

Read this First



VISI ON™

APPLICATIONS MANAGER

Setup Guide



VISICORP™

VisiCorp gratefully acknowledges the substantial contributions of Rosetta, Incorporated, for their prominent role in the development of the Visi On concept and family of products.

VisiCorp also recognizes Graphic Software Systems, Incorporated, for their participation in the implementation of Visi On peripheral support.

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Before You Begin

This step-by-step *Setup Guide* is designed to guide you through a variety of setup situations, all of which may not apply to you. We recommend that you read this introductory material carefully before you decide at which point you should begin.

Read each of the following questions. If you can answer a question affirmatively, go on to the next question. If you cannot answer it affirmatively, go to the section in this guide that you are referred to.

1. Do you have the equipment you need and is it set up correctly?

To see what equipment you need, refer to "Setting Up Your Computer Equipment" in this guide. To set up your equipment correctly, you must follow the manufacturer's instructions that come with each part of your system. Make certain that, if you are installing the Visi On™ system with a model S1 mouse, it is the mouse you always intend to use with your copy of the Visi On™ Applications Manager. The model is either S1 or M1 and is printed on the bottom of the mouse along with the serial number.

2. Are you familiar with the IBM® keyboard and the special keys that the Visi On system uses?

If not, see "Getting Acquainted with the Keyboard" in this guide for details on how certain keys are represented in the Visi On manuals and what functions they perform.

3. Have you, or has someone else, prepared your hard disk?

Preparing your hard disk simply gets it ready to receive information (files, the Visi On Applications Manager, and other programs) for storage. If someone else has been using your IBM personal computer, the hard disk has probably been used for storing information, files, or the Visi On Applications Manager. In this case, your hard disk has been prepared.

If your hard disk has never been used before, it is not prepared, and it must be prepared. Preparing the hard disk destroys all information that is stored on it, so

be certain that no information or programs are currently on it when you prepare it.

If no one has prepared the hard disk, see "Preparing Your Hard Disk" in this guide.

4. Have you prepared floppy disks?

If you want to store any information on floppy disks to transfer to another computer or to print at a printer attached to another computer, you must prepare floppy disks. It is good practice to prepare floppy disks before you start your work.

If you want to prepare floppy disks, see "Preparing Your Floppy Disks" in this guide. This section also gives you hints on how to use and care for floppy disks.

5. Have you, or has someone else, connected the mouse pointing device and installed the Visi On Applications Manager?

Installing the Visi On Applications Manager puts it on the hard disk where it can be readily used at any time.

If the Visi On screen with the Services window is displayed and the mouse pointing device is working, your mouse is connected and your system is installed.

If you have not installed the Visi On Applications Manager or the mouse, see "Installing the Visi On Applications Manager" in this guide.

6. Have you started the Visi On Applications Manager?

This simple process lets you get the Visi On system running and displays the initial Visi On screen with the Services window and the Visi On commands.

If you do not have the Visi On Applications Manager started, see "Starting the Visi On Applications Manager" in this guide.

7. Have you taken the Visi On Tutorial?

The Visi On Tutorial is an on-screen set of lessons that teach you the basic operations of the Visi On system. It is a good idea to take this Tutorial as soon as you have started the Visi On system. For instructions on how to take the Tutorial, see "Taking the Visi On Tutorial" in the *Visi On User's Guide*.

The Visi On Tutorial must be installed (put on hard disk) before you take it. To see if it is installed, look at the Visi On Services window after you have started the Visi On Applications Manager. If the Tutorial is listed in the Services window, it is installed.

If the Tutorial has not been installed, see "Installing the Visi On Tutorial" in this guide.

8. Have you, or has someone else, installed any of the Visi On application programs?

To use a Visi On application program, you must have it installed. If the name of any of the Visi On application programs, such as the Visi On Calc™ or Visi On Word™ program, is displayed in the Visi On Services window, it is installed.

If it is not installed on hard disk, see "Installing Visi On Programs" in this guide.

9. Have you, or has someone else, installed a printer or plotter?

Installing a printer or plotter tells the Visi On system which connector on the back of your computer you have attached the printer or plotter to and loads a program that runs the printer or plotter. You can tell if the printer or plotter is installed by selecting the "Printing" command from the Services window. Then select the "Configure" command. If your printer is listed on the Configure sheet, it is installed.

If your printer or plotter is not installed, see "Installing a Printer or Plotter" in this guide. For general information about which printers and plotters can be used with the Visi On system, see "Printer and Plotter Support."

If you need to change, modify, or redo any of the setup procedures, or if you need to remove any program or the Tutorial from hard disk to make room on the disk for other programs or information, refer to the appropriate section of this guide for any system reconfigurations, reinstallations, or changes you need to make. Also in this guide are the procedures for leaving the Visi On system to use the IBM Personal Computer's operating system. Refer to "Exiting the Visi On Applications Manager" in this guide.

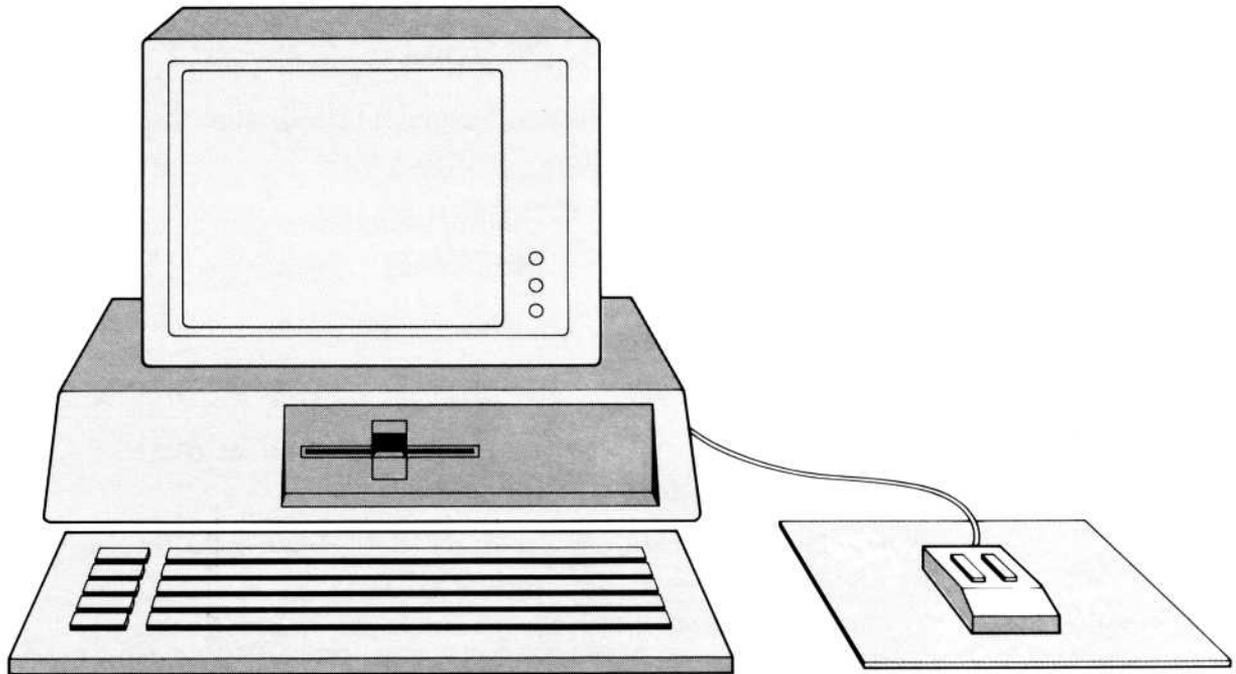


Figure 1. A Visi On system showing the personal computer, mouse, and pad.

Setting Up Your Computer Equipment

This section lists the equipment you need for using the Visi On Applications Manager and its programs.

The Visi On Applications Manager and its programs will run on the following computers:

- An IBM® Personal Computer
- An IBM® Personal Computer XT

You need one of these computers with 256K RAM or more. The more memory you have, the faster the Visi On operations will run.

You also need:

- A graphics-compatible monitor, which can either be black-and-white or color.
- The IBM® color/graphics adapter card, regardless of the monitor you use.
- One or two RS-232 serial (COM) connectors on the back of your computer. (If you have a serial printer, you will need two serial connectors—one for your mouse and one for your printer.)

