

## The File Form: The Key to GRiD Management Tools

```

2-Aug-82                               2:59 pm
Bubble Memory
Hard Disk
Floppy Disk
Portable Floppy

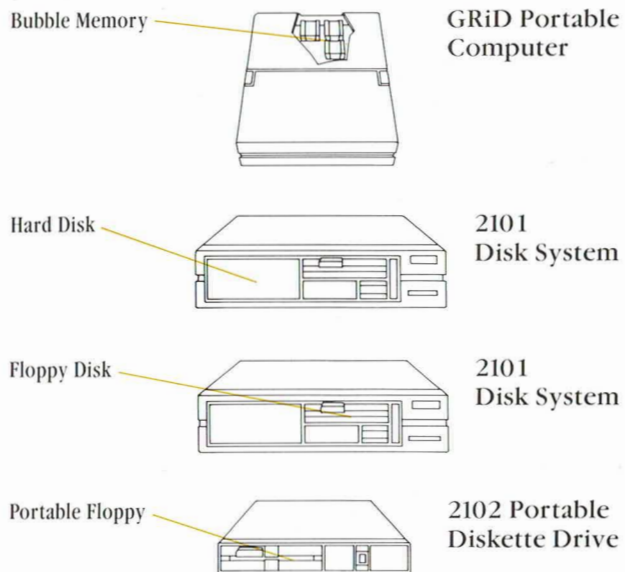
Device  Bubble Memory
Subject Memos
Title   End of Month Report
Kind    Text
Password

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

The File form appears on the screen after the computer completes its start-up procedures. Fill in the items on the form. Each item is described below.

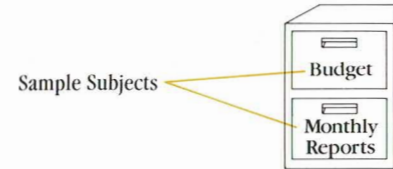
### Device

Indicates storage device. Select from the devices that are connected to your computer.



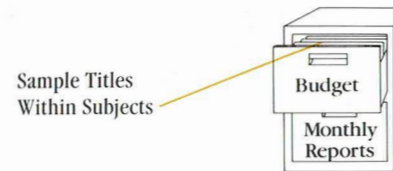
### Subject

Organizes your files. Choose a Subject descriptive of the files you will group together.



### Title

Names a file. Choose any Title to name your files.

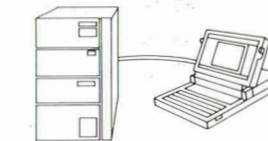
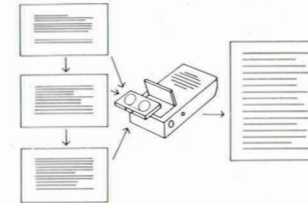
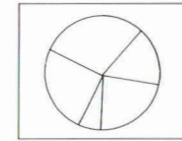


### Kind

Describes the GRiD Management Tool or application needed to use a file. For new files, you designate the Kind. For existing files, the Kind is automatically selected.

KIND		PROGRAM
Sign-on		GRiDManager
Database		GRiDFile
Worksheet		GRiDPlan

KIND		PROGRAM
Graph		GRiDPlot
Text		GRiDWrite
Keystrokes		GRiDPlay-back
Terminal 3101 VT100		GRiDTerm GRiD3101 GRiDVT100



### Password

Retrieves files. Only files to which you wish to restrict access should have passwords. If you have previously assigned a password to a file, then you must type in this password each time you retrieve the file.

**NOTE:** For instructions on how to assign a password, see the "Assign Password" section of the "GRiDManager" chapter in the *GRiD Management Tools Reference* manual.



## Management Tools Reference Card

Commands	Keys	Description
Add or Remove a Device	CODE-?	Lets you connect or disconnect a device from your computer. (Manager) Finds fonts, printer and plotter drivers. (Manager)
Assign Password	CODE-?	Assigns or changes a password to a file. (Manager)
Begin	CODE-B	Marks beginning of a selection of cells or text. (File, Plot, Write) Allows duplicating of multiple cells or groups of cells. (Plan)
Calculate	CODE-RETURN	Calculates cell values. (Plan)
Cancel	CODE-ESC	Exits file without saving changes to current file. (All applications except File)
Cancel Start-up File	CODE-?	Causes system to start up normally without going to another designated start-up file. (Manager)
Change File Protection	CODE-?	Locks and unlocks files. (GRiDManager)
Column	CODE-C	Selects an entire column to erase, move, duplicate, insert, transfer, or assign properties to. (File, Plan, Plot)
Commands Menu	CODE-?	Displays a list of all commands available in an application. (All applications)
Compress Database	CODE-?	Eliminates excess storage space of database on storage device. (File)
Confirm	CODE-RETURN	Tells the computer that you have completed a given operation and that you are ready for the computer to perform the next task. Selects a menu item, gives the "go-ahead" for a selection to erase, move, duplicate, print, etc. (All applications)
Define Cell	CODE-=	Moves cursor to cell definition area so you can enter formula. (Plan)
Duplicate	CODE-D	Copies files, cells, or text to new location; leaves original in place. (File, Manager, Plan, Plot, Write)

Commands	Keys	Description
Edit Sign-on Form	CODE-?	Modifies Sign-on form used to access GRiD Central or a file server device. (Manager)
Erase Cells	CODE-E	Erases cells. Use the CODE-C or the CODE-R key to erase columns or rows. (File, Plan, Plot)
Erase Character	BACK-SPACE	Erases character to the left of the cursor. (File, Plan, Plot, Write)
Erase File	CODE-E	Erases files or subjects. (Manager)
Erase Text	CODE-E	Erases text. (File, Plan, Plot, Write)
Erase Word	CODE-BACK-SPACE	Erases first word to the left of the cursor. (File, Plan, Plot, Write)
Escape	ESC	Prevents execution of a command if it hasn't been confirmed. (All applications) Stops printing. (All applications)
Find	CODE-F	Finds all occurrences of text: letters, words, numbers, sentences. (Write) Displays entire database; finds and displays data that meet specified conditions. (File)
Format Command Summary	CODE-?	Displays available format commands (Write)
Graph	CODE-G	Creates graph from data in table. (Plot)
GRiDRecord Commands	CODE-Y	Displays GRiDRecord commands. (Record)
Headings	CODE-H	Displays titles for graph and axes. Locks row or column headings. (Plan)
Insert	CODE-I	Inserts blank columns or rows. (File, Plan, Plot)
Jump	CODE-J	Moves cursor to the location or text specified. (Plan, Write)
Move	CODE-M	Moves files from one Device, Subject, or Title to another. (Manager) Moves text or cells from one location to another. (File, Plan, Plot, Write)
Options	CODE-O	Sets characteristics of a file. (File, Plan, Plot, Write) Sets characteristics of the system. (Manager)

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

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