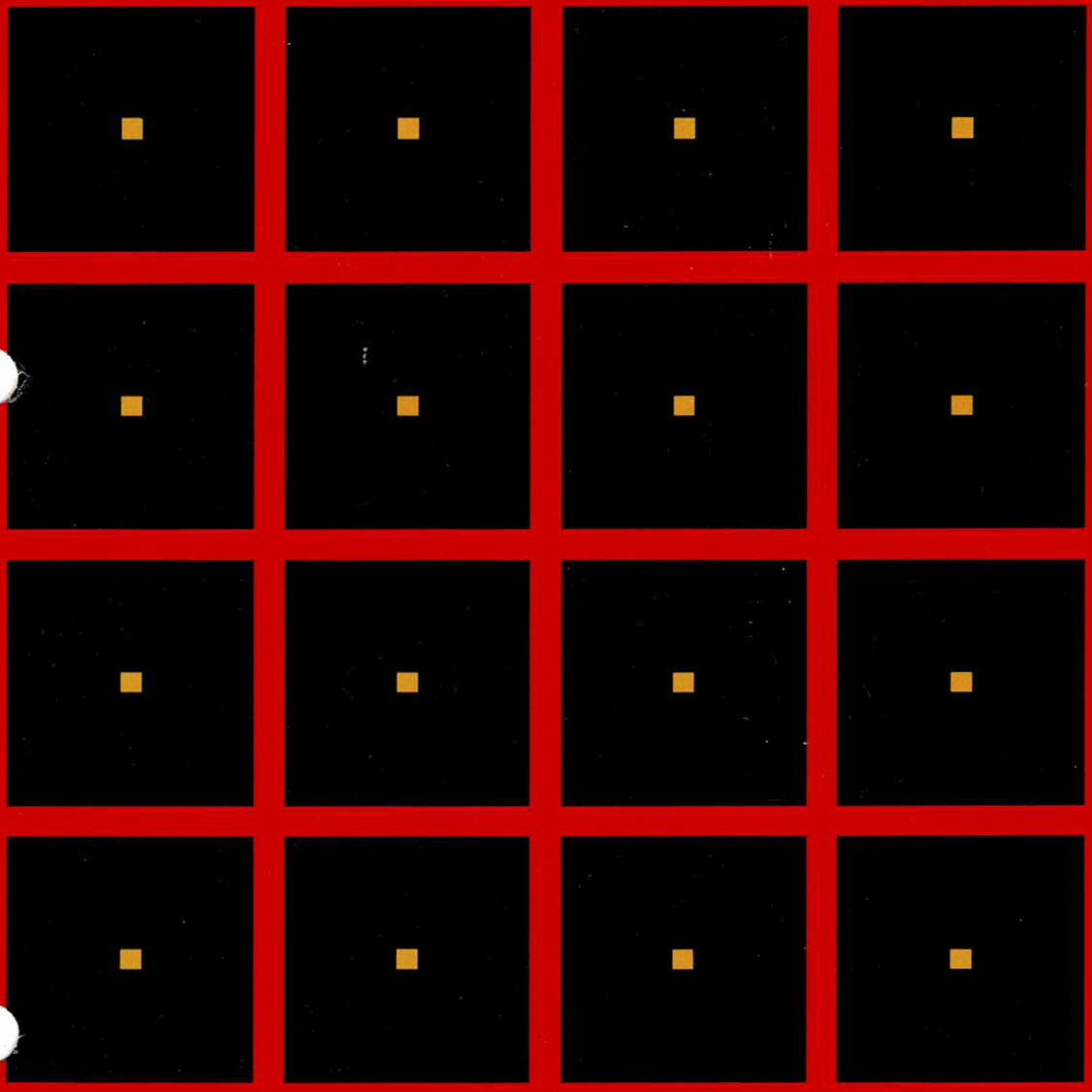
GRiD

Getting Started

GRiD Software for the GRiDCase



Getting Started
GRiD Software for the GRiDCase

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About This Book

Welcome to the world of GRiD software. Ease of use. Sharing data among applications. A central computer system to which you can connect your computer by telephone! Your software makes all this available to you.

This book will get you and your GRiD software working as a team in just a few hours. In a very short time, 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.

- GRiDWrite -- a full-screen text editor and text formatting program for business memos, letters. reports, and electronic mail
- GRiDPlan -- an electronic spreadsheet for budgeting, forecasting, and other numerical applications
- GRiDPlot -- a business graphics system for presenting data as graphs
- GRiDFile -- a database program for organizing and retrieving information easily

GRiDManager This book also introduces another important application within the GRiD system, GRiDManager. As the name suggests, GRiDManager performs functions that aid you in managing the GRiD environment and your text, worksheet, graph, database, and other files.

Hands-On Exercises You start using GRiD applications through hands-on exercises in Sessions 1 through 7. You learn commands that work similarly in the different applications. Thus, what you learn in the earlier exercises, you can apply immediately in the succeeding ones.

Restarting an Exercise
If for any reason you find yourself lost and unable to reproduce on your screen what the exercise shows, press the ESC button. You can then go back to the beginning of the exercise.

Key Concepts As you learn to use each new GRiD application, you also learn key concepts about the GRiD system. At the end of a session the Key Concepts sections highlight one or more features that will help you understand how the applications work together as a system.

Books and Resources You May Need The GRiDCase Owner's Guide contains the preliminary information you need before going through the exercises in this manual.

As you do the exercises, you may want further information about the system from one of the following sources:

- GRiD Management Tools Reference, for reference on the GRiD Management Tools and GRiDManager.
- GRiDTerm and GRiDReformat User's Guide, for reference on GRiDTerm.
- Read Only Memory (ROM) Installation and Use, for reference on ROMs.
- The manuals that accompany your peripherals.

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Introduction: Keys to Using GRiD Software

This introduction orients you to GRiD software the way a guide might orient you to a city you are about to explore.

- First, it gives you the larger "map" of computer basics.
- It then focuses on a "map" of GRiD software.
- Finally, it prepares you for hands-on use of the software.

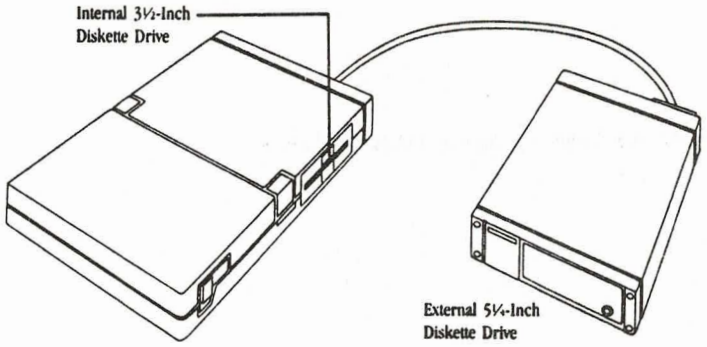
You and the Computer Using a computer such as GRiDCase, you work with three external parts of the system, as follows.

- The keyboard on which you type
- The screen on which the system displays data
- A storage device for GRiD software and for data

In addition, you need to understand how the computer uses one internal part of the system, main memory, or RAM (Random Access Memory).

Figure A shows a diagram of the computer and two storages devices.

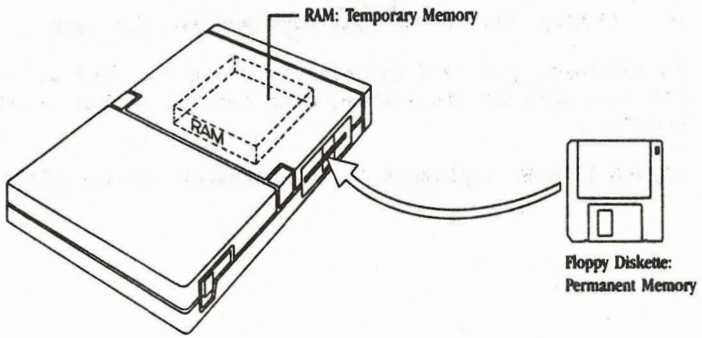
Figure A. The GRiDCase Computer and Its Storage Devices



If you are a new computer user, seeing what you type appear on the screen may be a new experience. But the connection will seem logical and easy to accept. Similarly, it is easy to accept that a floppy diskette or a hard disk stores computer information. You can think of this as similar to the way a cassette tape or a record "stores" music.

There is one basic computer concept that may need some thinking through to understand. The computer stores data in one place and works with a duplicate copy in another. The following section discusses this procedure in terms of permanent memory and temporary memory.

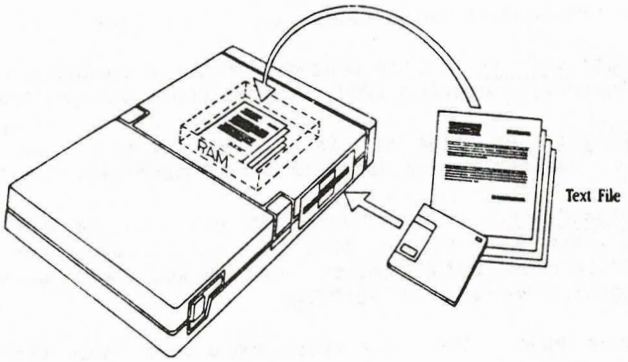
Figure B. Locating Permanent and Temporary Memory in Your System



Permanent vs. Temporary Memory
Your GRiDCase, like other microcomputers, stores information on floppy diskettes or hard disks. The data that you copy onto a floppy diskette or hard disk remains there after you turn off the power. Thus, computer data that is on a storage device is sometimes referred to as being in permanent memory.

When you want to look at the data, the computer puts a duplicate copy of the data in temporary memory space referred to as working memory, main memory, or RAM (Random Access Memory). The term RAM will be used to refer to this temporary memory space in this manual. Data in RAM is temporary, that is, any power outage destroys the data. For permanent storage of data that is in RAM, you have to save it, or make a duplicate copy, onto a storage device, such as a floppy diskette or a hard disk.

Figure C. Data in Floppy Diskette Duplicated in RAM



Why Work in RAM?
Using a duplicate as a working copy and leaving the original intact seems to make practical sense. Are there other reasons why the computer works in RAM? Yes.

- Changes can only be made in RAM. Just as you have to put your ingredients in a pot and cook them on the burner, you have to put the data in RAM to do any data "cooking" or change.

- Before copying data to RAM, the computer makes a copy of the program it needs to work with this data. Working only with material relavant to the data being processed, the computer can work fast.

What You Need to Remember

- Data in a storage device is duplicated in RAM when you work with it.
- New data you type is temporarily stored in RAM.
- New data or changes made to existing data must be put in, or saved, on a storage device.

Permanent memory is for storage, temporary memory in RAM is for current work.

GRiD Files

The work you do on the computer is kept in files. The term file is used because the floppy diskette or hard disk on which you store data has patterns etched on it that act like file folders. These file folders store computer data, just as grooves on a phonograph record store music and words.

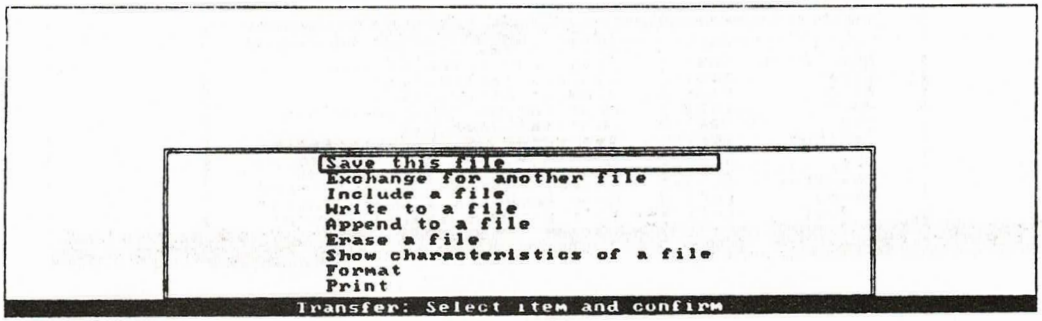
Your GRiDCase computer works with three types of files.

- System files contain programs that the computer uses in its internal operation (for example, CCOS, Common, Executive).
- Application files contain programs for your business or professional tasks (for example, GRiDWrite, GRiDPlan, GRiDPlot).
- Data files contain material you put into the computer while using a given application. Your data can be text, such as a memo you wrote using GRiDWrite; it can be a worksheet, such as a pricing model prepared with GRiDPlan.

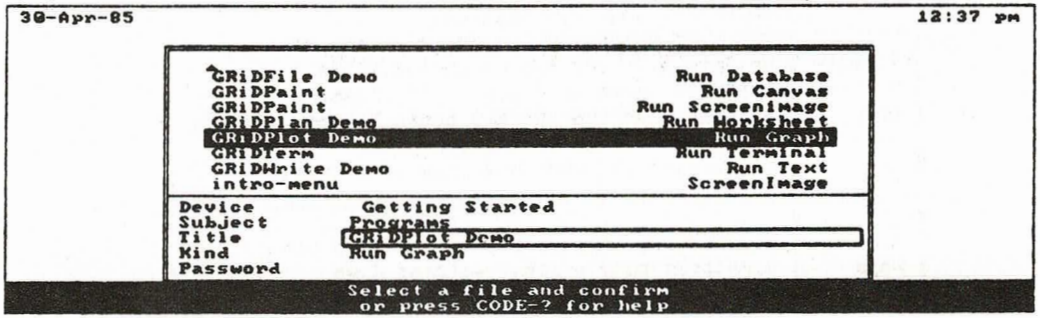
How GRiD Software Works The table below summarizes those features of the GRiD system that you will learn as you do the exercises in this manual. If you have never used a computer before, don't spend much time trying to learn about GRiD software through this table. Think of the table as showing what you'll learn about the GRiD software system in this manual. Then, before starting with the exercises, read carefully the final section of this introduction, entitled "Using GRiD Files."

Table A. GRiD Software Features

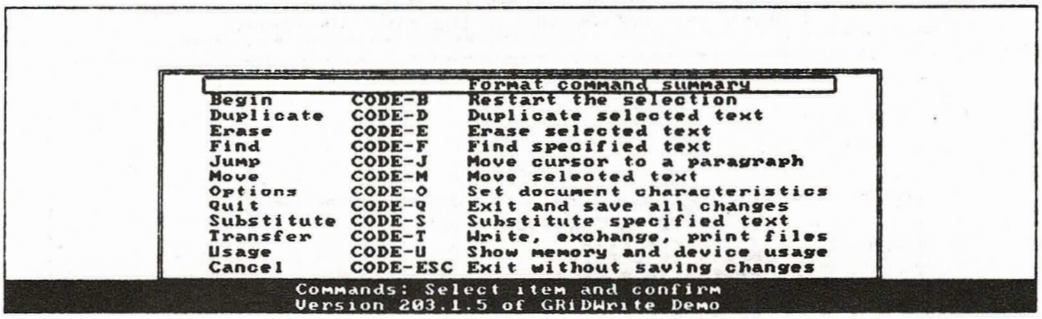
Moving Within a File	
Cursor	The cursor marks the point where the character you type appears.
Repeating keys	Holding down any key on the GRiDCase keyboard makes it repeat. For example, holding down the "A" key types "A" repeatedly; holding down ▼ continues moving the cursor downward one line at a time.
Arrow keys	Used alone, they move the cursor in the direction they point. Holding down ◄ can get you from the right margin to the left margin. Using them in conjunction with other keys, such as the CODE key, gets you from one point to another faster.
Communicating with the System	
Menus	Some commands are "gateways" to other commands. Issuing these commands displays a menu that lists other available commands. For example, issuing the Transfer (CODE-T) command displays a Transfer menu, through which you confirm one of the commands listed.



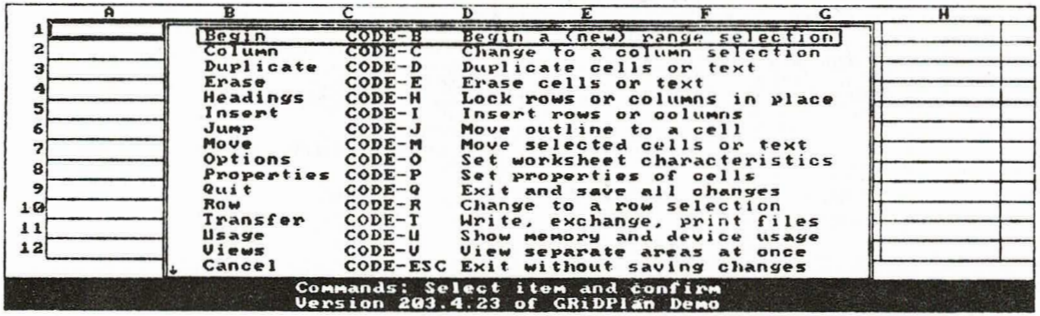
Forms	Other commands require that you make choices about how the command is to be executed. For example, in the File form below, your choices determine what file is retrieved or created.



