

Hard Disk System

for Beginners

digitalTM

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Before You Start

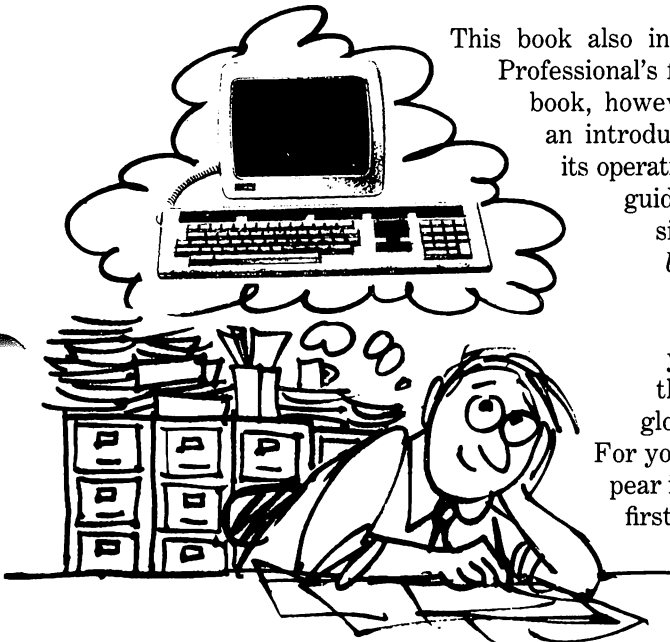
WHO SHOULD READ THIS BOOK?

This book will help you quickly learn some of the fundamentals of using the Professional Operating System (*P/OS*) with your Professional hard *disk* system. It is intended for people with little or no experience with computers. It can also be helpful to you if you have some experience in computers, but not with the Professional.

The book addresses such questions as: What is the Professional? How do I use it? What are computer *files* and *directories* and how do I use them? Even if you are completely new to computers, you will soon feel comfortable with the Professional after reading and going through a few exercises.

This book also introduces you to some of the Professional's features. As you are using this book, however, please note that it is just an introduction to the Professional, and its operating system, P/OS. The complete guide and reference for the Professional is the *Hard Disk System User's Guide*.

As you read through this book, you may encounter some terms that are unfamiliar to you, so a glossary is provided at the end. For your convenience, words that appear in the glossary are in *italics* the first time they are used.



WHAT IS INSIDE?

Chapter 1 introduces you to the Professional equipment and the *programs* that run on it. It also instructs you in the proper handling of *diskettes*.

Chapter 2 gets you started on the Professional. It instructs you in turning on the system and logging into your account. It gives you your first look at the P/OS Main Menu, instructs you in choosing items from it, and tells you how to get on-line assistance with the HELP key.

Chapter 3 introduces you to files, directories, and *volumes*, which you use to store information on the Professional.

In Chapter 4, you use the *keyboard* and some special *function keys* to install the *PROSE text editor application*. You then create a file with PROSE and practice writing and editing text using the PROSE function keys.

Chapter 5 goes further into directories and files. It shows you how to display and retrieve your stored information.

Chapter 6 instructs you in performing some simple file operations. You use File Services to copy, print, and delete a file.

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Two Professionals: You
and the Computer






Chapter 1

Two Professionals: You and the Computer

SETTING UP YOUR PROFESSIONAL




Before you can start using your Professional, your Professional *hardware* and *software* must be installed. If your Professional has a system manager, see him/her to confirm that your hardware and software is complete, and properly installed.

If you are installing your Professional's hardware, follow the directions in the book entitled *Installation Instructions*. Then, if the Professional Operating System (P/OS) has not been installed, you must go to Chapter 2 of the *Hard Disk System User's Guide* and follow the step-by-step instructions to install it.

Before you can perform the exercises in this book, you will also need to install the PROSE application into your account. That is covered in the next chapter.

A TOOL TO SOLVE PROBLEMS



Whether you are an employee in a company that is just starting to use computers, or a scientist using a computer to analyze complex formulas, you are a professional. You know the problems and requirements of your job. Probably a big part of it is using tools to help you fulfill those requirements and solve those problems.

The Professional computer is just that: a tool that works under your direction to help solve problems and organize your work.

In this chapter, you will find out what hardware components make up the Professional and a little about how they work. Then you can start using your computer.

HOW DOES THE PROFESSIONAL WORK?

Like all computers, the Professional accepts *input* from users such as yourself, manipulates it in some way, stores and retrieves it, and produces *output* when requested to do so. All this is accomplished with computer hardware and software. If you have installed any computer hardware, you know that it is the physical equipment, such as the keyboard, processing unit, diskette drives, and display *monitor*. Software is the set of programs that instruct the computer and control its actions.

Hardware

The Professional hardware consists of a keyboard, monitor, and a *system unit* as shown in the following figures.

You use the keyboard (Figure 1-1) to send data and instructions to the computer. It is similar to a typewriter keyboard, but has additional *function keys* that let you control the computer and edit data.

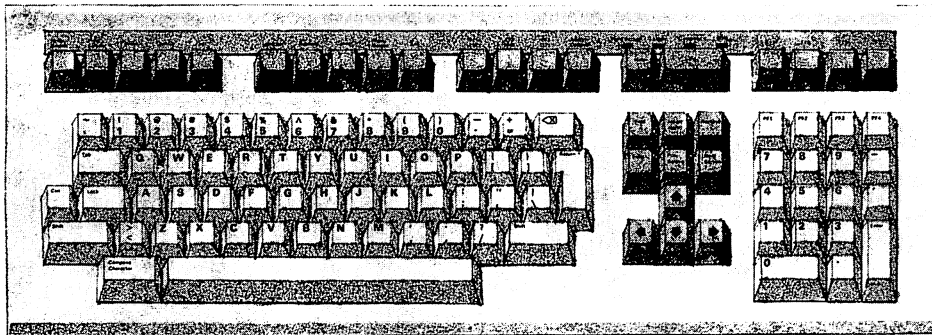


Figure 1-1
Professional Keyboard

The monitor (Figure 1-2) looks like a television set, and is the device the computer uses to communicate with you. It shows you what you have requested the computer to do, and displays the results of your work. Your Professional has a monochrome (black and white) monitor, unless you have an optional color monitor.

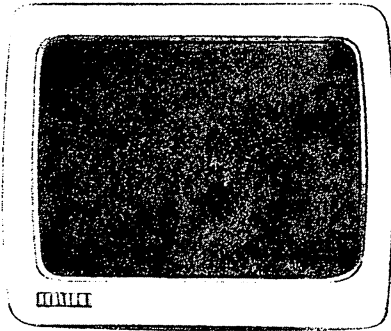


Figure 1-2
Professional Monitor

The system unit (Figure 1-3) holds the power supply, the central processor, and the storage devices. There are two storage devices: the hard disk and the diskette drives. These devices are magnetic, and store information in much the same way tape recorders store on tapes.

Your Professional's hard disk holds millions of bytes (characters). Different disk sizes are available. The hard disk is not (easily) removable, and stores the P/OS and application programs you use.

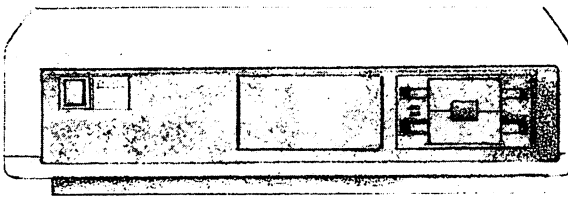


Figure 1-3
Professional System Unit

Diskettes

Diskettes are magnetic disks that store information the same way the hard disk does, though their storage capacity is considerably less. They are easy to insert into your Professional, easy to remove, and to store. Each diskette is encased in a nonremovable, protective plastic cover. When not in use, a diskette is stored in a paper envelope.

When you want to use diskettes, you insert them into the diskette drive slots. The diskettes included with your Professional are labelled P/OS Server V1.0. Those necessary for installing P/OS are the following: SYSTEM, SETUP, CTAB, LIBRARY, GRAPHICS, DRIVERS, MENU, and ACCOUNT MANAGEMENT. Some other data and application software diskettes are also included.

With the diskettes is a label strip that you insert at the top of your keyboard. When you are finished installing P/OS, put your P/OS diskettes back in their box or other container made for storing diskettes. You may need to use these diskettes again should the copy on the disk become unusable, or if you need to reinstall P/OS.

Handling Diskettes

The next series of figures (1-4 through 1-10) illustrate the correct way to handle and use diskettes.

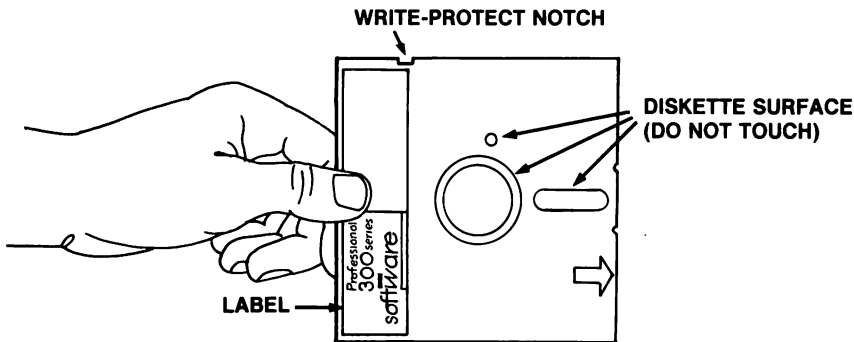


Figure 1-4
Holding a Diskette

Take the following precautions when using your diskettes:

- Store diskettes in their envelopes in horizontal stacks of ten or less. To store vertically, use a diskette storage box.
- Using a felt-tip pen (never use ball point), write on the diskette label before you place the label on the diskette. Use labels made for diskettes; other kinds might shed paper or glue, which could damage the diskette.
- Keep diskettes away from sunlight and heat. If a diskette has been exposed to extreme heat or cold, let it return to room temperature before using it. Keep them away from matches and cigarettes.
- Do not bend or clean a diskette or touch its exposed surfaces.
- Do not use paper clips on diskettes.
- Keep diskettes away from magnets or tools that may have become magnetized.
- Do not place heavy objects on diskettes.
- Keep diskettes away from dirt and liquids.

Inserting a Diskette in a Diskette Drive

The dual diskette drive is on the front of your Professional's system unit. The drive can hold two diskettes. When a diskette is in the drive and the system unit is turned on, the drive makes the diskette spin inside its cover. The Professional can then read the information on the diskette.

To insert a diskette into a diskette drive slot:

1. Take the diskette out of its paper envelope, holding it by its nonremovable paper cover (Figure 1-5).

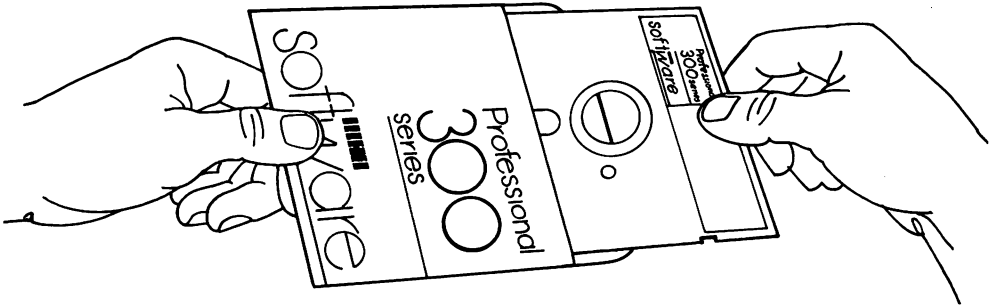


Figure 1-5
Removing a Diskette from Its Envelope

2. Push the diskette drive door until it springs open. Figure 1-6 shows how to open the door labeled 1.

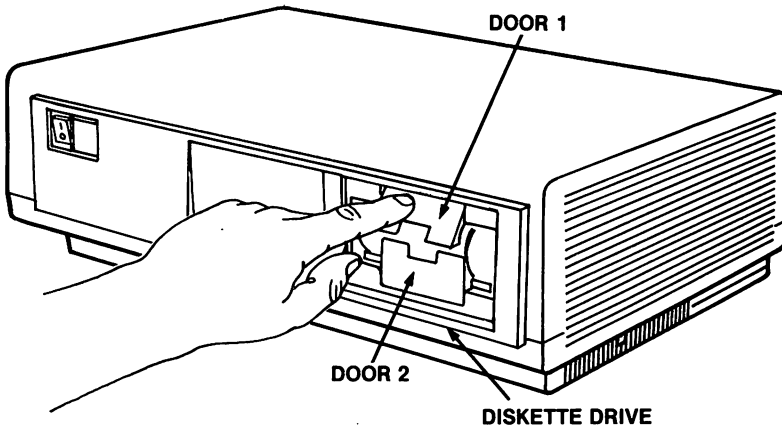


Figure 1-6
Opening the Diskette Drive Door

3. Match the orange arrow on the diskette with the orange stripe on the side of the diskette slot in the drive (Figure 1-7). Note that the diskette goes into slot 2 “upside-down” compared to the way it goes into slot 1.