- A hard disk with at least a 5-megabyte capacity.
- One or more floppy disk drives (double sided/double density).
- A VisiCorp mouse.
- The two Visi On Applications Manager disks labeled:
 - Visi On Program Disk 1
 - Visi On Program Disk 2and two Accessory Disks labeled:
 - Accessory Disk 1
 - Accessory Disk 2

The Program Disks contain the Visi On Applications Manager and the Accessory Disks contain the Visi On Tutorial and the printer drivers.

- The program disks for those Visi On applications programs that you plan to use.
- A printer, if you want printed reports and documents; or graphics plotter, if you want printed graphs and charts.

In addition, you need a disk operating system called MS™-DOS 2.00. And, if you plan to store some of your documents on floppy disks, you need a few blank floppy disks. For example, documents that contain sensitive or confidential information can be kept on floppy disks.

Instructions for connecting the mouse are included in the mouse package.

If you are using your IBM Personal Computer for the first time, refer to "Section 2. Setup" in your *IBM Guide to Operations* manual for instructions on setting it up.

If you are using your IBM Personal Computer XT for the first time, refer to "Section 1. Introduction/Installation" in your *IBM Guide to Operations* manual for instructions on setting it up.

Refer to the individual owner's manuals for instructions on setting up the rest of your equipment.

If you have any trouble, see your dealer. If you cannot display the MS-DOS prompt (A>, B>, C>, or D>)

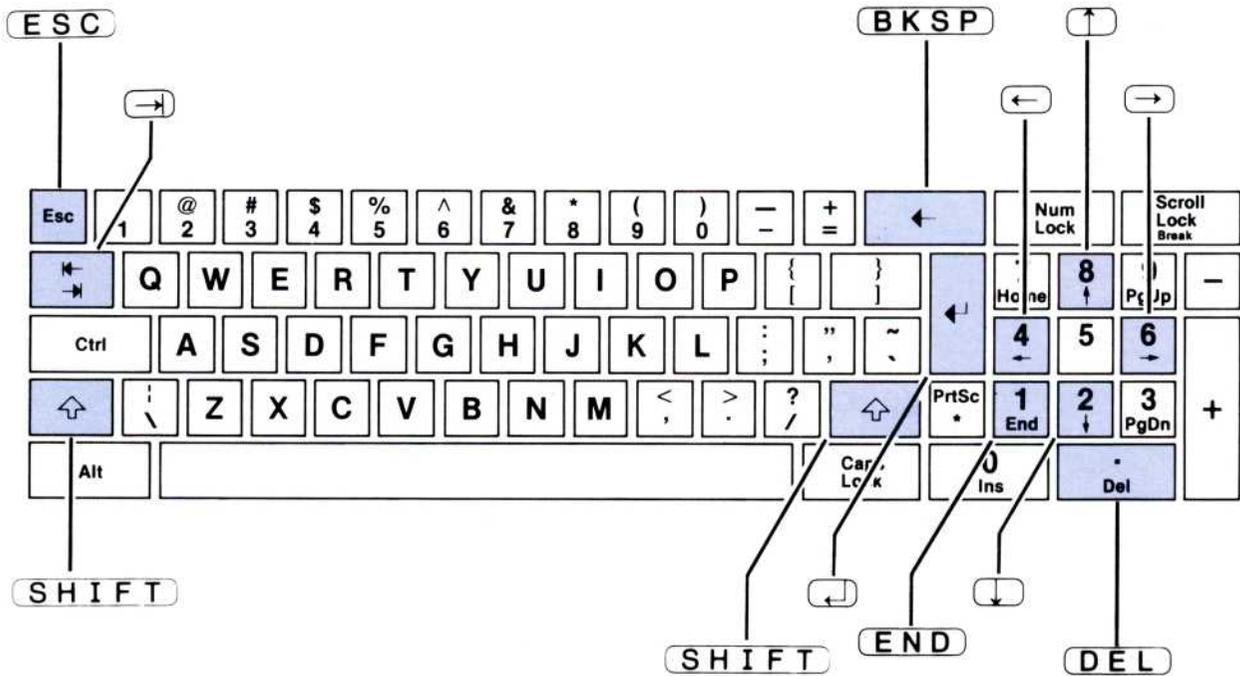


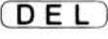
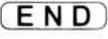
Figure 2. Get acquainted with these special keys on the IBM keyboard. You'll be using them in your work with the Visi On Applications Manager and its programs.

on your monitor's screen, do not try to install the Visi On Applications Manager or its programs; a problem in the computer could damage your computer disks.

Getting Acquainted with the Keyboard

The keyboard is one of the ways you communicate with the Visi On Applications Manager and its programs. You should become familiar with the IBM keyboard. You'll be using several of its special keys. Figure 2 illustrates where these keys are on the keyboard.

The way these keys are represented in this *Setup Guide* and all Visi On manuals is illustrated in Figure 3. As you go through the various sections in this *Setup Guide*, you will be using some of these keys. Later, when you're working with the programs, you will use most of them.

Key	Meaning	Representation	Use
↑	Up arrow		Moves the cursor up.
→	Right arrow		Moves the cursor to the right.
↓	Down arrow		Moves the cursor down.
←	Left arrow		Moves the cursor to the left.
←	Backspace		Moves the cursor to the left and deletes the character to the left of the cursor.
→	Forward tab		Advances the cursor to the next available tab.
Del	Deletes characters		Deletes the character at the cursor position.
End	Deletes a line		Deletes an entire line of text at the cursor position, or all the characters in the input line.
↵	Return		Ends text entry. This key is also used for other purposes, depending on the program you are using. The QuickStart™ Courses for

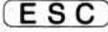
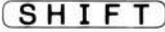
Esc	Menu		each program will teach you the other uses of this key.
			Lets you select menu items from the keyboard.
	Shift		Capitalizes letters just as it does on a typewriter.

Figure 3. Representation of the special keys you will use with the Visi On Applications Manager and its programs

Preparing Your Hard Disk

To use the Visi On system, you must install it on a hard disk. If no one has used your hard disk and it does not have any information or programs stored on it, you must set it up now and prepare it to store the Visi On Applications Manager. Preparing your hard disk to receive information is called *initializing*.

Warning If you are already using your hard disk and you or someone else has stored information on it, it is already initialized: Do not initialize it again. Initializing your disk erases all the information stored on it.

If you have an IBM® Personal Computer XT with a disk that has not been initialized, set up your disk and initialize it according to the instructions in Chapter 4, "Preparing Your Fixed Disk" in the *IBM Disk Operating System* manual for version 2.00.

If you have a different hard disk, set it up and initialize it according to your installation instructions for that disk.

Warning Do not use the MS-DOS ASSIGN command when installing or using your Visi On system. If you have issued an ASSIGN command, issue it again without any parameters:

ASSIGN

The IBM® Personal Computer XT is usually set up with:

- One floppy disk drive as drive A.
- One hard disk drive as drive C, formatted with MS-DOS.

In this guide, we will refer to the floppy disk drive as drive A and the hard disk drive as drive C.

Figure 4 shows the most common ways to set up and name your IBM Personal Computer XT disk drives.

Preparing Your Floppy Disks

You will store most of the information you work with on your hard disk. However, you may find it convenient to keep some of your documents on floppy disks, such as:

- Confidential or sensitive information, such as salary or personnel-related information.
- Information you use infrequently, such as quarterly or yearly data.
- Information you may want to give to another person who has a Visi On Applications Manager.

