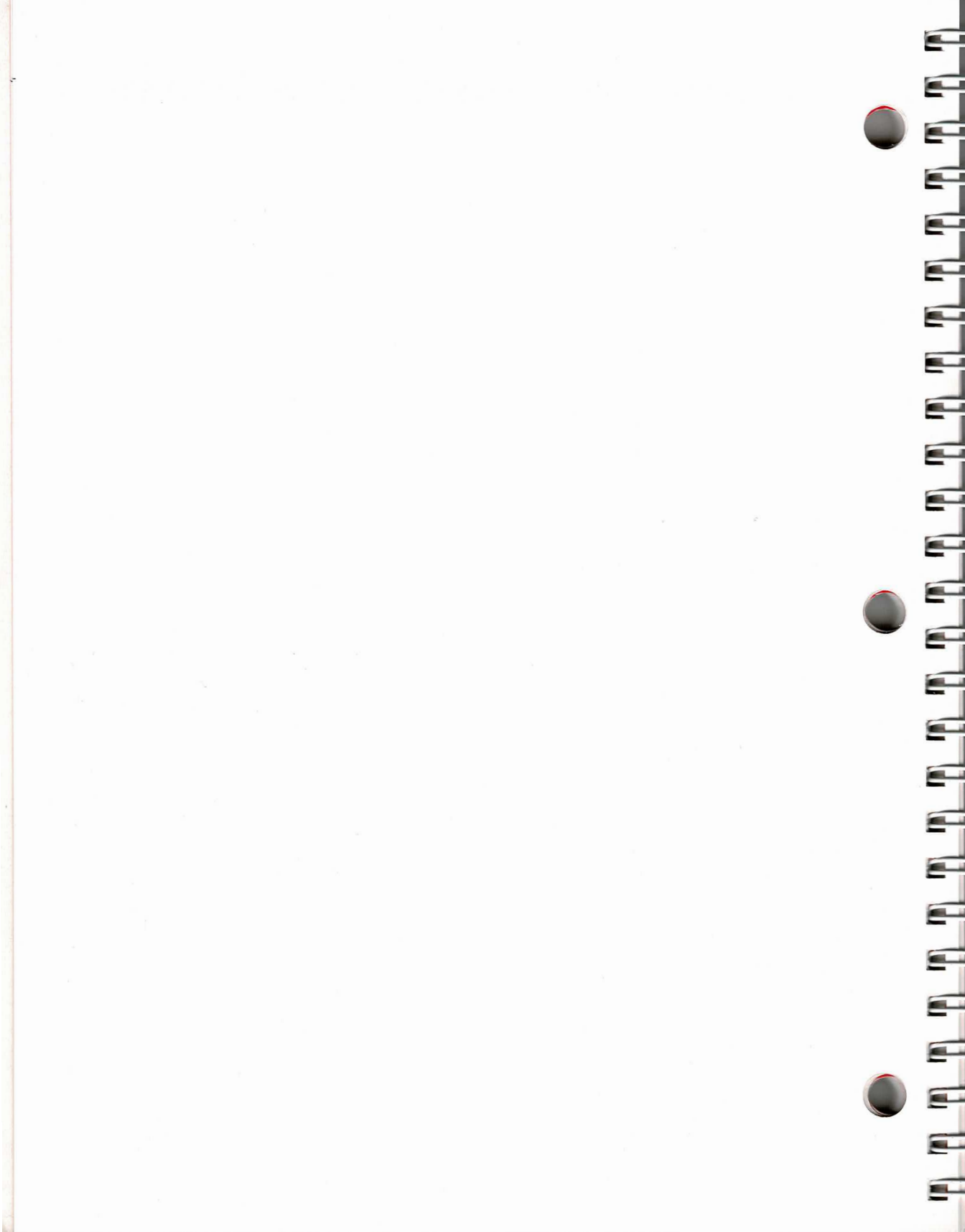
Session 5: GRiDWrite Documents

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. Consult your dealer or sales representative regarding printers you can use with GRiD software. If you don't have a printer, complete the first part of this exercise, then proceed to Session 6.

