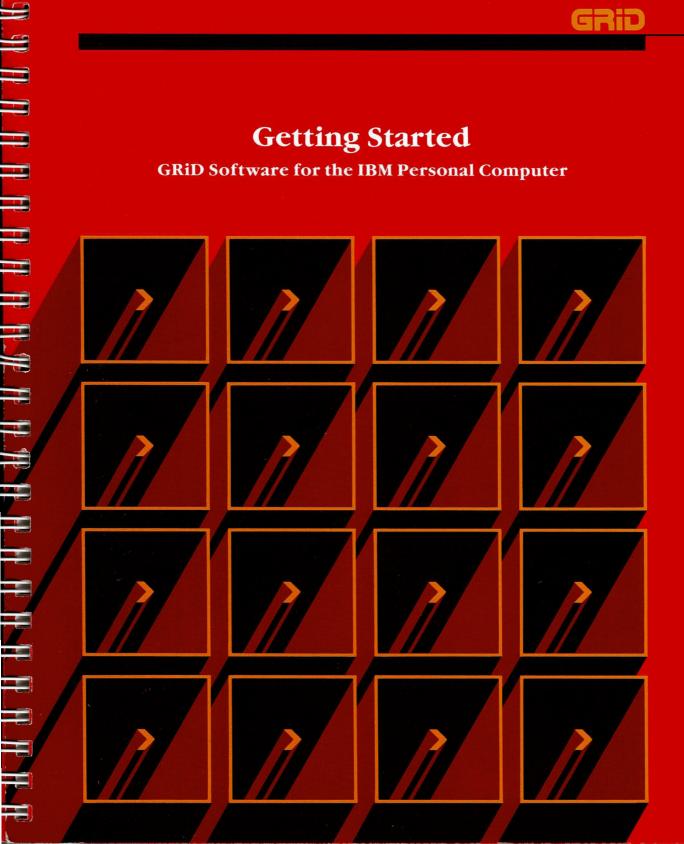


Getting Started

GRiD Software for the IBM Personal Computer



Getting Started

GRiD Software for the IBM Personal Computer

April 1984

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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 ½ 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 systemwide, as well as some commands that are specific to an application.

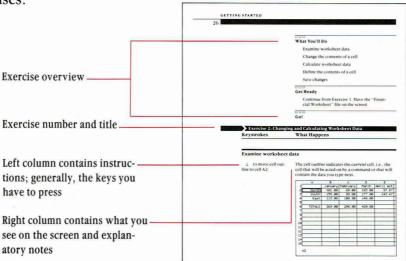
Plan to do the first four sessions in one sitting and in sequence. This will take you about one to one-and-a-half hours. You can do the last three sessions in whatever order suits you. Each session takes from 20–30 minutes to complete. Session 4 may take about an hour.

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.



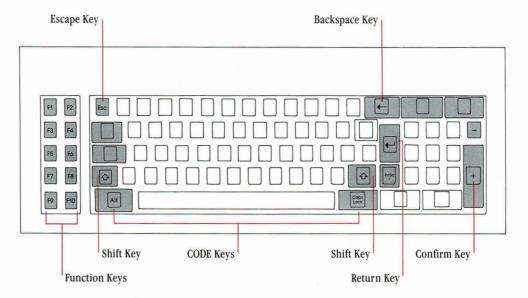
Restarting an Exercise

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.

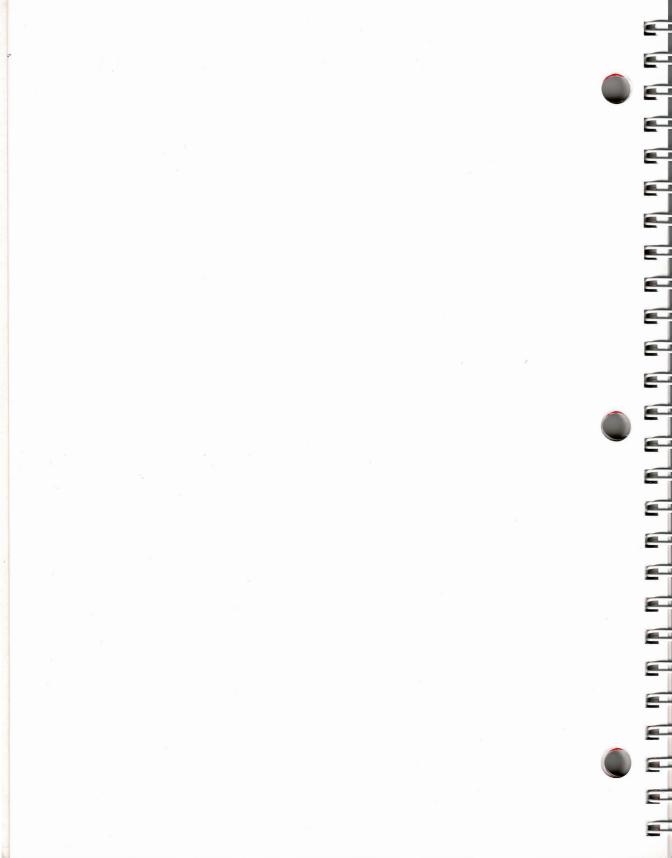
Running GRiD Software on Your IBM® Personal Computer GRiD software has been enhanced for use on the IBM® Personal Computer. Generally, GRiD commands are issued using two keys. With the IBM PC Personal Computer enhancement, you also have the alternative of pressing a single key for frequently-used commands.

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.



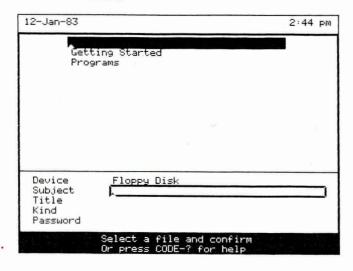
Introduction

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

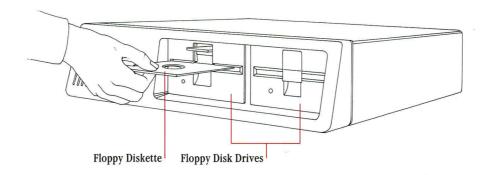


Take a look at the File form. The form itself occupies the lower portion of the screen. The upper portion of the screen displays choices for each item on the form. With GRiD software, you never have to memorize file information; the form always presents it. You can also type information into a form.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

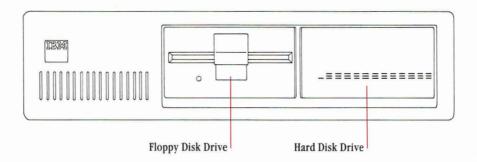
The File form needs four items of information: Device, Subject, Title, and Kind. Password is optional. The computer takes the information from the form and looks first for the Device you gave it, then for the Subject, then for the Title, and finally for the Kind. It then displays the file on your screen. 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 5 ¼-inch floppy diskette stores up to 360 thousand characters of data.