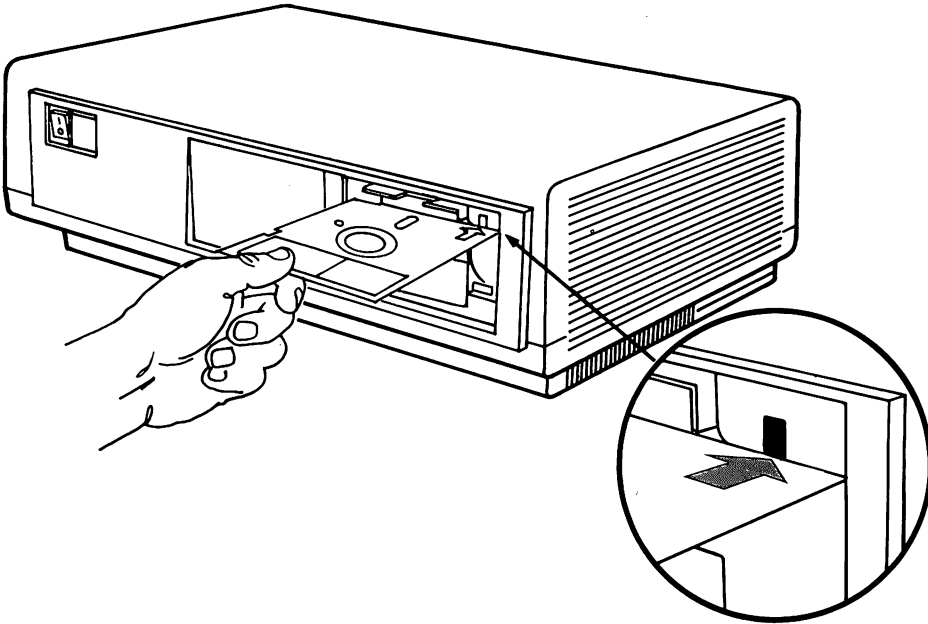


Figure 1-7
Inserting a Diskette

4. Gently insert the diskette all the way into the drive slot (Figure 1-8). Do not force it into the drive.

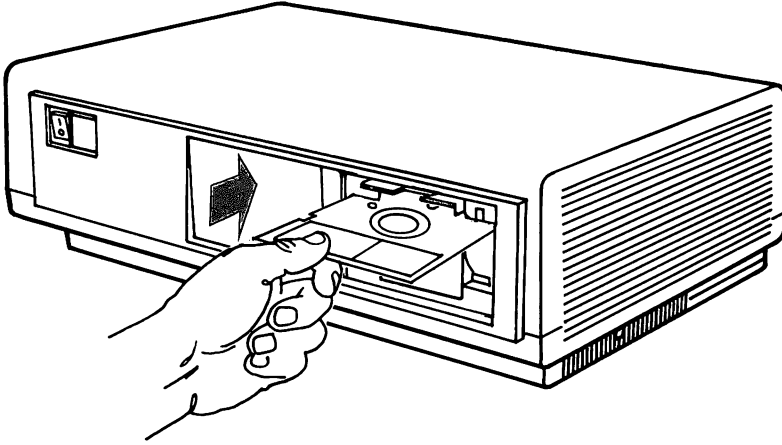


Figure 1-8
Insert the Diskette Completely

5. Press the diskette drive door closed (Figure 1-9). Make sure the diskette is completely inserted before you close the door.

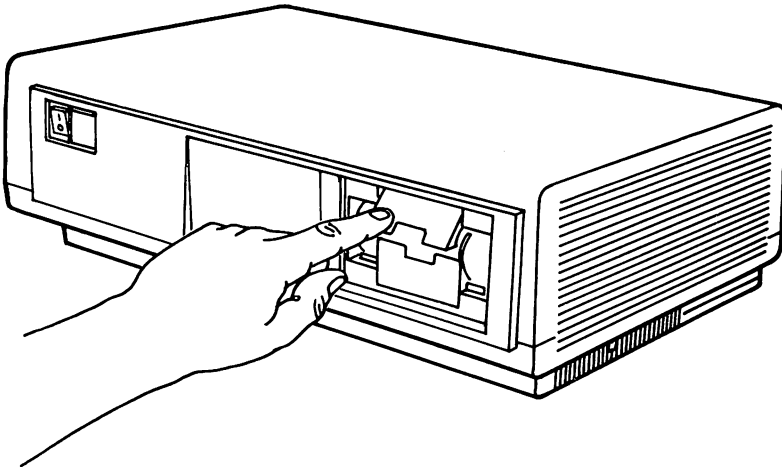


Figure 1-9
Closing the Drive Door

(If you put a diskette in with the wrong side up and then switch on the power, you will receive some type of error message. Which type depends upon what you're doing at the time. If this happens, remove the diskette, and insert it correctly.)

CAUTION: Do not open a diskette drive door or remove a diskette while the Professional is performing a function. Wait until the Professional finishes doing whatever you request it to do. When the diskette drive is in use, the appropriate Active light is on (red). Do not remove a diskette when this light is on. If you do, a message will instruct you to reinsert it. Do so immediately.

In some cases, a message appears on the screen informing you that a function is completed or that you can remove the diskette.

NOTE: Not all diskettes can be used on the Professional. Check with your Professional dealer to purchase the proper diskettes. If you attempt to use an incorrect kind, either a message will inform you that the Professional cannot use it, or nothing at all will happen.

Software

The Professional, like most computers, has two kinds of software: operating system software and *application* software. Operating system software is what controls the computer internally. It schedules tasks and keeps track of things. On the Professional, this software is called P/OS (Professional Operating System).

Application software is used to perform specific jobs, such as communicating with another computer or computing a payroll. It translates the information you supply to language the operating system can understand. This software also provides a means of translating and sending information back to the monitor screen (or printer) in language that you can understand.

The PROSE text editor, supplied with your Professional (and described in Chapter 4 of this book), is one application program you can use (and is used in this book). PRO/EDT is another text editor application existing on the same diskette. Other applications such as Command Language and *PRO/Communications* are also included with your Professional.

Menus and Forms

So far, you have learned that the Professional performs three main functions: 1) it allows you to enter information, 2) it processes it, and 3) displays the results. You have also learned that the Professional uses a combination of hardware and software to perform those main functions. But, there are several ways of getting software to work: program execution, command execution, *menus* and *forms*.

In *program execution*, you write the set of instructions to do your task, test them (a process called debugging), and then load the program on your machine and start it. The Professional allows this method (with the optional *PRO/BASIC* programming language). This type of operation is probably not of interest to you as a beginner, because it requires at least some rudimentary knowledge of programming. If you are interested in this approach, see the *Command Language User's Guide* (Order No. AA-DY40A-TH) after you go through this book.

A much simpler type of operation is *command execution*, where you just type a command such as "Run program PAYROLL." The computer's software finds a previously written program called PAYROLL and starts it for you. While this type of execution is easier, it is still not as easy as it could be, because it requires you to know the commands (and command options) that are available to you. This type of execution usually requires referring to a command language manual—at least until you memorize the commands. Experienced computer users may be interested in this approach, however. If you are interested in it, see the *Command Language User's Guide* (Order No. AA-DY40A-TH) after you go through this book.

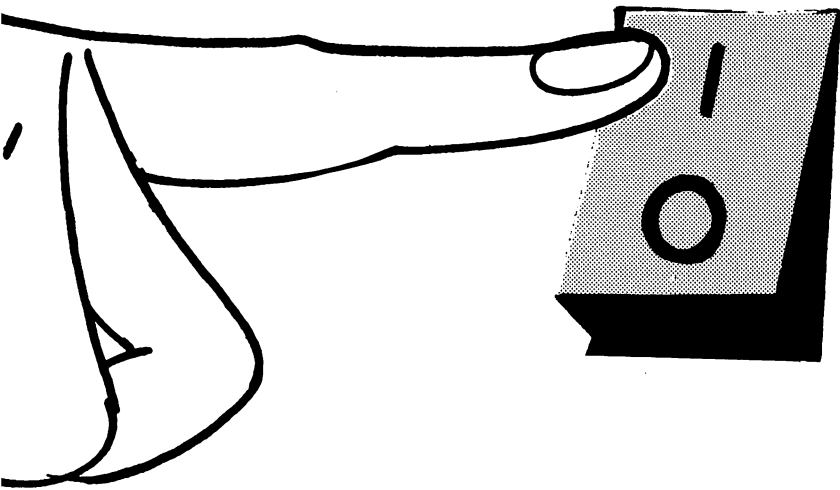
The simplest type of software operation method is menu selection and form completion. With this method, the computer either displays a list of programs, called *services*, and you choose the program you want to run from the list, or it displays some required information and blank spaces that need to be filled in. P/OS software employs menus and forms to display its services to you, and assist you in carrying out the tasks you want to perform. This method of operation is used quite widely (for instance, at automatic tellers at banks), and is a great aid to computer beginners. Most applications that run under P/OS also use menus and forms.

SUMMARY

In this chapter, you have learned about the Professional's hardware and software, how to handle diskettes, and the type of P/OS operating method you will use. When you feel you are familiar with the information in this chapter, go on to the next one.

2

Getting Started with
Your Professional



= ON

= OFF

Chapter 2

Getting Started with Your Professional

In this chapter, you are instructed in starting up your Professional, logging into your account, and using HELP to get assistance with the menus. All you have to do is follow the instructions.

TURNING THE PROFESSIONAL ON

First, you are going to turn the Professional on. If the power is already on (or if you already know how to turn it on), read through this section anyway.

The power switch on the front of the system unit is labeled “0” and “1”. These numbers are the internationally accepted labels for ON/OFF. “0” means OFF, and “1” means ON.

When the Professional is turned off, the screen is blank. To turn it on, press the power switch on the system unit to the “1” position. See Figure 2-1. Note that your Professional’s screen may also be blank even though your Professional is on. It automatically goes blank after 30 minutes of non-use to preserve the screen hardware. Just press any key to reactivate the screen.