Message Line	The message line at the bottom of the screen prompts you as you work with a file. When an error occurs, a message appears on this highlighted message line.
CODE-key	You issue most GRiD commands by holding down the CODE key, then tapping the second key. Usually, the second key is the first letter of the commands name. See the list of GRiDWrite commands below:



Getting Information	
CODE-?	Pressing CODE-? displays all the commands available within the current application.



CODE-U	Issuing the Usage (CODE-U) command displays a report of memory usage, both of RAM (Random Access Memory) and of active storage devices. An active device is one that the system recognizes as being connected to it and turned on, for example, the floppy disk drive in your GRiDCase.

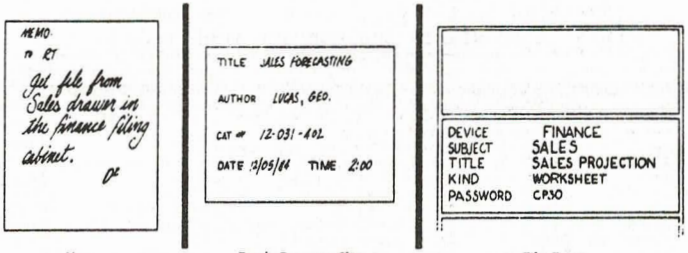
Using GRiD Files Turning on the GRiDCase computer automatically starts up the system that you have on diskette or in ROM (Read Only Memory) cartridge. With the GRiD operating system, the start-up process concludes with a File form on the screen. This is the form that you fill in to retrieve or create a file to start your work.

The File form asks for information similar to that which you might need to locate a file from a file cabinet. For example, you can more readily find the Jones Financial Report if you know which cabinet to go to, and what label is on the drawer where it's filed.

The File form might also be compared to a book request slip that you fill in at the library. You fill in the book request slip so that the librarian can locate a book for you or put it back on the proper shelf after you return it. You fill in the File form so that the computer can locate a file for you or store it on a specified device.

Figure D shows the GRiD File form, notes for locating a file, and a book request slip.

Figure D. Ways of Accessing Files/Information



Note (From You) | Book Request Slip (Library) | File Form (GRiDCase)

What Information Goes into the File Form?
The File form has five items. Each item tells the computer a piece of information about the file, as shown in Table B.

Table B. The Five Items in the File Form with Explanations and Examples

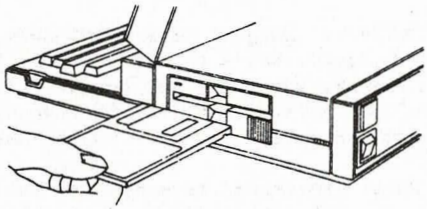
File Form Item	What It Tells You	Example
Device Volume Name	Where the file is stored	Finance 1
Subject	A group name for related files	1985 Budget
Title	Think of this as the "first name" of a file	Third Quarter
Kind	Think of this as the "last name" of a file; determined by the application required for the file	Text -- to use a text file, GRiDWrite must be available to the system
Password	Used only for "confidential" files. Most files you work with don't have passwords.	

The following sections further explain the File form items.

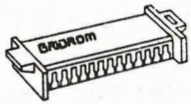
What Is a Device? Device is a storage unit for computer files, such as application programs or data. The computer can have one or more devices onto which it stores files. Examples of storage devices are shown in Figure E below.

Figure E. GRiDCase Storage Devices

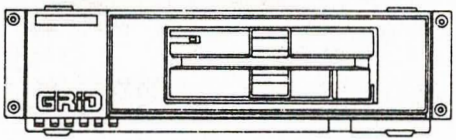
- Floppy Disk



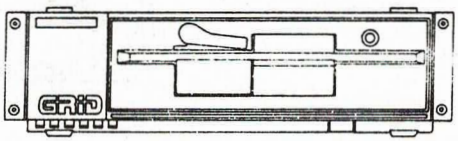
- ROM



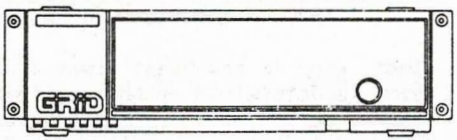
- Portable 3 1/2-Inch Floppy



- Portable 5 1/4-Inch Floppy



- Hard Disk



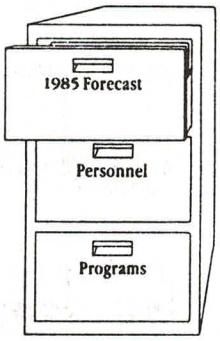
You will be using a number of floppy diskettes as you work. The system keeps track of which floppy diskette you are using by volume name, a name you give the diskette (explained in Session 4, Exercise 5).

You can read more about each storage device in the owner's manual that accompanies it.

What Is a Subject? Subject is a group name that you specify. When you choose a Subject, think of a group name that organizes related files. For example, you might put budget files under the Subject "Budget," or if you work primarily with budgets, you may have a Subject called "1985 Budget," another Subject called "1984 Budget," etc.

NOTE: "Programs" is a special Subject that contains your GRiD system and application files. These files must be in the "Programs" Subject; otherwise, the computer will not be able to find them to use them.

Figure F. Subjects Organize Your Files



What Is a Title? Title is the "first name" of a file; when you create a file, you specify the Title. Remember that a file has both a "first name" (Title) and a "last name" (Kind, discussed below).

What Is a Kind? Kind is the "last name" of a file. Every file has a Kind, which is determined by the application required for a file. For a file of Kind "Text," you need GRiDWrite. For a file of Kind "Worksheet," you need GRiDPlan. You cannot use your worksheet file without GRiDPlan, any more than you can use a phone number without a working phone or play a song that is on a record without the appropriate record player.

Figure G. Relating Title and Kind

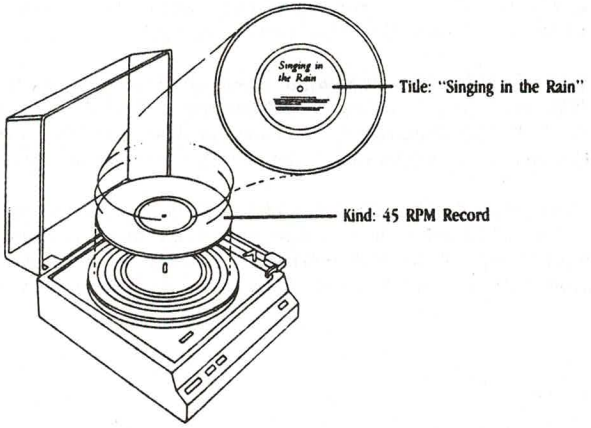


Table C shows the Kind associated with each application.

Table C. Kinds and Associated Applications

Kind	Application	Examples
Text	GRiDWrite	Business memos Form letters Contracts Proposals
Database	GRiDFile	Personnel records Customer lists Parts catalogs
Worksheet	GRiDPlan	Accounting worksheets Sales forecasts Budget estimates
Graph	GRiDPlot	Sales trends Market share analysis Product revenue comparisons
Sign-on	GRiDManager	Managing multiple files

What is a Password? Password is like 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.

You fill in the Password item only if you have previously assigned a Password to it using GRiDManager. See the Assign Password section of the "GRiDManager" chapter of the GRiD Management Tools Reference manual for information on how to assign a password.

Filling In the File Form This introduction has given you basic information about GRiD software. The sessions that follow contain hands-on exercises using the system. The first exercise fills in a File form. retrieves a text file, and modifies the file.

Session 1: Retrieving and Modifying an Existing File

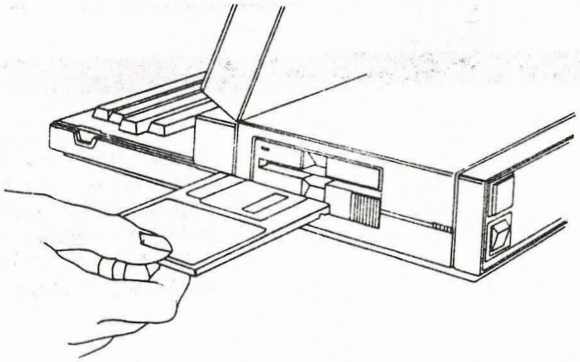
Session 1 retrieves a text file and modifies it.

●○○ What You'll Do

- Get Help information
- Fill in the File form
- Confirm a command

●●○ Get Ready

Insert the Operating System diskette into the floppy disk drive.



Turn on your computer. After about a minute and a half, the File form appears on the screen. During start-up, the computer loads, or makes a duplicate copy of, the operating system into RAM (Random Access Memory).

●●● Go!

▶ Exercise 1: Retrieving an Existing File

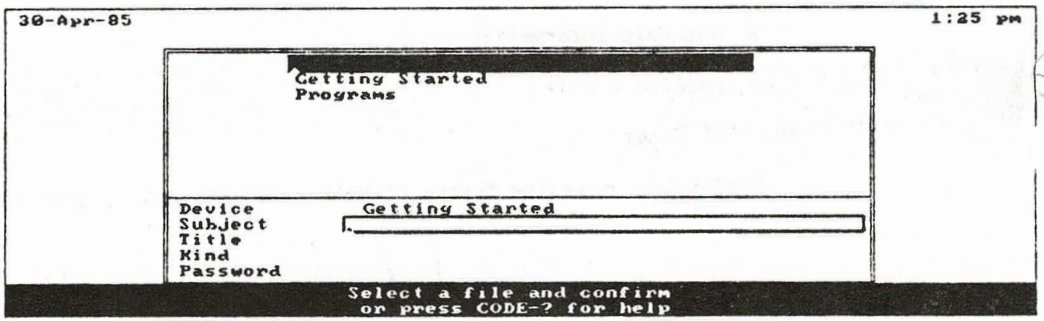
Keystrokes **What Happens**

●●● Get Help information

Replace the Operating System diskette with the Getting Started diskette.

↑ to Floppy Disk.

RETURN

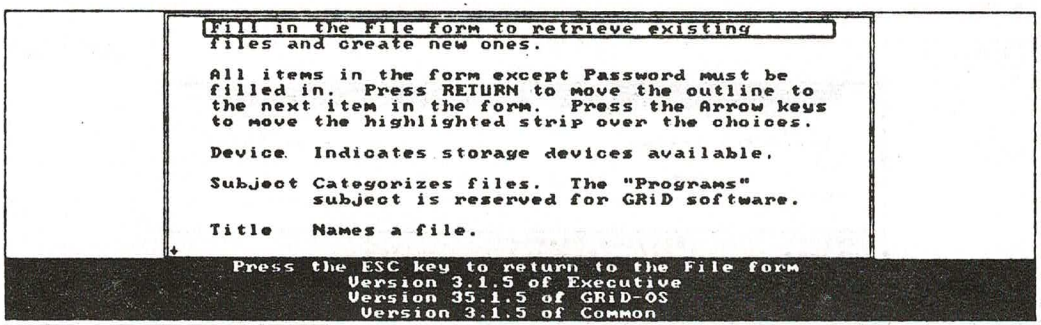


NOTE: When you move the outline, the name of the new diskette automatically replaces "Floppy Disk" as the Device setting. Names of diskettes that you use appear in an indented list under the Device listing, "Floppy Disk".

Read the message line at the bottom of the screen.

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

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



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

ESC to get back to the File form.

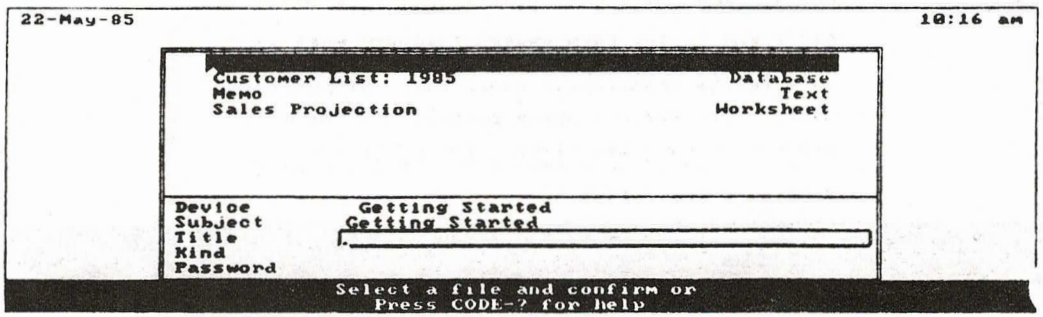
Think of the ESC key as taking a step back. In this case, you return to the File form.

●●● **Fill in the File form using the list of choices**

RETURN to move outline to "Subject".

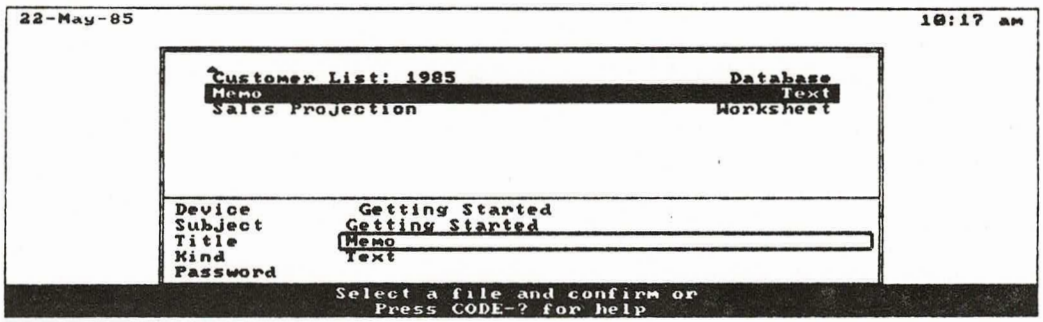
↓ to "Getting Started".

RETURN to move outline to "Title".



NOTE: The list of choices that appears above the form changes as you move the outline from one item to the next. Each list displays the existing choices for the item you are filling in.

↓ to "Memo".



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

CODE-RETURN to confirm the selected file.

CODE-RETURN is the command you will use most frequently with GRiD software. Think of it as telling the computer to execute what you have typed or selected.

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

After about 30 seconds, the "Memo" file appears.

Modifying a Text File If you have used a typewriter to prepare and edit a memo, you have probably wished you could do some of the following things without retyping a whole page or document:

- Correct typing mistakes
- Add new text to an existing line
- Move text around

See how easily you can do all this with GRiDWrite, GRiD's word processing program.

Exercise 2 Scenario: You are preparing to send out a memo to company sales representatives. You have a draft before you, to which you want to add and correct information. You also want to make some formatting changes.

●○○ What You'll Do

- Erase and replace text
- Move text
- Save the changes made

●●○ Get Ready

This exercise continues from the previous one. If you have just turned on your computer, retrieve the text file following the instructions in Exercise 1.

●●● Go!

▶ Exercise 2: Editing a Memo

Keystrokes	What Happens
●●● Type new information	
↓ twice to move cursor to the "Date:" line	

→ (hold down key lightly) to move cursor below "Y" in "Your".

Holding down a key causes it to repeat, in this case, to continue moving the cursor to the right until you lift your finger.

```
To:       Sales Representatives
From:     Your Name
Date:
Subject:  Product Announcement
This is to inform you of an exciting new product, Y-LIFESAVER, from X COMPANY
that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

Type today's date. (If you need to correct any typing errors, BkSp to erase the character to the left of the cursor.)

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Product Announcement
This is to inform you of an exciting new product, Y-LIFESAVER, from X COMPANY
that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

↓ to move the cursor
to the next line.

← (hold down key lightly) to
move the cursor immediately to the
left of "Product Announcement".

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Product Announcement
This is to inform you of an exciting new product, Y-LIFESAVER, from X COMPANY
that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

SHIFT-ESC

SHIFT-ESC is equivalent to the
Capslock key on some typewriters; it
capitalizes only the letters of the alphabet.

Type: Y-LIFESAVER

then press spacebar to type
a space.

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Y-LIFESAVER Product Announcement
This is to inform you of an exciting new product, Y-LIFESAVER, from X COMPANY
that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

SHIFT-ESC to "unlock"
the lowercase letters.

eee Erase with CODE-BkSp and replace text

↓ to move the cursor to the first paragraph of the memo.

←to move the cursor to the right of the "s" in "is".