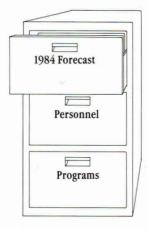
A hard disk is not externally visible; it is permanently sealed within its drive and cannot be removed from it. A 10 megabyte hard disk holds over 10 million characters of data.



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.

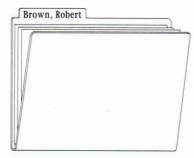
Subjects Organize Your Files



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.

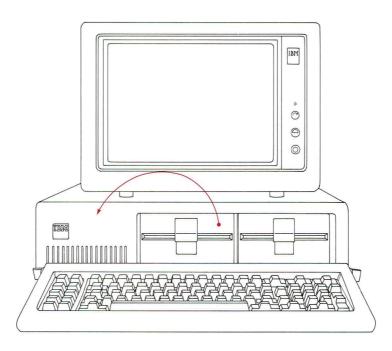
| Management Tool | Kind | Examples |
|-----------------|-----------|--|
| GRiDFile | Database | Personnel records Customer lists Telephone lists Parts catalogs |
| GRiDPlan | Worksheet | Accounting worksheets Sales forecasts Budget estimates |
| GRiDPlot | Graph | Sales trends Market share analysis 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 A

commands:

A two-stroke command is indicated by keycap names or characters, separated by a

hyphen (-), for example, CODE-?,

CODE-RETURN.



Go!

Exercise 1: Creating and Retrieving a File

Keystrokes

What Happens

Get Help information

| Read the message line at | 12-Jan-83 | 2:44 pm |
|---------------------------|--|---------|
| the bottom of the screen. | Getting Started Programs | |
| | | |
| | Y | |
| | | |
| | Device <u>Floppy Disk</u> Subject <u>I</u> Title Kind Password | |
| Message Line———— | Select a file and confirm | |

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-?

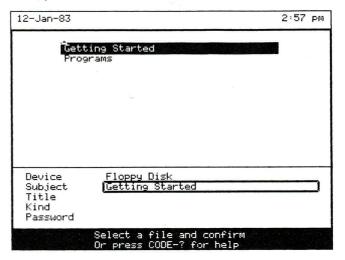
26-Aug-82 10:29 am Fill in the File form to retrieve existing files and create new ones. All items in the form except Password must be filled in. Press RETURN to move the outline to the next item in the form. Press the Arrow keys to move the highlighted strip over the choices. Indicates storage devices available. Subject Categorizes files. The "Programs" subject is reserved for GRiD software. Title 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.

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

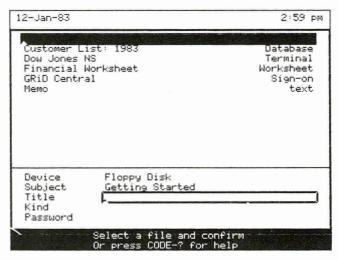
ESC to get back to the File Form.

↓ to highlight Getting Started.



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.



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.

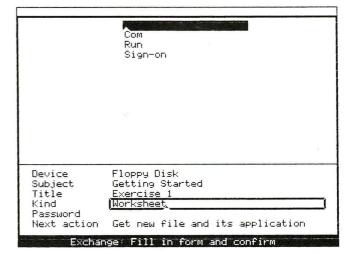
Type: Exercise 1

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

RETURN to move outline to Kind.

Type: Worksheet

| 12-Jan-83 | 3:00 pm |
|--|--|
| Customer List: 1983 Dow Jones NS Financial Worksheet GRiD Central Memo | Database Terminal Worksheet Sign-on text |
| Device Floppy Disk Subject Getting Started Title Exercise 1 Kind Password | |
| Select a file and cor Or press CODE-? for b | |



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

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

CODE-RETURN is a system-wide command; it works in all GRiD applications. Think of *confirm* as a "go-ahead" signal. With CODE-RETURN, you tell the 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 | ÞМ |
|--|---|------|----|
| | | | |
| Device Subject Title Kind Password | Floppy Disk Getting Started Exercise 1 Worksheet | | _ |
| | Confirm to create new file Or press CODE-? for help | | |

Read the message that appears in the message line.

CODE-RETURN to confirm.

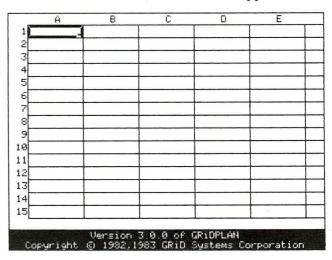
Read the messages that appear as the computer retrieves the file.

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

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

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

After about 30 seconds, the worksheet appears.



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

| Â | В | C | D | E |
|---|--|---|--|--|
| Begin Column Duplicate Erase Headings Insert Jump Move Options Properties Quit Row Transfer Usage Views Cancel Define Pointer | CODE-Q CODE-T CODE-U CODE-U CODE-ESC CODE-= CODE-= CODE-RETU | Change to Duplicate Erase cell Lock rows Insert row Move outli Move selec Set worksh Set proper Exit and Schange to Write, exc Show memor View separ Exit witho Move curso Point to c JRN Calcula | a column cells or cells or s or text or column s or colu ted cells eet chara ties of c ave all c a row sel hange, pr y and dev ate areas ut saving r to defi ells in d | text s in place Mns ell or text cteristics ells hanges ection int files ice usage at once changes nition efinition lues |
| Cor | | elect item . 3.0.0 of G | | rm |

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 | В | С | D | E |
|-------------|------------|------------|-----------|------------|
| 1 | | | T | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| .0 | | | | |
| 1 | | | | |
| 12 | | | | |
| .3 | | | | |
| 14 | | | | |
| 15 | | | | |
| L | A | | | |
| A1 | | | | |
| ancel: Conf | irm to exi | it without | saving (u | inchanged) |

Read the message that appears on the message line.

CODE-RETURN to confirm.

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

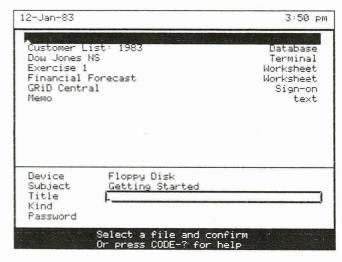
The File form appears.

| 12-Jan-83 | | 3:04 | ÞΜ |
|--|---|------|---------|
| | ing Started grams | | |
| Device Subject Title Kind Password | Floppy Disk | | |
| | Select a file and confirm Or press CODE-? for help | | |

Retrieve an existing file

↓ to Getting Started.

RETURN to move outline to Title.



 \downarrow to Financial Forecast.



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 | В | С | 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 | | | | | |

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 <i>confirm</i> . |
| 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.