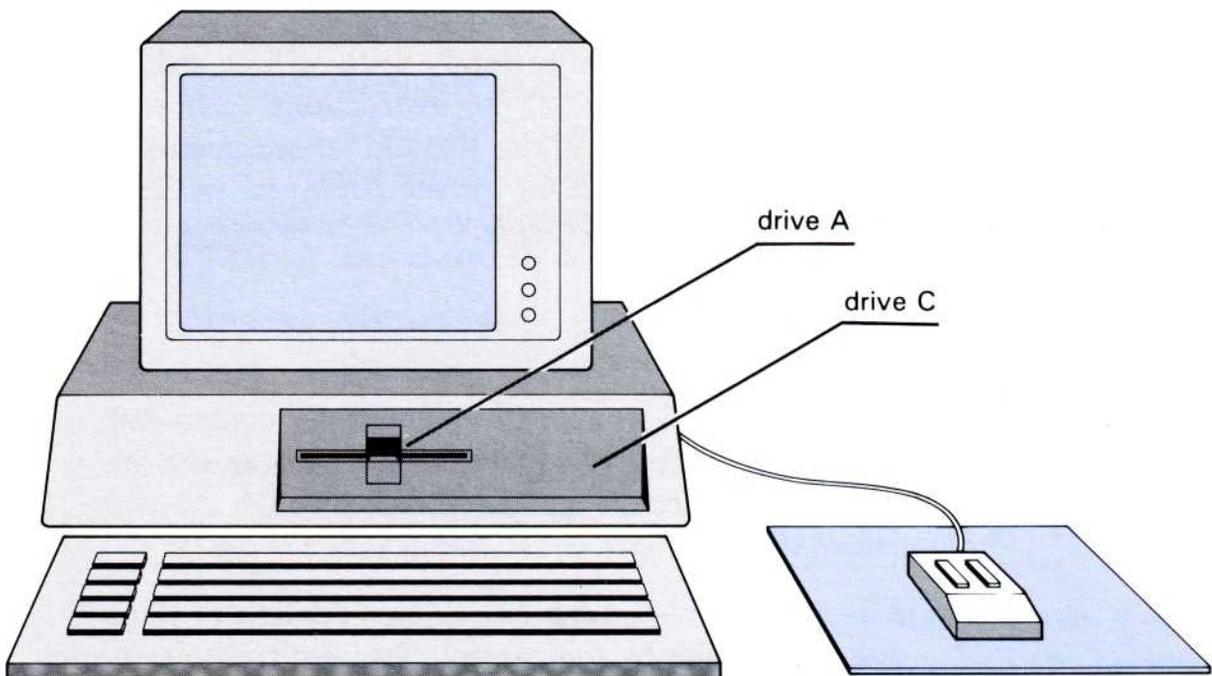


Figure 4. The IBM Personal Computer XT has the one floppy disk drive set up as drive A and the hard disk drive as drive C.

Before you can store information on a floppy disk, you must prepare it to receive information just as you did your hard disk in the previous section. (If you are not familiar with how floppy disks should be handled and cared for, refer to the next section, "Care of Your Floppy Disks," for some good hints.)

To format a floppy disk, you use the MS-DOS `FORMAT` command. You *cannot* format a floppy disk while using the Visi On Applications Manager or any of its programs. If you want to store information on floppy disks, we recommend that you format three or four of them now. Once you are working in the Visi On system, you must initialize the floppy disks with the "initialize" command for use by the Visi On Applications Manager.

Warning When you format a floppy disk, use either a blank disk or one that contains data you no longer need. Formatting a floppy disk erases any data that is on the disk.

To format your floppy disks, follow the instructions in "Getting DOS Started" in Chapter 2 and "Getting a Diskette Ready to be Used" in Chapter 3 in the *IBM Disk Operating System* manual. Use the instructions for formatting the disk without DOS.

When you start creating and saving files with the Visi On programs, your floppy disks will be ready to receive that information. For instructions on how to save files on floppy disks in the Visi On environment, refer to "Initializing Floppy Disks for the Archives" in Chapter 5 in the *Visi On User's Guide*.

Care of Your Floppy Disks

Each floppy disk is a small magnetically coated disk, sealed in a protective square cover. You can see the magnetic surface on the actual disk through the oval cutout in the square cover (see Figure 5).

A few words of caution about the handling of floppy disks: you can't be too careful. To keep from destroying data or damaging the disks permanently, consider the following when you're using the disks:

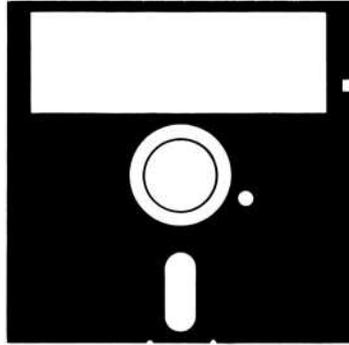


Figure 5. You can see the floppy disk's magnetic surface through the oval cutout in its cover.

- Never let anything touch the exposed magnetic surface.
- Protect the disk from dust by storing it in its paper sleeve.
- Keep it at least six inches from magnetic fields such as those generated by a TV.
- Avoid exposing the disk to high temperatures such as the temperature in a car trunk on a warm day.

Inserting and Removing Floppy Disks

To insert a disk into a drive, remove the disk from its sleeve. Hold it with the label side up. Carefully insert the disk into the drive with the label entering last (see Figure 6). Gently push the disk all the way into the drive and close the drive door.

To remove the disk, lift up the drive door and pull out the disk.

Installing the Visi On™ Applications Manager

Installing the Visi On Applications Manager puts it on your hard disk and prepares it for use. This section leads you through the complete installation of your Visi On Applications Manager.

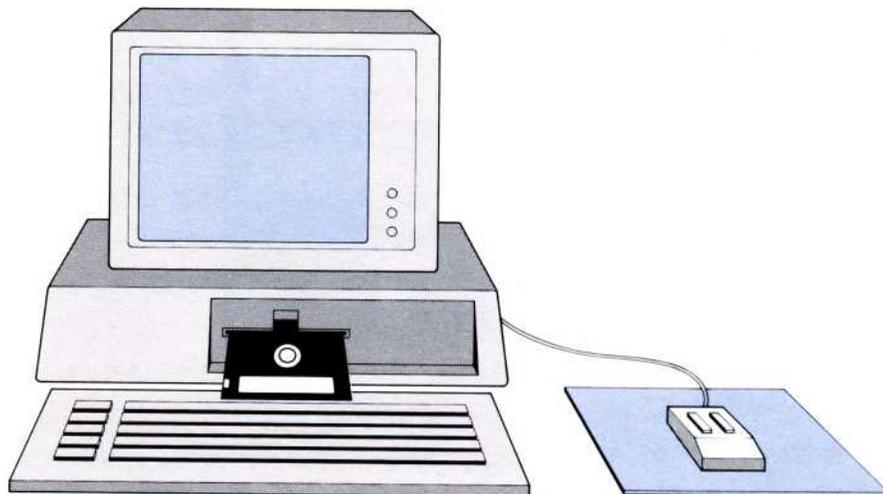


Figure 6. Carefully insert the disk into the drive with the label entering last.

If you haven't connected your equipment properly, error messages appear during the installation process. For an explanation of the messages that come from your computer's operating system (MS-DOS), refer to the *IBM Disk Operating System* manual. Other messages come from the Visi On Applications Manager itself. These messages have a message number in parentheses at the end. If you get one of these messages, look it up by number in Chapter 9 of the *Visi On User's Guide*. There you'll find an explanation of each message and details about what you can do to correct the condition.

Installing your Visi On Applications Manager requires using your computer's disk operating system (MS-DOS). You should have the *IBM Disk Operating System* manual available for quick reference. Also, before you begin the installation, make sure you have your Visi On floppy disks, labeled "Program Disk 1" and "Program Disk 2."

When you install your Visi On system, you also install your mouse pointing device. Check to see which model mouse you have by looking at the bottom of your mouse or the instructions that came in your mouse package. You have either a model M1 or S1 mouse.

Installing your Visi On Applications Manager is a simple procedure, but it requires that you accurately identify your mouse and connector.

To install your Applications Manager

1. Connect your mouse to the computer if you have not already done so and make sure the mouse's power adapter is plugged in. See the "Instructions for Connecting the Visi On Mouse" included in the mouse package. Make sure all connections are tight. Connect the mouse to a serial communications (COM) connector. You may have one or two serial communication connectors on your computer. If you have a single 25-pin male connector, it is COM1. If you have two, they are COM1 and COM2. You can connect your mouse to either. *Note which connector you are using because you will have to tell the Visi On system which one it is.* Refer to your equipment manufacturer's instructions if you are not sure to which COM connector you attached your mouse. The mouse must remain connected to that connector.

Figure 7 shows two common serial communications (COM) connector setups.

2. Put your MS-DOS version 2.0 floppy disk in drive A. Turn on the monitor and turn on the computer's power switch.
If you have MS-DOS on your hard disk, simply turn on the computer power's switch.
MS-DOS is loaded and a prompt on the screen asks you for the date.

3. Enter the current date and press

When a prompt for the time appears, enter the current time and press .

The correct date and time on your files helps you identify information.

If your MS-DOS was on a floppy disk and you loaded it from drive A, type c: (or type d:, e:, or f: whichever identifies your hard disk, if other than c:) and press the key.

The MS-DOS prompt appears on the screen: C>
if you typed c:; D> if you typed d:; and so forth.