Insert the Operating System diskette into your main floppy drive and the Management Tools diskette into the second drive. Turn on your computer. After the File form appears, replace the Operating System diskette with the Getting Started diskette. Press 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.

```
16-Jan-84                                    4:01 pm

  Customer List: 1983              Database
  Dow Jones NS                     Terminal
  Exercise 1                       Worksheet
  Financial Forecast               Worksheet
  GRiD Central                     Sign-on
  Memo                                 text




  Device      Floppy Disk
  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.

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

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

```
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

Displays the message Move: Make a selection and confirm

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

The alternate key for CODE-M is F3.

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

```
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 pos-
ition 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.

Save the file

CODE-T   Displays the Transfer menu, with the outline sur-
                                rounding Save this file.

CODE-RETURN to save the
file.

Activate the printer   (If you do not have a printer, proceed to the
next session.)

Retrieve GRiDManager   See procedure at the beginning of Exercise 5.

CODE-0

CODE-RETURN

System-wide	Built-in PC 53 PC 64 PC 80
Current typeface	System-wide
System-wide typeface	Built-in
Current printer	None
Current plotter	None
Screen frame	On
Stop for errors	Yes

Options: Fill in form and confirm

Current Printer is set to None when you get your
Management Tools diskette.

RETURN to move outline to `Current Printer`.

→ to select your printer

CODE-RETURN

Printer name shown is example only ———

```
Diablo620  Diablo 630 │Epson FX80 Parallel│ WEC350
Current typeface      System-wide
System-wide typeface  Built-in
Current printer       │EpsonFX80 Parallel│
Current plotter       HP
Screen frame          On
Stop for errors       Yes
       Options: Fill in form and confirm
```

The following messages appear:

`Retrieving typeface`
`Activating printer.`

Then GRiDManager's Command menu appears on the screen.

CODE-T

↓ to `Exchange for another file`.

CODE-RETURN

The File form reappears.

Retrieve the Getting Started file titled `Memo`.

See procedure at the beginning of Exercise 8.

Print the memo

CODE-T

CODE- ↓ to move out-
line to Print.