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 | В | С | 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 | | | | | |
| 0 | | | | | |
| 1 | | | | | |
| 2 | | | i | | |
| 3 | | | | | |
| 4 | | | | - | |
| 5 | | | | | |

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.



Exercise 2: Changing and Calculating Worksheet Data

Keystrokes

What Happens

Examine worksheet data

 \downarrow 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.

| Γ | | A | В | С | D | E |
|------------------|-----|---------|---------|---|--------|-----------|
| | 1 | | January | February | March | April est |
| Cell Outline | _2 | — North | 101.00 | 89.00 | 103.00 | 97.67 |
| | 3 | South | 155.00 | 99.00 | 177.00 | 143.67 |
| | 4 | East | 113.00 | 108.20 | 148.00 | |
| | 5 | | | | | |
| 1 | 6 | TOTALS | 369.00 | 296.00 | 428.00 | |
| 1 | 7 | | | | | |
| | 8 | | | | | |
| | 9 | | | | | |
| | 10 | | | | | |
| | 11 | | | | | |
| | 12 | | | | | |
| | 13 | | | | | |
| | 14 | | | | | |
| | 15 | | | | | - 1 |
| Cell Coordinates | —-A | 2 | | *************************************** | | |

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

| | A | В | С | 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 | | | | | |
| - | | | | | |

Cell Definition -

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.

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

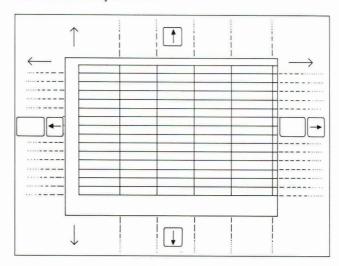
 \rightarrow four times to move the outline to cell I2.

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

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 - \leftarrow five times to move outline to cell D2.

← four times to move cursor between 0 and 3.

| | D | E | F | G | Н |
|----|--------|-----------|-----|------|----------|
| 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 | | | | | 1 |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

BACKSPACE to erase the 0

Type: 2

| 1000 | D | E | F | G | Н |
|------|--------|-----------|-----|------|----------|
| 1 | March | April est | May | June | July est |
| 2 | 123.00 | 97.67 | | | |
| 3 | 177.20 | 143.67 | | | |
| 4 | 148.00 | | | | |
| 5 | | | | | |
| 6 | 428.00 | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

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 | Н |
|----|--------|-----------|-----|------|----------|
| 1 | March | April est | May | June | July est |
| 2 | 123.00 | 104.33 | | | |
| 3 | 177.00 | 143.67 | | | |
| 4 | 148.00 | 4 | | | |
| 5 | | | | | |
| 6 | 448.00 | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | 100 |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | 1 | |
| 14 | | | | | 1, 1 |
| 15 | | | | | |
| _ | | | • | | |
| D | 2 | | | | |

Calculation occurs automatically in cells E2 and D6.

Use cell definitions to calculate cell contents

 \downarrow twice, then \rightarrow to move cell outline to cell E4.

CODE - = to move to the cell definition area.

| | D | E | F | G | Н | |
|---------|--|--------------|-----|------|----------|---|
| 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 | The state of the s | | | | | _ |
| 15 E | <u>4=</u> ▲ | icitics (COD | | | | 1 |

Cell Definition Area-

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 message 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 upperor lowercase letters for the cell coordinates.)

| | D | E | F | G | Н |
|----|--------|-----------|-----|------|----------|
| 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 | | | | | |

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

CODE-RETURN to calculate the contents of cell E4.

| 3.00 7.00 | ril est 104.33 143.67 | May | June | July est |
|--------------|-----------------------------|-------|-------|----------|
| 7.00 | | | | |
| | 143 67 | | | |
| 0.00 | 210.01 | | | |
| 8.00 | 123.00 | | | |
| | | | | |
| 8.00 | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| _ | | | | |
| | 18.00 | 18.00 | 18.00 | 18.00 |

↓ 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 | Н |
|----|--------|-----------|-----|------|----------|
| 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 | | | | | |

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 | Н |
|---|--------|-----------|-----|------|----------|
| 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 | | | | | |
| 0 | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | 1 |
| 5 | | | | | |

Save changes made on worksheet

CODE-T

Displays the Transfer menu.

| | D | E | F | G | Н | | | | | |
|----|--|--------------------|------------|------------|----------|--|--|--|--|--|
| 1 | March | April est | May | June | July est | | | | | |
| 2 | 123.00 | 104.33 | | | | | | | | |
| 3 | 177,00 | 143.67 | | | | | | | | |
| 4 | 148.00 | 123.00 | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | 448.00 | 371.00 | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | Save this file Exchange for another file Include a file Write to a file Append to a file Erase a file Show characteristics of a file | | | | | | | | | |
| | | rint nsfer: Sel | ect item a | and confir | m M | | | | | |

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 | Ε | F | G | Н |
|----|-----------------------------------|--|------------------------------|------|----------|
| 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 | E: III A: E: S: S: | ave this fi kchange for nclude a fi rite to a f opend to a rase a file how charact | another le ile file | |) |

Write to a file puts a copy of all or part of the current 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.

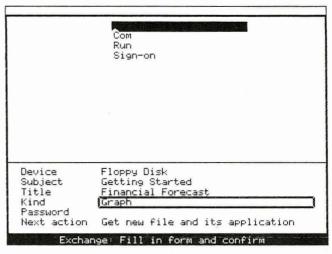
↓ to Financial Forecast.

RETURN to move outline to Kind.

BACKSPACE to erase Worksheet.

Type: Graph

A File form with one additional item appears.



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.



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 |
| | | | | AND |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| A SOCIOLOGICA | Hereic | n 3.0.0 of | CPIDPIO | |

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-T.

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

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.