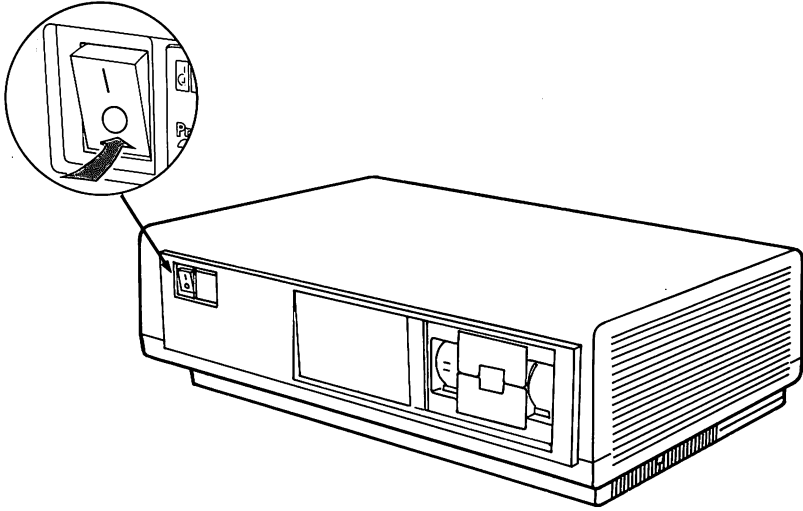


Figure 2-1
Powering Up the Professional

Wait a few moments, and the DIGITAL logo appears on the screen. The P/OS login prompt then appears (Figure 2-2):

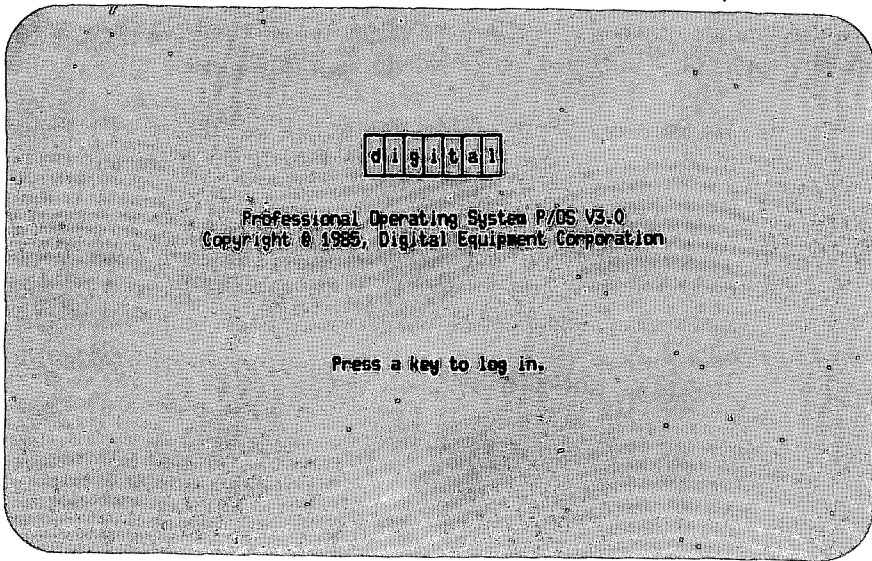


Figure 2-2
P/OS Login Prompt

Press the SPACEBAR (or almost any other key) and the Login Form in Figure 2-3 will appear.

Login Form

Use the RETURN key to move between fields.
Enter the username and password and press DO.

You are logging into the Professional GENEY

Username: _____

Password: _____

Additional options available

Complete the form and press DO.

Figure 2-3
Login Form

NOTE: If an error message appears on your screen instead of the Login Form, see the system manager. If you are the system manager (or the sole user), turn off your Professional and turn it back on again. If the problem repeats itself, contact your DIGITAL service representative.

LOGGING INTO YOUR ACCOUNT

You use the Login Form to enter your personal *account* on the Professional. If you are the first and only user of this system, or if you are the system manager, you must log in by entering SYSTEM as your name and SYSTEM as your password. If your account is one of several on this Professional, you should see the *system manager* for logging in instructions.

After you have entered your name and password, press DO. If this is the first time the SYSTEM account is being logged into, it is necessary to change the password. The Change Password Form will appear, as in Figure 2-4.

Change Password Form

Use the RETURN key to move between fields.
Enter the new information and press DO.
Press EXIT to leave the password unchanged.

New Password:

Verification:

Complete the form and press DO.

Figure 2-4
Change Password Form

Enter the new password (a maximum of 6 characters and numbers). Enter the new password again at Verification Password.

CAUTION: WRITE YOUR NEW PASSWORD DOWN. It can be very inconvenient for you if you forget your password, particularly if you are the sole user of the system. If you forget your password and your system has a system manager, see him/her. If you are the sole user (and have just one account), you will need to install P/OS again (see Chapter 2 of the *Hard Disk System User's Guide*).

At this point, the P/OS Main Menu should appear as in Figure 2-5. If another Login Form appears instead (Server Login Form), it means that your Professional is connected to a P/OS Server, and you need to see the Server manager for login instructions.

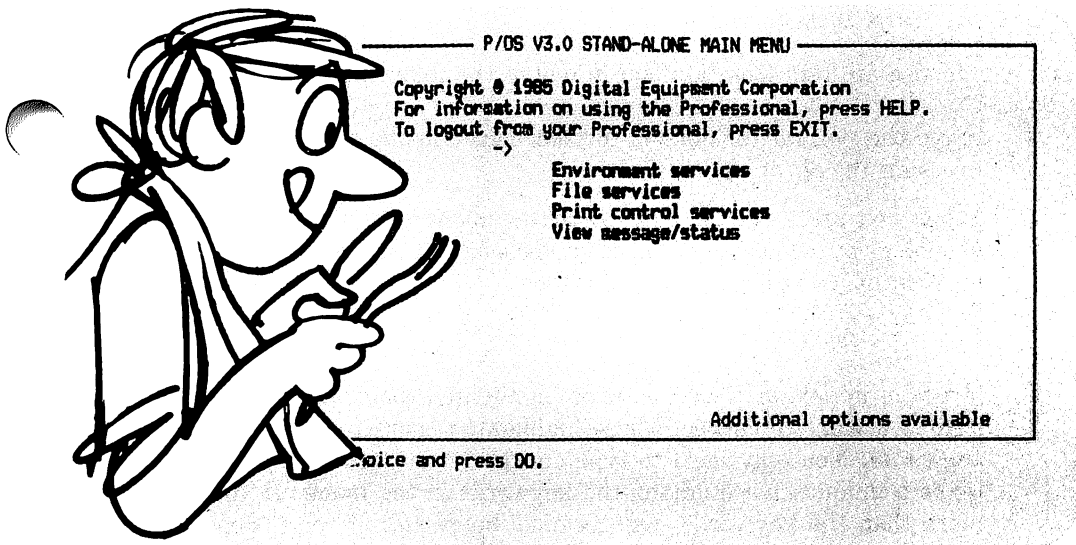


Figure 2-5
 P/OS Main Menu

THE MAIN MENU

The Main Menu is the top-level selection list. After you log into the system, the Main Menu appears on your screen. From the Main Menu, you choose the service you want, many of which have submenus. While working with these submenus, you can return to the Main Menu by pressing the **MAIN SCREEN** key. With some services, however, **MAIN SCREEN** returns you to its top-level menu. In those cases, press **MAIN SCREEN** again to display the P/OS Main Menu.

A prompt near the bottom of the screen asks you to make a choice and press **DO**. The *cursor* is blinking under the prompt and marks the spot where a character would appear if you typed one. A line at the bottom of the Main Menu tells you how many messages you have on your *Message/Status* display (the *Message/Status* display is explained in the User's Guide).

CHOOSING FROM MENUS

You can choose an item from a menu in one of the following ways.

1. Move the *pointer* (or cursor) to your choice in the menu list by pressing the ↑ or ↓ keys.

When you press the DO key, an arrow appears next to the pointer showing you which item you have chosen, and the service or application you pointed to is invoked.

or

2. Type (in upper- or lowercase) the highlighted (boldface) letters of the item you want to choose. These highlighted characters are called *keywords*. You only need to type enough letters of the keyword to make a unique choice among the keywords in the menu. If you type more than the keyword, your terminal beeps to tell you it does not need any more.


TRY IT

Select “File Services” from the Main Menu, using both methods. First place the pointer at “File services,” using the ↓. Then use the ↑ to place the pointer back at the top of the menu. Next, type file. Notice the pointer goes to “File Services.”

Experience will show you that sometimes one way of choosing is faster, sometimes the other. The menu disappears after you make your choice and displays a submenu, if there is one. If there is no submenu, the selected application, service, or function begins.

Setup menus, which are used to set terminal, environment, and system characteristics, operate a little differently than the other menus. They are explained in the *Hard Disk System User's Guide*. The File Services Menu operates differently also, as you will discover in this book.


RECOVERING FROM MISTAKES

Before you begin using the menus, first learn how to erase typing mistakes by using the DELETE key, (the key with the  symbol on it). Look at your keyboard now and locate this key (just above the RETURN key). Pressing this key erases the character immediately to the left of the cursor. The next character you type appears in its place.

TRY IT

Type the following word:

file

then press the  key; the result is:

fil

Then enter the last character again:

file

MESSAGES AND THE KEYBOARD BEEP

If at any time you accidentally type something that the computer does not understand, the computer lets you know by displaying a message and/or sending a beep to the keyboard. The message appears at the bottom of the screen, and usually tells you what to do next.

MAKING A MENU CHOICE AND USING HELP

P/OS supplies a set of on-line instructions, called HELP, to provide you with helpful information about the various menus and menu items. For instance, you learned about the two ways of making a choice from a menu from this book. You also could have learned it from HELP.

TRY IT

First, make sure that the pointer is not pointing to any item on the Main Menu. If it is, press the **↑** key until the pointer cannot move any higher (the keyboard beeps).

Now press the **HELP** key. The Main Menu is replaced by the screen in Figure 2-6:

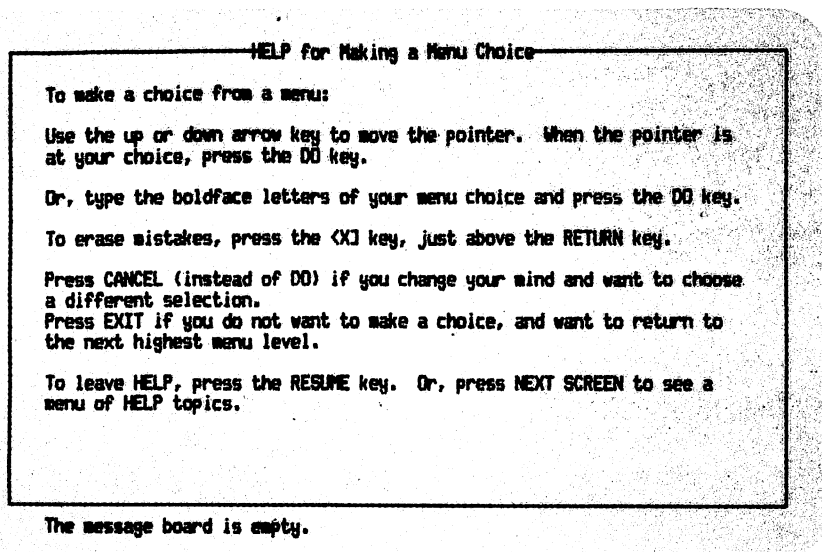


Figure 2-6
HELP for Making a Menu Choice

This **HELP** screen explains how to make a menu choice—a topic we have already discussed. Read it over, to be sure you understand it, and then press **RESUME** to return to the Main Menu.

TRY IT

Now try each of the methods described in the **HELP** frame to choose “File services” from the Main Menu.

Press the **RESUME** key. The **HELP** text goes away and the Main Menu reappears. Use the **↓** key to move the pointer to “File services,” and press **DO**. The File Services Menu will appear as in Figure 2-7.

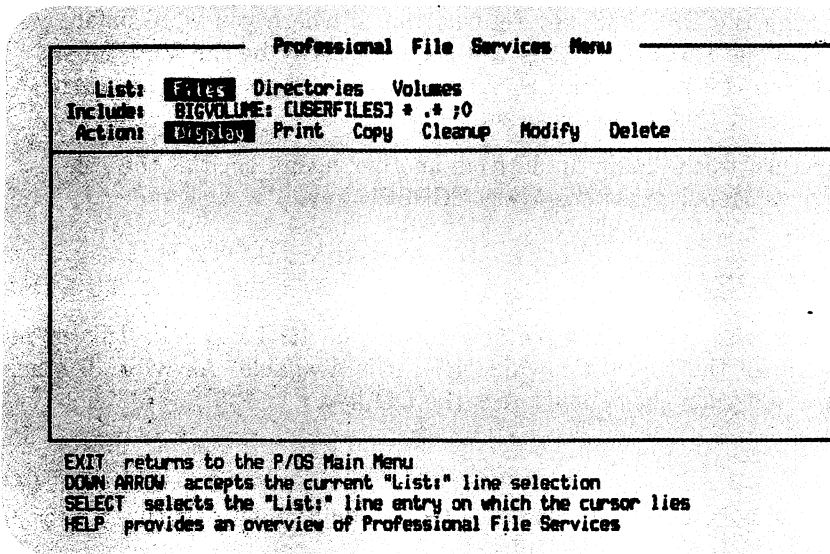


Figure 2-7
Sample File Services Menu

The File Services Menu displays many services, some of which you will use in this book.