```
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 at the
          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
          Format
         │Print                                  │
     Transfer: Select item and confirm
```

CODE- ↓ moves the cursor to the last item on a
form or menu. In the case of a file, CODE- ↓ moves
the cursor to the last line on the screen.

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 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 or F3	Moves text or cells from one location to another. Moves files from one Device, Subject, or Title to another.
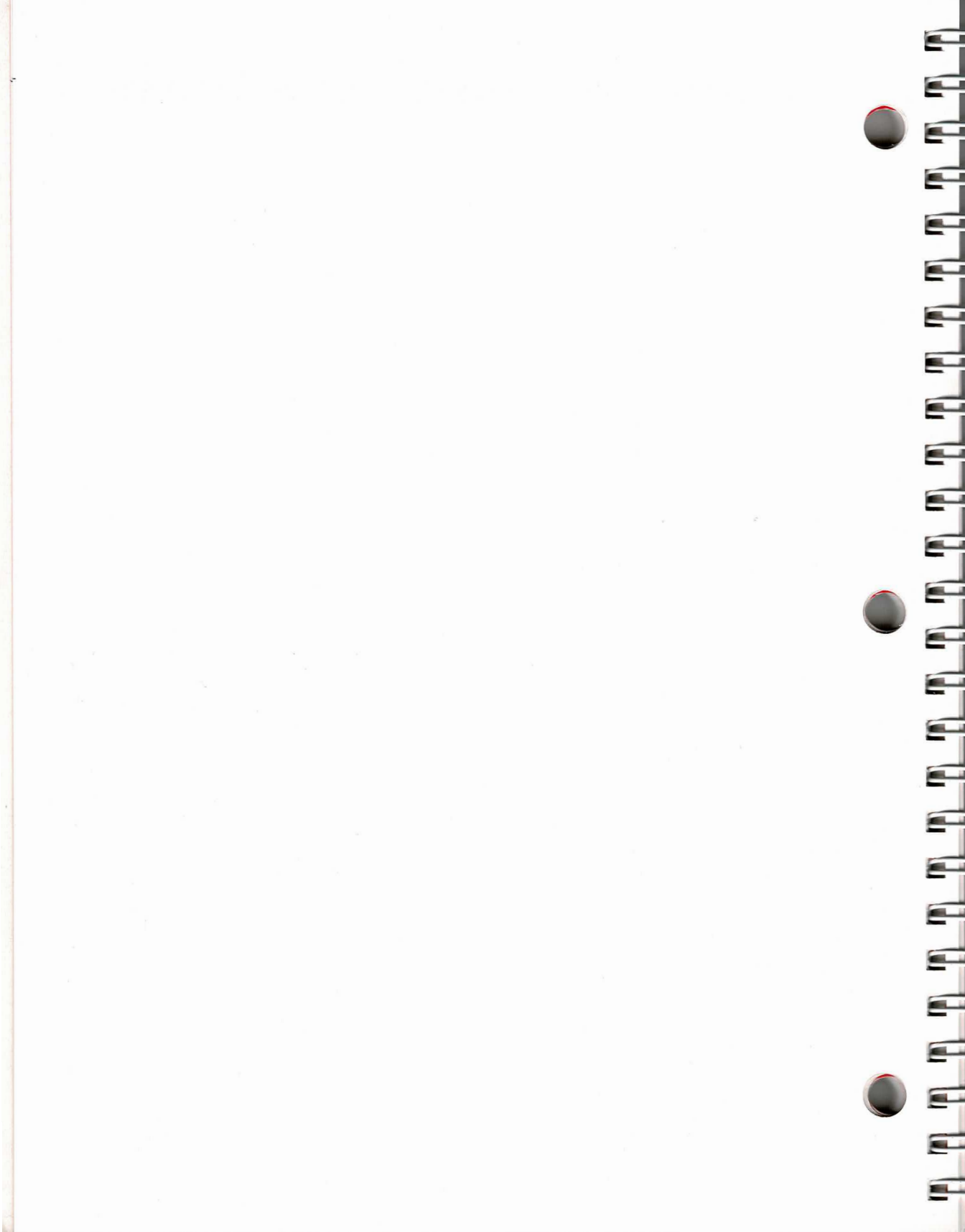
Session 6: GRiDFile Databases

GRiDFile is GRiD software'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

Insert the Operating System diskette into your main floppy drive and the Management Tools diskette into the second drive. Turn on your computer. After the File form appears, replace the Operating System diskette with the Getting Started diskette. Press ESC.

■ ■ ■

Go!

> **Exercise 9: Retrieving Database Information**

Keystrokes   **What Happens**

Retrieve the database Customer List: 1983

↓ to Getting Started

RETURN to Title.

↓ to Customer List:
1983.

```
16-Jan-84                              4:07 pm

 Customer List: 1983              Database
 Dow Jones NS                     Terminal
 Exercise 1                       Worksheet
 Financial Forecast              Worksheet
 GRiD Central                     Sign-on
 Memo                                 text




 Device      Floppy Disk
 Subject     Getting Started
 Title       Customer List: 1983
 Kind        Database
 Password
      Select a file and confirm or
          Press CODE-? for help
```

CODE-RETURN

Displays the following blank columns of the database file.