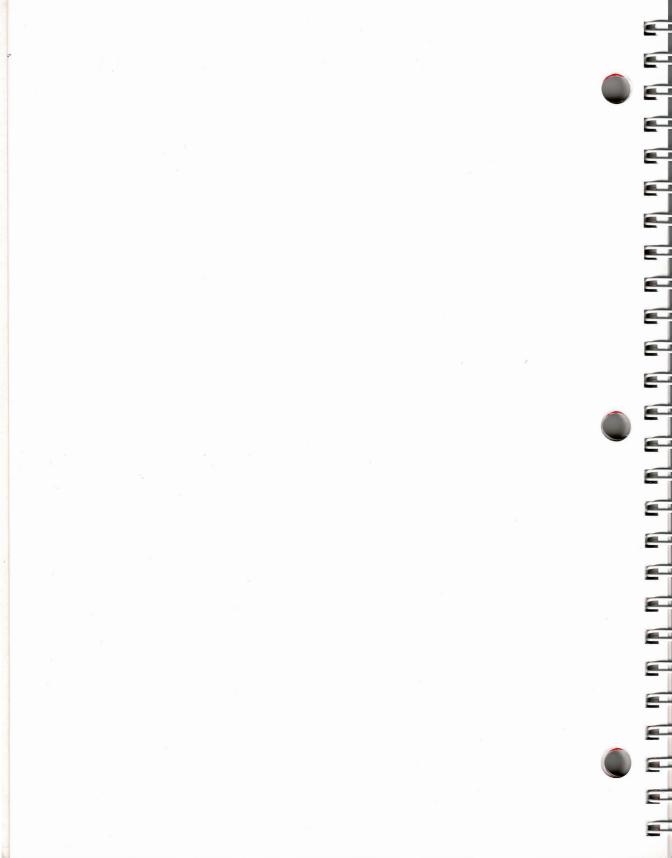
New Commands

Calculates cell values in GRiDPlan. Calculate CODE-RETURN

> or + key, right keypad

Transfer CODE-T Displays the Transfer menu.

or F6



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 a | axis pro | perties |
| Right Axis | | Set right | | |
| Horizontal | Axis | | | is properties |
| Begin | CODE-E | | | |
| Column | | | | to columns |
| Duplicate | | Duplicate | | |
| Erase | | | | xt or cells |
| Graph | CODE-G | Graph sele | | |
| Headings | CODE-H | Set graph | | |
| Insert | CODE-I | Insert ro | | |
| Move | CODE-M | | | t or cells |
| Options | | Set graph | | |
| Properties | | Set proper | | |
| Quit | CODE-Q | Exit and s | | |
| Row | CODE-R | Change se | | the second of th |
| Transfer | CODE-T | | | print files |
| Usage | CODE-U | | | evice usage |
| Cancel | CODE-ESC | Exit with | out Savi | ng changes |
| Со | | Select item n 3.0.0 of | | |

↓ 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 highlight 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 |
| -853 | 113.00 | 108.00 | 148.00 | 123.00 |
| TOTALS | 369.00 | 296.00 | 448.00 | 371.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | r* | | |

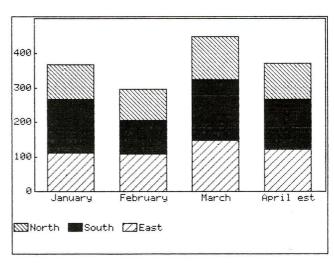
The highlighted portion of the screen shows the selection you have made so far.

SHIFT- \rightarrow 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 |
| OTALS | 369.00 | 296.00 | 448.00 | 371.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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.



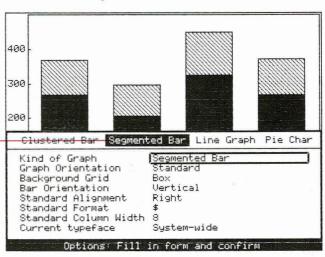
The data is displayed as a segmented bar graph. A segmented bar graph helps you compare totals.

Change the kind of graph

CODE-O to display the Options form.

Initial Setting

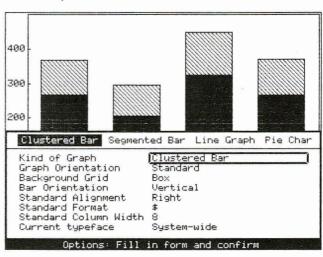
The alternate key for CODE-O is F7.



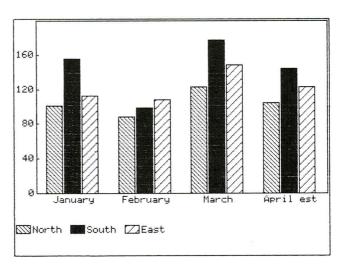
When you retrieve GRiDPlot for the first time, the Kind of Graph item is always set to Segmented Bar Graph. This makes Segmented Bar Graph the *initial setting*. To display the data as a different kind of graph, you will change the setting.

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.

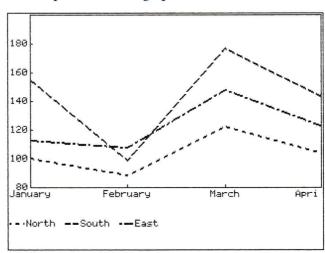


Clustered bar graphs are useful in comparing individual components of the graph.

CODE-O

 \rightarrow twice to select Line Graph.

CODE-RETURN

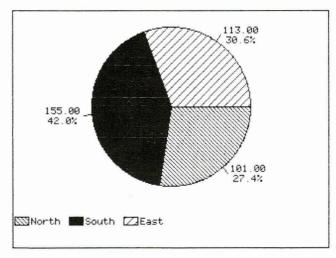


Line graphs are particularly useful for tracking trends.

CODE-O

ightarrow to select Pie Chart.

CODE-RETURN



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

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

Exit from GRiDPlot

CODE-Q

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

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

CODE-RETURN

The File form replaces the pie chart.

Session 3 Summary: GRiDPlot Graphs

Activities You Learned

Display data as graphs

Press CODE-G.

Select the data you wish to graph.

Press CODE-RETURN.

Change the kind of graph

Press CODE-O.

Move the highlighted strip to the kind of graph

you want.

Press CODE-RETURN.

Exit from a file and save

changes

Press CODE-Q.

Press CODE-RETURN.

New Commands

Graph

CODE-G

Creates a graph from data in the table.

or F9

Options

CODE-O

Sets characteristics of a file. For example,

or F7

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.



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

Keystrokes

What Happens

Retrieve GRiDManager

↓ to Programs.

RETURN to move outline to Title.

↓ to GRiDManager.

| 14-Feb-84 | 5:01 pm |
|--|--|
| Diablo620 Diablo630 Duplicate Media EpsonFX100 EpsonFX80 EpsonMX100 EpsonMX82 Executive GRiD 53 GRiD 64 GRiD 80 GRiDFileRepair GRiDManager | Printer Printer Run Printer Printer Printer Printer Run Font Font Font Run Run Sign-on |
| Device Floppy Subject Program Title GRIDMan Kind Run Sig Password | s ager |
| | le and confirm or |

CODE-RETURN to confirm.

Then replace the Operating System diskette with the Getting Started diskette. Displays GRiDManager's Commands menu.

| Erase CC Move CC Options CC | 00 01 01 00 | 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 files Erase subjects or files Move files Set system characteristics |
|-----------------------------------|------------------------------------|---|
| Transfer CC Usage CC | ODE-Q ODE-T ODE-U ODE-ESC | Quit Write, Exchange, Print files Show memory and device usage Cancel |

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.



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.