Now press EXIT to display the Main Menu again. Then type file at the Main Menu and press DO. The File Services Menu will appear again.

You now know how to use both methods of menu selection. The instructions in this book use the pointer, but you can use whichever method you prefer.

REVIEW

You have learned about the following function keys:

- You press the DO key to execute your menu choice. The DO key makes your menu selection happen.
- If you need some assistance while you work, press the HELP key.

- Pressing the RESUME key returns you to where you were before you pressed the HELP key. This will not necessarily be the Main Menu, since you can press HELP at many different places. You will learn more about this as you read on.
- To return to the Main Menu from another menu, such as the File Services Menu, press the MAIN SCREEN key.

USING THE HELP MENU

In the next exercise, you will learn how to use the HELP Menu. This menu shows a list of all the topics for which HELP is available. As with all other menus, you make your choice and press the DO key.

TRY IT

If the pointer is not just above the items on the Main Menu, use the ↑ key to move it there.

Next, press the HELP key. The HELP text for making a menu choice appears. Since you have already read this, press the NEXT SCREEN key. The HELP Menu will appear, as in Figure 2-8.

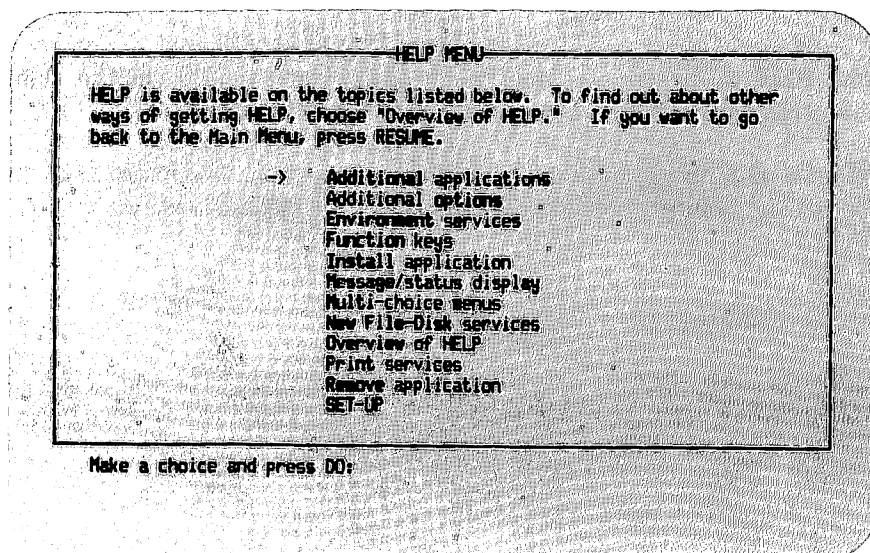


Figure 2-8
HELP Menu

Move the pointer to “Overview of HELP” and press DO. The following HELP text will appear as in Figure 2-9. Take a moment to read this text.

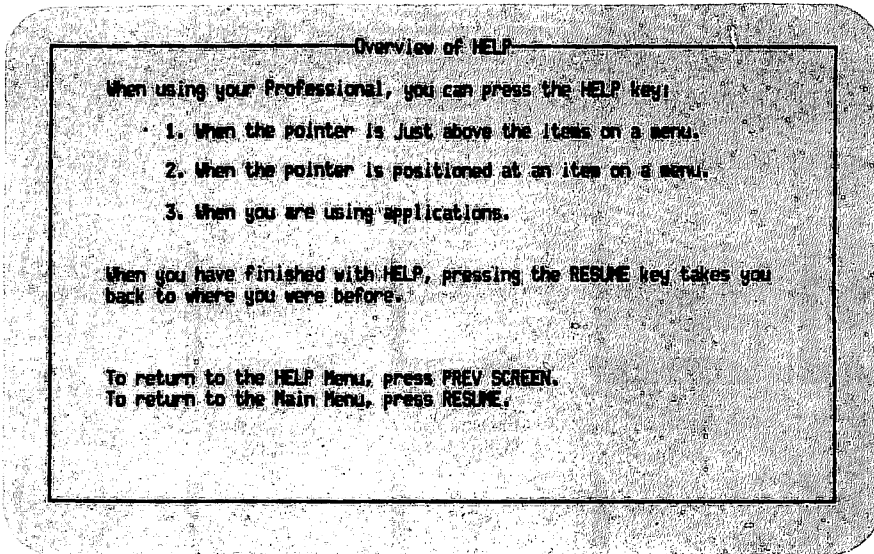



Figure 2-9
Overview of HELP

To go back to the HELP Menu, press the PREV SCREEN key. To leave HELP and return to where you were before, press the RESUME key. Do that now.

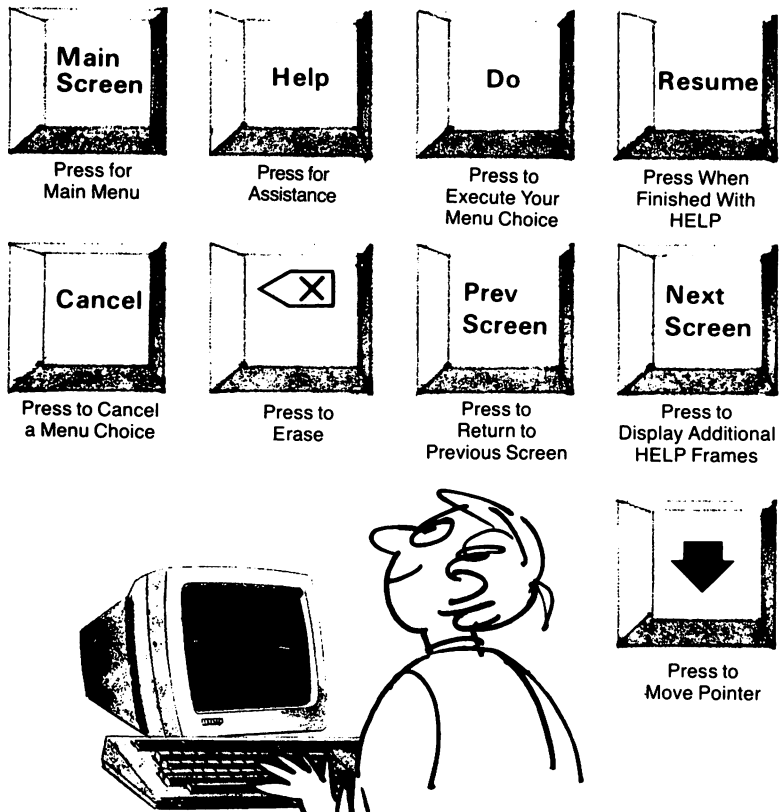
REVIEW

- If you forget when and how to get HELP, choose “Overview of HELP” from the Help Menu.
- You have used two more function keys, NEXT SCREEN and PREV SCREEN. Pressing the NEXT SCREEN key displays additional HELP frames. Pressing PREV SCREEN takes you back to the previous screen, which in this case is the HELP Menu.

SUMMARY

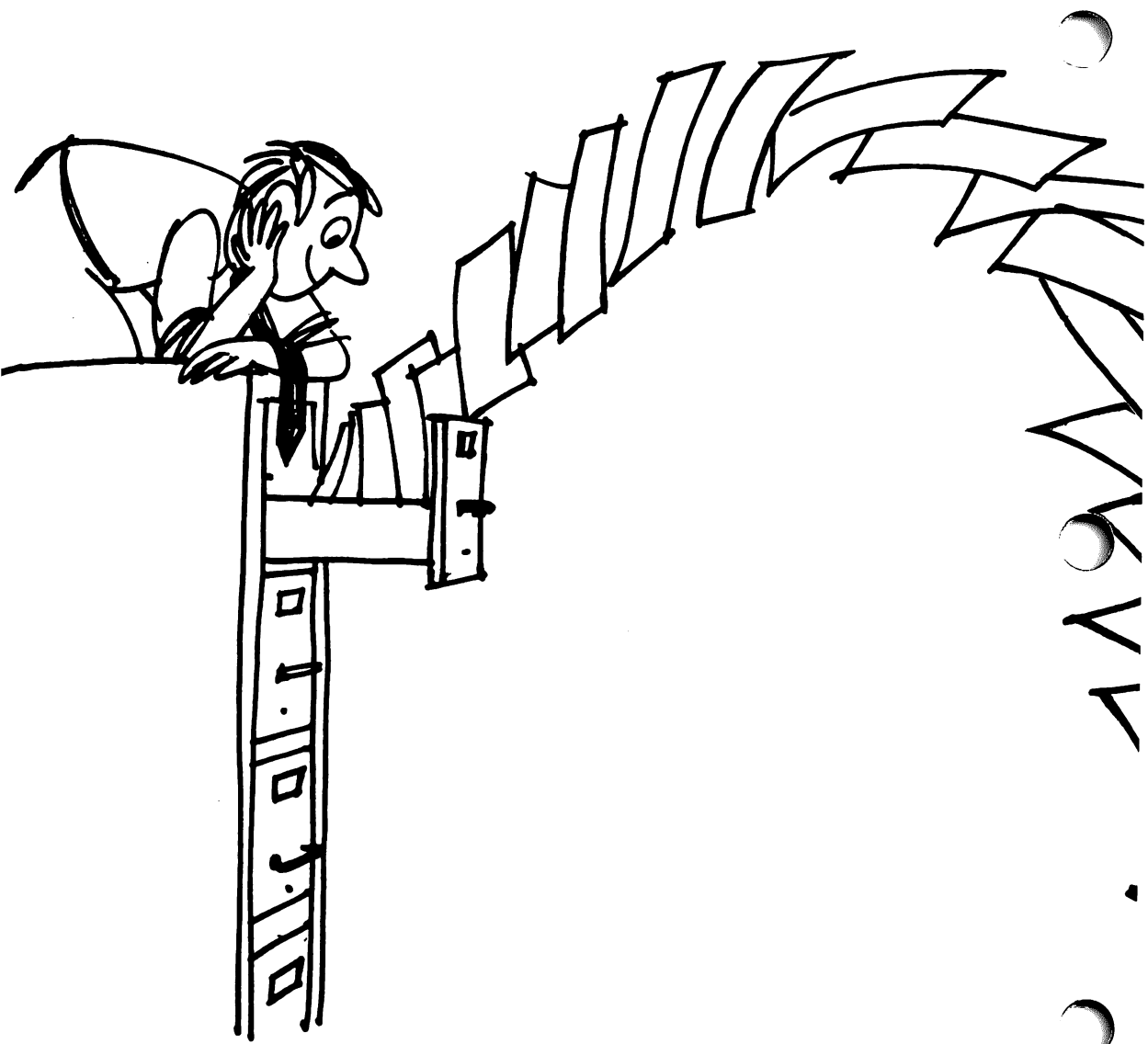
So far you have learned that the Main Menu is the starting point for using your Professional. You control the computer through function keys and menus. To get information about what to do next, you can press the HELP key. You also learned about the NEXT SCREEN and PREV SCREEN keys, and how to use the  key to correct mistakes.

When you are familiar with the material in this chapter, go on to Chapter 3.



3

Storing Information on
Your Computer



Chapter 3

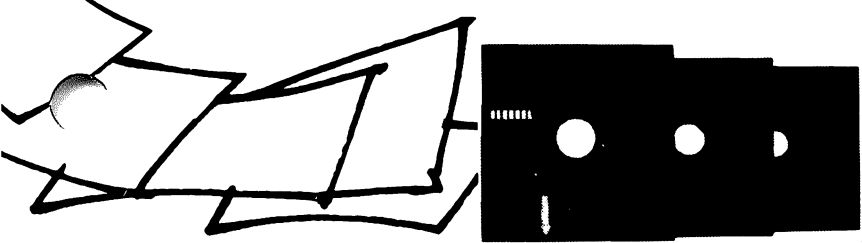
Storing Information on Your Computer

Memos, reports, accounting data, customer records, payroll records, bills, correspondence—what do all these things have in common? They all contain valuable information that you want to keep in a safe place, find quickly and easily, and in some cases update regularly.