```
        A              B            C
   Customer Name    Account #     Street
 [                ]




                   Version 3.0.0 of GRiDFile
        Copyright © 1982,1983 GRiD Systems Corporation
```

You can use these blank columns to add information to the database.

Display and examine all the records in the sample database

CODE-F

The alternate key for CODE-F is F5.

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 Customer Name	B Account #	C 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

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
GRiDFile's 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
Brown, Robert	3226	5555 Heritage Dr.
Brown, Florence	4034	3612 Banks Rd.
Faustino, Nina	3267	4068 Temple
Garcia, Richard	5784	789 Palm Dr.
Tapp, Leilani	2060	201 Hamilton Ct.
Brown, Dennis	3062	687 Loyola
Ashton, Emily	2357	3612 Banks Rd.
Ewing, Linda	1439	3612 Banks Rd.
Brown, John	2962	65 Broadway
Ascot, Hope	4455	3101 Thompson
Butler, Susan	3095	12 Lane Dr.
	3502	721 Baywood Dr.

Column	None	'Customer Name'	'Account #'	Street
Sort on	None	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 'Customer Name'.

→ to 'Customer Name'.

```
┌──────────────────┬──────────────┬──────────────────────┐
│        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   'Customer Name'  'Account #'   Street    │
│                                                         │
│ Sort on      'Customer   None         None        N     │
│ Sort order   Ascending   Ascending    Ascending   A     │
├─────────────────────────────────────────────────────────┤
│       Report: Select item and confirm                   │
└─────────────────────────────────────────────────────────┘
```

Note the sorting order that appears on the form. For 'Customer Name', *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

The Find form appears.

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

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 en-
close 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 be-
tween B and the Wild-
card 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	4034	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 auto-
                            matically 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-? or F1	Designates columns to be sorted in ascending or descending order.
Find	CODE-F or F5	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 computer, you could save many hours and dollars. But how do you get your computer 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 Management Tools, you received a Dow Jones News/Retrieval Service package. GRiD Systems' agreement with Dow Jones gives GRiD software 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.

NOTE: GRiDTerm, which you need to connect to the Dow Jones News/ Retrieval Service, is sold separately from the GRiD Management Tools. The diskette you need for this exercise is GRiDTerm/GRiDReformat.

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 bits 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 your computer to the Dow Jones News/Retrieval Service

Get information from DJNS

■ ■ □

Get Ready

Insert the Operating System diskette into your main floppy drive and the GRiDTerm diskette into the second drive. Turn on your computer. After the File form appears, replace the Operating System diskette with the Getting Started diskette. Press ESC.

■ ■ ■

Go!

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

Keystrokes	What Happens

Retrieve the Dow Jones file

↓ to Getting Started.

RETURN to Title.

↓ to Dow Jones NS.

```
19-Jan-84                                      3:32 pm

    Customer List: 1983                     Database
    Dow Jones NS                            Terminal
    Exercise 1                              Worksheet
    Financial Forecast                      Worksheet
    GRiD Central                            Sign-on
    Memo                                        text




    Device      Floppy Disk
    Subject     Getting Started
    Title       Dow Jones NS
    Kind        Terminal
    Password
            Select a file and confirm
            Or press CODE-? for help
```

CODE-RETURN

The Access form appears.

```
┌─────────────────────────────────────────────┐
│                                             │
│                                             │
│                                             │
│                                             │
│                                             │
│                                             │
├─────────────────────────────────────────────┤
│                                             │
│ Phone number           ┌──────────────────┐ │
│ Remote system name                          │
│ Baud rate              1200                 │
│ Modem type             Internal             │
│ Dial type              Touch-Tone           │
│ Voice before data      No                   │
│ Wait for answer        20                   │
│ Speaker Volume         Medium               │
├─────────────────────────────────────────────┤
│    Access: Fill in form and confirm to dial │
│         Version 3.0.0 of GRiDTerm            │
│     Copyright © 1982 GRiD Systems Corporation│
└─────────────────────────────────────────────┘
```

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 Chapters 1 and 2 of the *GRiDTerm/GRiDReformat User's Guide.*

Type in your local TYM-NET number. Use a caret (^) to indicate that the modem 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 ` ` `xx< `xx `xx< `x `x `xx@`x< `x `xx@xxxx<`~x `x `xx< `xxx
!xx@xxxx ` `x `xx@xx `x< `xx `xx@xxxx@xxx< `xx

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

You see the message please log in:

Type: DOW1;; (two semi-colons)

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

Type: DJNS

RETURN

You see the message ENTER PASSWORD.

Type in your 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.

RETURN

You see

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

Type: //MENU (Two slashes
precede MENU.)

RETURN

You see

```
                MASTER MENU
             COPYRIGHT (C) 1983
          DOW JONES & COMPANY, INC.