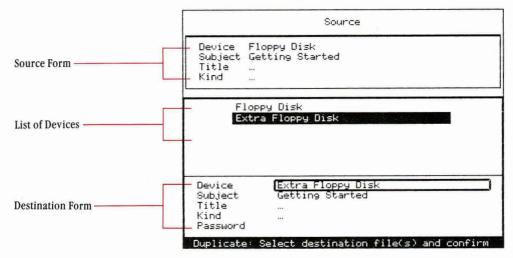


Pressing CODE-W displays three dots (. . .). CODE-W is the Wildcard character that may be used in the Subject, Title, and Kind items of the File form. The File

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

CODE-RETURN

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



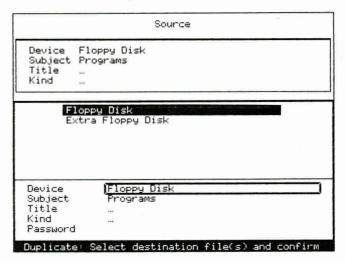
Note that the new form has been automatically filled in with the choices you made for the source file.

Either

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

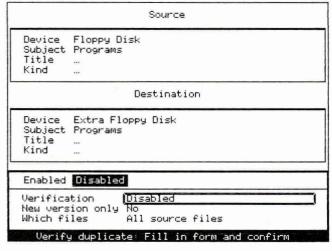
or

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



CODE-RETURN

→ to Disabled. GRiDManager will duplicate the files automatically. Retrieves the Verify Duplicate form.



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

CODE-RETURN

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

Duplicates the files.

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

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

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

Erasing Files with GRiDManager 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!

Exercise 6: Erasing Files

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.

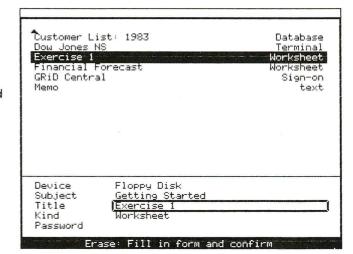
(If you are continuing from Exercise 5:

SHIFT- \uparrow to move the outline to Subject.

 \downarrow to Getting Started

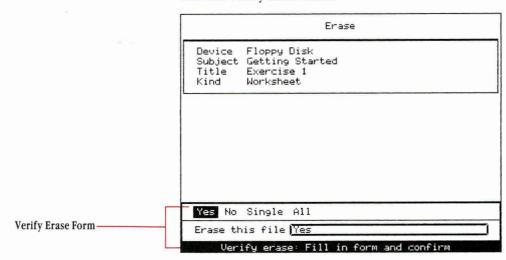
RETURN to move outline to Title.)

↓ to Exercise 1



CODE-RETURN

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



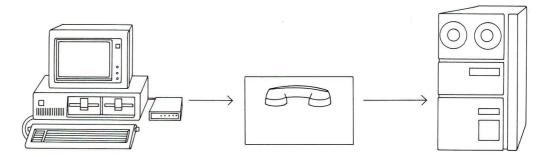
CODE-RETURN

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

- **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 Dow Jones NS Exercise 1 Financial Forecast GRiD Central Memo | Database Terminal Worksheet Worksheet Sign-on text |
| Device Floppy Disk Subject Getting Start Title GRID Central Kind Sign-on Password | ed |
| Select a file a Or press CODE-? | |

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

CODE-RETURN

Fill in all form items, including the Password.

Leave Connection Type set to Phonelink.

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

press the BACKSPACE key until the cursor reappears. Then type the password again.) Retrieves the Sign-on form.

| GRiDlink Phonelink External Phonelink | |
|---------------------------------------|--|
| Connection type Phonelink | |
| Company | |
| Group User | |
| Password | |
| Sign-on: Fill in form and confirm | |

CODE-RETURN

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

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

Examples:

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

~965-7546

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

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.

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

| Phone number | ^9^965 - 7546 | 7 |
|---|---------------------------|---|
| Phone number Dial type | ^9^965-7546 Touch-Tone | J |
| Dial type Baud rate | Touch-Tone 1200 | J |
| Dial type Baud rate Voice before data | Touch-Tone 1200 | J |

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

A9A965-7546

Dial type
Baud rate
1200
Voice before data No
Wait for answer
Speaker volume

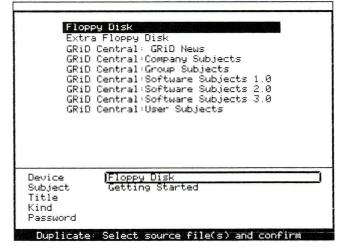
Signing on

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

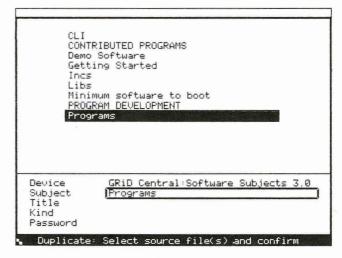
CODE-D



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.

 \downarrow to Programs.



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 outline to move down.)

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

↑ to GRiDWrite.

| GRiDPlot | Run Graph |
|---------------------------|---------------------|
| GRiDPrint GRiDReformat | Run Run Reformat |
| GRibTerm | Run Terminal |
| GRIDUT100 | Run UT100 |
| GRIDUTIO0 53 | Font |
| GRiDUT100 64 | Font |
| GRIDUT100 80 | Font |
| GRIDWrite | Run Text |
| HP | Plotter |
| Initialize Media | Run |
| ISAM.Common | Shared |
| Lib | Run Run |
| Link MediaRepair | Run |
| Hediakebair | Isan |
| Subject <u>Programs</u> | ftware Subjects 3.0 |
| Title GRIDWrite | |
| Kind Run Text Password | |

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

Duplicate the application from GRiD Central

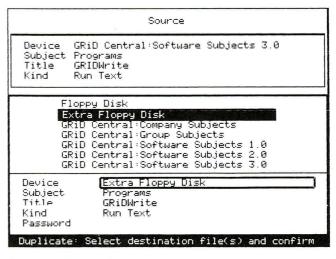
CODE-RETURN

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

Source GRiD Central:Software Subjects 3.0 Device 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 |GRiD Central:Software Subjects 3.0| Device Subject Programs GRiDWrite Tit.le 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.



CODE-RETURN

→ to Disabled to duplicate the file without verification.

Retrieves Verify Duplicate form.

| Subject Title | GRiD Central:Software Subjects 3.0 Programs GRIDWrite Run Text | | | |
|----------------------------------|---|--|--|--|
| Destination | | | | |
| Subject Title | Extra Floppy Disk Programs GRIDWrite Run Text | | | |
| Enabled | Disabled | | | |
| Verifica New vers Which fi | ion only No | | | |

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 Commands menu.

↓ to Sign-off.

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

Version 3.0.0 of GRiDManager

CODE-RETURN

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

| COUNTY OF THE PARTY OF THE PART | |
|--|----|
| GRiDlink Phonelink External phonelink | |
| Connection type Phonelink | |
| Sign-off: Fill in form and confir | -m |

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

Retrieve GRiDManager.