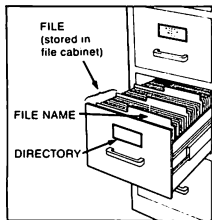
In this chapter you will learn how information is stored in the computer.

FILES, DIRECTORIES, AND VOLUMES

All information that you store on the computer is kept in *files*, comparable to file folders. When you create a file, whether for your filing cabinet or your computer, you give it a unique name. If you keep your filing cabinet well organized, you will store your files alphabetically (or numerically), and probably maintain a list of file names, to help you with file searches. When you want to retrieve a file from your file cabinet, you search for it by name. The computer helps you to do all these things: create files, store them, and maintain an alphabetical list.



For this comparison, assume you have just one file cabinet. You store related files, such as personnel or accounts payable, together—perhaps in a separate drawer. You can do the same with your computer files, by grouping the related ones together in a directory.



Your groups of files use up your information storage capacity (the file cabinet). On a computer, this is comparable to a volume (your Professional's hard disk), which constitutes your computer's information storage capacity. Figure 3-1 draws a comparison between computer files and paper files.

Figure 3-1
Comparing Computer Files and Paper Files

Now, to extend this comparison, if you use more than one file cabinet, you increase your information storage capacity. Your computer can increase its information storage capacity also, by using additional volumes—diskettes and/or another hard disk.

More About Directories

As already explained, directories are groups of files, which can be organized as you see fit. Whenever you create a directory, you should give it a name that helps you remember what types of files it contains. The number of directories you want depends on how extensive a record-keeping system you need. Some offices have rooms full of file drawers; others can store everything in one. Instructions for creating directories are in your *Hard Disk System User's Guide*. Eventually, you will probably need to create directories, but that is not covered in this book.

When working on computer files, you must always work within a volume and directory, just as when you work with paper files, you must work in a cabinet and file group. With computers, however, you have a primary directory (the one you most often work in), called a *default* directory. (This is similar to a group of paper files you use more often than others.) When your Professional software was installed, a default directory was created, named USERFILES. If this is the first time your Professional has been used, USERFILES is the directory your account enters when you log in. The next section demonstrates how to determine your default volume and directory.

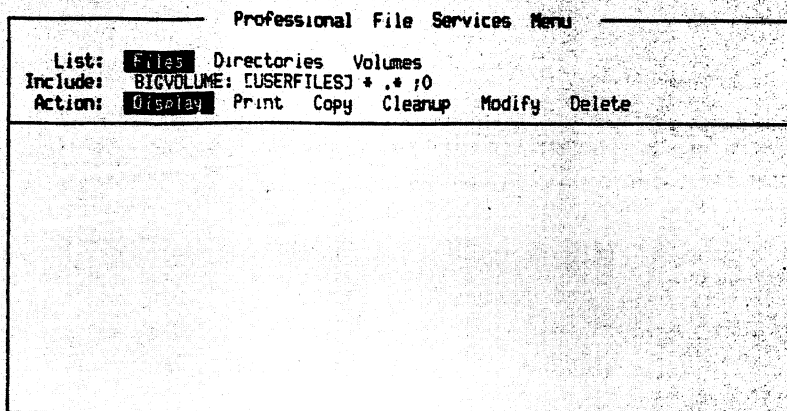
DETERMINING YOUR VOLUME AND DIRECTORY

As you go through the rest of this book, you will enter information into computer files, which are in directories—all of which is on your (hard disk) volume.

As stated earlier, when you log in, your account automatically enters a specified directory. To check the name of this directory, you need to display the File Services Menu.

TRY IT

With the P/OS Main Menu displayed, place the pointer at “File services” and press DO. The File Services Menu will appear, as in Figure 3-2.



```

EXIT returns to the P/OS Main Menu
DOWN ARROW accepts the current "List:" line selection
SELECT selects the "List:" line entry on which the cursor lies
HELP provides an overview of Professional File Services
  
```

Figure 3-2
File Services Menu

Look at the “Include” line, the second one from the top of the menu. The name of your default volume appears first (everything up to and including the first colon). The directory name appears next, inside the brackets ([]). If you are the first user of this Professional, the directory name is USERFILES. If it is not USERFILES, someone has changed the directory name, but do not be concerned about that just now. Press EXIT to return to the Main Menu.

SUMMARY

In this chapter you have learned what computer files, directories and volumes are, and how to determine the volume and directory your account has entered. You also had a look at the File Services Menu, which you will use a good deal for the remaining exercises in this book. When you are ready, go on to Chapter 4 to learn how to write text using the PROSE text editor.

4

Using the PROSE
Text Editor

CREATE
EDIT
ERASE
STORE





Chapter 4


Using the PROSE Text Editor

This chapter describes the basics of using PROSE. As you follow the directions, you will write and edit text, practice using the function keys, and store the text in a file. Before using PROSE, it must be installed on your system.



INSTALLING PROSE

Before an application such as PROSE can be used, it must be installed into your account. If you know that PROSE has been installed in your account, skip this section and go to the next one, Getting into PROSE. If your Professional has a system manager, ask him/her to install it for you. If this is not possible, you must install PROSE yourself. It is actually quite easy to do, if you follow these steps:

1. Find the diskette with the PROSE application on it in the diskettes supplied with your Professional.
 2. Make sure you are logged into the system, and then display the Main Menu on your screen. (If the Main Menu is not showing, press **MAIN SCREEN**.)
 3. From the Main Menu, place the pointer at “Environment Services” and press **DO**. The User Environment Services Menu will appear as in Figure 4-1.
- 

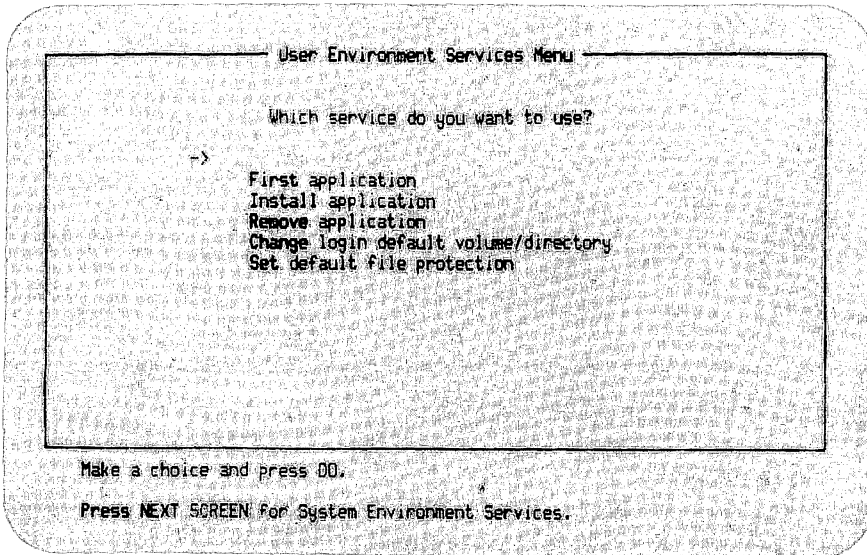


Figure 4-1
User Environment Services Menu

4. Place the pointer to “Install application” and press DO. The Application Source Menu will appear, offering you the choices of “Library” and “Diskette.”
5. Open the top diskette drive door and insert the diskette with the PROSE application on it. Be sure you insert the diskette properly (the arrows should line up) and close the drive door.
6. Now place the menu pointer at “Diskette” and press DO.
7. A menu will appear listing all the applications on the diskette. Place the pointer to PROSE and press DO.
8. Now an Application Group Menu will appear as in Figure 4-2.

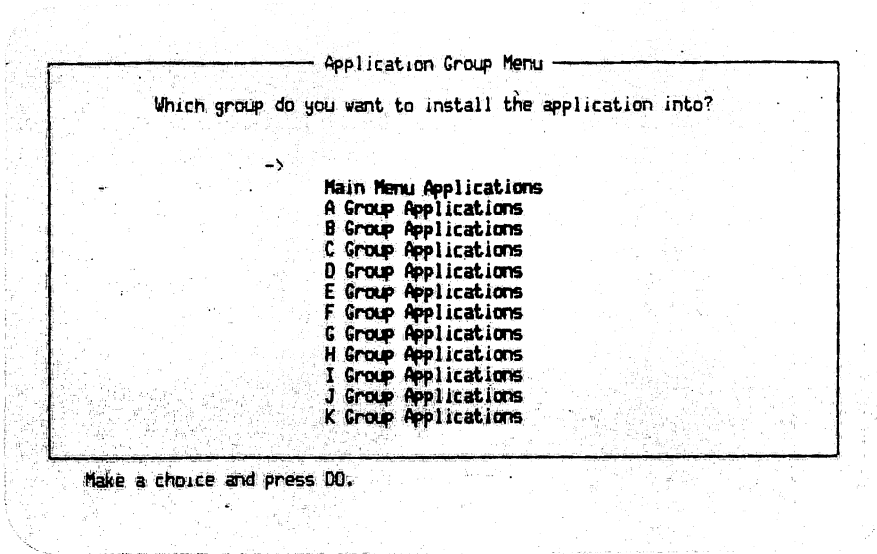


Figure 4-2
Application Group Menu

9. You use this menu to place your application on the Main Menu (or in a group). Place the pointer at "Main Menu Applications" and press DO.
10. Next, the Application Group or Name Change Form appears. This form enables you to change the application's name that will appear on your Main Menu. Simply press DO.
11. The User Environment Services Menu will reappear. The computer will quickly copy PROSE to your hard disk, placing it on the Main Menu. Press MAIN SCREEN. You'll see PROSE listed on your Main Menu, along with the other services. Congratulations! You've installed an application on your Professional. Now let's use PROSE to do some work.

GETTING INTO PROSE

TRY IT

If the Main Menu is not on the screen, press the MAIN SCREEN key. When the Main Menu appears, use the ↓ key to move the pointer to PROSE and press DO. (If PROSE is not listed on your Main Menu, it may be in a group of additional applications. You can see the list of your application groups by displaying the Main Menu and pressing the ADDTNL OPTIONS key. Then select the group PROSE is in. See Additional Applications in your User's Guide for more information.) The PROSE Menu appears as in Figure 4-3.

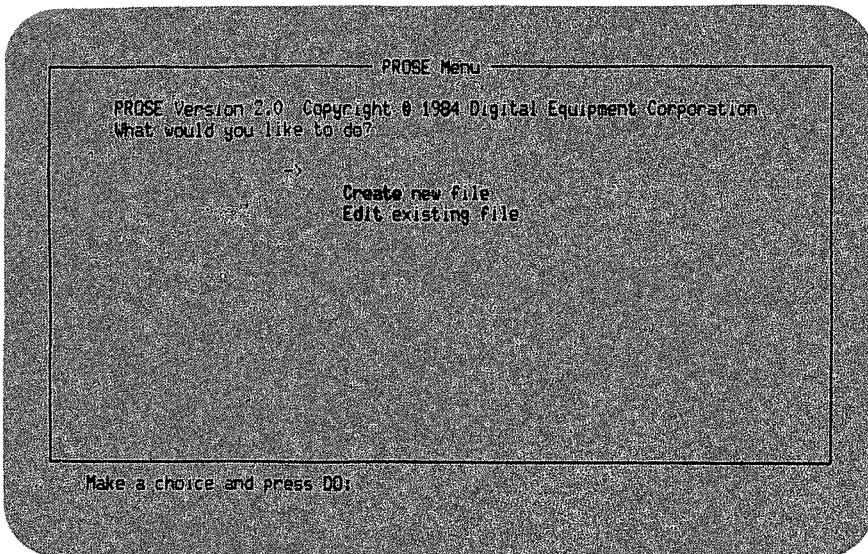


Figure 4-3
PROSE Menu

As you can see, the choices on the PROSE Menu are “Create new file” and “Edit existing file.” When you write new text with PROSE, you are creating text. When you change or add to existing text, you are editing text. In the next section, you will create some sample text.

CREATING TEXT

Your first step is to choose “Create new file” from the menu.