```
To:       Sales Representatives
From:     Your Name
Date:
Subject:  Product Announcement
This is to inform you of an exciting new product, Y-LIFESAVER, from X COMPANY
that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

CODE-BkSp twice to erase "This is"

Type: I would like

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Y-LIFESAVER Product Announcement
I would like to inform you of an exciting new product, Y-LIFESAVER, from X
COMPANY that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

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

●●● Add and delete blank lines

← to move cursor to the left edge.

RETURN five times to add five blank lines

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Y-LIFESAVER Product Announcement



I would like to inform you of an exciting new product, Y-LIFESAVER, from X
COMPANY that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
```

To see how blank lines can be deleted, BkSp twice

●●● Move text to a new line

↓ to move cursor to the last paragraph of the memo, to left of "Price".

CODE-M

Displays the message
"Move: Make a selection and confirm"

↓ twice to select the last sentence of the memo.

The selection you want to move is highlighted.

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Y-LIFESAVER Product Announcement

I would like to inform you of an exciting new product, Y-LIFESAVER, from X
COMPANY that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330.

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.
▲

Move: Make a selection and confirm
```

CODE-RETURN to confirm.

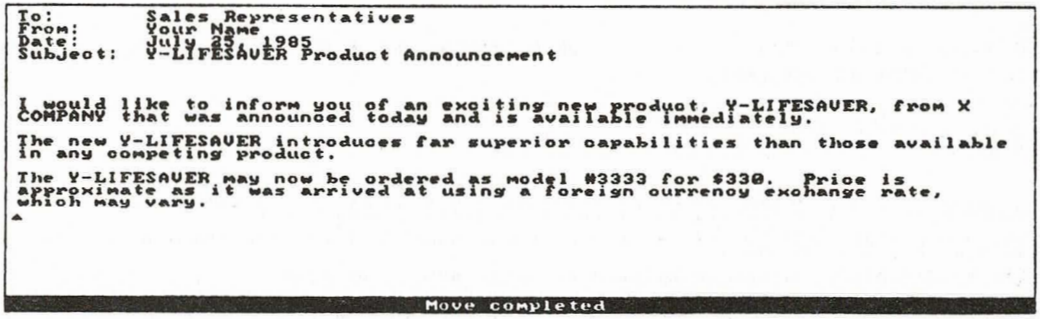
Displays the message
"Move: Point to destination and confirm"

↑ four times, then → to position cursor two spaces after the period (.) in the second to the last paragraph.

```
To:       Sales Representatives
From:     Your Name
Date:     July 25, 1985
Subject:  Y-LIFESAVER Product Announcement

I would like to inform you of an exciting new product, Y-LIFESAVER, from X
COMPANY that was announced today and is available immediately.

The new Y-LIFESAVER introduces far superior capabilities than those available
in any competing product.

The Y-LIFESAVER may now be ordered as model #3333 for $330. ▲

Price is approximate as it was arrived at using a foreign currency exchange
rate, which may vary.

Move: Point to destination and confirm
```

CODE-RETURN to confirm the Move command.

Moves the sentence to the new line.

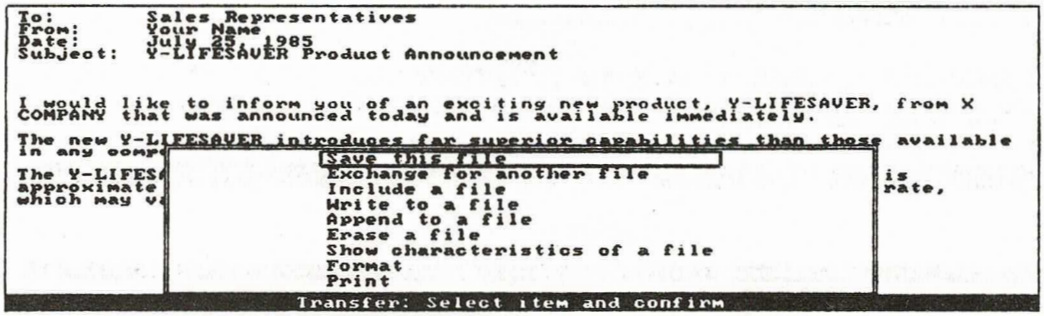


In every application, pressing CODE-M lets you move a selection from one section of a file to another.

●●● **Save the file**

CODE-T

In every application, pressing CODE-T (Transfer command) displays a Transfer menu. The menu list shows different ways you can "transfer" the current file (the one in RAM) to another file.



CODE-RETURN to confirm "Save this file".

Saving the file transfers, or writes, a duplicate copy of the file in RAM to a permanent storage device, in this case, the floppy diskette from which the computer intially retrieved the file.

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

●●● Display the GRiDWrite Commands

CODE-?

Pressing CODE-? displays all the commands available in GRiDWrite. If you wish to experiment with any of these commands, press the keys that issue the command, then proceed according to the instructions in the message line.

●●● Exit the File and Save Changes

Move highlighted strip to Quit (CODE-Q), then **CODE-RETURN** to exit the file.

In every application, pressing CODE-Q (Quit command) exits the current file after saving changes made since you last saved.

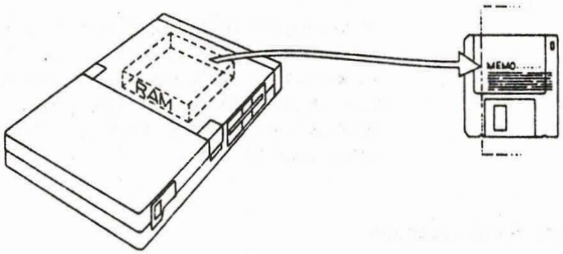
CODE-RETURN to exit.

NOTE: To exit the file without saving changes, use CODE-ESC (Cancel command).

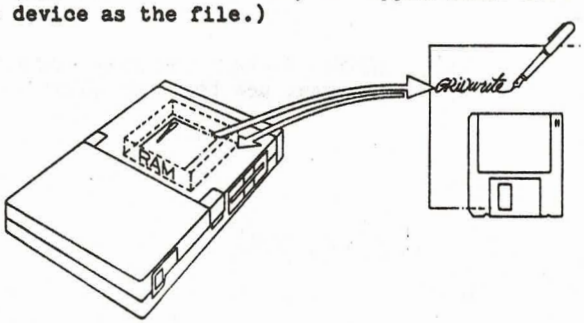
Key Concepts

What Happens When the Computer Retrieves a File? When you confirm the File form, the system uses the completed information to find the file you want, as follows:

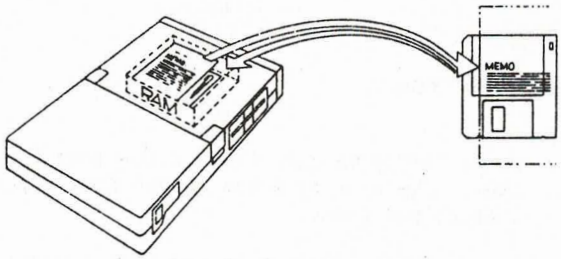
1. Locates file, by Title, on Device specified.



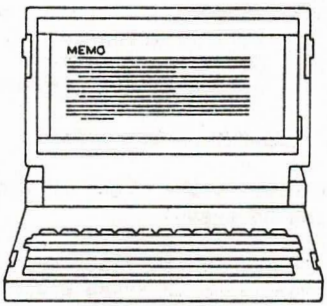
2. Locates application and puts a duplicate copy in RAM. (If you have more than one active device, the application need not be in the same device as the file.)



3. Goes back to file and puts a duplicate copy in RAM.



4. Displays file on the screen.



Saving Changes When you modify a file in RAM, these changes are not automatically made on the stored file that you activated (by retrieving it). After you make changes, you have two files of the same name that no longer match. To make the copies match again, you "save," using the "Save this file" of the Transfer command (CODE-T). When you save, the system duplicates the current file in RAM over the stored file. After you save, the files in RAM and the stored file again match.

Session 1 Summary **Filling In the File Form**

Activities You Learned

Get help filling in the File form	o Press CODE-?.
Move in a form	o Press RETURN to move the outline from item to item. The outline wraps around from the last item to the first. o Press Arrow keys to move the highlighted strip from choice to choice.
Retrieve a file	o Fill in the File form: Device: Select the Device where the file is stored. Subject: Select the Subject under which the file is grouped. Title: Select the Title. Kind: Automatically appears when you select title. o Press CODE-RETURN to confirm.
Erase text with BkSp or CODE-BkSp	o Move cursor to the right of the letter or word you wish to erase. o Press BkSp to erase a letter. Press CODE-BkSp to erase a word.
Type new text	o Type text at the cursor position. Text automatically wraps around.
Move text	o Press CODE-M o Select the text you want to move and confirm. o Place the cursor at the text's destination and confirm.
Add blank lines	o Move the cursor to the left margin, then press RETURN.
Delete blank lines	o Move the cursor to the left margin, then press BkSp.
Save current file	o Press CODE-T, then confirm "Save this file"
Exit after saving changes	o Press CODE-Q, then confirm.
Exit without saving changes	o Press CODE-ESC, then confirm.

New Commands

Commands Menu	CODE-?	Displays a list of all the commands available in an application or explains the File form.
Confirm	CODE-RETURN	Gives the go-ahead to a selection or command. Referred to as confirm.
Move	CODE-M	Moves text or cells from one location to another. Moves files from one Device, Subject, or Title to another.
Transfer	CODE-T (Save)	"Save this file", a command in the Transfer menu, makes a duplicate copy of the current file on a permanent storage device.
Cancel	CODE-ESC	Exits file without saving the current file (in RAM).
Quit	CODE-Q	Exits file after saving the current file; that is, placing a duplicate copy in permanent storage.

Key Concepts

Retrieving a file	o System puts duplicate copy of application in RAM o System puts duplicate copy of file in RAM
Save a file	A duplicate copy of current file (in RAM) overwrites the file of the same name on a storage device.

Session 2: Worksheets and Graphs

Computerized worksheets, such as GRiDPlan, have placed financial planning, forecast, and "what if" analysis within reach of every computer user. With GRiDPlan, you can set up budgets and preliminary plans, then try different values, seeing the results of these changes immediately.

Using the business graphs application, GRiDPlot, you can then display the same data as a graph. Seeing the data represented as a bar or line graph can clarify, far better than words, the significance of a complex set of numbers.

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

Exercise 3 Scenario: You are a sales representative reviewing a worksheet containing sales data for two quarters. The first quarter figures are actual sales figures for three regions. The second quarter figures are projected figures. As you go over the worksheet, you make some changes in the entries.

ooo What You'll Do

- Examine worksheet data
- Change the contents of a cell
- Calculate worksheet data
- Change a cell definition

ooo Get Ready

Have the Getting Started diskette in the Floppy Disk drive. If you need to start up again, start up your GRiDCase by inserting the Operating System diskette. After the File form appears, replace the Operating System diskette with the Getting Started diskette.

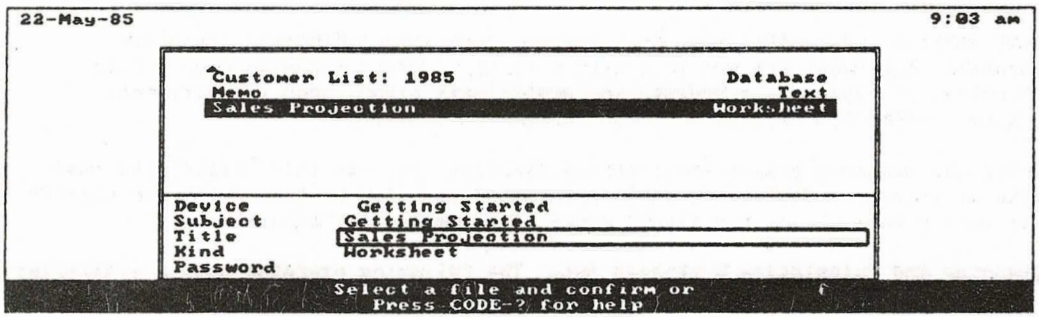
ooo Go!

▶ Exercise 3: Changing and Calculating Worksheet Data

Keystrokes **What Happens**

●●● Retrieve the file and examine worksheet data

Fill in the File form as follows, using **RETURN** to move the outline down the form and ↓ or ↑ to select the item setting from the list of choices.



CODE-RETURN to confirm the completed form.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	135	108	149	156	168
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	460	375	490	514	555
7								
8								
9								
10								
11								
12								

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GRiD Systems Corporation

↓ then → to move cell outline to cell B2.

The cell outline indicates the current cell, i.e., the cell to be acted on by a command or the cell in which you can type data.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	135	108	149	156	168
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	460	375	490	514	555
7								
8								
9								
10								
11								
12								

B2

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-→ three times to move outline to cell E2.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	135	108	149	156	168
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	460	375	490	514	555
7								
8								
9								
10								
11								
12								

E2= Avg(B2..D2)

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

The equation, called a cell definition, is the formula used to calculate the contents of cell E2.

SHIFT-→ to move to F2.
Examine the cell definition.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	135	108	149	156	168
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	460	375	490	514	555
7								
8								
9								
10								
11								
12								

F2= 0.1*D2+D2

SHIFT-→ once more to examine the cell definition for G2.

The cell definitions for E2 through H2 and E6 through H6 are dependent on the value in D2. The values in these cells change when the value in D2 changes.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	135	108	149	156	168
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	460	375	490	514	555
7								
8								
9								
10								
11								
12								

G2= 0.05*F2+F2

NOTE: When D2 changes, F2 changes; hence G2, which depends on F2, also changes, etc. (Cell definitions of these cells are F2=0.15*D2+D2, G2=0.5*F2+F2.)

eee Change a value in a cell and calculate new values in other cells

SHIFT-← as required to move outline to cell D2.

Backspace twice to erase 3 and 5 from 135 (leaving 1)

Type: 10 (for new value, 110)

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	110	100	149	156	168
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	460	375	490	514	555
7								
8								
9								
10								
11								
12								

D2

Now that you have changed the contents of cell D2, the values in cells E2 through H2 and E6 through H6 are incorrect because the values in these cells are dependent on D2; the value in each of these cells needs to be recalculated by confirming (CODE-RETURN).

CODE-RETURN

Recalculation occurs automatically on all values affected by the change in D2.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	110	100	121	127	137
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	435	367	462	485	524
7								
8								
9								
10								
11								
12								

D2

NOTE: Cell definitions such as those in F2, G2, and H2 can be used in "what if" analysis. What if you change the value in a key cell (such as D2)? How does this affect other values?

●●● **Change a cell definition**

SHIFT-→ to F2.

CODE-=

← to move the cursor to the right of .1

To change from .1 to .15, type: 5

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	110	100	121	127	137
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	435	367	462	485	524
7								
8								
9								
10								
11								
12								

F2= 0.15*D2+D2

CODE-RETURN to recalculate the values affected by the change in F2.

	A	B	C	D	E	F	G	H
1		January	February	March	1stQ Avg	April	May	June
2	North	101	89	110	100	127	133	143
3	South	155	99	177	144	186	195	211
4	East	113	108	148	123	155	163	176
5								
6	TOTALS	369	296	435	367	468	491	530
7								
8								
9								
10								
11								
12								

F2= 0.15*D2+D2

●●● **Scroll to parts of the worksheet that are currently off the screen**

SHIFT-→ as needed to move outline to cell I2.

Moving to a portion of the worksheet that is off the screen is called <u>scrolling</u>.

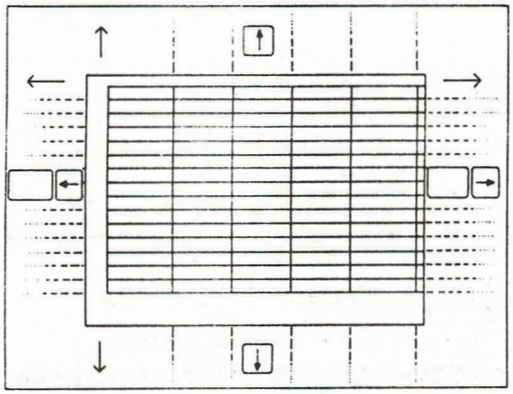
	B	C	D	E	F	G	H	I
1	January	February	March	1stQ Avg	April	May	June	
2	101	89	110	100	127	133	143	
3	155	99	177	144	186	195	211	
4	113	108	148	123	155	163	176	
5								
6	369	296	435	367	468	491	530	
7								
8								
9								
10								
11								
12								

I2

→ to move outline to cell J2.

