



Visi ON™

APPLICATIONS MANAGER

User's Guide



VISICORP™



Visi On™

**APPLICATIONS
MANAGER**
User's 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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Using this Guide

This guide contains additional information for using the Visi On™ Applications Manager as an operating environment for the Visi On programs, such as the Visi On Calc™, Visi On Word™, Visi On Graph™, or Visi On Query™ programs.

For specific instructions on preparing your personal computer to use the Visi On system, see the *Visi On Setup Guide*. After you have set up your equipment and installed the Visi On system, its programs, and the Tutorial, follow the instructions in “Taking the Visi On Tutorial,” which follows this chapter. It contains brief instructions for completing the Tutorial.

If you haven’t taken the Visi On Tutorial, we suggest you do it now so that you will be familiar with the system fundamentals that are covered in this guide.

When you’ve finished the Visi On Tutorial, you can go on to take the QuickStart™ Course provided with each Visi On program, or you can use this guide to explore more of the Visi On system in depth.

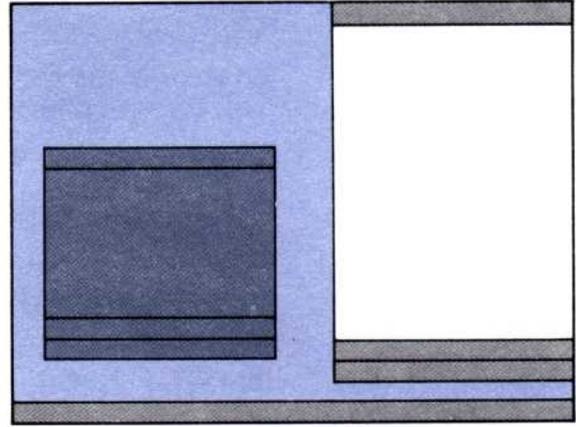
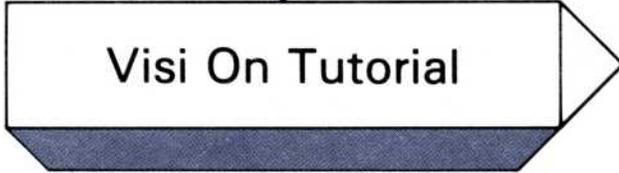
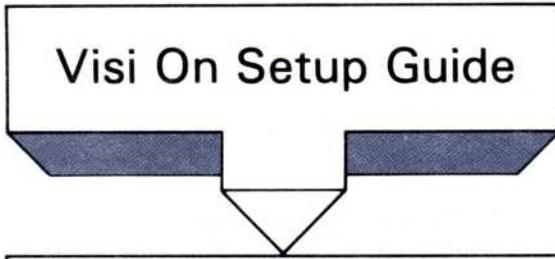
Figure 1 illustrates the relationships among the learning tools that are available to you.

After the Tutorial...

Chapter 1 of this guide introduces you to the concepts and terminology used in the Visi On environment and gives you some ideas about how the system and its related programs can be used together. It provides a general overview to the system. We recommend that you read this chapter first, even if you are an experienced computer user.

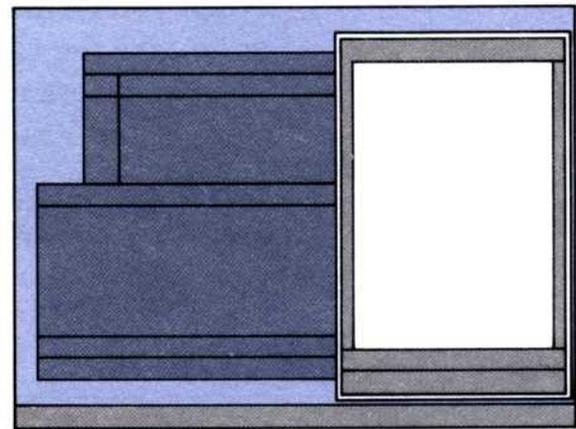
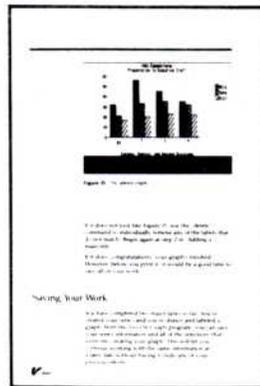
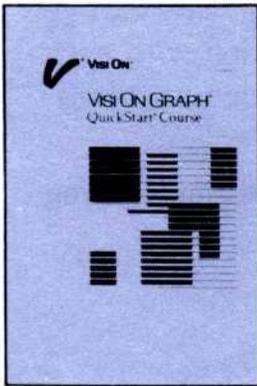
After Chapter 1, each chapter of this guide describes the operations that you use with the Visi On system. For example, Chapter 3 contains instructions for starting and ending your work in a window, while Chapter 7 describes the system’s requirements for printing your documents.