TRY IT

Move the pointer to “Create new file.” Press DO. A message tells you the file is being prepared, and then the screen in Figure 4-4 appears.

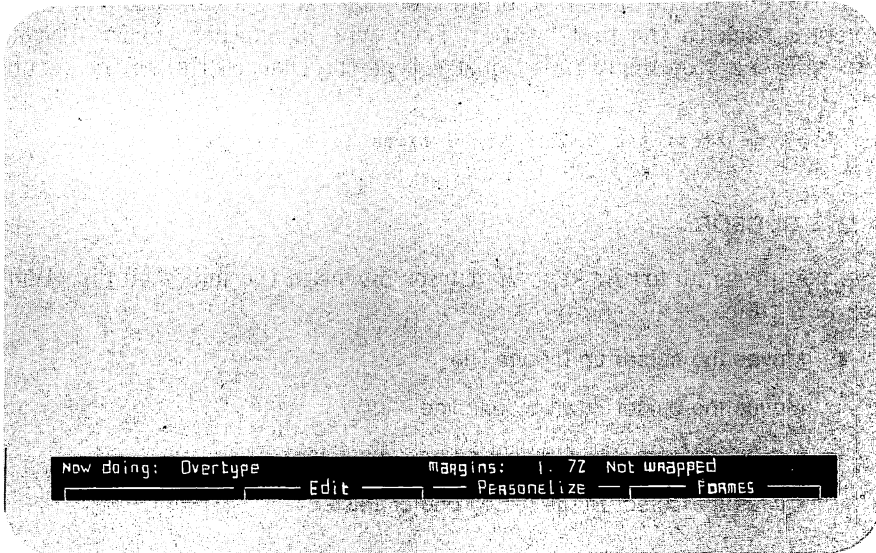


Figure 4-4
PROSE Editing Menu

The line at the bottom of the screen is the *status line*. It is not part of the text you create. The “Now doing” line always displays your current activity.

Your current margin setting is displayed at “Margins.” It should display “1, 72 Not wrapped.” This means that PROSE set the margins at the first (left) column on the screen and the 72nd (right) column, enabling you to type 72 characters on each line. “Not wrapped” means that *word wrap* is set to off, by default. You do not need to be concerned about these settings now.

Now type in the following sample text, exactly as it appears. Press the RETURN key at the end of each sentence.



```
This is some sample text I am typing to learn how to use PROSE.
At the end of each sentence, I press the RETURN key.
```




PRACTICE USING THE  KEY

Now, press the RETURN key one extra time and type in this text:

Now, I'm going to press the DELETE key 6 times to erase the extra word word. 


Starting at the end of the sentence, press the  key six times to delete all the characters back to the first "word." Then type in another period. If you press the  key too many times, just retype the character(s) so the result looks like this:


Now, I'm going to press the DELETE key 6 times to erase the extra word. 

MOVING THE CURSOR

Each time you press an arrow key, the cursor moves in the indicated direction one space at a time.

- ↑ Moves the cursor up by one line
- ↓ Moves the cursor down by one line
- Moves the cursor to the right by one character
- ← Moves the cursor to the left by one character

Whenever you see the cursor (represented by a  symbol) in the examples, it marks where the cursor should be before you type in the sample text. For example, in the next exercise, try pressing the ↑ and → keys to move the cursor back to the beginning of the text you typed.

Place you want cursor: his is some sample text I am

TYPING OVER EXISTING TEXT

PROSE allows you to type new text on top of existing text, replacing the original text. This is called *Overtyping mode*. PROSE is always in Overtyping mode unless you press the INSERT HERE key (explained later in this chapter). The status line tells you when you are in Overtyping mode.

TRY IT

Continuing with the previous example, the cursor should be at the beginning of the text. Now type the following text, right on top of the old text. Press the RETURN key when you reach the end of a line.

I am typing new text to replace the old text. When I type, the text underneath disappears. This feature, as it says on the status line, is called OvertypE. █

SAVING THE TEXT

Now that you have some written text, you are going to save it in a file.

TRY IT

Press the EXIT key. The PROSE Exit Menu appears as in Figure 4-5.

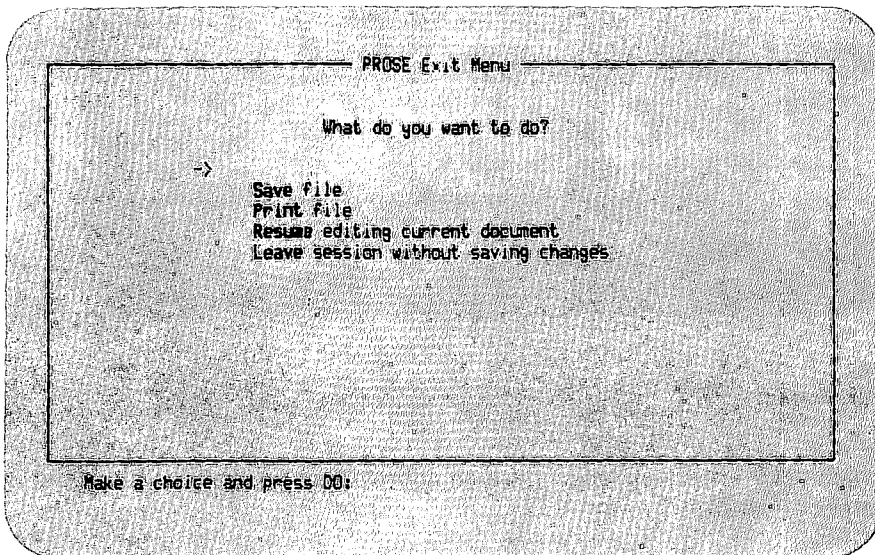


Figure 4-5
PROSE Exit Menu

Using the ↓ key, move the pointer to “Save file” and press DO. The Name a File Form then appears.

For now, just use the “File name” portion of this form to name your file. You retrieve your file by its name in the next exercises, so you want the name to be one that you can remember. The file name can be a combination of up to 9 letters and/or numbers.

For this example, use your first initial and last name as the file name, as shown in Figure 4-6.

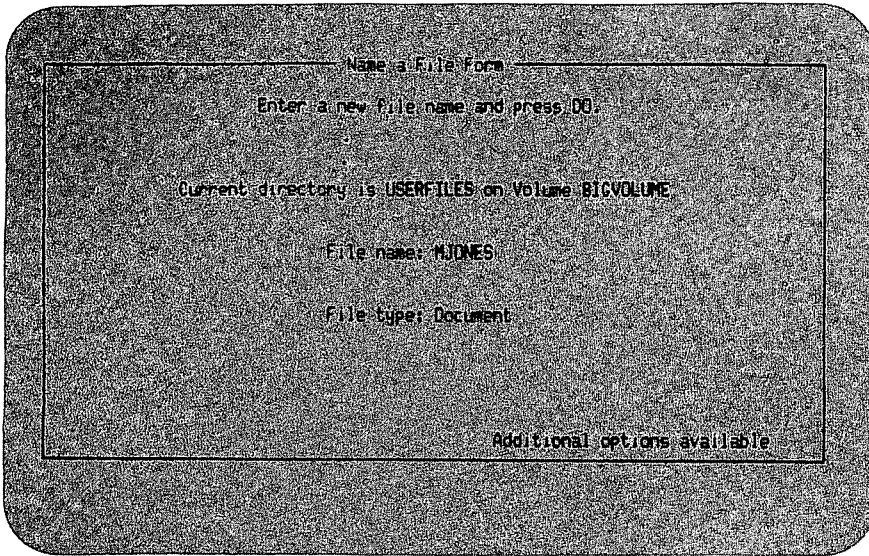


Figure 4-6
Name a File Form

If your name is 9 letters or longer, use an abbreviation so that the file name is 9 characters or less.

Press DO when you have typed in the name. The PROSE Menu appears.

EDITING AN EXISTING FILE

Now continue with the text you created in the previous exercise to learn about inserting new text into the file, and erasing segments of text.

TRY IT

Use the ↓ key to move the pointer to “Edit existing file” and press DO. The File Selection Menu appears, as in Figure 4-7.

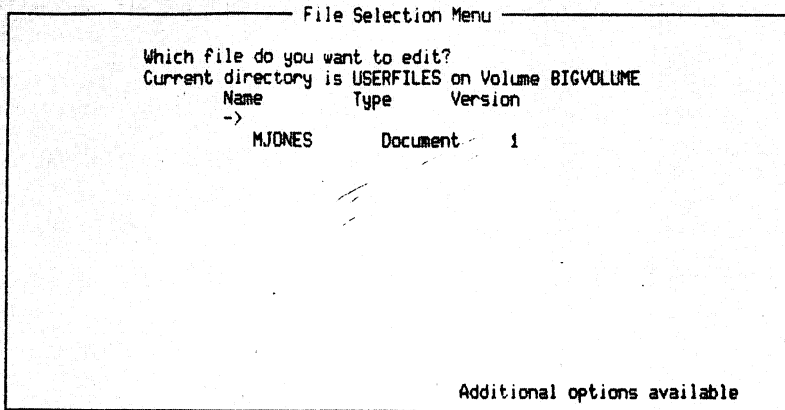


Figure 4-7
File Selection Menu

Move the pointer to the file with your name and press DO.

A message appears indicating that your file is being retrieved. Then, the text you typed in the previous exercise appears on the screen.

I am typing new text to replace the old text. When I type, the text underneath disappears. This feature, as it says on the status line, is called OvertypE.

Now I'm going to press the delete key 6 times to erase the extra word.

Notice that the cursor is at the beginning of the text. Whenever you enter an existing file, the cursor is at the beginning of the text.

Inserting Text

Sometimes when you are typing or editing you may think of text you forgot to include. It is easy for you to make additions to existing text.

TRY IT

Use the ↓ key to move the cursor to the beginning of the second line of text as follows:

I am typing new text to replace the old text. When I type, the text underneath disappears. This feature, as it says on the status line, is called OvertypE.

Now, use the → key to move the cursor to the “T” in “This” as follows:

I am typing new text to replace the old text. When I type, the text underneath disappears. This feature, as it says on the status line, is called OvertypE.

Now press the INSERT HERE key on your keyboard. The text on the second line is moved down and a blank line opens up.

I am typing new text to replace the old text. When I type, the text underneath disappears.

This feature, as it says on the status line, is called OvertypE.

The cursor remains on the second line where it was. Now type in the following text. It appears in reverse video as you type it.

This is text to demonstrate how to use the INSERT HERE Key.

Then press DO. The result is:

I am typing new text to replace the old text. When I type, the text underneath disappears. This is text to demonstrate how to use the INSERT HERE Key. This fea◆

Now I'm going to press the delete key G times to erase the extra word.

Notice that part of the text has disappeared and a diamond (◆) symbol appears at the end of the second line. Using the INSERT HERE key will make your text reappear. Place the cursor on the “T” in the word “This” (the second one near the end of the line). Press the INSERT HERE key and then the DO key. The text will reappear on the next line. Your screen should now look like this:

I am typing new text to replace the old text. When I type, the text underneath disappears. This is text to demonstrate how to use the INSERT HERE Key.

This feature, as it says on the status line, is called OvertypE.

I'm going to press the delete Key G times to erase the extra word.

Note that when you are using the INSERT HERE key, you cannot use the arrow keys or other PROSE function keys. If you attempt to, the status line will inform you of that.

Did you notice that when you pressed the DO key, the break in the text was filled? Always press the DO key when you have finished using the INSERT HERE key—it places you back in OvertypE mode.

Removing Segments of Text

PROSE has a function that allows you to erase segments of text.

TRY IT

Continuing with the sample text you have on your screen, use the ↓ and ← keys to move the cursor underneath the beginning of the last line. Then, type in the following text:

```
This sentence does not belong.
```

Now use the ← key to move the cursor back to the beginning of the sentence.

```
This sentence does not belong.
```

Press REMOVE.

Now use the → key to move the cursor to the end of the sentence. The text is highlighted in reverse video as you move the cursor over it.