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

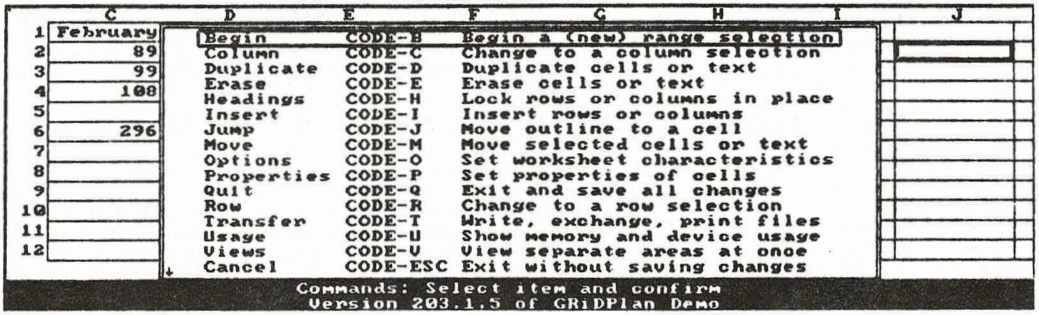
NOTE: The screen acts as a <u>window</u> to the worksheet. Regardless of the size of your worksheet, you can scroll to any location.



●●● Display the GRiDPlan Commands menu

CODE-? to display Commands menu.

The Commands menu displays all the commands that are available within GRiDPlan.

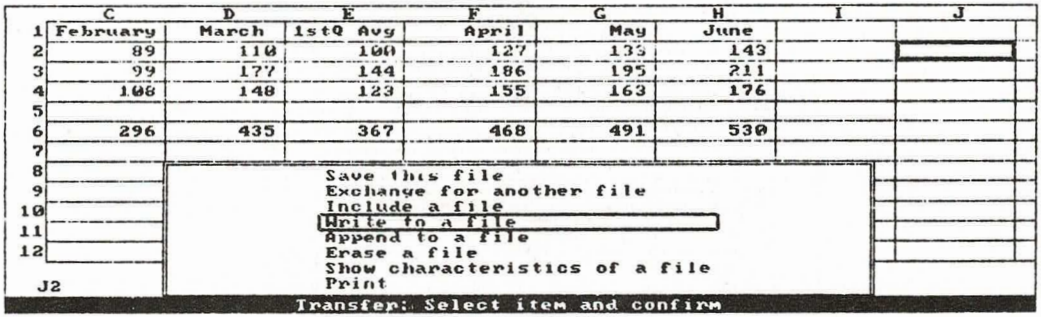


●●● Write and follow data to a new file

Move the highlighted box to Transfer (CODE-T),then **CODE-RETURN**.

You can also issue the Transfer command pressing CODE-T.

↓ to "Write to a file".



Writing to a file puts a copy of all or part of the current file in a new file that you specify on the File form.

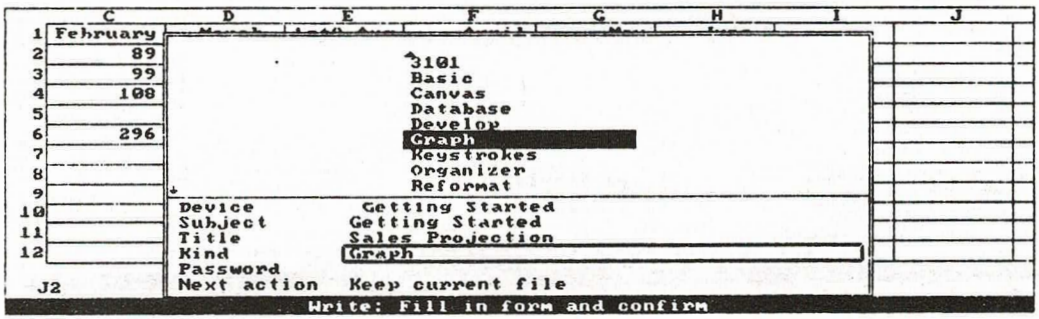
CODE-RETURN to confirm "Write to a file".

Displays the message "Write: Confirm whole file or select".

CODE-RETURN to confirm the whole file.

A File form appears.

Fill in the File form as follows:

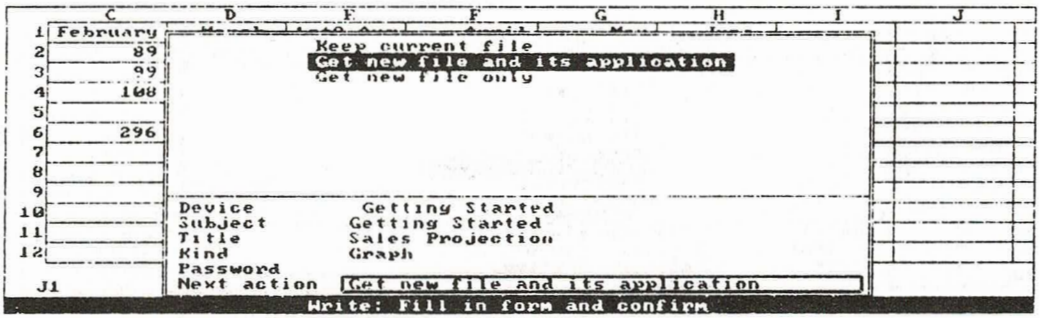


The new Kind (Graph) indicates that the file needs a new application, GRiDPlot.

RETURN twice to move to "Next action".

This item lets you either get the new file or remain in the current file. In this case, you want the new file and its required 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	1stQ	Avg	April	May	June
North	101	89	110	100		127	133	143
South	155	99	177	144		186	195	211
East	113	108	148	123		155	163	176
TOTALS	369	296	435	367		468	491	530

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Displaying Data as a Graph 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.

ooo What You'll Do

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

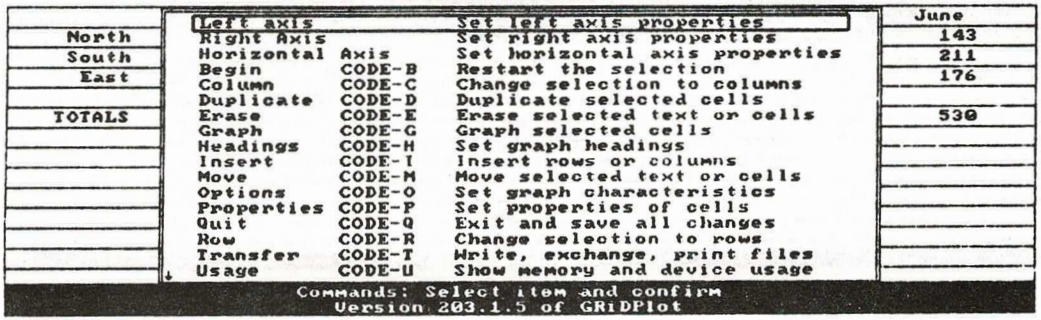
ooo Get Ready

Exercise 4 continues from the previous exercise.

ooo Go!

▶ Exercise 4: Graphing Data

Keystrokes	What Happens
ooo Display all the data as a segmented bar graph	
CODE-?	Displays the Commands menu, a list of all commands you can issue from GRiDPlot.



↓ to "Graph CODE-G".	You could also issue the Graph command by pressing CODE-G.
CODE-RETURN	You see the message "Confirm same graph or select". **NOTE:** Confirming without making a selection results in a graph of all the numbers in the file.

↓ three times to highlight the first four cells of the first column.

	January	February	March	1stQ Avg	April	May	June
North	101	89	110	100	127	127	137
South	155	99	177	144	186	195	211
East	113	108	148	123	155	163	176
TOTALS	369	296	435	367	462	485	524

Graph: Confirm same graph or select

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

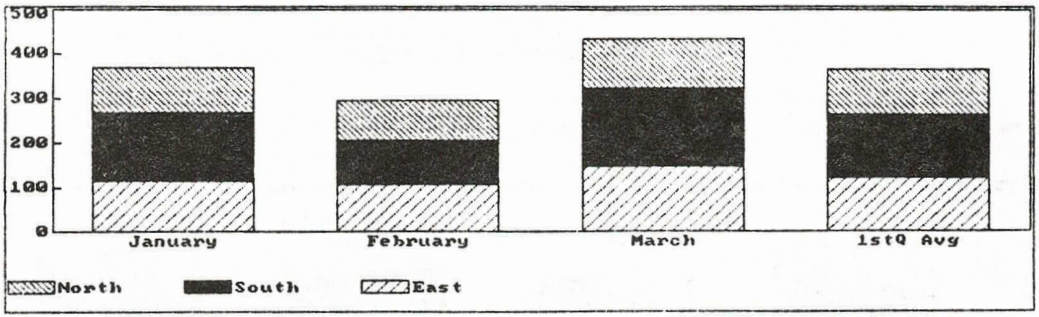
SHIFT-→ four times to highlight the first four cells of the next four columns.

	January	February	March	1stQ Avg	April	May	June
North	101	89	110	100	127	127	137
South	155	99	177	144	186	195	211
East	113	108	148	123	155	163	176
TOTALS	369	296	435	367	462	485	524

Graph: Confirm same graph or select

In your selection, it does not matter whether or not you include a label, such as "January," in selection. Only numbers are graphed.

CODE-RETURN to confirm.

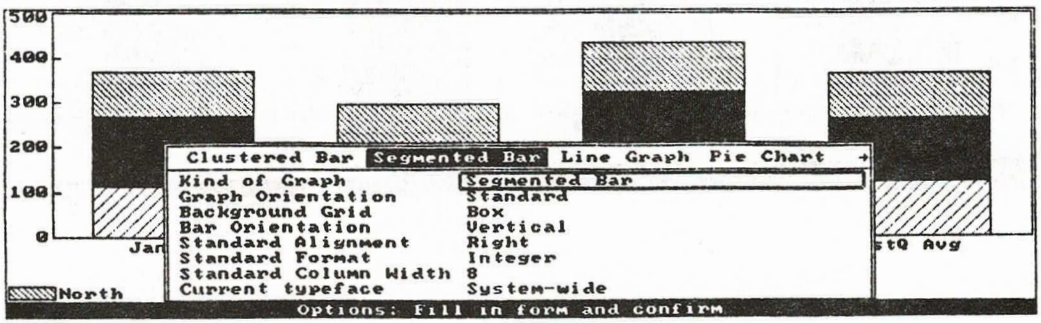


The data is displayed as a segmented bar graph. A segmented bar graph is useful for comparing totals.

●●● Change the kind of graph

CODE-O to display the Options form.

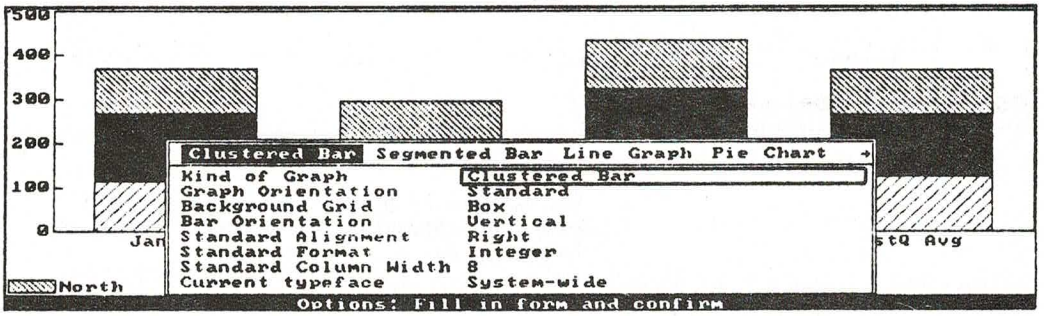
The Options (CODE-O) command is common to most GRiD applications. This command lets you set global characteristic for the file, for example, the typeface, the width of columns, or the kind of graph.



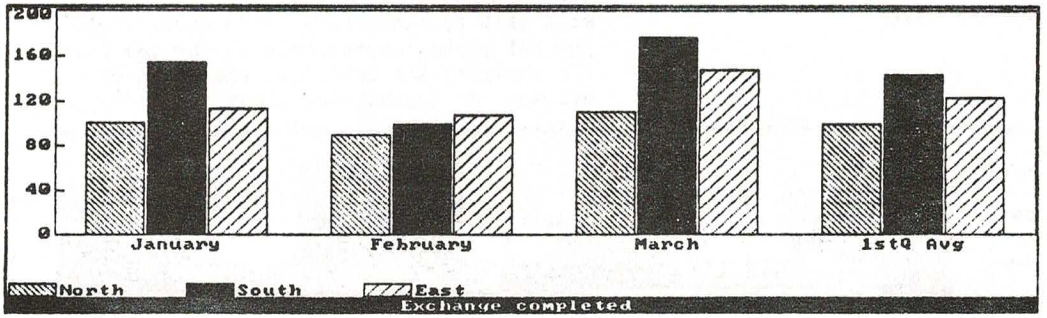
When you retrieve GRiDPlot for the first time, the Kind of Graph item is always set Segmented Bar Graph. The Segmented Bar Graph is the initial setting, sometimes referred to as the default setting. To display the data as a different kind of graph, you need to change the setting.

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 confirm a clustered bar graph display.

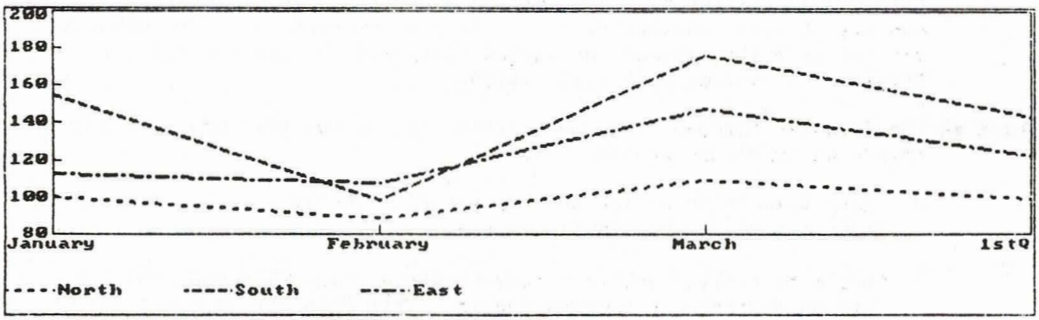


Clustered bar graphs are useful in comparing individual components of the graph.

CODE-O

NOTE: If you accidentally issue the wrong command, for example, CODE-P when you want CODE-O, press ESC and issue the command again.

➡ twice to select "Line Graph", then confirm.



Line graphs are particularly useful for tracking trends.

●●● Exit 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 "Line Graph" as the Kind of Graph.

CODE-RETURN to confirm.

The File form appears. Exiting a file always gives you back the File form.

Key Concepts

Sharing Data Through the Transfer Command When you use GRiD software, the data in one file can readily be copied onto another file. Data is common to all applications, thus you can copy data either from one file to another that requires the same application or to one that uses different applications. For example, in Exercise 3, you wrote data from a worksheet (GRiDPlan) file to a graph (GRiDPlot) file.

Data may be written to a new file or appended to an existing file. You can also include another data file in your current one. The commands you use to write, append, or include data are invoked through the Transfer command of each application.

A Look at the Transfer Command You have learned to use two commands that you invoke through the Transfer menu.

- "Save this file" copies the current file in RAM over the original file on a permanent storage device.

- "Write to a file" writes a copy of the current file onto another file on a permanent storage device. This file may be a new one or an existing one that you want to overwrite.

The commands on the Transfer menu involve

- Interaction between the file in RAM and a file on a storage device: thus, "Save a File", "Exchange for another file", "Include a file", "Write to a File", "Append a file", etc.

- Sending out a copy of the current file or part of it to some output device, such as a printer: "Format, Print".

For further information about the Transfer command see the Transfer -- CODE-T section of the Common Commands chapter of the GRiD Management Tools Reference. Also see the CODE-T section of each of the chapters of the same reference manual.