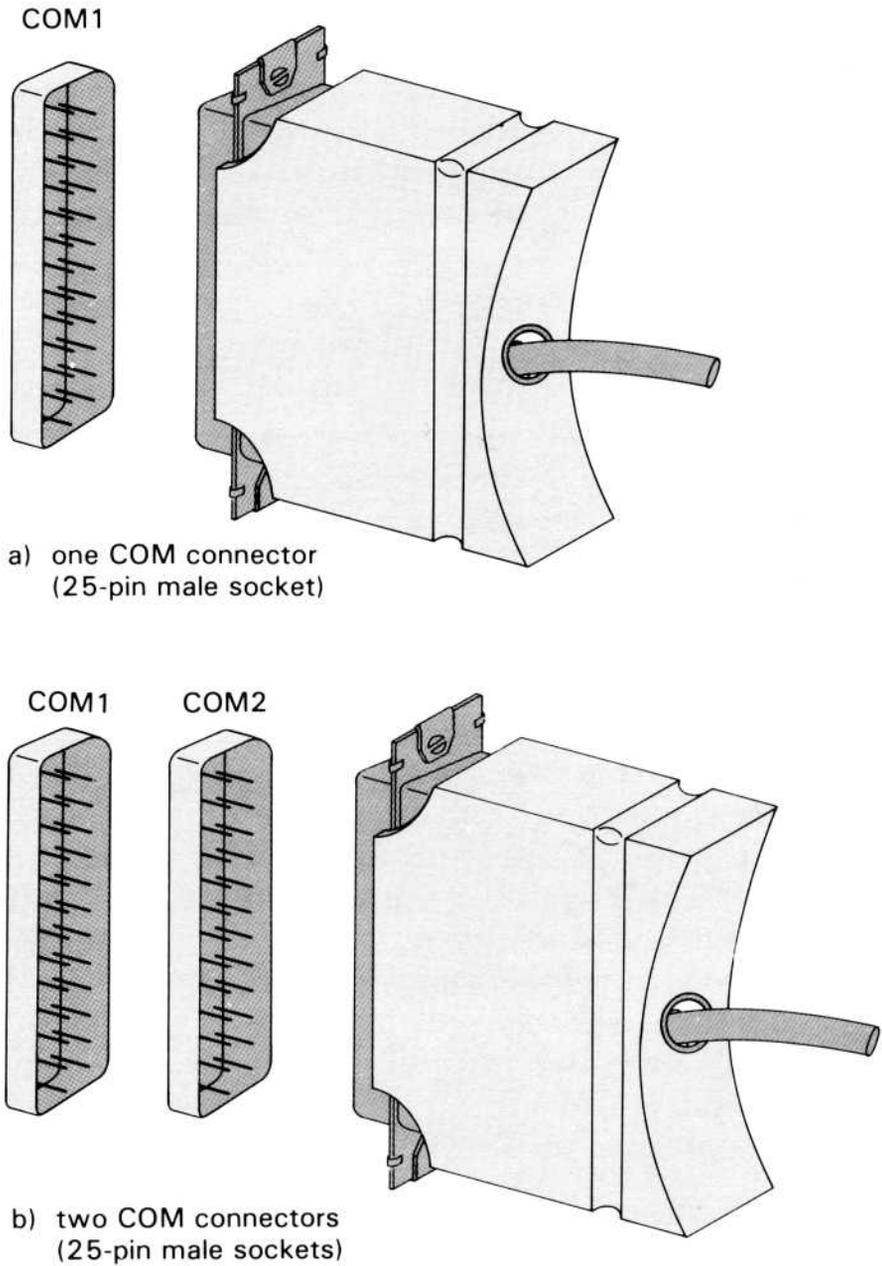


Figure 7. Two COM connector setups

4. Make sure you have enough hard disk space.

If your system has never been used before, your hard disk has nothing stored on it and has enough space for the Visi On Applications manager.

If your hard disk already has files stored on it, be sure you have at least 1.5 megabytes (1,500,000 bytes) of unused space for the Visi On Applications Manager. In this case, use the MS-DOS CHKDSK (check disk) command to see how much unused space you have on your hard disk. If you do not have

enough space for the Visi On Applications Manager, use the MS-DOS ERASE command to delete files and make enough space available. See the *IBM Disk Operating System* manual to see how you use these commands.

Make sure the MS-DOS prompt on your screen is "C>." If it isn't, type c: and press the  key.

5. Remove the MS-DOS disk and put the Visi On Program Disk 1 in drive A. Doublecheck to be sure your mouse is connected properly and is plugged into a power supply.

Type `a:vinstall` and press .

A message is displayed telling you that the Visi On Applications Manager is being installed. (Your Visi On Applications Manager is installed on your hard disk in the directory named \VISI_ON. A special file called VISION.COM is also created. Both \VISI_ON and VISION.COM are in the main (or root) directory. Do not remove them from your hard disk, or you will not be able to run the Visi On system.)

Warning Read this before you do step 6. Step 6 asks you to identify the mouse model, and step 7 asks you to verify it.

If you have a model M1 mouse and accidentally specify a model S1 mouse, you can recover. *If, however, you have a model S1 mouse, and you specify a model M1 mouse in step 6, and then confirm this incorrect choice in step 7, you will lock the M1 choice on your floppy and hard disk copies of the Visi On Manager, and you cannot correct this mistake.* At the end of the installation, the mouse will not calibrate. In this case you must contact your VisiCorp Customer Service representative as instructed in the *User's Support Plan*.

6. When the Visi On Applications Manager asks you to select the model mouse for your system, check the bottom of the mouse to be sure what model you have attached.
 - To select the model S1 mouse, type 1.
 - To select the model M1 mouse, type 2.
 - (If for some reason you want to stop the installation, you can also type 3.)

The program prompts you to confirm that you have selected the correct mouse.

-
7. If you accidentally selected the wrong model mouse in step 6, type *n* to return to step 6. Then select the correct model mouse and continue.

If you are sure you have selected the correct mouse in step 6, type *y* to verify it.

8. You must know to which serial connector (COM1 or COM2) you have attached your mouse. If you have only one 25-pin male connector on the back of your computer, it is COM1; if you have two, they are COM1 or COM2. If you are uncertain which is COM1 and COM2, see your equipment manufacturer's instruction manual.

- If you have attached your mouse to connector COM1, type 1.
- If you have attached your mouse to connector COM2, type 2.

If your connections are correct and the mouse model is correct, the installation proceeds.

If a message appears that tells you to press **ESC** to reselect the mouse model or connect your mouse to the correct COM port, you have accidentally chosen either the wrong mouse or the wrong connector. You can press the **ESC** key to return to step 6; or you can connect your mouse to the connector you specified, and press the space bar to continue.

9. A message appears on the screen identifying what model mouse and what connector you have specified. Write this information and the mouse's serial number in the space provided here for future reference:

Mouse Model _____

Serial Number _____

(see the bottom of your mouse)

Connector _____

Press the space bar to continue.

10. When the Visi On Applications Manager asks, remove Program Disk 1 from the drive, put Program Disk 2 in the same drive, and press the space bar to continue.

When the installation is complete, you are asked to calibrate the mouse. See the next section, "Calibrating the Mouse," for details on how to do this simple procedure.

Warning If you have a model M1 mouse, after installation you must have the Visi On Applications Manager Program Disk 1 (also identified on the label as "Key Disk") in your floppy disk drive to start the Visi On system and any time you open a new window.

If you have a model S1 mouse, after installation you must always use the same S1 mouse with the Applications Manager you installed. The hard disk copy and the floppy disk original of the Applications Manager are both locked to this S1 mouse. If you install your Applications Manager on a second hard disk, you must use this S1 mouse for that installation and each new installation. If you plan to use this Applications Manager on another computer, identify the S1 mouse that must be used with it.

Calibrating the Mouse

Calibrating the mouse is a process that you must do the first time you start the Visi On Applications Manager or any time the power to the mouse has been turned off. As long as the mouse remains powered, you do not have to calibrate it again.

When the Visi On Applications Manager asks you to calibrate the mouse, orient the mouse pad so that one of its long sides is closest to you. Then hold the mouse firmly on the mouse pad with the cord away from you and slowly move it in a circle around the pad twice as shown in Figure 8. Sudden or jerky movement may not calibrate it properly and may cause your pointer on the screen to not respond correctly.

In a short time the Visi On screen appears (see Figure 9). If your mouse pointer on the screen does not move or the Visi On screen does not appear, see "Troubleshooting the Mouse" later in this guide.