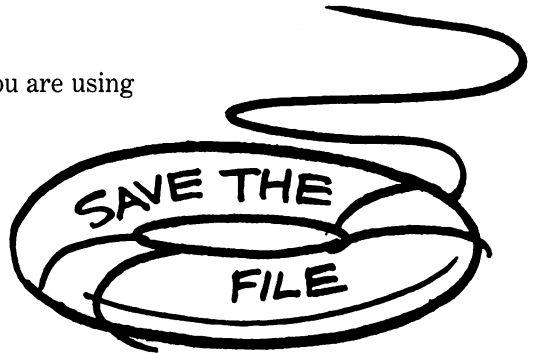
```
This sentence does not belong.
```

Press DO. The sentence disappears.

Note that the status line tells you when you are using REMOVE.

SAVING THE FILE AGAIN

To save the file again, you must follow the steps you used earlier in this chapter.



TRY IT

Press the EXIT key. When the Exit Menu appears, move the pointer to “Save file.”

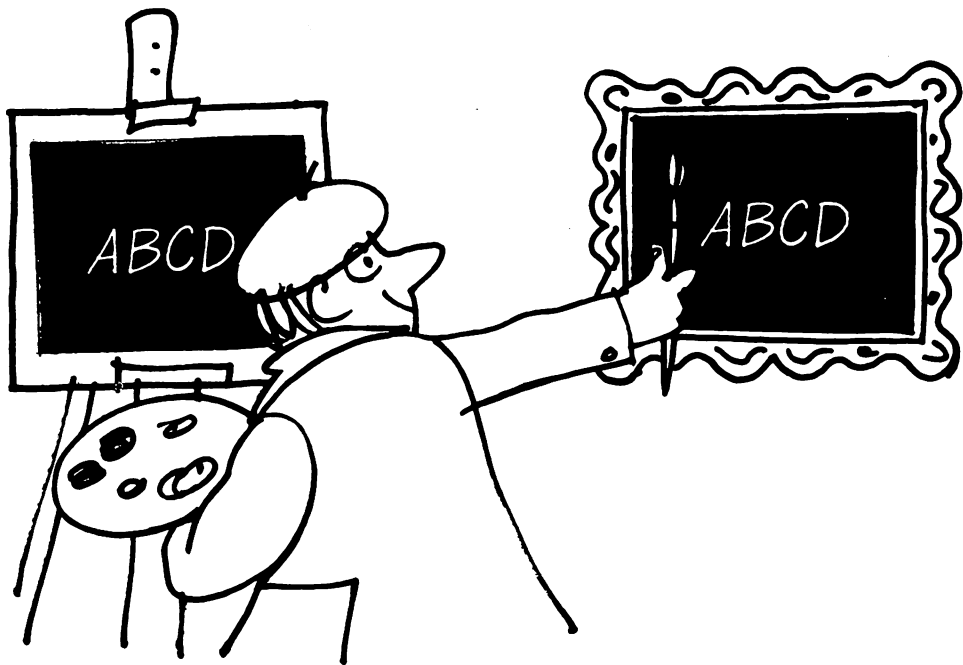
Press DO. The Name a File Form appears. Since you have already named the file, the name is already filled in. (If you wanted to change the name here, you could erase the old name and type in a new one. Do not do this now, however.) Just press DO.

The PROSE Menu is then displayed. Press MAIN SCREEN (or EXIT 3 times) to return to the Main Menu.

SUMMARY

In this chapter you have learned how to create text, store it in a file, and give the file a name. You also know how to retrieve the file and make changes to it, using the **ARROW**, **INSERT HERE**, **REMOVE**, and **<X>** keys.

PROSE has many more features that you may want to learn about after you have used it a few times. Refer to the *PROSE User's Guide* (Order No. AA-DY40A-TH) for an explanation of these features.



5

More About Files
and Directories

PROSE
Menu

Disk/diskette
Services
Menu

File
Services
Menu

Print
Services
Menu



Chapter 5

More About Files and Directories

In the last chapter you used PROSE to create text and store it in a file, which was placed into the USERFILES directory (or other directory). In this chapter, you will learn how you can look at a directory, what the information in the directory means, and how to look at a file in the directory. This book assumes that USERFILES is your primary, or default, directory.

NOTE: If, when you first looked at the Include line on the File Services Menu (see Chapter 3), a name other than USERFILES appeared there, just substitute that name wherever USERFILES appears for the remainder of this book.

HOW TO LOOK AT A DIRECTORY

There are a few simple ways to display the list of the files in a directory. For this exercise, you will look at the USERFILES directory. Display the File Services Menu on your screen (select “File services” from the P/OS Main Menu). Note that File Services uses the cursor itself, rather than a separate pointer, to indicate where you are on the menu, and uses screen highlighting to indicate which menu choices have been selected. Then use the following instructions to display the files in the USERFILES directory.

TRY IT

1. When you enter File Services, the cursor is on the List line, and “Files” is highlighted. Since what you want is a list of files, just press the ↓ key to move the cursor to the Include line.

2. The Include line makes it easy to specify which volume and directory you want to work in, and which files in that directory you want to list. However, in this example, there is no need to change anything on the Include line, so press the ↓ key to move to the Action line.
3. The Action line is where you indicate the action you want to perform on the file(s) you select from the list. The “Display” action (which you use to read the contents of files) is currently highlighted.

However, right now, all you want to do is see the list of files, so it doesn't matter what action is selected: just press the ↓ key once again to make the cursor enter the lower menu box (the “list box”).

The list of files in your USERFILES directory (as designated on the Include line) now appears in the list box. The name of the file you created in Chapter 4 with PROSE will appear (Figure 5-1). (Other file names may also appear, but ignore them for now.)

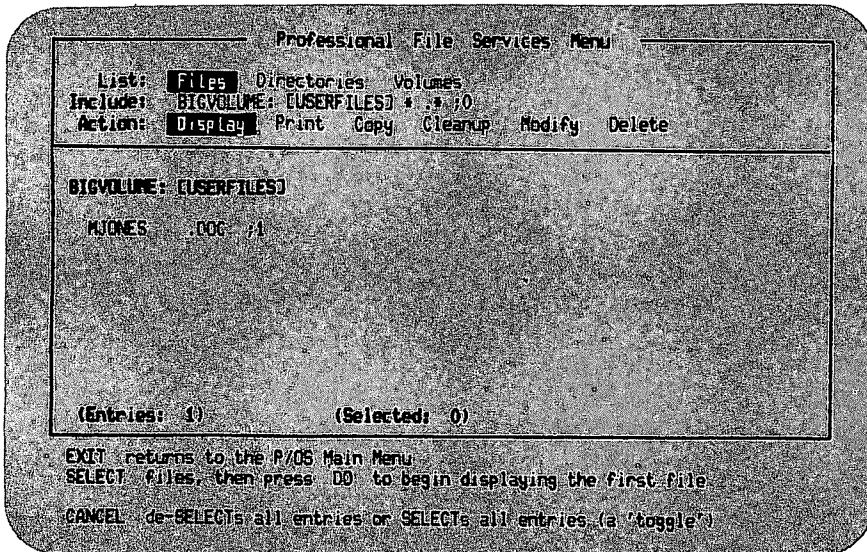


Figure 5-1
Looking at a Directory's Files

If you named your file MJONES in the PROSE exercise, it would appear as follows:

```
* MJONES .DOC ;2
```

This entry supplies the file's *name*, *type*, and *version number*.

File Name

The file's name is the one you gave it when you created it in the previous chapter.

File Type

The file's type follows the period (.) after the file's name, and refers to the contents of the file. With P/OS and many applications, you can enter any three-letter file type you want. For instance, you could use .BAS for a BASIC program, .DAT for a data file, or .DOC for a document file. Files created in PROSE are automatically given a .DOC type unless you specify some other type when you create (save) them.

Version Number

Every time you edit an existing file (as you did in the previous chapter), the Professional creates a new version of the file, and assigns a new (higher) version number. For example, when you create a file, it is version 1. When you edit and save it again, version 2 is created, leaving version 1 unchanged. If you edit and save it again, version 3 is created, and so forth.

Look at the number following your file type. If the number is "2" or higher, it means that earlier versions were created. If an asterisk (*) appears next to the file name, it means that other (lower numbered) versions of the file still exist. However, the standard file list displays only the latest version of files. You can also list all versions of files. That will be described later in this book.

Since you saved your file twice in the PROSE exercise, "2" should appear with the file name in the list, accompanied by an asterisk. (If you were experimental during the PROSE exercise and saved the file more than once, a number higher than "2" will appear. That is no problem.) You can change a file as many times as you want. Your previous versions are always saved unless you delete them. Methods of deleting these previous versions of files are explained later in this book.

HOW TO DISPLAY A FILE

Before you do something with a paper file (in a file cabinet) such as copy it or destroy it, you first look at it. In the same way, before copying or deleting a file in a directory (your electronic file cabinet), you will probably want to look at it first. Now that you have seen the list of file(s) in your USERFILES directory, you should now display one of them. The File Services “Display” feature enables you to do this. Use the following exercise to display the PROSE file you created in Chapter 4.



TRY IT

Presumably, the file(s) in the USERFILES directory are still displayed in the list box, and “Display” is still highlighted on the Action line. (If not, move the cursor to “Display” and press **SELECT**. The cursor will move back into the list box.) Now it is very easy to display the contents of one of the file you created with PROSE. Just use the **ARROW** keys to place the cursor on that file, press **SELECT** and then **DO**. The contents of your PROSE file will then appear on the screen. Press **EXIT** to return to the File Services Menu. Congratulations! You’ve performed your first P/OS file operation! Isn’t it easy?

Suppose you had experimented around with the File Services Menu and the list of files was no longer visible in the list box. It is still quite easy to display the file. Just make certain that “Files” is still chosen at the List line (if not, place the cursor on it and press **SELECT**). Then use the **↓** key to move the cursor past the Include and Action lines into the list box. When the list of files appears in the list box, place the cursor on the file you want to display, press **SELECT** and then **DO**. The contents of the selected file will then appear.

If your file were a longer one (than the one you created with PROSE), and occupied more than one screen, you could display the remainder of the file by pressing **DO**. The remainder of the file would *scroll* forward to the end of the file. Since your file does not have more than one screen, pressing **DO** returns you to the File Services Menu.

SUMMARY

In this chapter you have learned how to list the files in your USERFILES directory, and what some of the information in the directory means—such as file type and version number. You also now know how to display the contents of a file on the screen.

When you are ready, go on to Chapter 6 to learn more about how file services can help you with your work.

6

Keeping Your Files
in Order



Chapter 6

Keeping Your Files in Order

In this chapter you will learn more about File Services and how to manipulate files. You will copy the file you created with PROSE in Chapter 4, print it on paper, and delete the copy.

COPYING A FILE

When you make a photocopy of a memo, you have two copies of it. You can do the same using the Files “Copy” option on the File Services Menu. If the duplicate copy of the file is in the same directory as the original, it has a higher version number, enabling you to distinguish between them.

You may want to store frequently used files, such as letterheads or memo forms, in different directories so that they are available no matter which directory you are using.

The File Services “Copy” feature enables you to copy one or more files to the same directory, or from one directory to another. It also lets you copy one or more files from the disk to a diskette or vice versa.

Now, follow the steps below to make a copy of the file you created with PROSE in Chapter 4.

TRY IT

Display the File Services Menu on the screen and do the following:

1. Choose "Files" at the List line.
2. The cursor is now at the Include line. If [USERFILES] appears there (or whatever directory was there initially), press ↓ to go to the Action line. If [USERFILES] (or whatever directory name was there initially) does not appear at the Include line, type it in (including brackets) and press DO.
3. At the Action line, place the cursor at "Copy" and press SELECT.
4. When the cursor enters the list box, the list of file(s) in the [USERFILES] directory appears. Place the cursor on the PROSE file you created in Chapter 4, press SELECT and then DO. Another copy of your file will be created in the [USERFILES] directory.

Listing all Versions of Files

Now three copies of your file should exist—the two you created using PROSE in Chapter 4, plus the new one you just created using the Copy feature. However, since the newest copy was created after you generated this list, it is not included there. The version number displayed is still "2," with the asterisk indicating that another version (1) exists.