Session 2 Summary Worksheets and Graphs

Activities You Learned

Move around the screen	o Press the Arrow keys to move within a cell or from cell to cell. o Press SHIFT-Arrow keys to move from cell to cell.
Calculate data	o Press CODE-RETURN after changing a value within a cell.
Enter/change a cell definition	o Move cell outline to desired cell. o Press CODE-=. o Enter/change formula. o CODE-RETURN to recalculate.
Write and follow data to a new file	o Press CODE-T. o Move outline to "Write to a file". o Press CODE-RETURN to confirm. o Press CODE-RETURN to confirm the whole file or you select the portion of the file that you want written to a file, then confirm. o Fill in the File form. o Move the outline to "Next Action". o Move the highlighted strip to "Retrieve file and its application". o Press CODE-RETURN to confirm.
Display data as graphs	o Press CODE-G. o Select the data you wish to graph. o Press CODE-RETURN.
Change the kind of graph	o Press CODE-O. o Move the highlighted strip to the kind of graph you want. o Press CODE-RETURN.

New Commands

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

Key Concept

Sharing data	Commands invoked through CODE-T, the Transfer command, allow sharing of data between applications.

Session 3: Using a Database File

GRiDFile is GRiD's database application. A database stores and organizes information according to a system that you determine. The idea is to put all the data you need at your fingertips. Managers use databases for any number of purposes -- employee or customer lists, part numbers, sales records, and cataloging just about anything.

For example, to organize your customer file with GRiDFile, you might type in the following information: customer name, account number, street address, city, state, zip code, etc. If you then needed a partial listing that included only customers in the state of Oregon, you could retrieve just this specific listing.

Exercise 5 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.

- To look up one customer's records to change the name on one of his accounts.
- To display the record again, using the account number, to make sure that you changed the name on the correct account.
- To display all the records for customers whose files you want to review, those with account numbers in the 4000's (the accounts are numbered from 1000 to 8000).

ooo What You'll Do

- Display all the records in the database
- Rearrange records, or sort into alphabetical order
- Modify one record
- Display a group of records

eee **Get Ready**

Have the Getting Started diskette in the floppy disk drive (after start-up or completion of Session 4).

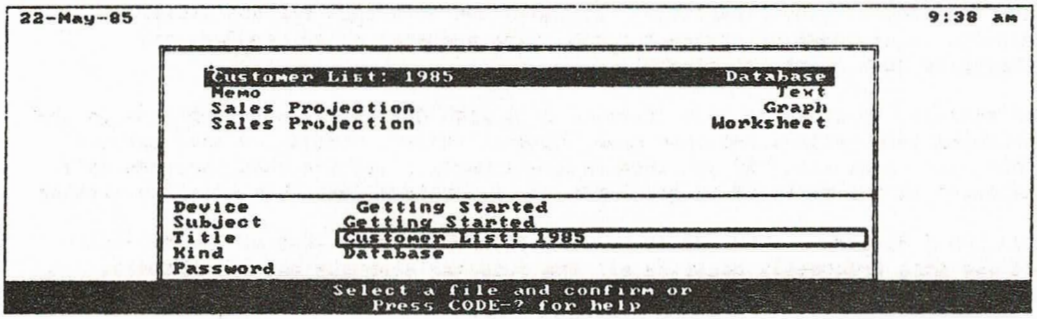
eee **Go!**

▶ Exercise 5: Retrieving Database Information

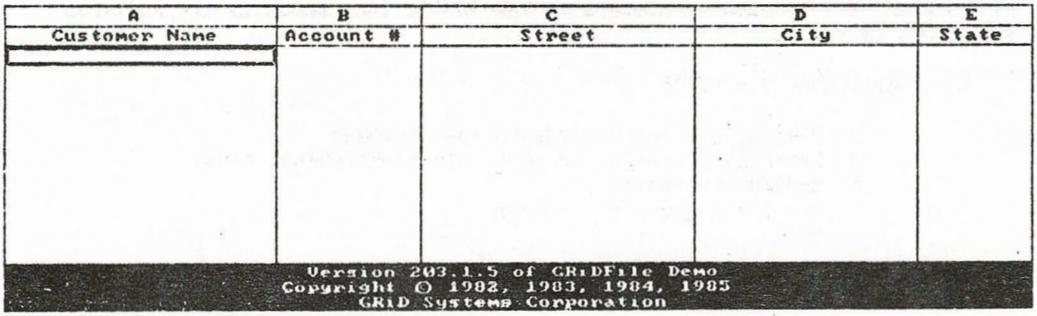
Keystrokes **What Happens**

eee **Retrieve the database file "Customer List: 1985"**

Fill in the File form, as follows, then confirm the completed form.



The database file that appears always displays blank columns, on which you can type additional information to the database.



eee Display and examine all the records in the sample database

CODE-F

A	B	C	D	E
Customer Name	Account #	Street	City	State
Query 1			Query 2	

Find: Type conditions and confirm

The Find Command, CODE-F, displays the Find form, on which you ask, or query, the database for specific records.

Confirming the form without specifying which records you want (giving query conditions), retrieves the entire database.

Confirm to display all records.

A	B	C	D	E
Customer Name	Account #	Street	City	State
Nakano, Evelyn	1198	5 Forest #5	Houston	TX
Chu, Gerald	3127	120 Tandem Dr.	Richmond	VA
Tapp, Leilani	2096	687 Loyola	Boise	ID
McDonald, Mary	7254	91 Orange Ave.	Montpeller	VT
Young, Emily	3597	6555 Colonial Way	Williamsville	NY
Kim, Joseph	4281	6001 Stratford Ave.	Fargo	ND
Schmidt, J.S.	2154	900 Walnut Ave. # 17	Seattle	WA
Smith, Diane	3226	5555 Heritage Dr.	Cleveland	OH
Brown, Robert	4034	3612 Banks Rd.	Aurora	CO
Brown, Florence	3267	4068 Temple	Providence	RI
Faustino, Nina	5784	789 Palm Dr.	Helena	MT
Garcia, Richard	2060	201 Hamilton Ct.	Topeka	KA
Tapp, Leilani	3062	687 Loyola	Boise	ID
Brown, Dennis	2357	3612 Banks Rd.	Aurora	CO

20 records found

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

The top records disappear, or scroll off the screen and the remaining records appear:

A	B	C	D	E
Customer Name	Account #	Street	City	State
Smith, Diane	3226	5555 Heritage Dr.	Cleveland	OH
Brown, Robert	4034	3612 Banks Rd.	Aurora	CO
Brown, Florence	3267	4068 Temple	Providence	RI
Faustino, Nina	5784	789 Palm Dr.	Helena	MT
Garcia, Richard	2060	201 Hamilton Ct.	Topeka	KA
Tapp, Leilani	3062	687 Loyola	Boise	ID
Brown, Dennis	2357	3612 Banks Rd.	Aurora	CO
Ashton, Emily	1439	3612 Banks Rd.	Aurora	CO
Ewing, Linda	2962	65 Broadway	Omaha	NE
Brown, John	4455	3101 Thompson	Albany	NY
Ascot, Hope	3095	12 Lane Dr.	Redding	CA
Butler, Susan	3502	721 Baywood Dr.	Homedstead	FL
Kim, Joseph	5641	6001 Stratford Ave.	Fargo	ND

Pressing CODE-SHIFT and an Arrow key moves the cursor to an edge of any GRiD data file. Pressing CODE and an Arrow key moves the cursor to the end of the file in the direction indicated by the Arrow (top, bottom, right, or left).

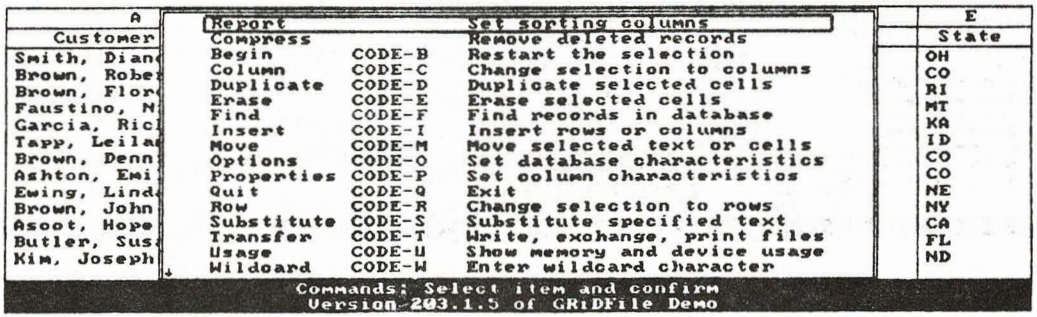
SHIFT-→ until column F scrolls onto the screen.

B	C	D	E	F	
Account #	Street	City	State	Zip Code	
3226	5555 Heritage Dr.	Cleveland	OH	44109	
4034	3612 Banks Rd.	Aurora	CO	80012	
3267	4068 Temple	Providence	RI	02908	
5784	789 Palm Dr.	Helena	MT	59601	
2060	201 Hamilton Ct.	Topeka	KA	66614	
3062	687 Loyola	Boise	ID	83704	
2357	3612 Banks Rd.	Aurora	CO	80012	
1439	3612 Banks Rd.	Aurora	CO	80012	
2962	65 Broadway	Omaha	NE	68114	
4455	3101 Thompson	Albany	NY	12231	
3095	12 Lane Dr.	Redding	CA	96002	
3502	721 Baywood Dr.	Homedstead	FL	33033	
5641	6001 Stratford Ave.	Fargo	ND	58107	

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

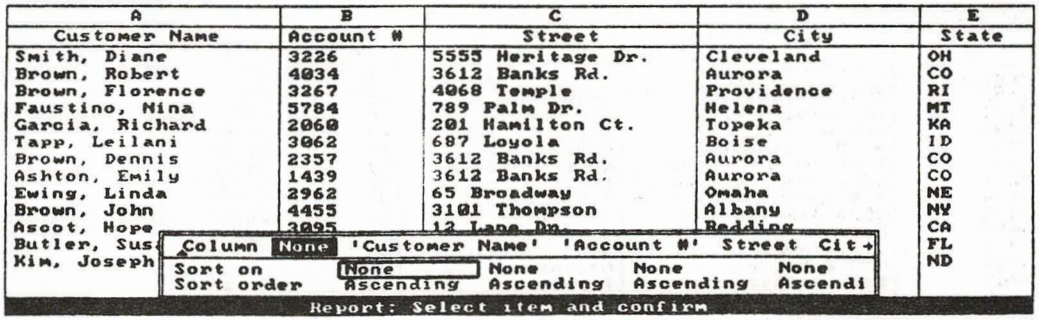
●●● Sort records in database and display sorted records

CODE-? to display the
GRiDFile Commands menu.



Confirm "Report".

The Report form lets you specify the order in which you want records to be arranged, or sorted. You can specify the sorting column and the sorting order. For example, you can specify a sort by Customer Name, and an ascending sorting order (A to Z).



→to select
"Customer name".

A	B	C	D	E
Customer Name	Account #	Street	City	State
Smith, Diane	3226	5555 Heritage Dr.	Cleveland	OH
Brown, Robert	4034	3612 Banks Rd.	Aurora	CO
Brown, Florence	3267	4068 Temple	Providence	RI
Faustino, Nina	5784	789 Palm Dr.	Helena	MT
Garcia, Richard	2060	201 Hamilton Ct.	Topeka	KA
Tapp, Leilani	3062	687 Loyola	Boise	ID
Brown, Dennis	2357	3612 Banks Rd.	Aurora	CO
Ashton, Emily	1439	3612 Banks Rd.	Aurora	CO
Ewing, Linda	2962	65 Broadway	Omaha	NE
Brown, John	4455	3101 Thompson	Albany	NY
Ascot, Hope	3095	12 Lane Dr.	Redding	CA
Butler, Sus				FL
Kim, Joseph				ND

Column None 'Customer Name' 'Account #' Street Cit→
Sort on 'Customer None None None
Sort order Ascending Ascending Ascending Ascendi

Report: Select item and confirm

NOTE: You can choose to sort in more than one column. See the Sort On section of the GRiDFile chapter of the GRiD Management Tools Reference manual for more information on sorting.

Confirm the Report form.

CODE-F and confirm to display the sorted list.

B	C	D	E	F	
Account #	Street	City	State	Zip Code	
1198	5 Forest #5	Houston	TX	77018	
3127	120 Tandem Dr.	Richmond	VA	23223	
2096	687 Loyola	Boise	ID	83704	
7254	91 Orange Ave.	Montpeller	VT	05602	
3597	6555 Colonial Way	Williamsville	NY	14221	
4281	6001 Stratford Ave.	Fargo	ND	58107	
2154	900 Walnut Ave. # 17	Seattle	WA	98177	
3226	5555 Heritage Dr.	Cleveland	OH	44109	
4034	3612 Banks Rd.	Aurora	CO	80012	
3267	4068 Temple	Providence	RI	02908	
5784	789 Palm Dr.	Helena	MT	59601	
2060	201 Hamilton Ct.	Topeka	KA	66614	
3062	687 Loyola	Boise	ID	83704	
2357	3612 Banks Rd.	Aurora	CO	80012	

20 records found

eee Make changes to one record

Move the outline to the
Brown, Robert record with
account number 4034.

BkSp to erase
Robert.

To change the entry to Brown,
Rita, type: Rita

A	B	C	D	E
Customer Name	Account #	Street	City	State
Ascot, Hope	3095	12 Lane Dr.	Redding	CA
Ashton, Emily	1439	3612 Banks Rd.	Aurora	CO
Brown, Dennis	2357	3612 Banks Rd.	Aurora	CO
Brown, Florence	3267	4068 Temple	Providence	RI
Brown, John	4455	3101 Thompson	Albany	NY
Brown, Rita	4034	3612 Banks Rd.	Aurora	CO
Butler, Susan	3502	721 Baywood Dr.	Homedstead	FL
Chu, Gerald	3127	120 Tandem Dr.	Richmond	VA
Ewing, Linda	2962	65 Broadway	Omaha	NE
Faustino, Nina	5784	789 Palm Dr.	Helena	MT
Garcia, Richard	2060	201 Hamilton Ct.	Topeka	KA
Kim, Joseph	5641	6001 Stratford Ave.	Fargo	ND
Kim, Joseph	4281	6001 Stratford Ave.	Fargo	ND
McDonald, Mary	7254	91 Orange Ave.	Montpelier	VT

NOTE: Every change you make in a database file is automatically saved.

eee Display the record changed using a query condition

CODE-F

Type: A = "Brown, Rita"
and confirm.

A query condition includes the letter that identifies the column (A, B, C, etc.) followed by "=", then the information that identifies the record.

In a query condition, enclose words and numbers used as labels in quotes.

A	B	C	D	E
Customer Name	Account #	Street	City	State
Brown, Rita	4034	3612 Banks Rd.	Aurora	CO

1 records found

••• Display a group of related records

CODE-F

BkSp to erase
the previous query.

Type: B = "4

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

CODE-W is the Wildcard character. The character prints out as three dots (...). The Wildcard character indicates "all" records, in this case, all records that have an account number starting with 4.

Type quotes (") after the Wildcard character.

Your completed query is: B="4..." You need the quotation marks for this query because the Account # column (B) contains labels, not numbers whose values can be computed.

A	B	C	D	E
Customer Name	Account #	Street	City	State
Query 1			Query 2	
B="4...".				
Find: Type conditions and confirm				

Confirm the Find form to display the files of customers whose account numbers start with 4.

A	B	C	D	E
Customer Name	Account #	Street	City	State
Brown, John	4455	3101 Thompson	Albany	NY
Brown, Rita	4034	3612 Banks Rd.	Aurora	CO
Kim, Joseph	4281	6001 Stratford Ave.	Fargo	ND
.				

eee Exit GRiDFile

CODE-Q

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

Key Concepts

Saving Database Files Unlike the other Management Tools you have used so far, GRiDFile does not copy the entire database file into RAM. GRiDFile works with the file in both RAM and the storage device where the original file is stored. When you write new data on the file, GRiDFile immediately writes the data on the storage device, rather than RAM. Therefore, when you are working with a database file diskette, you should keep the diskette in the floppy disk drive. If you do take it out, GRiDCase will prompt you to insert it when you type new data.

Session 3 Summary **GRiDFile Databases**

Activities You Learned

Display all database records	o Press CODE-F and confirm.
Display records in alphabetical order	o Press CODE-?. o Select and confirm "Report". o Move the highlighted strip to "Column". o Confirm the form. o Press CODE-F and confirm.
Display one record	o Press CODE-F. o Type the column letter and corresponding data. For example: A = "Brown, Robert" B = 4034 Letters and numbers used as labels, for example, a zip code, enclosed in quotes. Numbers -- exception when used as labels == do not need quotes. o Confirm the form.