You may find it helpful to review Chapter 5, “Organizing and Updating Your Information,” before you begin to store very many documents. This chapter introduces you to the system of files and folders the



1 Follow the instructions in the Setup Guide first; then read "Taking the Visi On Tutorial"

2 Take the Visi On online tutorial to learn the system's basics



3 Then do the exercises in the program QuickStarts for any Visi On program you want to learn

4 Now you're ready to create your own spreadsheets, documents, and graphs. Refer to the User's Guides whenever you need more details or advanced techniques.

Figure 1. The Visi On learning tools that are available to you.

Visi On system environment uses to store the worksheets, tables, graphs, series, and documents you create with the individual Visi On programs.

Getting Help

In addition to the information in this guide, help is always available as you learn to use the Visi On system and its programs. At any time, you can request help without affecting the information on your screen.

You simply select "HELP" from the Visi On menu at the bottom of the screen; then point to and select the item you need more information about, such as a menu command or a program window. The Visi On system then displays instructions that tell you what the item is and how you use it. It also supplies cross references to other "help" topics you may also want to read.

Organization of this Guide

You'll find instructions for taking the Visi On Tutorial behind the TUTORIAL tab in this guide.

Behind the BASIC OPERATIONS tab are eight chapters that provide more detailed descriptions of the Visi On system.

CHAPTER 1. OVERVIEW OF THE VISI ON™ SYSTEM introduces the Visi On system and its basic concepts and features. It describes the various features of the system and briefly describes some types of applications for the Visi On environment and its programs.

CHAPTER 2. GETTING HELP describes the Visi On system's Help structure. It describes how you can use Help most effectively while you are working with the system and its programs.

CHAPTER 3. STARTING AND ENDING YOUR WORK IN A WINDOW describes the steps you take to start and end work in a Visi On program window and the Visi On Archives window.

CHAPTER 4. USING WINDOWS describes how to interact with the various Visi On programs through “windows” on your screen. It describes how to open, close, and resize windows and describes the basic components of each window you’ll create.

CHAPTER 5. ORGANIZING AND UPDATING YOUR INFORMATION gives you an overview of the Visi On storage system, where all the documents you create are stored for later use. Even if you are an experienced computer user, you should review the overview to become familiar with the meanings of various terms as they are used in the Visi On system and its programs.

This chapter also provides step-by-step instructions for reorganizing and maintaining your files—cleaning up your files by removing, moving, copying, or renaming files.

CHAPTER 6. TRANSFERRING INFORMATION describes how to transfer information from one window to another.

CHAPTER 7. PRINTING gives you instructions for printing the worksheets, documents, graphs, series, and tables you create with the various Visi On programs.

CHAPTER 8. SELECTING OPTIONS describes in detail how you can use options sheets to tailor the way the Visi On system works to your individual needs. For example, you can change the preset size of the windows that appear when you’re using Visi On programs with the system.

CHAPTER 9. MESSAGES describes all the error messages the Visi On system may give you. Each message explains what could have caused the error and details what you can do to correct it.

In addition, a GLOSSARY defines all the terms used in the Visi On environment. Each Visi On program also provides you with these definitions, plus any specialized terms that the specific program uses.

An INDEX lists and cross references all major topics and terms used in this guide, providing a quick reference to any system function or command.