Subject

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 infor-

mation 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 duplicated: 1, press ESC to see the Commands menu.

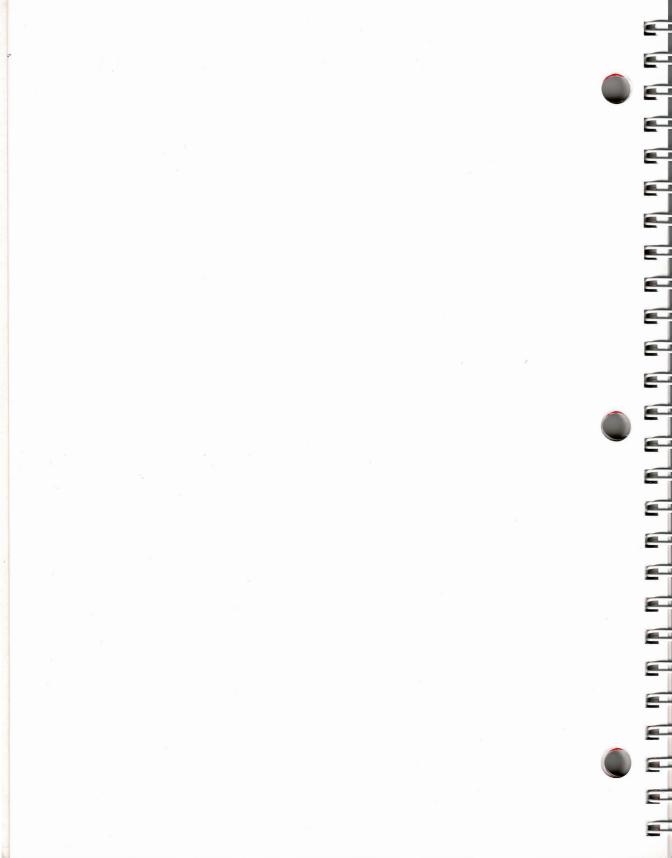
Select and confirm Sign-off.

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

Move in the list of choices or in an application

Press CODE- \uparrow or CODE- \downarrow 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 | | |



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

Date: September 12, 1983
Subject: Computer Workshop

The workshop on Computer Literacy has been rescheduled for Fridau, September 15th. If wou 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.



Exercise 8: Editing and Printing a Memo

Keystrokes

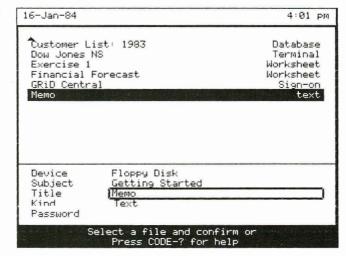
What Happens

Retrieve the Getting Started text file Memo

↓ to Getting Started

RETURN to move outline to Title.

↓ to Memo.



CODE-RETURN

Retrieves the memo to be edited.

Edit a document

 \downarrow 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- \rightarrow 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 applogize 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.

CODE-SHIFT- \leftarrow and then \downarrow to move the cursor to the line that starts with please.

Adds three blank lines.

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- \leftarrow 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- \leftarrow

72

 \rightarrow 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 applopize for the inconvenience. Call Martha Fletcher at ext. 325 for further information.

CODE-E

You see the message Erase: Make a selection and confirm

 \rightarrow 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 EGI. 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

 \rightarrow 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

 \downarrow , then \leftarrow to position cursor at the blank line after the paragraph.

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

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

Move completed

CODE-RETURN to confirm the Move command.

Moves the sentence to the new line.

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

CODE-SHIFT- \leftarrow 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 surrounding 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

CODE-0

CODE-RETURN

See procedure at the beginning of Exercise 5.

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. \rightarrow to select your printer CODE-RETURN Diablo620 Diablo 630 Epson FX80 Parallel WEC350 Printer name shown Current typeface System-wide is example only System-wide typeface Built-in EpsonFX80 Parallel Current printer Current plotter 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- \downarrow to move outline 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- \downarrow moves the cursor to the last item on a form or menu. In the case of a file, CODE- \downarrow 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 ${\tt Print}:{\tt Confirm\,whole\,file\,or}$ ${\tt select}$

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.

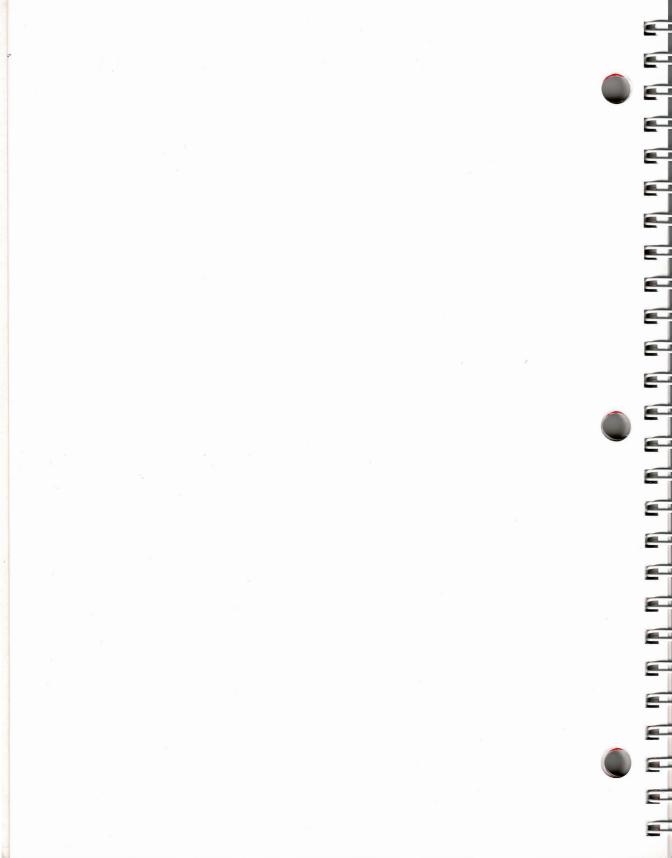
Confirm to print the whole file or your selection.

New Commands

Move CODE-M Moves text

CODE-M Moves text or cells from one location to or F3 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 | В | С | 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.
- \square 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.

 \downarrow to Customer List: 1983.

| 16-Jan-84 | | 4:07 pm |
|---|---|---|
| Dustomer List Dow Jones NS Exercise 1 Financial For GRiD Central Memo | | Database Terminal Worksheet Worksheet Sign-on text |
| Device Subject Title Kind Password | Floppy Disk Getting Started Customer List: 1983 Database | |
| Sel | ect a file and confirm Press CODE-? for help | or |

CODE-RETURN

Displays the following blank columns of the database file.