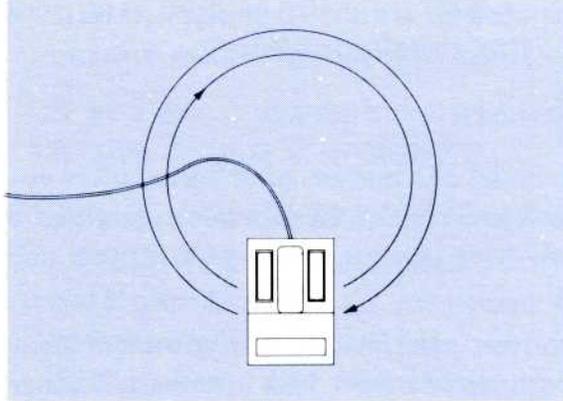


Figure 8. To calibrate the mouse, slowly move it in 9-inch circles on the pad twice. If the mouse doesn't calibrate, move it in large circles again.

You'll learn how to move the pointer and how to use the Services window later in this guide. Right now you'll learn to use the mouse so that you can install your Visi On Tutorial, Visi On programs, and device drivers.

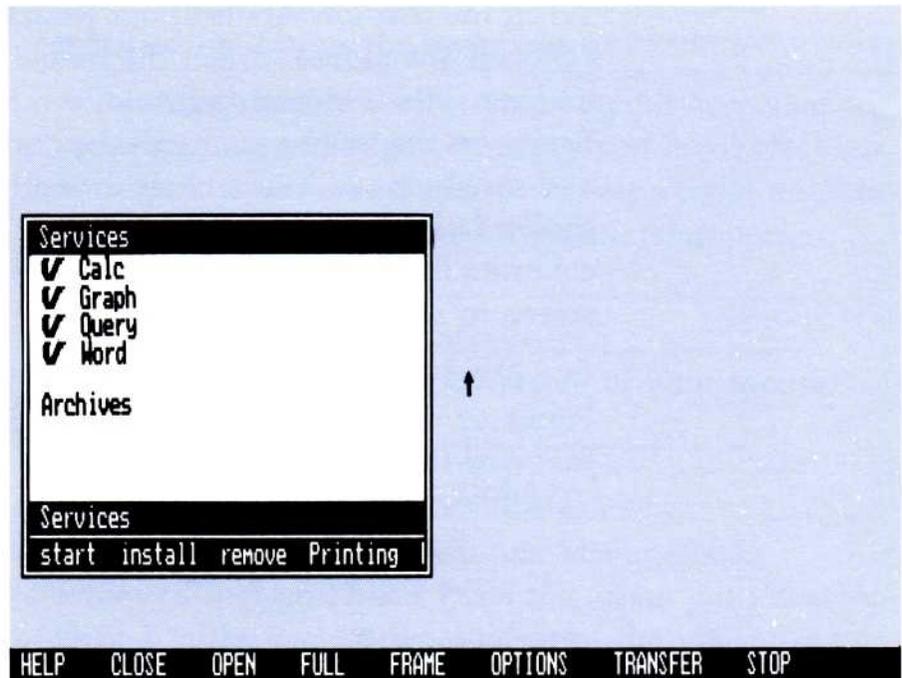


Figure 9. When the Visi On screen is first displayed, the pointer is in the center of the screen and the Services window is in the lower left corner of the screen.

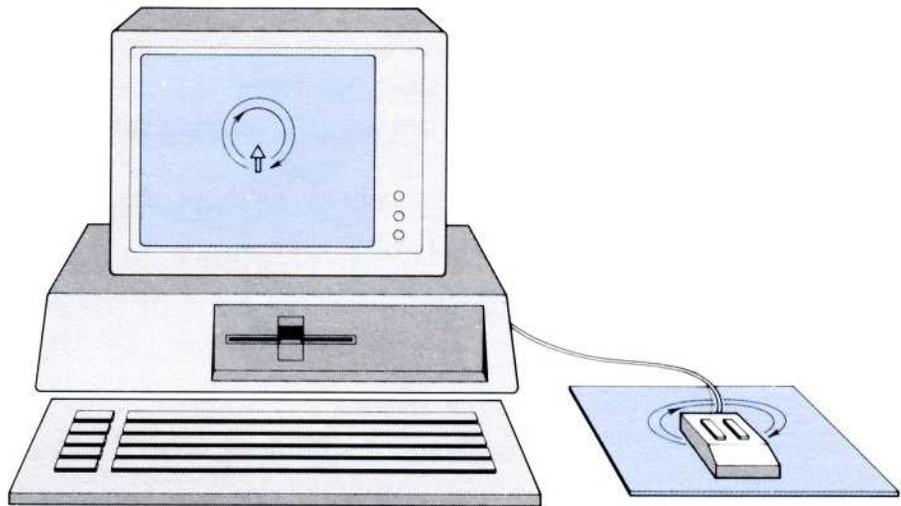
Using the Mouse

The mouse, along with the keyboard, is how you communicate with and control the Visi On Applications Manager. The mouse is the device that lets you point to items on the Visi On screen—items you can select such as commands, lists, and windows.

Moving the mouse moves the small arrow on the screen.

To begin using your mouse

1. Place your mouse in the center of its pad.
2. Slide the mouse on the pad without pressing either mouse button.



3. Move the mouse in circles. Watch the pointer move on the the screen in the same direction.
4. Pick up the mouse and reposition it on the pad. Notice that the pointer doesn't move. The pointer moves only when you move the mouse on the pad.

As you move the pointer over a command in a menu, the command is highlighted.

To select a command

1. Move the pointer to the desired command. Make sure the command is highlighted.
2. Press the SELECT button on the mouse.

Any time we refer to “select” in this guide and in all of the Visi On manuals, we mean to use this two-step process of pointing and pressing the SELECT button on the mouse. If there is more to do after you select a command, you will be given directions (prompted) on the line above the menu.

Troubleshooting the Mouse

If you have trouble calibrating or using the mouse, check the following.

If the pointer does not move with the mouse, you may have connected your M1 mouse to the wrong connector or you may have selected a model M1 mouse instead of the S1 mouse. Check step 9 under “Installing the Visi On Applications Manager” earlier in this guide to determine which is the case.

If you connected the M1 mouse to the wrong connector, you can reinstall your Visi On system (see “Reinstalling the Visi On Applications Manager” later in this guide).

If you have an S1 mouse and specified an M1 mouse, you will have to call your VisiCorp Customer Service representative as instructed in the *User’s Support Plan*.

In addition, check each of the following conditions:

- Is the mouse plugged into the communications connector on the back of the computer? If you do not secure it, it can fall out of the socket.
- Is the mouse still plugged into a power socket? If it has been unplugged, you’ll have to calibrate it again when you start the Visi On Applications Manager.
- Is the mouse plugged into the correct communications connector on the back of the computer? It must always be plugged into the same connector. If someone else uses your computer for other purposes, they may have unplugged the mouse.
- Is the correct mouse and model plugged into the computer? Your Visi On Applications Manager was installed with a specific model of mouse, and you *must* use that model with it. If you have a model S1 mouse, you must use the exact mouse that you used during installation.

Always check the error message descriptions in Chapter 9 of the *User’s Guide* for help.

If the mouse still does not calibrate, you may have a defective mouse. Call your VisiCorp Customer Service representative as instructed in the *User’s Support Plan*.

Starting the Visi On™ Applications Manager

In the preceding sections you learned how to start the Visi On Applications Manager as part of the installation process. You will usually do this only once with a new version of the Visi On Applications Manager. The rest of the time you'll start with the following procedure:

1. Turn on your monitor, put the MS-DOS disk in the floppy drive, and turn on the computer's power switch. If you have MS-DOS on your hard disk, just turn on the monitor, open the floppy disk drive door, and turn on the computer's power switch.

MS-DOS is started.

2. Check the date and time. When the date appears on the screen, enter the current date. When the time appears, enter the current time. You should always set the correct date and time, because the Visi On system uses this information to time-stamp the files you create and modify. Having the correct date and time on your files can help you identify information on the hard disk.

If your MS-DOS was on floppy disk, type `c:` (or the designator of your hard disk drive, if other than `c:`) and press the key.

The MS-DOS prompt appears on the screen.

3. If the Visi On Applications Manager is in the root (main) directory, go to step 4.

If the Visi On Applications Manager is in a directory other than the root directory, use the `CHDIR` command to go to that directory.

4. If your system was installed with a VisiCorp model M1 mouse, put your Key Disk (Visi On Program Disk 1) in floppy drive A. The copy protection is provided by this disk with the model M1 mouse.