When You're Looking at the Screen...

Menu items, commands, and messages that you see on the screen while you're using the Visi On Applications Manager appear in this guide in "quotation marks."

Characters that you type at your keyboard—for example, to enter data—are in **boldface** type.

While You're Using the Programs...

Built-in prompts and messages guide you through most of the operations. You may be asked to supply information by typing it at the keyboard or by selecting an item with your pointer, for example.

The Visi On system is interactive so that you can work with it in a natural way. After you've become used to it, you may need to refer to this guide only when you want to learn about a feature you haven't used before.



Tutorial

Taking the Visi On™ Tutorial

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If you haven't installed the Visi On™ Tutorial, do so now by following the instructions in "Installing the Visi On Tutorial" in the *Visi On Setup Guide*.

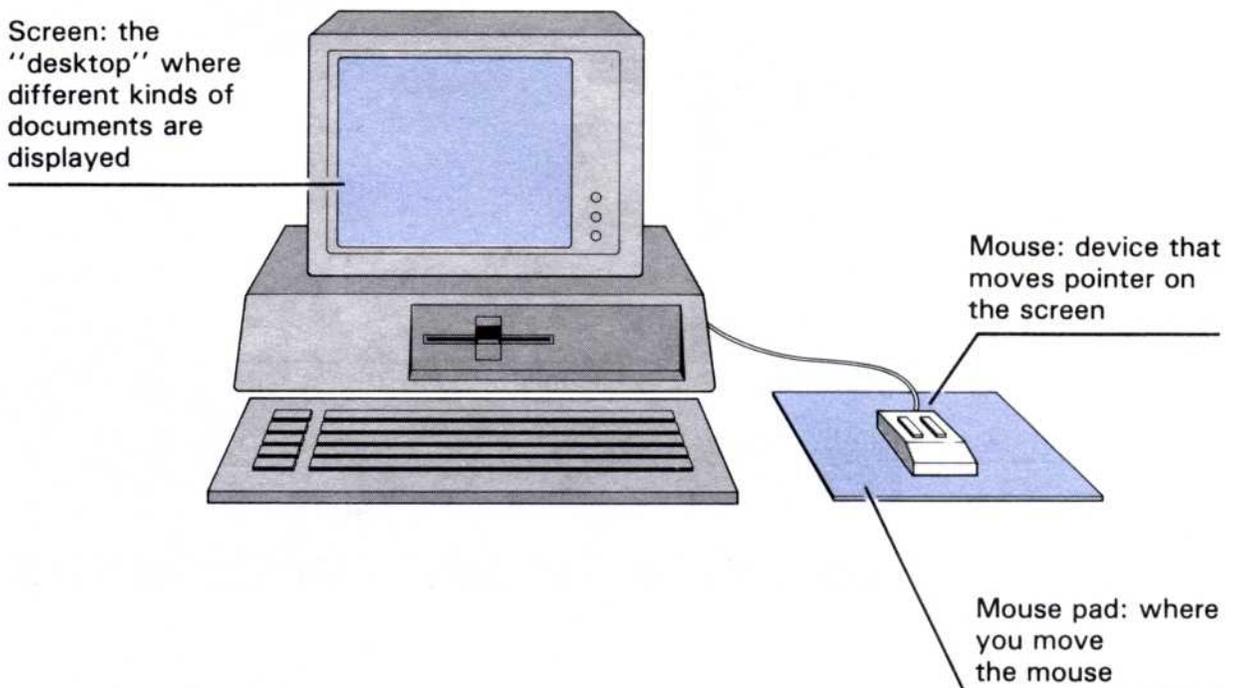
This section includes:

- An overview of the Visi On system.
- A brief introduction to using the mouse.
- An overview of the online (on the screen) Visi On Tutorial.
- Step-by-step instructions for starting and stopping the Tutorial.