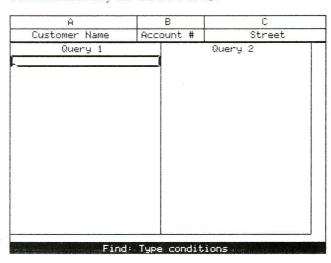
| A | В | С |
|----------------------------|-------------------|--------|
| Customer Name | Account # | Street |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Versio Copyright © 1982 | on 3.0.0 of GRiDF | |

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.



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 | В | С |
|-----------------|-----------|---------------------|
| 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. |

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

CODE-SHIFT- \downarrow to display the last records of the database.

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

| Ĥ | В | С |
|-----------------|-----------|---------------------|
| 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- \rightarrow until column F scrolls onto the screen

| D | E | F | | |
|-------------|-------|----------|---|---|
| City | State | Zip Code | | 1 |
| Fargo | ND | 58107 | | 1 |
| Seattle | WA | 98177 | | 1 |
| Cleveland | OH | 44109 | | l |
| Aurona | CO | 80012 | 1 | 1 |
| Providence | RI | 02908 | | |
| Helena | MT | 59601 | 1 | 1 |
| Topeka | KA | 66614 | | 1 |
| Boise | ID | 83704 | | 1 |
| Aurora | co | 80012 | | 1 |
| Aurora | co | 80012 | | |
| Omaha | NE | 68114 | | I |
| Albany | NY | 12231 | | 1 |
| Redding | CA | 96002 | | |
| Homestead | FL | 33033 | | 1 |
| Fargo | ND | 58107 | | |
| Aurora | co | 80012 | | ^ |
| Sioux Falls | SD | 57103 | | 1 |
| | | | | |
| | | | 1 | |

CODE-SHIFT- \leftarrow to scroll back to column A.

Sort records in database and display sorted records

CODE-? to display GRiDFile's Commands menu.

| Ĥ | | В | С | | |
|------------|--|------------------------------|--------------------|--|--|
| Report | | Set sorting | | | |
| Compress | | Remove dela | eted records | | |
| Begin | CODE-B | Restart the | e selection | | |
| Column | CODE-C | Change sele | ection to columns | | |
| Duplicate | CODE-D | Duplicate s | selected cells | | |
| Erase | CODE-E | Erase selec | cted cells | | |
| Find | CODE-F | Find record | ds in database | | |
| Insert | CODE-I | Insert rows | s or columns | | |
| Move | CODE-M | Move selected text or cells | | | |
| | CODE-0 | Set database characteristics | | | |
| Properties | | Set column characteristics | | | |
| Quit | CODE-Q | Exit | | | |
| Row | CODE-R | Change selection to rows | | | |
| Substitute | | | specified text | | |
| Transfer | | | nange, print files | | |
| Usage | | | y and device usage | | |
| Wildcard | | | card character | | |
| Pointer | CODE-= | | column | | |
| Cancel | CODE-ESC | Exit | | | |
| Com | Commands: Select item and confirm Version 3 0 0 of GRiDFile | | | | |

CODE-RETURN to confirm Report .

| A | В | 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 Or | |
| Column None 'Cu: | stomer Name' | 'Account #' Street | |
| | | | |
| | None None | None N | |
| Sort order Asce | nding Ascen | ding Ascending A | |

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'.

 \rightarrow to 'Customer Name'.

| A | В | 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 'Cus | tomer Name' | 'Account #' Street | | | | |
| Sort on <u> Cust</u> Sort order Ascer | tomer None nding Ascend | | | | | |
| Report: Se | 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

CODE-RETURN

The Find form appears again.

Displays the database, sorted alphabetically by customer name.

| A | В | С |
|-----------------|-----------|---------------------|
| 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 |

2 records found

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

CODE-F

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

The Find form appears.

| Ĥ | | В | | С | |
|---------------------|------|--------|-------|--------|--|
| Customer Name | Acc | ount # | | Street | |
| Query 1 | | | Query | 2 | |
| A = "Brown, Robert" | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 1 | | | | | |
| | | | | | |
| | | | | | |
| 1 | | | | | |
| 1 | | | | | |
| 1 | | | | | |
| | | | | | |
| | | | | | |
| 1 | | | | | |
| | | | | | |
| Find: | Tupe | condit | ions | | |

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

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

CODE-RETURN to confirm.

Displays the following records:

| A | В | С | | |
|--------------------------------|--------------|----------------------------------|--|--|
| Customer Name | Account # | Street | | |
| Brown, Robert Brown, Robert | 4034 1341 | 3612 Banks Rd. 3612 Banks Rd. | | |
| | records foun | | | |

(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 | В | C |
|---|---------------------|--|
| Customer Name | Account # | Street |
| Customer Name Brown, Robert Brown, Rita | Account # 1341 4034 | Street 3612 Banks Rd. 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 | В | C |
|---------------|--------------|----------------|
| Customer Name | Account # | Street |
| Brown, Rita | 4034 | 3612 Banks Rd. |
| | | |
| | records four | |

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

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

Display a group of related records

CODE-F

BACKSPACE to erase the previous query.

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

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

| Á | В | C | | |
|-----------------------|-----------|---------|--|--|
| Customer Name | Account # | Street | | |
| Query i | | Query 2 | | |
| A = "B". | | | | |
| | | 1 | | |
| | | | | |
| | | 1 | | |
| İ | | | | |
| | | 1 | | |
| |) I | 1 | | |
| | | 1 | | |
| | 1 | l l | | |
| | | 1 | | |
| | 1 | 1 | | |
| | 1 | | | |
| | 1 | 1 | | |
| | | | | |
| | | | | |
| Find: Type conditions | | | | |

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

CODE-RETURN to confirm.

| A | В | С |
|--------------------------------------|--------------|-----------------|
| 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. |
| | 1 | |
| | 1 | |
| | 1 | 1 |
| | 1 | |
| | 1 | |
| | 1 | |
| | | |
| | 1 | |
| | | |
| | | |
| | | |
| is the state of the state ϵ | records four | nd |

Exit from GRiDFile

CODE-Q

CODE-RETURN

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

Session 6 Summary: GRiDFile Databases

Activities You Learned

Display all database records

Press CODE-F and confirm.