If your system was installed with a model S1 mouse, you do not need to use the Key Disk; the S1 mouse provides the copy protection.

5. Type **vision** and press the key.

The Visi On Applications Manager displays the initial Visi On screen that contains the copyright notice and version number.

This initial screen is displayed for a short time, and then the Visi On screen is displayed (see Figure 9).

Installing the Visi On™ Tutorial

The Visi On Tutorial gives you on-screen instructions for using many of the Visi On system commands. You should install the Tutorial and take it as soon as you can. It shows you how to use the mouse, how to use windows, and how to do basic Visi On operations.

Before you can install the Tutorial, you must have installed and started the Visi On Applications Manager. Refer to “Installing the Visi On Applications Manager” and “Starting the Visi On Applications Manager” earlier in this guide. Make sure you have Accessory Disk 1; it has the Visi On Tutorial.

When we refer to “select,” you should first point with the mouse at what you want to select, then press the SELECT button on the mouse.

To install the Tutorial, the Visi On Services window must be displayed on the Visi On screen.

1. Select “install” from the commands listed in the Services window (see Figure 10).
2. Remove any floppy disk that is in the drive and insert Accessory Disk 1. If there is another disk already in the drive, you are directed to remove it. If a Visi On program is using that disk, you will be told that the disk cannot be removed. You must finish the work you are doing before you can continue installing.
3. Select “continue” from the Services window menu line. The Visi On Applications Manager displays a list of what you can install from this disk.



Figure 10. Selecting the “install” command from the Services window

4. Select "Tutorial" from the list in the Services window and then select "done" from the menu line. The Tutorial is installed.

(If the Tutorial was installed previously, the Visi On Applications Manager asks if you want to replace it. Do one of the following:

- Select "yes" to replace the Tutorial.

The Visi On Applications Manager displays a message telling you it is installing the Tutorial. This takes a few seconds.

- Select "no" if you don't want to replace the Tutorial.)

At this point you should take the Visi On Tutorial to become familiar with the commands and to gain experience using the mouse. See "Taking the Visi On Tutorial" in the *Visi On User's Guide* for directions on how to start the Tutorial.

Installing Visi On™ Programs

Before you can do any work with the Visi On Applications Manager, you must install at least one of the Visi On programs, such as the Visi On Calc, Visi On Word, Visi On Graph™, or Visi On Query™ programs.

The installation procedure is the same for all Visi On programs. Before you can install the programs, you must have installed and started the Visi On Applications Manager. Refer to the sections "Installing the Visi On Applications Manager" and "Starting the Visi On Applications Manager" earlier in this guide.

Make sure you have your Visi On program disks available.

When we refer to "select," we mean to point with the mouse at what you want to select, then press the SELECT button on the mouse.

The Visi On Services window should be displayed on your screen.

To install
a program

1. Select "install" from the menu line in the Services window (see Figure 10 earlier in this guide).

2. Remove any floppy disk that's in the drive; then insert the program disk for the program you want to install. If a Visi On program is using that disk, you will be told that the disk cannot be removed. You must finish the work you are doing before you can continue installing.

Some programs may have more than one floppy disk. If so, make sure you insert them in the order in which they are numbered. The Visi On Applications Manager tells you when you should insert the next program disk.

3. Select "continue."

The Visi On Applications Manager displays a list of what you can install from this disk. You can install all items in the list at one time or each one separately. (Generally, the list you can choose from has the Visi On application program that you want to use and its related conversion program. Each conversion program converts to the Visi On system worksheets, documents, graphs, or files created on IBM VisiCalc®, VisiWord™, VisiTrend/Plot®, or VisiFile™ programs, respectively. For example, the Visi On Calc conversion program converts IBM VisiCalc worksheets so they can be used with the Visi On Calc program.)

4. Select the name of the program (and its related conversion program if you want it) from the list; then select "done" from the Services menu.

(If the item you select is already installed, the Visi On Applications Manager asks if you want to replace it. Do one of the following:

- Select "yes" to replace the program.

The Visi On Applications Manager displays a message telling you it is installing the program. This takes a few seconds.

- Select "no" if you don't want to replace the program.
-

5. If the program is on more than one disk, the Visi On Applications Manager prompts you when to remove the disk currently in the drive, to insert the next disk in the drive, and to select "continue" when you have swapped the disks.

The Visi On application program (and conversion program if you selected it) is installed.

Reinstalling the Visi On™ Applications Manager

You may have to reinstall the Visi On Applications Manager because you want to attach your mouse to the other COM connector or because the Visi On Applications Manager on your hard disk was damaged or accidentally erased.

When you reinstall the Visi On Applications Manager, you must also install the Visi On application programs and all other devices so they will work with the newly installed Applications Manager.

To reinstall the
Visi On
Applications
Manager

1. Make sure the MS-DOS prompt on your screen is "C>." If it isn't, type `c:` and press the key.
2. Put the Visi On Program Disk 1 in drive A.
Doublecheck to be sure your mouse is connected properly and is plugged into a power supply. If you originally installed this Applications Manager with a model S1 mouse, you must use the same mouse. If you originally installed with a model M1 mouse, you can use any model M1 mouse.

Type `a:vinstall` and press .

A message is displayed telling you that the Visi On Applications Manager is being installed. (Your Visi On Applications Manager is installed on your hard disk in the directory named `\VISI_ON`. A special file called `VISION.COM` is also created. Both `\VISI_ON` and `VISION.COM` are in the main (or root) directory. Do not remove them from your hard disk, or you will not be able to run the Visi On system.)

If you have a model S1 mouse attached to your computer, go to step 5.

If you have a model M1 mouse attached to your computer, go to step 3.

3. When the Visi On Applications Manager asks you which mouse you have, type `1` to select the model M1 mouse.

(If for some reason you want to stop the installation, you can type `2`.)

The program prompts you to confirm that you have selected the correct mouse.

4. Type **y** to verify your M1 mouse.
5. You must know to which serial connector (COM1 or COM2) you have attached your mouse. If you have only one 25-pin male connector on the back of your computer, it is COM1; if you have two, they are COM1 or COM2. If you are uncertain which is COM1 and COM2, see your equipment manufacturer's instruction manual.
 - If you have attached your mouse to connector COM1, type **1**.
 - If you have attached your mouse to connector COM2, type **2**.

If your connections are correct and the mouse model is correct, the installation proceeds.

If a message appears that tells you to press **(ESC)** to reselect the mouse model or connect your mouse to the correct COM connector, you have accidentally chosen either the wrong mouse or the wrong connector. You can press the **(ESC)** key to return to step 3, or you can connect your mouse to the connector you specified and press the space bar to continue.

6. A message appears on the screen identifying what model mouse and what connector you have specified. Write this information and the serial number of the mouse in the space provided here for future reference:

Mouse Model _____

Serial Number _____

(see the bottom of your mouse)

Connector _____

Press the space bar to continue.

7. When the Visi On Applications Manager asks, remove Program Disk 1 from the drive, put Program Disk 2 in the same drive, and press the space bar to continue.

When the installation is complete, you are asked to calibrate the mouse. See the section, "Calibrating the Mouse," earlier in this guide for details on how to do this simple procedure. In some instances where you

did not unplug the power to your mouse, you do not have to calibrate your mouse; the Visi On screen appears and you can use the mouse immediately.

Warning If you have a model M1 mouse, after installation you must have the Visi On Applications Manager Program Disk 1 (also identified on the label as “Key Disk”) in your floppy disk drive to start the Visi On system and any time you open a new window.

If you have a model S1 mouse, after installation you must always use the same S1 mouse with the Applications Manager you installed. The hard disk copy and the floppy disk original of the Applications Manager are both locked to this S1 mouse. If you install your Applications Manager on a second hard disk, you must use this S1 mouse for that installation and each new installation. If you plan to use this Applications Manager on another computer, identify the S1 mouse that must be used with it.

To install your programs, use the directions in the section “Installing Visi On Programs.”

Printer and Plotter Support

Printer and plotter installation lets the Visi On Applications Manager know what device is attached to which connector. It also puts on hard disk the driver programs for each attached device. The procedure is simple. It is the same for printers or plotters.

The Visi On Applications Manager supports the printers and plotters listed in Table 1. The table also lists the names of the driver programs for each device.