Overview of the Visi On™ System

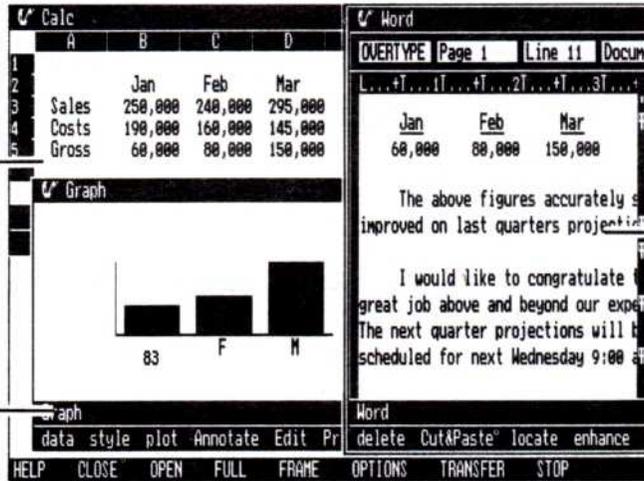
The Visi On system is an integrated office applications system that lets you work easily with a number of application programs at a time.

In your office, you work at a desk with pencil and paper. In the the Visi On environment, your desktop is recreated on a screen. You use a device called a "mouse" to point at the screen so you can create and revise different kinds of documents.



Each available program presents its special kind of document in a rectangular "window" on the screen.

Visi On Calc presents worksheets that help you analyze financial and mathematical problems.



Visi On Word lets you easily and quickly write, edit, and format documents when you need word processing.

Visi On Graph helps you create charts to visually communicate information

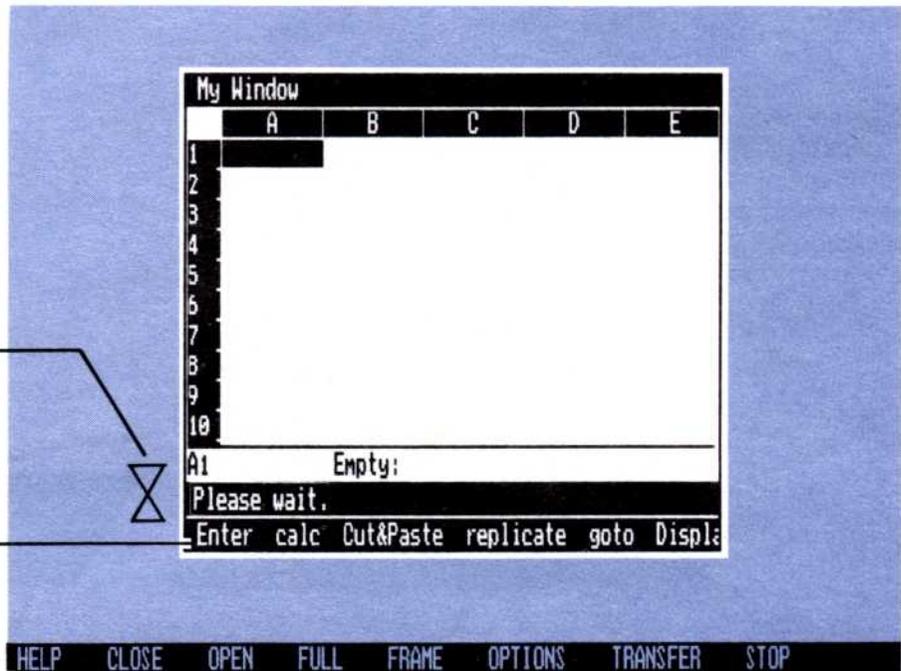
The Visi On desktop with three sample windows.

Here's a closeup of a window on the Visi On screen. Visi On "menus" list commands that let you control the Visi On environment.

Hour glass and message that remind you to wait—the Visi On system is busy

Window menu: commands that apply to this window

Visi On menu: commands that apply to all windows



After the Visi On environment is set up, you're ready to learn basic operations such as opening, closing, resizing,

and moving windows on the screen. The Visi On Tutorial (described in the following sections) teaches these operations.

After you learn these standard operations, you can apply them to all Visi On programs. This makes learning to use additional Visi On programs much faster and easier.