New Commands

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

Key Concept

Saving database files	GRiDFile automatically saves data that you enter.

Session 4: Working with Floppy Diskettes

This session shows you the following procedures for organizing your work with your GRiDCase computer:

- Preparing backup copies of diskettes.
- Preparing a floppy diskette for use with GRiDCase.

Making Backup Copies of Diskettes As a safeguard against losing files, many computer users keep backup copies of diskettes. Depending on your requirements, you may want to keep these backup diskettes handy or have them in an archive in a safe deposit box.

Exercise 6 shows how to make backup copies on diskette when your only device is the built-in floppy disk drive. If you have more than one disk drive, use the Duplicate command of GRiDManager (introduced in Session 5).

ooo What You'll Do

Copy a diskette using one floppy disk drive.

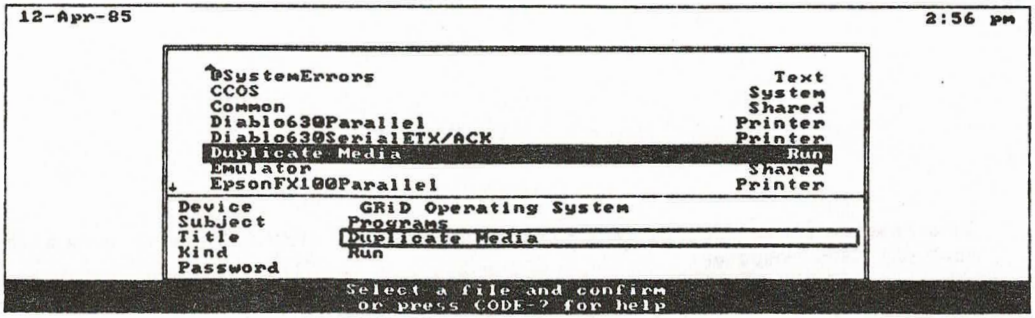
ooo Get Ready

Start up the GRiD Operating system and keep the Operating System diskette in the floppy disk drive. To make a backup copy of a floppy diskette, you use the Duplicate Media program, which is under the Subject "Programs" on the Operating System diskette.

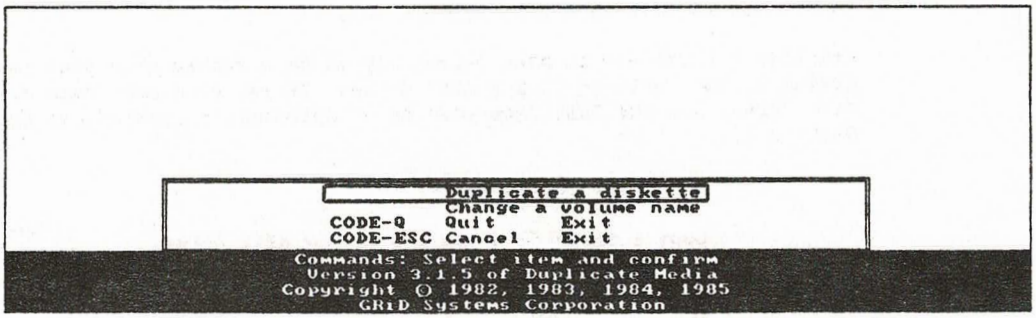
ooo Go!

▶ Exercise 6: Making a Backup Copy of a Diskette

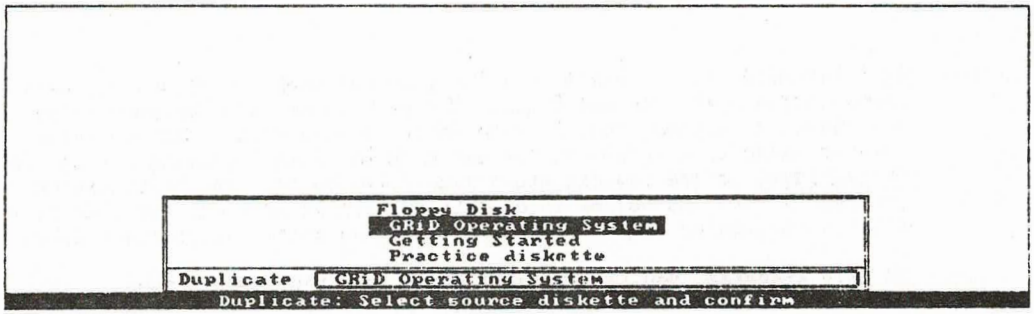
Fill in and confirm the File form,
as shown, to retrieve the
Duplicate Media program:



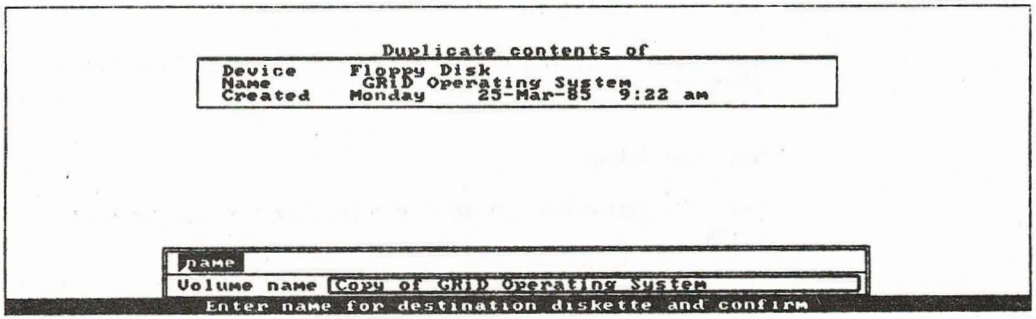
Select and confirm "Duplicate
a diskette".



Select and confirm the source diskette, in this case, the Operating System diskette.



Confirm the name of the destination diskette (Copy of Operating System).



Follow the prompts on the message line to insert the required diskette, alternating between the source diskette you are copying and the destination diskette to which you are copying.

NOTE: Because there is not enough space in RAM to copy the entire source diskette, it copies a portion of the source diskette, writes it to the destination diskette, copies another portions of the source diskette, etc.

The less free space there is in RAM, the longer it will take to duplicate a diskette (the duplication will happen a small portion at a time).

When duplication is completed, **CODE-Q** or **CODE-ESC**, then confirm, to exit the Duplicate Media program.

Initializing a Diskette As you begin creating your own computer files, you will need storage space for the files. The storage devices for your files are floppy diskettes, and, in some cases, a hard disk. Each of these devices needs to be prepared for use with the GRiD operating system, or initialized, before you can store your files on it. The initializing process divides the device into sections. These sections act like file folders, providing the computer with a way to store and retrieve data.

In this exercise, you initialize a diskette. You use the same procedure to initialize any other storage device.

CAUTION: Initializing a device erases all information previously stored on it.

ooo What You'll Do

Initialize a floppy diskette, using the Initialize Media program.

ooo Get Ready

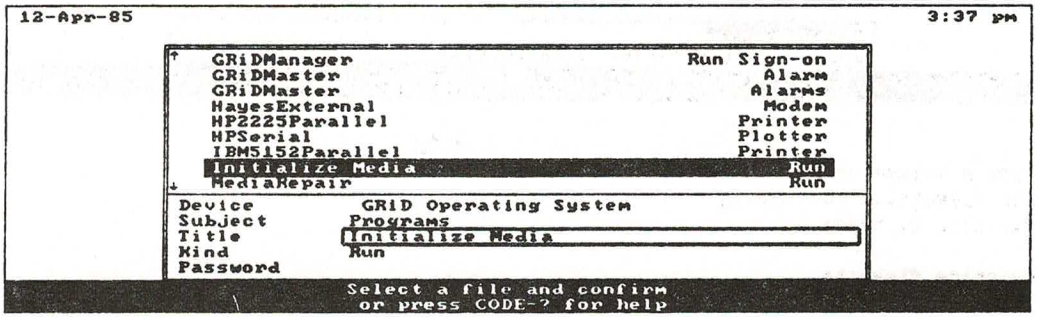
Have the Operating System diskette into the floppy disk drive.

ooo Go!

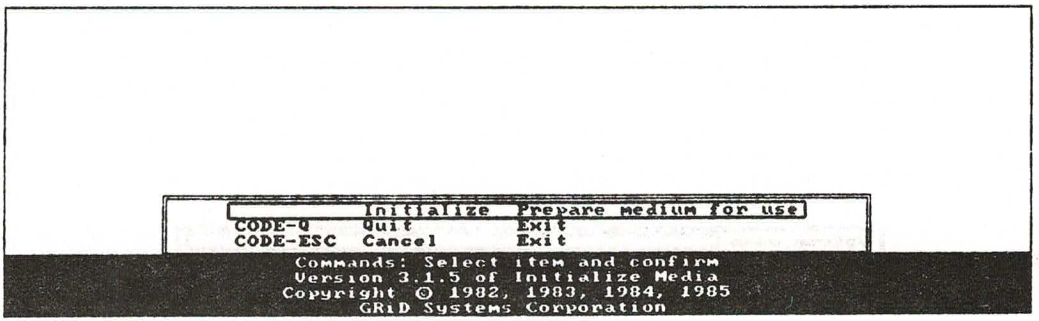
▶ Exercise 7: Initializing a Floppy Diskette

Keystrokes	What Happens

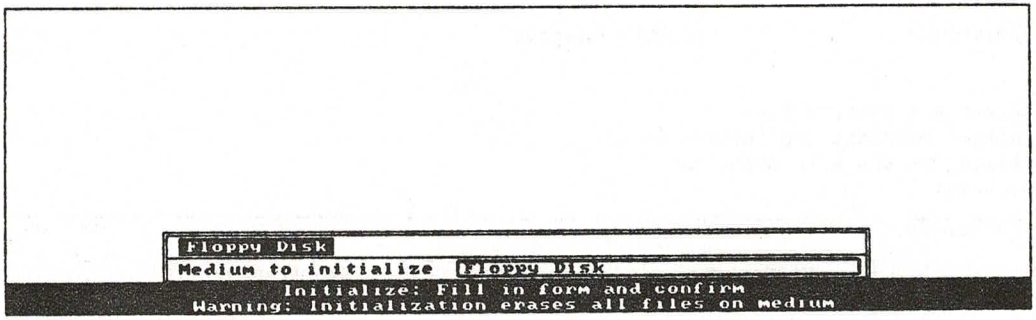
Select and confirm the Initialize Media application by filling in the File form, as follows:



Confirm "Initialize Prepare medium for use".



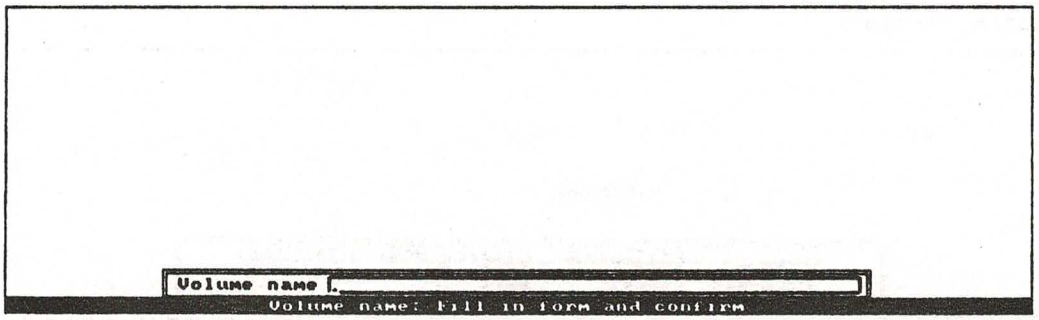
Confirm "Floppy Disk".



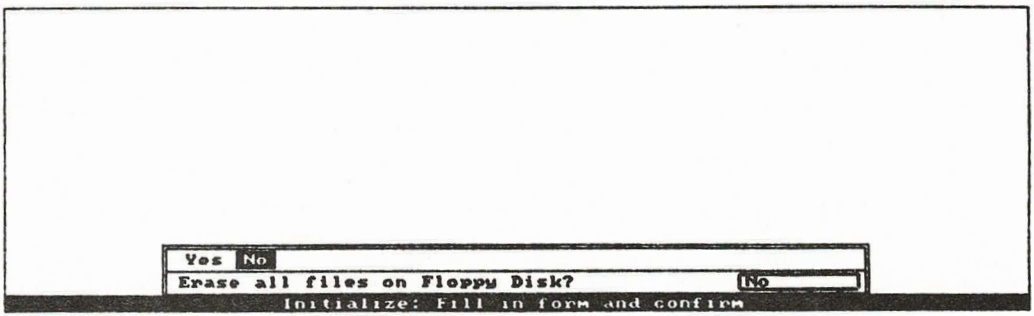
Type a volume name to identify the diskette. For use in Exercise 8, type:

Practice diskette

Confirm.



◄ to move outline
to "Yes", then confirm.



Following the instructions on the message line, replace the Operating System diskette with an uninitialized diskette.

Read the messages that appear on message line.

It takes about 3 minutes to initialize a diskette. When the process has been completed, you get the message "Initialization completed.".

You can now use the diskette to store GRiD software.

CODE-Q or **CODE-ESC**, then confirm, to exit.

Key Concept

Naming a Floppy Diskette You give a volume name to a diskette with the Initialize Media program. You can also give or change a volume name with the Duplicate Media program. When you give a volume name to a diskette, consider one that will help you organize the various files you have. For example, you might name your diskettes, as follows:

- By topic, such as Personnel I, Personnel II, Budget I, Budget II.
- By function, such as Memo I, Worksheet I, Database I.
- By the same labels that you use for the files in your file cabinet, for example, Rogers Account, Widget Sales, etc.

As you plan a systematic way to name your files, consider also how you want to name your backup diskettes. The operating system automatically names them "Copy of...". If you intend to keep more than one backup copy, you will want to modify the names of copies.

NOTE: If you use the same name for the duplicate diskette, Duplicate Media distinguishes between the two diskettes by showing the date and time created.

Session 4 Summary Organizing Your Files

Activities You Learned

Making a backup copy of a diskette

- Select and confirm "Duplicate Media" from the "Programs" Subject of the Operating System diskette.
- Replace the Operating System diskette with the source diskette.
- Select and confirm "Duplicate a diskette".
- Enter the volume name of the destination diskette.
- Insert a destination diskette.
- Alternate source and destination diskettes as instructed in the message line until the entire diskette has been copied.
- Exit.

Initialializing a diskette

- Select and confirm "Initialize Media" from the "Programs" Subject of the Operating System diskette.
- Type a volume name for the diskette.
- Select and confirm "Yes" when the message question "Erase all files from Floppy Disk?"
- Replace the Operating System diskette with the diskette to be initialized.

Key Concept

Naming a Floppy Diskette

- Diskettes named when you initialize or when you Duplicate Media program.

Session 5: Introducing GRiDManager's Duplicate Command

GRiDManager is an application that performs a wide variety of tasks to help you work efficiently within the GRiD environment. You use GRiDManager to set the time on your GRiD clock, to duplicate, move, and erase multiple files, to activate your printer or plotter, change the typeface, etc.

In Session 4, you used Duplicate Media to make a duplicate copy of an entire diskette. In this session, you use GRiDManager to duplicate single files as well as selected multiple files.

Exercise 8 Scenario: You are preparing for a business trip. You duplicate onto a diskette the files that you need for a business trip.

NOTE: To stress the importance of including the needed application on the same diskette as a data file, the exercise makes you try to retrieve the file before you duplicate the required application.

●○○ What You'll Do

Duplicate individual files onto a diskette using one floppy disk drive.

●●○ Get Ready

Have the Operating System diskette in the floppy disk drive. For this session, you need "GRiDManager," which is under the "Programs" Subject of the diskette.

●●● Go!