Table 1. Supported Printers and Plotters

Printer	Driver Program
Epson Model FX-80 Printer	EPSON80
Epson Model FX-100 Printer	EPSON100
Epson Model MX-80 Printer w/Graftrax Plus	EPSON80
Epson Model MX-100 Printer	EPSON100
Epson Model RX-80 Printer	EPSON80
Epson Model RX-100 Printer	EPSON100

Printer	Driver Program
IBM® 80 CPS Matrix Graphic Printer	IBM80CPS
Hewlett-Packard Model 7470A Plotter (see note)	HP7470
Bausch and Lomb Houston Instrument Model DMP-29 Plotter (see note)	DMP29
NEC Model 3550 Printer	NEC3550
NEC Model 7730 Printer	NEC7730
Okidata Model 84 Printer Step 2	OKIDATA93
Okidata Model 92 Printer	OKIDATA92
Okidata Model 93 Printer	OKIDATA93
Qume® Sprint 11 Printer	QUMESP11

Note: Figures 11 and 12 show the recommended dip switch settings for connecting the Hewlett-Packard and Houston Instrument Plotters to your computer.

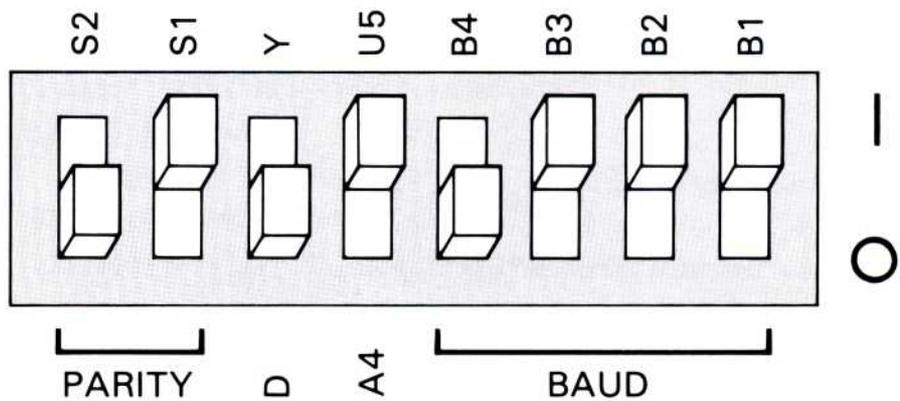


Figure 11. Recommended dip switch setting for connecting the Hewlett-Packard Model 7470A Plotter to your computer

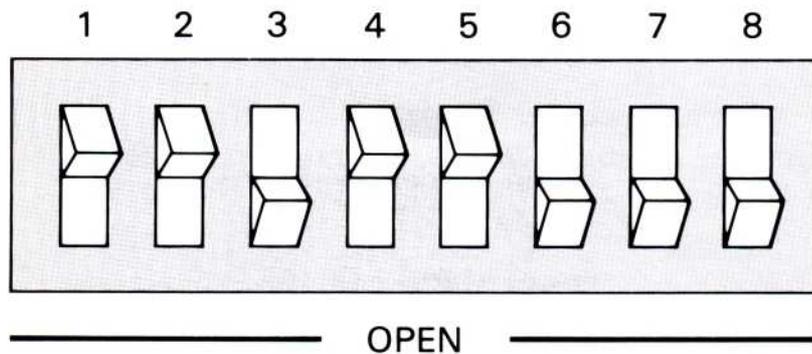


Figure 12. Recommended dip switch setting for connecting the Houston Instruments Model DMP-29 Plotter to your computer

Before installing a printer, you must first set it up and connect it to the computer. See the printer manufacturer's instruction manual on how to plug the printer into the correct connector at the back of your computer.

Note: Sometimes a special cable is needed to connect a serial (COM) printer to a computer. Be sure you have the correct cable. Check with your dealer or the printer instruction manual for the exact details.

The Visi On Applications Manager can be used with a variety of makes and models of printers. The driver programs for these models are on Accessory Disk 1 and 2 (have them handy for the installation procedure).

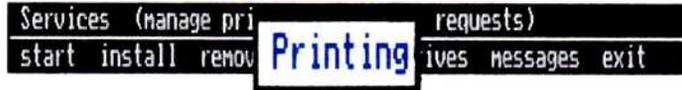
The following terms are used on the screen during installation:

- *Name* is the name you can use to identify the printer or plotter for a print operation from a Visi On program. The system uses the model name if you do not change the printer name.
- *Model* is the model of the printer or plotter. The model identifies the printer driver program that must be installed before the Visi On Applications Manager can use the printer or plotter. Printer installation is the process of loading and initializing this driver program.
- *Connector* is the name for the socket on the back of the computer to which the printer or plotter is connected with a cable. These sockets are also called "ports." There are two types:
 - Parallel connectors are called "LPT" and end with a number (such as LPT1). You use parallel connectors for parallel printers.
 - Serial connectors are called "COM" and end with a number (such as COM1). You use serial connectors for serial printers.

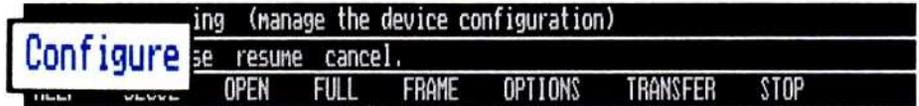
Installing a Printer or Plotter

To install a printer, start from the Visi On Services window:

1. Select "Printing" from the Services window menu.



2. Select "Configure" from the Printing menu.



If there are installed printers, the window displays their name, model, and which connector they are attached to. If not, there is a message that there are no printers or plotters currently installed.

3. Select "install" from the Configure menu. The system displays a list of already installed printer drivers and an item called "[New model]" (see Figure 13).
4. If you have previously installed a printer of the same model, you can select that model from the list. In this case, you will only have to select a port for the second printer. Go to step 6.
If the printer you are installing has not been previously installed, select "[New model]." The system displays a list of the floppy disk drives available. You must select the drive where you intend to put the Visi On Accessory Disk 1.

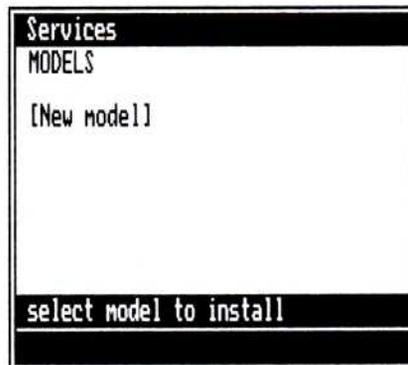


Figure 13. After selecting "install," select the printer you are installing from the displayed list of printers, or you can select [New model].

Note that if there is another disk already in the drive, the Applications Manager tells you to remove it. If a Visi On program is using that disk, the system tells you that the disk cannot be removed. You must finish the work you are doing with that disk before you can continue installing the printer. When the disk can be removed, select "install" again. When the installation is complete, the system tells you to replace the removed disk.

Insert the Accessory Disk 1 into the selected drive and select "continue" from the menu line.

The system displays a list of the printer driver programs that you can install.

5. Select the printer driver for the printer you are installing from the list.
-
6. The name, model (printer driver program identification), and the connectors (ports) available on the computer are displayed (see Figure 14). You can change the name to anything that is meaningful to you. You cannot change the model. You must select a connector. Generally, you only want to select the connector, but you also have the following options:
 - If the model was previously installed, the program supplies a new name for the model by appending a numeral (1, or 2, etc.) to the existing name. You can change the name by selecting it, pressing the **END** key to delete the current name, and entering a new one.
 - You can select "DISK" as your connector if your printer is not connected at this time and you want to connect it later. Selecting "DISK" identifies this printer for remote printing as well; see Chapter 7 in the *Visi On User's Guide* for instructions on remote printing.
-
7. Select the connector to which your printer is connected.
 - If your printer is a *parallel* printer, you must select a parallel (LPT) connector.

The screenshot shows a 'Services' dialog box with the following fields and options:

- Name: EPSON00
- Model: EPSON00
- Connector: DISK
- Radio buttons: COM2, LPT1
- Buttons: change the name or connector, or b..., done

Figure 14. From this display, you change the name, if you want, and you select the connector to which your printer is attached.

- If your printer is a *serial* printer, you must select a serial (COM) connector. When you select a serial connector, another set of fields displays at the bottom of the current form:
 - Baud Rate is the speed at which the printer accepts information from the computer.
 - Data Bits indicates how many bits of data are required for a single piece of information.
 - Stop Bits indicates how many bits are used to separate data.
 - Parity indicates whether each piece of information sent to the printer contains an even or odd number of bits. The printer uses this for error checking.
 - Protocol codes specify how the printer and computer communicate with each other.