       TYPE     FOR

          A    DOW JONES BUSINESS
                 AND ECONOMIC NEWS
          B    DOW JONES QUOTES
          C    FINANCIAL AND INVESTMENT
                 SERVICES
          D    GENERAL NEWS AND
                 INFORMATION SERVICES
```

Type: D

RETURN

You see

```
               GENERAL NEWS AND
             INFORMATION SERVICES

         TYPE        FOR
        //INTRO    FREE INFORMATION ABOUT
                     NEWS/RETRIEVAL
        //ENCYC    ENCYCLOPEDIA
        //MOVIES   MOVIE REVIEWS
        //NEWS     WORLD REPORT
        //SPORTS   SPORTS
        //STORE    COMP-U-STORE
        //SYMBOL   SYMBOLS DIRECTORY
        //WTHR     WEATHER
        //WSW      WALL $TREET WEEK
        FOR HELP, TYPE CODE AND HELP.
        (EXAMPLE: //INTRO HELP)
```

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 modem 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 a modem to your computer.
	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 for use with the GRiD Operating System before the computer can use them as storage devices for GRiD files. 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 Operating System diskette.

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

■□□

What You'll Do

Initialize a floppy diskette

■■□

Get Ready

These instructions assume that you are using two floppy disk drives.

Insert the Operating System diskette into your main floppy disk drive and the uninitialized diskette into your second floppy disk drive. Turn on your computer. Wait for the File form to appear.

■■■

Go!

Keystrokes	What Happens

Initialize the diskette.

↓ to Programs.

RETURN to move outline to Title.

↓ to Initialize Media, which is off the screen when the list of choices first appears.

CODE-RETURN to confirm.

```
Duplicate Media                            Run
EpsonFX100                             Printer
EpsonFX80                              Printer
EpsonMX100                             Printer
EpsonMX82                              Printer
Executive                                  Run
GRiD 53                                   Font
GRiD 64                                   Font
GRiD 80                                   Font
GRiDFileRepair                             Run
GRiDManager                       Run Sign-on
HP                                     Plotter
HPSerial                               Plotter
Initialize Media                           Run

Device        Floppy Disk
Subject       Programs
Title         Initialize Media
Kind          Run
Password
Next action   Get new file and its application

Exchange: Fill in form and confirm
```

CODE-RETURN to confirm Initialize Prepare medium for use.

```
              Initialize  Prepare medium for use
CODE-Q   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              │
                        │ Extra Floppy Disk        │
                        ├──────────────────────────┤
Medium                  │ Floppy Disk            │
Display 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 floppy diskette is initialized, you see the following messages:

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

It takes about 6 minutes to initialize a floppy diskette. When the process has been completed, you get the message:

Confirm to exit
Floppy Disk has been initialized.

You can now use the diskette to store GRiD software.

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: GRiDSoftware for the IBM Personal Computer.*

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
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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	VT	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
Butler, Susan	3502	721 Baywood Dr.

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	
Fargo	ND	58107	
Aurora	CO	80012	
Sioux Falls	SD	57103	
Homestead	FL	33033	

Appendix C: What You Now Know About Your GRiD Software

GRiD software has a number of conventions that have been carefully planned to make it 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 which GRiD application you are using, 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 at the top of your keyboard overlay. This convenient reference contains essentially all the commands you'll ever need when you use GRiD software. 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 GRiD software, 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. Whenever you need to do something, the system presents you with a list of choices. 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 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 GRiD Management Tools. But the best way to really appreciate them is to use them. Now that you've gotten started, let's really get moving. It's going to be fun—and much easier than you expected!

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