▶ Exercise 8: Building a Diskette to Go

Keystrokes **What Happens**

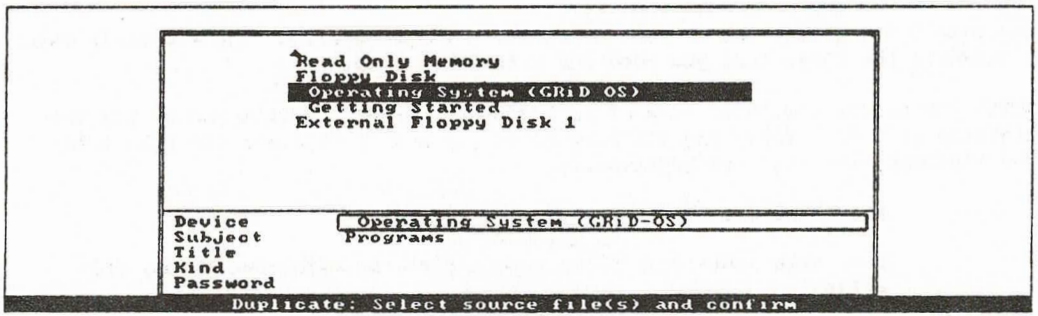
eee Retrieve GRiDManager

Fill in the File form as follows,
then confirm the completed form.

Device: GRiD Operating System
Subject: Programs
Title: GRiDManager
Kind: Run Sign-on

eee Indicate the file you wish to duplicate

CODE-D Retrieves the File form with the message line "Duplicate: Select source file(s) and confirm".



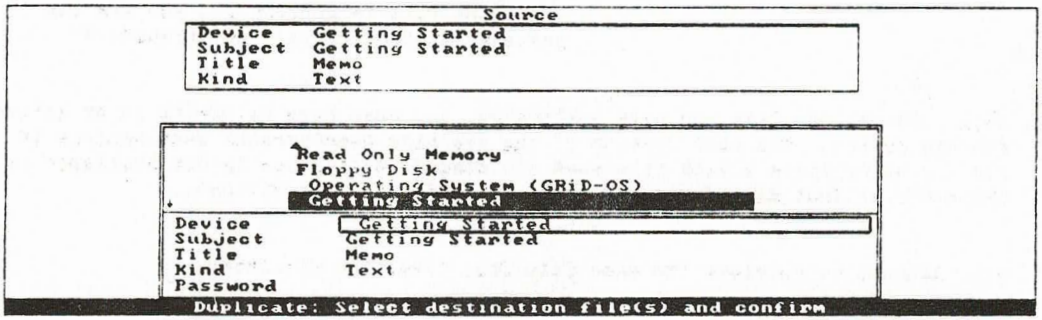
Source files are the files you wish to duplicate or copy.

Insert the Getting Started diskette
and fill in the File form,
as follows:

Device: Getting Started
Subject: Getting Started
Title: Memo
Kind: Text

Confirm.

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.



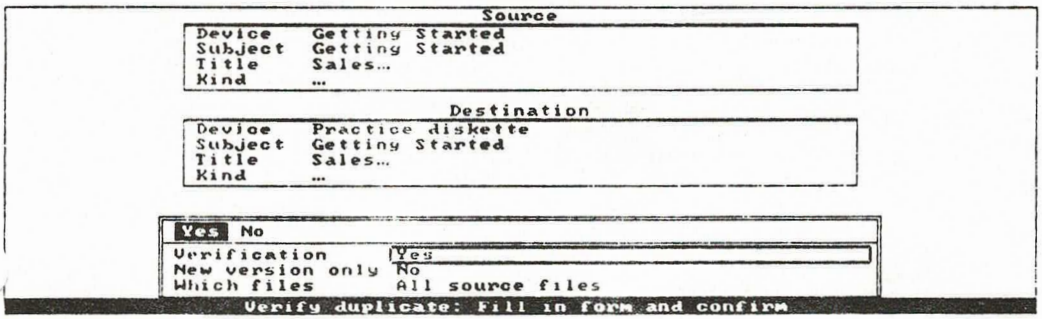
Note that the new form has been automatically filled in with the choices you made for the source file.

↑ to Floppy Disk, then insert the Practice diskette.

RETURN

Confirm.

Retrieves the Verify Duplicate form. The "No" choice duplicates the files automatically.



Select "No" for automatic duplication.

Confirm.

Follow the instructions on the message line, inserting the required diskette as prompted.

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

NOTE: To use the file you have duplicated, you must have GRiDWrite on an active storage device. The next portion of the exercise demonstrates what happens if you try to retrieve a data file when the needed application is not available to the computer (not already in RAM or in an active storage device).

eee Attempt to retrieve the memo file from "Practice diskette"

CODE-T

Select and confirm "Exchange for another file".

Fill in the File form to retrieve the memo.

Confirm.

You get the message "GRiDWrite not found Insert another diskette or ESC to cancel".

ESC

NOTE: The system attempts to retrieve the GRiDWrite application needed for the memo. Since GRiDWrite is not on the diskette, error message 34 appears ("Application not on disk"). After a short period, the file form then appears.

eee Duplicate GRiDWrite onto the new diskette

Insert the Operating System diskette.

Retrieve GRiDManager following the procedure at the beginning of this exercise.

Insert the Getting Started diskette and retrieve the file as shown, following the procedure used for duplicating the memo file above:

Device: Getting Started
Subject: Programs
Title: GRiDWrite Demo
Kind: Run Text

eee Retrieve the memo file

CODE-T, then Select and confirm "Exchange for another file".

Fill in the File form to retrieve the memo, then confirm.

CODE-Q and confirm to exit text file.

Duplicating Multiple Files You have learned to duplicate individual files onto a diskette. When you need to duplicate several files at a time, you can

do so with the Wildcard command, CODE-W, that tells the computer to duplicate all the files within a specified group.

NOTE: If you have an external floppy disk drive or a hard disk, you can use the procedure in Exercise 9 to make backup copies of diskettes.

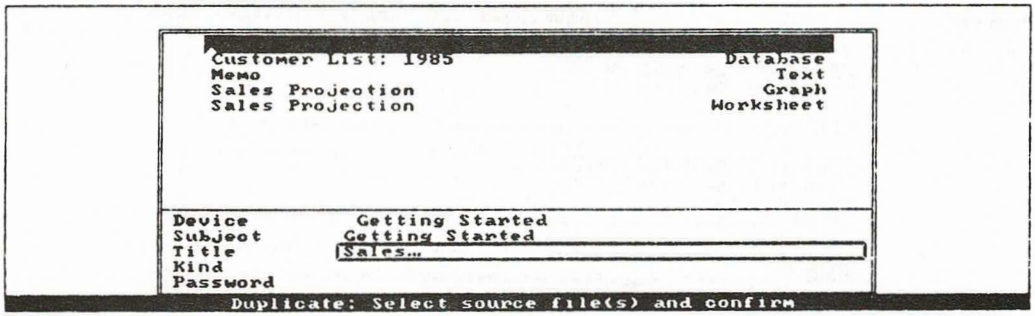
The following exercise duplicates all the Getting Started files onto a new diskette. If you have other existing files that you would prefer to duplicate, follow the steps and make the necessary substitutions in the intructions.

This exercise continues from the previous one.

▶ Exercise 9: Duplicate Multiple Files

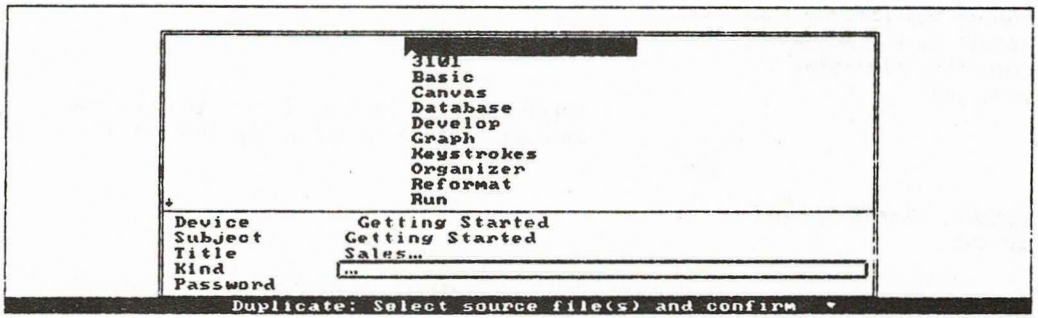
Keystrokes	What Happens
Insert the Operating System diskette and retrieve GRiDManager.	
After the GRiDManager Commands menu appears, **CODE-D** to display the Source form.	
Insert the Getting Started diskette, then fill in the File form as follows:	
Select "Getting Started" for both Device and Subject items.	
In the title, use the Wildcard character, as follows:	
Type: Sales	

CODE-W immediately after "Sales".



RETURN to move outline to "Kind".

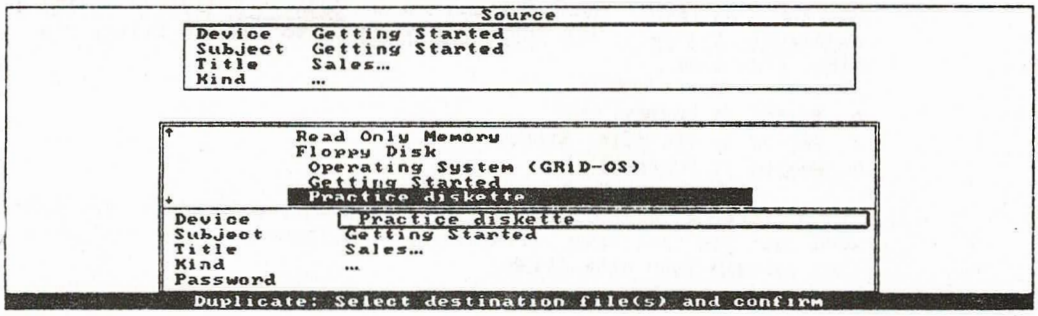
CODE-W



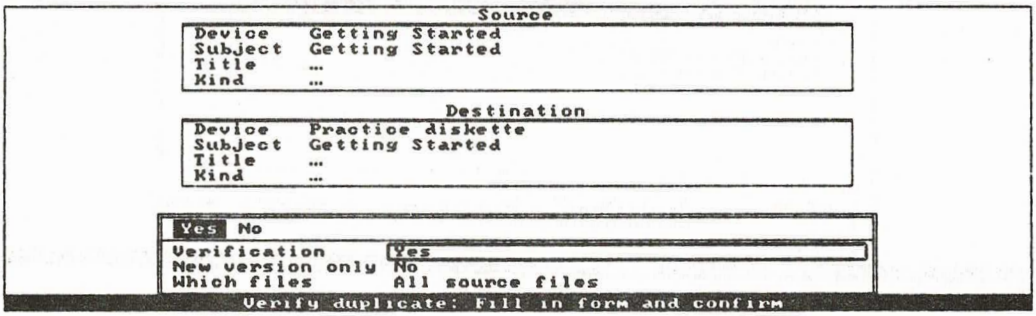
Confirm the Source form.

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

Change the Device setting to "Practice Diskette".



Confirm. Retrieves the Verify Duplicate form.



Select "No" and confirm.

Follow the instructions that appear on the message line, inserting diskettes as prompted.

After the file is duplicated, you see the message "Number of files duplicated: 2".

CODE-Q, then confirm to exit.

Key Concept

Managing Your Files The following suggestions help make your files readily accessible:

- When creating files, choose Titles that make it easy to find related files.

  NOTE: Files are automatically arranged in alphabetical order.

  For example, rather than give the titles Budget: Region 1, Financial Statement: Region 1, and Forecast: Region 1 to related files, you might name them

  - Region 1: Budget
  - Region 1: Financial Statement
  - Region 1: Forecast

- If the internal floppy disk drive is your only storage device, make sure that you duplicate the needed applications onto the diskettes that contain your data files.

NOTE: Build diskettes with data files and the needed application, but keep the system files on a separate GRiD-OS diskette.

If you have GRiD-OS ROMs, see the GRiDCase Owner's Guide and the Read Only Memory (ROM) Installation and Use manual for information about ROMs.)

Session 5 Summary Organizing Your Files

Activities You Learned

Duplicating a file with GRiDManager

- Select and confirm "GRiDManager" from the "Programs" Subject of the Operating System diskette.
- Press CODE-D.
- Select the source file and confirm.
- Select the destination file and confirm.
- Make desired changes, if any, to the settings on the Verify Duplicate form, then confirm.
- If changes were made to the settings, complete the second Verify Duplicate form as desired, then confirm.

Duplicating multiple files

- Retrieve GRiDManager
- Press CODE-D.
- Select the source files, using the Wildcard character (CODE-W) for the items where you want to indicate "all" -- for example, in the Title item if you want to duplicate all titles under the Subject you specified.
- Select the destination files, using the Wildcard character (CODE-W), then confirm.
- Make desired changes, if any, to the settings Verify Duplicate form, then confirm.
- If changes were made to the settings, complete the second Verify Duplicate form as desired, then confirm.

New Command

Wildcard -- CODE-W	The Wildcard character is used to facilitate handling of multiple files or records. In GRiDManager, the Wildcard character, CODE-W, may be used to fill in a File form item. CODE-W is used to indicate "all," such as "all" Titles under a Subject.

Key Concept

Managing Your Files	Choose titles that make related files easy to find. Have files and needed applications on diskettes that you want to be "self-sufficient."

Session 6: Printing a File

When you received your GRiDCase computer, the activated printer was FX80 Parallel. However, you can use a different printer with your GRiDcase. For information on which printers work with your computer, see the Parallel Connectors and Serial Connectors section of the "Getting To Know Your GRiDCase" chapter of the GRiDCase Owner's Guide.

The following exercise starts you using your printer. It activates a printer, creates a file, then prints it.

Exercise 10 Scenario: Your printer is not an FX80 Parallel printer, but the GRiDCase Owner's Guide indicates that you can use it with GRiDCase. To use it, you need to "tell" the system which printer it is; that is, you need to activate your printer. You proceed to activate the printer with GRiDManager.

ooo What You'll Do

- Activate your printer
- Format a text file for printing
- Print the text file

ooo Get Ready

Make sure that under the "Programs" Subject, you have a file of Kind "Printer" that corresponds to your printer. Connect your printer to the computer and to the appropriate power outlet.

Turn on the computer and the printer.

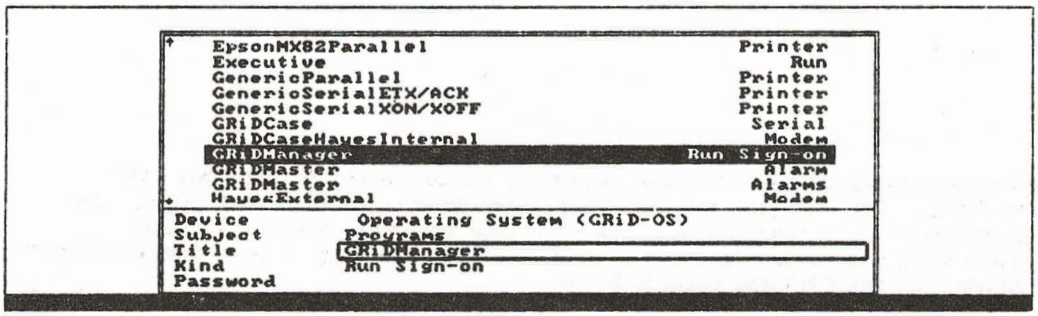
ooo Go!

▶ Exercise 10: Activating a Printer

What You Do **What Happens**

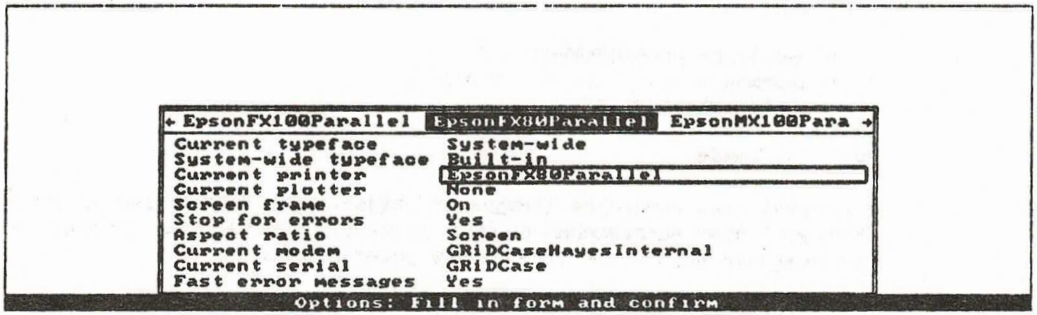
eee Activate printer

Retrieve GRiDManager, as follows



CODE-O This displays the Options forms, which lists system characteristics that you set with GRiDManager.

Move outline to "Current pointer".



Select the printer setting that corresponds to your printer.

NOTE: If your printer does not match a corresponding file of Kind "Printer" under the "Programs" Subject, select the appropriate "generic" file of Kind Printer

Confirm to activate your
printer.