You must select the settings for each of these fields that are correct for your serial printer. For the settings that apply to your printer, refer to your printer manufacturer's instruction manual.

8. Select "done."

(The driver program for your printer may not be on Accessory Disk 1. If so, you are told to remove Accessory Disk 1 and insert Accessory Disk 2, and select "continue.")

Your printer is installed and is displayed on the Configure sheet with the names, models, and connectors of any other installed printers or plotters. You can return to the main Services menu by selecting "Services," or you can install, remove, or modify another printer that is plugged into any other available connector.

Removing an Installed Printer or Plotter

To install a printer or plotter, you may have to remove an installed printer to make its connector available. You may want to remove a printer from this computer and put it on a different computer. ("Printer" is used to mean both printer and plotter.)

To remove an installed printer, start from the Services window:

1. Select "Printing" from the Services window menu.
2. Select "Configure" from the Printing menu. The Configure display contains a list of installed printers by name, model, and connector.
3. Select "remove."
4. Select the printer that you want to remove from the list. The prompt message asks you if you really want to remove this printer.
5. Select "yes" to continue the removal or select "no" to cancel the removal if you selected the wrong printer. When you select "yes" the printer is removed from Configure sheet.

You can return to the initial menu of the Services window by selecting "Services," or you can install, remove, or modify other printers.

Modifying an Installed Printer or Plotter

Sometimes you need to modify your installed printer or plotter. You may need a certain connector for a device that only works on that connector. If a printer is currently plugged into that connector, you will have to move it. To move a printer to a different connector, you

must change the Configure sheet as well as physically move the cable. You may have to change the characteristics of a serial printer because you had it modified or found a mode of operation better suited to your needs. You can also change the name you gave the printer.

To modify an installed printer, start from the Services window:

1. Select "Printing" from the Services window menu.

2. Select "Configure" from the Printing menu.

The Configure display contains a list of installed printers by name, model, and connector.

3. Select "modify."

4. Select the printer that you want to modify from the list.

The name, model, and all available connectors are displayed. [If the model you selected from the list is a serial printer (COM), the characteristics that apply to it are displayed at the bottom of the window.]

You can change the name, the connector, or the characteristics of a serial printer. You cannot change the model. Generally, you only want to change the connector, but you also have the following options:

- You can change the name when you have two identical models installed and you want a more descriptive means to distinguish between them than the digit appended to the name by the system. To change the name, select it, press the **END** key to delete the current name, and enter the new name.
- Select "DISK" as the connector if you want to disconnect your printer but save the name and model information for use when you reconnect the printer or for use in remote printing.

5. Select the connector that you want for this model.

- If your printer is a *parallel* printer, you must select a parallel (LPT) connector.
- If your printer is a *serial* printer, you must select a serial (COM) connector. When you select a serial

connector, another set of fields displays at the bottom of the current form:

- Baud Rate is the speed at which the printer accepts information from the computer.
- Data Bits indicates how many bits of data are required for a single piece of information.
- Stop Bits indicates how many bits are used to separate data.
- Parity indicates whether each piece of information sent to the printer contains an even or odd number of bits. The printer uses this for error checking.
- Protocol codes specify how the printer and computer communicate with each other.

6. Select "done."

Your modification is installed and displayed on the Configure sheet with the names, models, and connectors of any other installed printers or plotters.

You can return to the initial menu of the Services window by selecting "Services," or you can install, remove, or modify another printer that is plugged into any other available connector.

Removing the Visi On™ Tutorial or a Program

After you take the Visi On Tutorial you may want to remove it to make room on your hard disk for other programs or files. It may also be necessary for you to remove one of the Visi On programs from your hard disk so you can install another Visi On program. To remove either the Visi On Tutorial or one of the Visi On programs, you use the "remove" command in the Services menu (see Figure 15).

If you are using the Tutorial or a program, you cannot remove them. You must first end your work in that window by selecting "quit" from its menu.

If you remove the Tutorial or a program, you cannot start them again unless you reinstall them by following the steps outlined in "Installing the Visi On Tutorial" or "Installing the Visi On Programs" earlier in this guide.

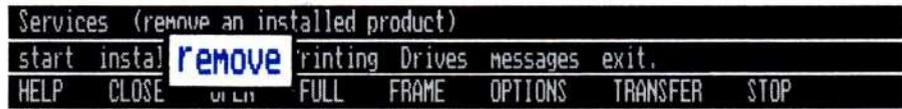


Figure 15. To remove the Visi On Tutorial or one of the Visi On programs, select “remove” from the Services menu.

To remove the Visi On Tutorial or one of the Visi On programs, start from the Services window:

1. Select “remove” from the Services menu.

The Applications Manager asks you to select the name of the program to be removed from the list in the Services window. (You cannot remove Archives—it is part of the Visi On Applications Manager.)

2. Select “Tutorial” or the program name.

The Applications Manager asks you to confirm that you want to remove the program.

3. Do one of the following:

- To remove the program, select “yes.”

The Applications Manager removes the program name from the Services window.

- If you do not want to remove the program, select “no.”

Exiting the Visi On™ Applications Manager

When you have finished working with the Visi On Applications Manager and its programs and want to return to the MS-DOS operating system to do tasks such as formatting floppy disks or checking the disk for available space before adding more information, you select the “exit” command in the Services menu (see Figure 16).



Figure 16. When you want to leave the Visi On Applications Manager and return to the computer's operating system, select "exit" from the Services menu.

To leave the Visi On Applications Manager, start from the Services window:

1. Select "exit" from the Services menu.
2. The system asks you to confirm that you want to exit. If you have any programs running (open or closed windows) that have unsaved files, you will lose the new information in the files if you exit at this time. If you have unsaved files in a program, select "no," return to the program, and save the files before exiting the system. When the files are saved, select "exit" again from the Services window. If all your information is saved on disk, select "yes" to exit the program and return to MS-DOS.

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Important Information

Please note the following changes to the Visi On Applications Manager Setup Guide.

Page	Change
11	The following section should follow the "Care of Your Floppy Disks" section:

Write-Protecting Your Visi On™ Key Disk

Your Visi On Program Disk 1 (Key Disk) comes with a safety tab (write-protect tab) over the notch on the disk (see Figure 5a). This tab prevents you from writing over or deleting the information on the disk.

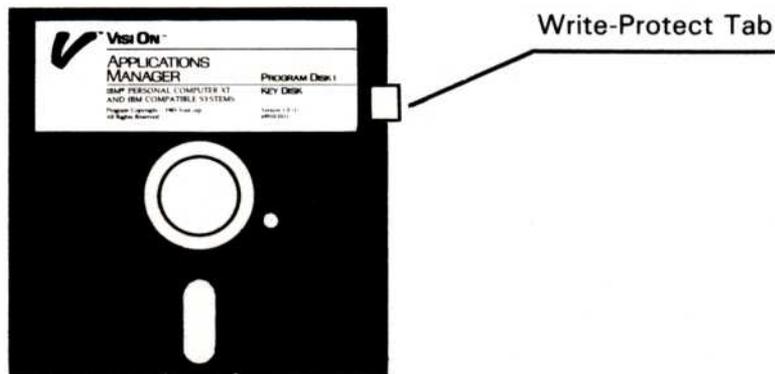


Figure 5a. The write-protect tab on the Visi On Program Disk 1 (Key Disk) protects the information on the disk.

15 Step 5 should read:

Remove the DOS disk from the drive. Then remove the write-protect tab from the Visi On Program Disk 1 (Key Disk) and set it aside. You'll need this tab again after you install the Applications Manager.

Insert Program Disk 1 into drive A. Doublecheck to be sure your mouse is connected properly and is plugged into a power supply.

Type **a:vinstall** and press .

A message is displayed telling you that the Visi On Applications Manager is being installed. [The Applications Manager is installed on your hard disk in the directory name \VISI_ON. A special file called VISION.EXE is also created. Both VISI_ON and VISION.EXE are in the main (or root) directory. Do not remove them from your hard disk, or you will not be able to run the Visi On system.].

Page**Change**

17

The following sentence should be added after the last sentence in step 10.

Before you continue, make sure you put the write-protect tab back over the notch on Program Disk 1 (Key Disk) and store your Visi On Program Disks in a safe place.

Note: The instructions that tell you when to remove the write-protect tab (step 5) and when to put it back on the Key Disk (step 10) of "Installing the Visi On™ Applications Manager" also apply to "Reinstalling the Visi On™ Applications Manager," steps 2 and 7 on pages 25 and 27 respectively.