Display records in alpha-

betical 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-? Des

Designates columns to be sorted in

or F1

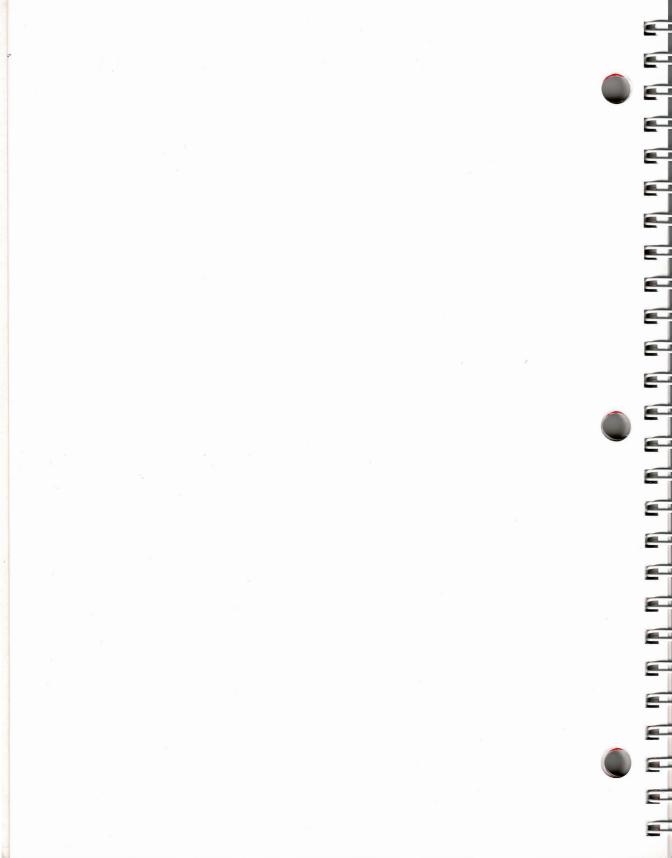
ascending or descending order.

Find COD

CODE-F

Displays entire database; finds and displays data that meet specified conditions.

or F5



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.

3:32 pm 19-Jan-84 Customer List: 1983 Database Dow Jones NS Terminal xercise 1 Financial Forecast Worksheet GRiD Central Sign-on text Memo Floppy Disk Device 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.

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

FINANCIAL AND INVESTMENT SERVICES

D GENERAL NEWS AND
INFORMATION SERVICES

Type: D

RETURN

You see

GENERAL NEWS AND INFORMATION SERVICES

TYPE FOR

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.



Exercise: Initializing a Floppy Diskette

Keystrokes

What Happens

Initialize the diskette

 \downarrow 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 Plotter Initialize Media Run Floppy Disk Device Subject Programs Title Initialize Media Kind Password Get new file and its application Next action 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
Display information? No
Initialize: Fill in form and confirm
Warning: Initialization erases all files on medium

 \leftarrow 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 | В | 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 | | | | | |

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

22 records found

| D | E | F | | |
|---------------|-------|----------|---|--|
| City | State | Zip Code | | |
| Houston | TX | 77018 | | |
| Richmond | VA | 23223 | | |
| Boise | ID | 83704 | | |
| Montpeller | UT | 05602 | 1 | |
| Williamsville | NY | 14221 | | |
| Fargo | ND | 58107 | 1 | |
| Seattle | WA | 98177 | 1 | |
| Cleveland | OH | 44109 | | |
| Aurora | co | 80012 | 1 | |
| Providence | RI | 02908 | | |
| Helena | MT | 59601 | | |
| Topeka | KA | 66614 | | |
| Boise | ID | 83704 | | |
| Aurora | CO | 80012 | | |
| Aurora | co | 80012 | 1 | |
| Omaha | NE | 68114 | | |
| Albany | NY | 12231 | | |
| Redding | CA | 96002 | | |

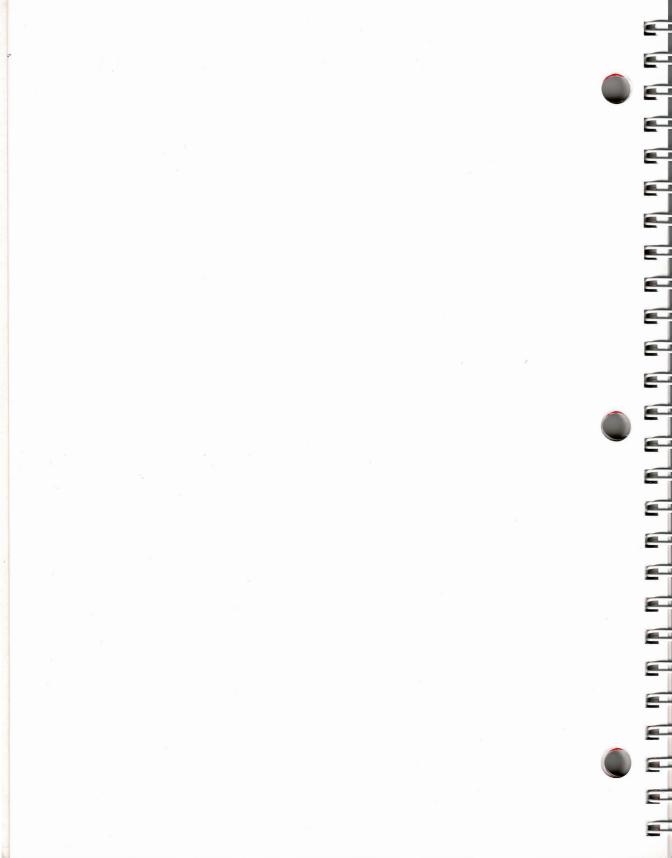
| Street
|--|
| 900 Walnut Ave. # 1 5555 Heritage Dr. 3612 Banks Rd. 4068 Temple 34 789 Palm Dr. 201 Hamilton Ct. 687 Loyola |
| 26 5555 Heritage Dr. 34 3612 Banks Rd. 57 4068 Temple 34 789 Palm Dr. 201 Hamilton Ct. 687 Loyola |
| 3612 Banks Rd. 57 4068 Temple 34 789 Palm Dr. 50 201 Hamilton Ct. 52 687 Loyola |
| 7 4068 Temple 34 789 Palm Dr. 50 201 Hamilton Ct. 52 687 Loyola |
| 789 Palm Dr. 201 Hamilton Ct. 687 Loyola |
| 50 201 Hamilton Ct. 52 687 Loyola |
| 52 687 Loyola |
| |
| 57 3612 Banks Rd. |
| |
| 39 3612 Banks Rd. |
| 65 Broadway |
| 55 3101 Thompson |
| 95 12 Lane Dr. |
| 41 6001 Stratford Ave. |
| 41 3612 Banks Rd. |
| 28 1946 Willow #4 |
| |
| 32 721 Baywood Dr. |
| 2 |

-4

-4

L

| 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 | 1 |
| Boise | ID | 83704 | |
| Aurora | CO | 80012 | |
| Aurora | co | 80012 | |
| Omaha | HE | 68114 | |
| Albany | NY | 12231 | |
| Redding | CA | 96002 | |
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| | 1 | | |



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 (\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- \rightarrow 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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