CODE-Q to exit.

▶ Exercise 11. Creating a File and Printing It.

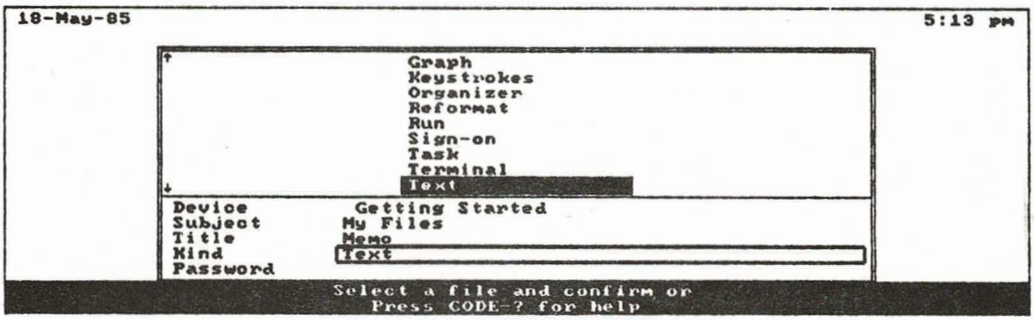
Exercise 9 creates a file then prints the file.

This exercise continues from the preceding one.

What You Do **What Happens**

●●● Create a file

Insert the Getting Started diskette and fill in the File form, as follows:



When the message "Confirm to create a new file" appears, confirm again.

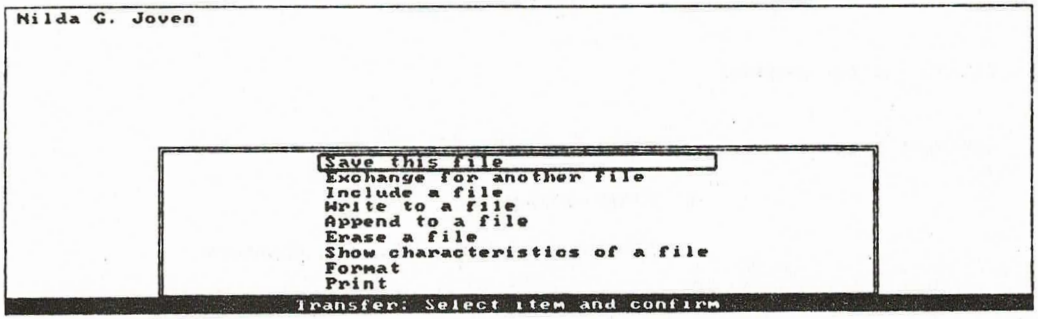
The system then retrieves the application and displays an **empty** file, that is, one with no data in it.

When the file appears, type your name, then **RETURN**.

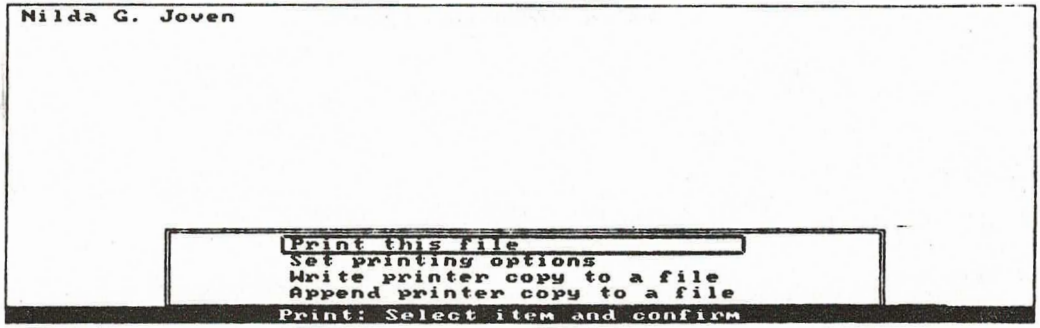
NOTE: You can only create a short file using the GRiDWrite Demo application. To create your regular text files, you need the GRiDWrite application in the GRiD Management Tools diskette.

eee Print a text file

CODE-T



Move outline to "Print"
and confirm.



Confirm "Print this file",
then confirm again to print
the whole file.

CODE-Q, then confirm
to exit.

Session 6 Summary: Printing a Text File

Activities You Learned

Activate printer	o Retrieve GRiDManager. o Press CODE-O. o Select and confirm "Current Printer". o Select and confirm the desired printer setting.
Print the file	o Press CODE-T. o Select and confirm "Print". o Confirm "Print this file".

Conclusion: Where Do You Go from Here?

This section presents a table of "How do I...?" questions that might arise as you continue working with GRiD software. Table CO-1 lists questions that refer you to GRiDManager. Table CO-2 lists questions that refer you to the GRiDCase Owner's Guide. The questions in Table CO-3 refer you to the GRiD Management Tools Reference.

Table CO-1. GRiDManager

Retrieve GRiDManager to help you with the following questions:

How do I...	Command
Activate printer	CODE-O
Activate plotter	CODE-O
Assign a password to a file	CODE-?, Assign password
Automatically display a given file when I turn on GRiDCase	CODE-?, Select start-up file
Change the typeface	CODE-O
Change the volume name of a diskette	CODE-?, Change volume name
Check the date a file was last modified	CODE-T, Show characteristics of files
Check the length of a file	CODE-T, Show characteristics of files
Get a directory of subjects	CODE-T, Print or display

Get a directory of titles	CODE-T, Print or display
Print a file	CODE-T, Print or display
Turn screen frame on	CODE-O
Set correct time	CODE-?, Set time
Set printing options	CODE-T, Print or display
Unlock a file	CODE-?, Change file protection

Table CO-2. GRiDCase Owner's Guide

Read the GRiDCase Owner's Guide to help you with the following questions:

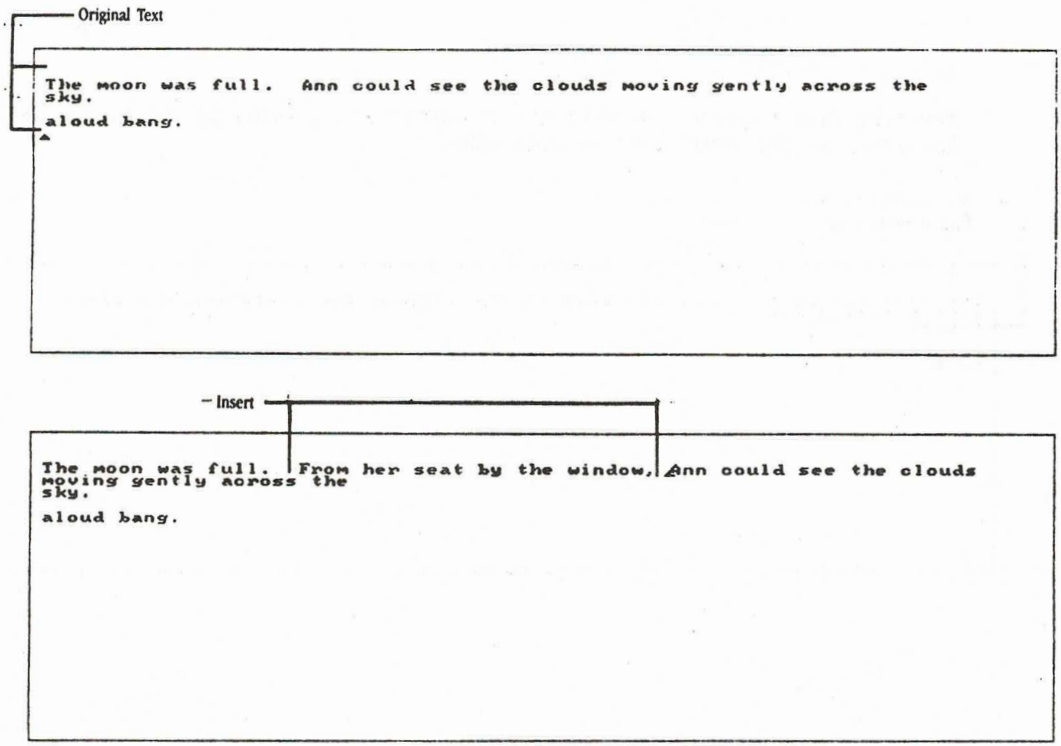
How do I...	Chapter
Change switch settings	Appendix B
Choose the device from which to start up	Chapter 1
Connect multiple devices to my GRiDCase	Chapter 6
Maintain my GRiDCase	Chapter 8
Take care of floppy diskettes	Chapter 5

Appendix A: Troubleshooting a Text File

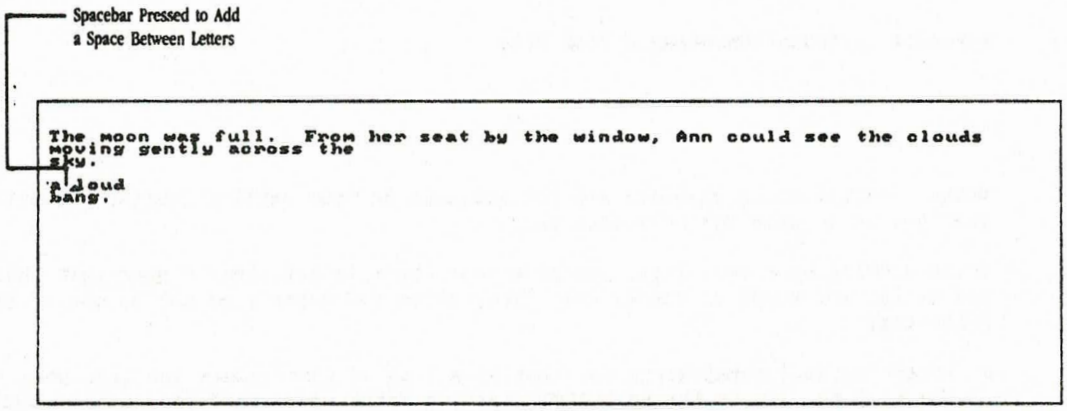
NOTE: The following examples are not included on your Getting Started diskette. They are to be used for reference only.

While working on a text file, you find that there is one line of your text that you cannot add words or spaces to. The problem you experience may be one of the following:

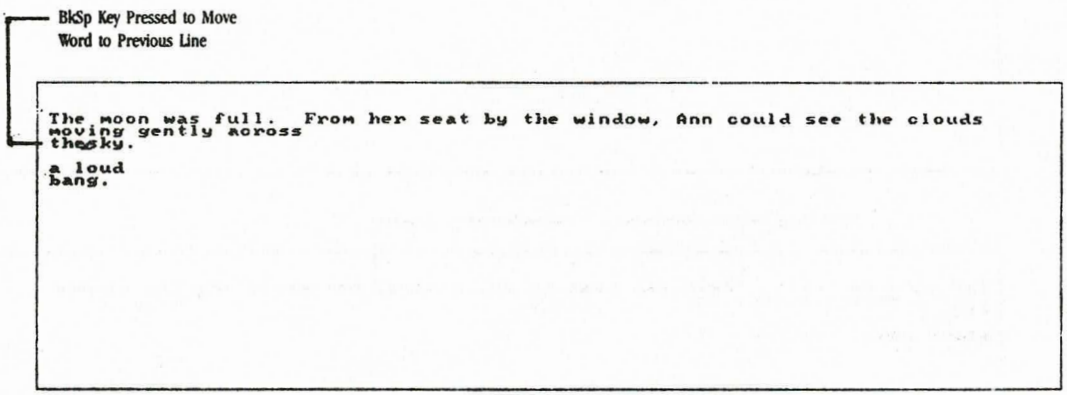
- Inserting additional words in front of a line of text causes the last word in the text to jump to the next line, leaving extra space that you cannot account for.



- Pressing the spacebar to add a space between words causes the second word to jump to the next line.



- Pressing BkSp to move a word to the preceding line, which is short, causes the last word in the short line to jump down.

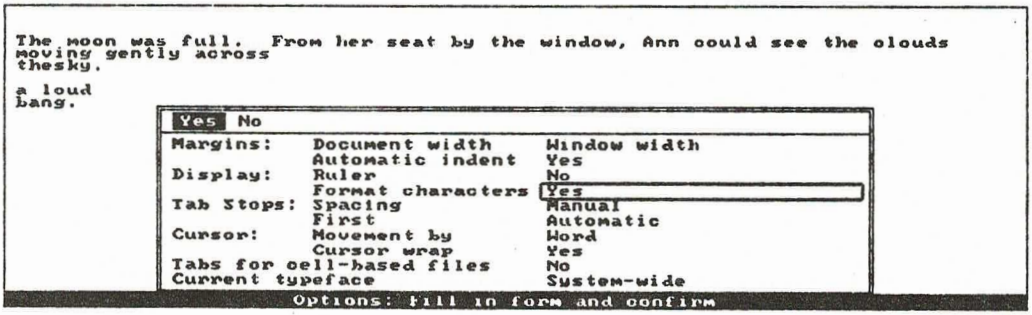


All of the problems above result from having held down the spacebar (probably unwittingly) at the end of a line. Those blank spaces occupy space in the text file and need to be erased.

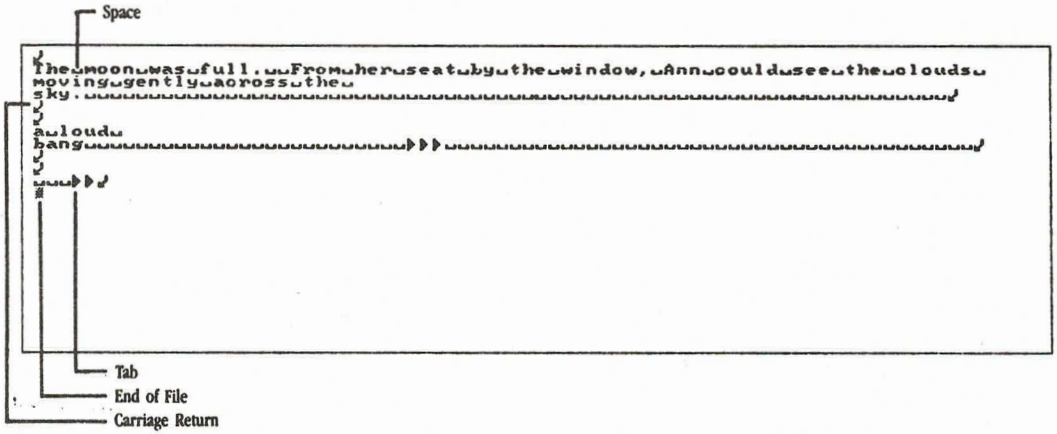
Formatting characters that represent blank spaces, tabs, and the end of a file are usually not visible to you as you work with a text file. When troubleshooting a file, you can display these formatting characters with the Options command, CODE-O. When you display the formatting commands, you will find the offending blank characters and can then erase them.

To Display Formatting Characters

- Press CODE-O.
- Press RETURN to move the outline to the Format Characters item.

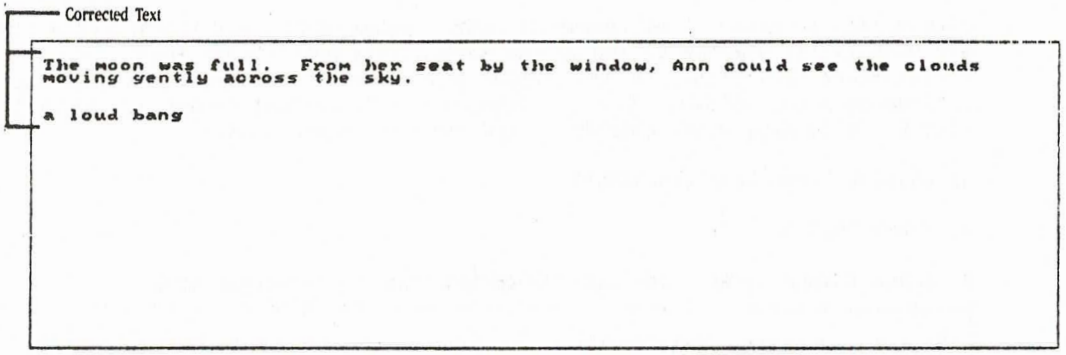


- Press ← to select "Yes", then confirm.



- Erase unneeded format characters with the BkSp key. Correct the error.

- Press CODE-O, and change setting with the Format Characters item to "No", then confirm.



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