Now update your list to display the latest version (3). To do that, use the ↑ key to move the cursor to the Include line. Press SELECT. Now use the ↓ key to move the cursor back into the list box. Your file will now appear with its latest version number as the following example:

```
MJONES .DOC ;3
```

It is possible to display a list with all versions of the file. The following exercise illustrates how to do that with the USERFILES directory.

TRY IT

Use the ARROW keys to place the cursor back at the Include line. Then type

```
;*

```

and press DO. The specification at the end of the Include line changes from

```
;0

```

to

```
;*

```

This new specification instructs File Services to list ALL versions of all files in the volume/directory that appears at the Include line. Now use the ↓ key and move the cursor back to the list box. All versions of all files will appear there. For instance,

```
MJONES .DOC ;3      MJONES .DOC ;2      MJONES .DOC ;1
```

would appear there (if your file were named MJONES).

Copying Files to Other Directories

Sometimes you want to copy a file into another directory. (The instructions for copying a file in the previous section are for copying them to your default directory.) To copy one to another directory, just select one of the files now displayed in the list box (place the cursor on it and press SELECT) and then press the ADDTNL OPTIONS key. When you do that, the Specify Target Directories for Copying Files Menu appears as in Figure 6-1.

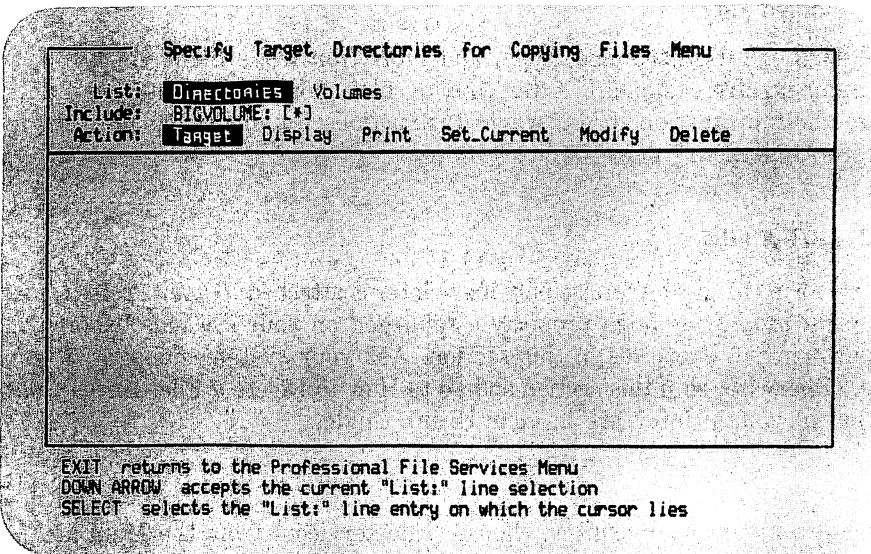


Figure 6-1
Specify Target Directories for Copying Files Menu

This menu enables you to pick the directory you want to copy your file to—your target directory. Again, the list box remains blank until you indicate what action you want to take, and move the cursor into the list box.

TRY IT

1. Since this Target Menu is correct in the top three lines, just press the ↓ three times to move the cursor into the list box. All directories in your account will be listed there, including [USERFILES].
2. Place the cursor on a directory you would like to copy the files into (do not pick a directory that starts with ZZ).
3. After selecting your target directory, press DO. The files will be copied there.

Copying Files to Other Volumes

You can also copy files to other volumes. Instructions for doing that are in your User's Guide.

Modifying Copied Files

Files retain their original name, type, and *protection* while being copied (new version numbers are assigned). After copying files, you can rename them and/or change their protection if you want. Instructions for modifying files are in your User's Guide.

PRINTING OUT A FILE

You can perform this next exercise only if a printer is attached to your Professional, and if a print *queue* has been properly established on your system. If not, you cannot perform the exercises in this section. Ask your system manager, if you have one. Otherwise, skip this section and go to How to Delete a File. Instructions for setting up your printer are in your User's Guide.

TRY IT

To print out a file on your printer, choose "File services" from the Main Menu. When the File Services Menu appears, use the following steps.

1. Choose "Files" at the List line (press DO).
2. Skip the Include line (press ↓).
3. At the Action line, select "Print" and press DO.

4. When the cursor enters the list box, the list of files in the USERFILES volume and directory appear. Place the cursor on the file(s) you would like to print, press **SELECT** at each one.
5. Press **DO** to print out the file(s). The print request will be sent to your default printer queue, and begin printing in its turn.

HOW TO DELETE A FILE

Files that are not protected may be deleted with the “Delete” feature on the File Services Menu. Deleting files that you no longer use is a good way of making more space available on your disk—but be careful. Once a file is deleted, it is gone.

TRY IT

To delete a file, use the following steps:

1. Choose “Files” at the List line (press **DO**).
2. Skip the Include line (press **↓**).
3. At the Action line, select “Delete” and press **DO**.
4. When the cursor enters the list box, the list of files in the default directory appears. Place the cursor at the file(s) you want to delete and press **SELECT**. Then press **DO**.

Since deleting files accidentally can be serious, a message appears at the base of the screen asking you to confirm the Delete request by pressing **DO** a second time. Do that and the file is deleted. (Had you not wanted the file deleted, you could have pressed **EXIT** to nullify the request.) Note that “Delete” does not work on files protected against deletion (such as P/OS system files), or on write-protected diskettes. Should you delete a file accidentally, your User’s Guide has some suggestions for recovering it, or at least minimizing the loss. See the section on deleting files.

CAUTION: Be careful not to delete any files in directories that begin with “ZZ.” They are P/OS system or application files, and deleting them could destroy P/OS or P/OS applications. (You probably cannot delete them anyway, since they are protected—but it is possible.)

Deleting Prior Versions of Files

You can use the *Cleanup* feature on the File Services Menu to delete all but the most recent versions of files. You should clean up your files frequently to avoid running out of disk space. Before using “Cleanup,” be certain that you do not want to save any of the old versions of a file.

The difference between “Delete” and “Cleanup” is that “Delete” erases only the precise version(s) of the file you specify. “Cleanup” erases all past versions of the file (which are often obsolete) and saves only the most recent one. The Cleanup feature is described in your User’s Guide.

Backing Up and Restoring Files

In case you accidentally delete a file, or lose it for other reasons, you should learn about the Backup/Restore program, which is described in your User’s Guide. Backup is a procedure that copies files to diskettes, which can then be copied back to the disk if necessary.

FILE PROTECTION

All files created in your account are protected against access by other users. Your User’s Guide describes the protection scheme that is assigned to files as they are created, and how to change that scheme. The capability of changing your protection scheme enables you to selectively protect your files from being read, copied, changed and/or deleted by categories of other users. File protection is fully explained in your User’s Guide.

SUMMARY

In these exercises you have learned how to use several File Services features. “Copy” enabled you to make a duplicate of a file, “Print” enabled you to print it out, and “Delete” enabled you to erase it.

FINISHING UP YOUR SESSION

Whenever you complete a work session with the Professional, make sure the Main Menu is on the screen. If you are going to use the Professional again during the same day, you may want to log out (see next section), and leave the power set to the “1” (on) position. After 30 minutes of inactivity, the screen will go blank; just press any key to restore it.

Logging Out

When you have finished using the Professional for the day, you should log out of your account and turn off the system. To do this, just use the **MAIN SCREEN** key to display the Main Screen. Then press **EXIT**. The System Login Menu appears. You are logged out. Then press the "0" button on your system unit to turn off the system. Turning off the system at night prolongs its life, especially the disk and monitor. Make sure that no work, such as printing, is in progress.

Remove and store any diskettes you have been using. Lock up diskettes containing confidential information.

CONCLUSION

This book has introduced you to your Professional. You may want to go through it again, just to reinforce what you have learned. Remember that it does not cover everything. When you want to know more, or when you have a question, read your User's Guide.



Closure



Glossary

application (or application program)

A computer program that meets specific needs. For example, an application program can control an inventory or monitor a manufacturing process. Applications for the Professional are available from DIGITAL and other companies.

BASIC

A widely used, simple programming language capable of handling industry and business applications. PRO/BASIC is a form of this language.

Cleanup

A file service that removes all but the most recent version of a file.

cursor

The blinking rectangle or underscore on the monitor screen that shows where the next typed character will appear.

default

A specification or value that the Professional automatically uses unless you specify otherwise.

directory

A group of files stored on a volume (a disk or diskette). A directory can include all or only some of the files on the volume.

disk (or hard disk)

A nonremovable, magnetic file-storage medium available for the Professional.

The Professional disk is permanently precision-mounted to its drive.

diskette (or floppy disk)

A magnetic, file-storage medium that is used with all Professionals. Professional diskettes are 5-1/4" in diameter, and are encased in a protective sleeve. You copy files onto diskettes for safekeeping, store private and seldom-used files on them, and use them to bring new programs to your Professional.

diskette drive

A unit that holds and operates one or more diskettes. All Professionals have a dual diskette drive capable of holding two diskettes.

editor

A generic name for an application program that allows you to create and modify text files. You can change text with the Professional editor, PROSE, by choosing commands from a menu and by using function keys. With PROSE, you can move, insert, remove, and find text.

file

A collection of information treated and stored as a unit. A file may contain a memo, a program, or any data that is useful to have as a unit. Its fundamental purpose is analogous to that of a conventional office file.

form

A request for information that is used to send instructions and data to the computer.

function key

A type of key on the Professional keyboard that, when pressed, instructs P/OS or a P/OS application to do something specific. The HELP, DO, INTERRUPT, HOLD SCREEN, PRINT SCREEN, and ARROW keys perform the same function all the time. Other function keys, such as PREV SCREEN, RESUME, CANCEL, EXIT, F5, F12, and so on, have functions that depend on the application currently in use.

hardware

The physical equipment that makes up a computer system.

keyboard

The component you use to communicate with the Professional. It contains the main keyboard (similar to a typewriter keyboard), editing keypad, and auxiliary keypad.

menu

A list of items from which you choose and through which you control the computer.

Message/Status Display

Displays temporary messages on the screen.

monitor

The part of your Professional that contains the display screen.

Overtyping mode

A feature of PROSE that lets you type new text on top of old text, erasing the old text. You are always in Overtyping mode unless you use the INSERT HERE key.

pointer

The arrow that is displayed on the Professional screen for making a menu choice.

P/OS

The Professional's operating system. An operating system is the set of internal programs that run a computer.

print queue

A feature associated with a printer that allows print jobs to be held as requests. This feature enables the users to submit print requests even while the printer is busy. Without a queue, a printer rejects print requests when it is busy.

PRO/BASIC

The form of the BASIC programming language designed for the Professional. PRO/BASIC is an application available from DIGITAL.

PRO/Communications

A P/OS application that lets the Professional communicate with other computers. With PRO/Communications, you can transfer files between computers, and run programs on larger computers by using your Professional as a terminal.

program

A sequence of instructions used by a computer to perform specific tasks.

PROSE

The editor supplied with P/OS (see Editor).

protection

A safeguard mechanism used to prevent unauthorized access to computer files.

services

Programs available from P/OS for performing frequently required tasks on the Professional. File Services, Environment Services, and Print Control Services appear on the Main Menu.

software

The collection of programs associated with a computer.

status line

In PROSE, the line at the bottom of the screen that gives you information regarding margins, function keys, and current activities.

system unit

The part of your Professional that contains the diskette drive, disk, option modules, power supply, and the computer itself. The system unit is the main component of the Professional.

volume

A generic name for a magnetic, file-storage medium, such as a disk or diskette.

word wrap

A feature of PROSE that drops to the next line of text any word extending into the right margin.

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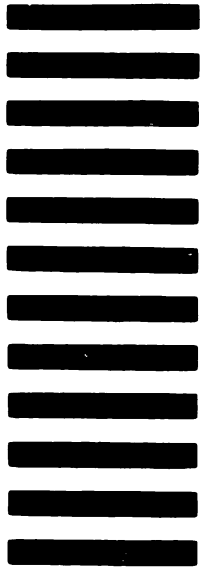
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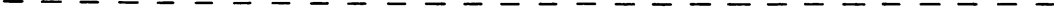
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