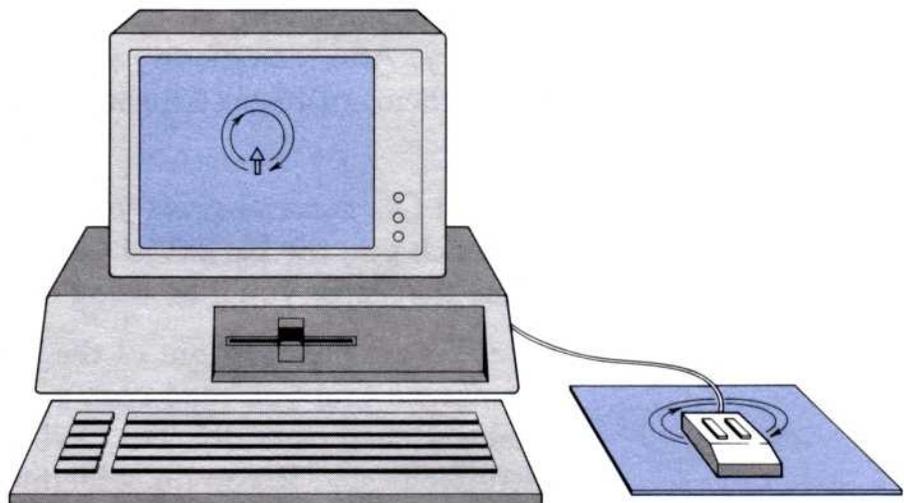
Each program has a separate QuickStart Course that teaches you the basic program features. You should complete the Visi On Tutorial, however, before you take one of the QuickStart Courses for a program.

Using the Mouse

Before you can start the Visi On Tutorial, you need to know how to use the mouse. The mouse, along with the keyboard, is how you communicate with and control the Visi On system. The mouse lets you point at items on the Visi On screen, such as windows or commands.

Do this

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. If the mouse is at the edge of the pad, just pick up the mouse and reposition it.
5. Practice moving the mouse until you're comfortable doing so.

Overview of the Visi On™ Tutorial

The Visi On Tutorial uses the Visi On system to introduce these topics:

| | |
|------------------------|---|
| The Mouse | how to select items. |
| Windows | what windows are; how to activate a window. |
| Scrolling | how to make hidden text appear. |
| Menus | how to use Visi On's menu commands. |
| More on Windows | how to close, open, and resize windows. |
| Help | how to get help from the Visi On system. |

Each topic starts with an overview and ends with a summary. After completing all the topics, you can review them, or browse through the summaries or a glossary.

The Visi On Tutorial gives you step-by-step instructions that teach you the basic Visi On operations. As you follow the steps, you'll be using the real Visi On system.

Note: To get the most out of the Tutorial, we recommend that you read each explanation then do each numbered step carefully. Do *ONLY* what the instructions say. If you do something that the instructions don't tell you to do, you may lose your place in the exercises. The Tutorial won't know where you are or what you have on the screen.

If you need to start the Tutorial again, simply follow the instructions for "Starting the Visi On Tutorial" in the next section.

Starting the Visi On™ Tutorial

To gain maximum benefit from this Tutorial, complete it in a single session.

1. Are your computer and screen turned on?

If so, go to step 2.

If not (or you're not sure), see "Starting the Visi On Applications Manager" in the *Visi On Setup Guide*.

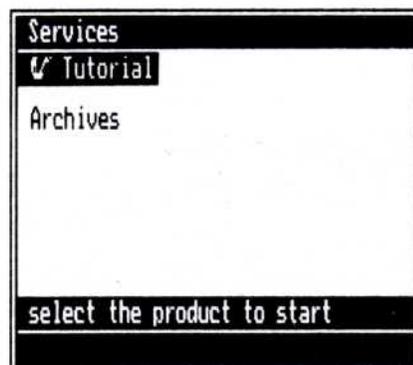
2. Hold the mouse firmly and move the tip of the pointer to "start." Does it highlight?



If so, go to step 3.

If not, leave the pointer on "start;" then press and release the SELECT button on the mouse.

3. Press and release the SELECT button on the mouse.
(The following message is displayed: *Select the product to start.*)

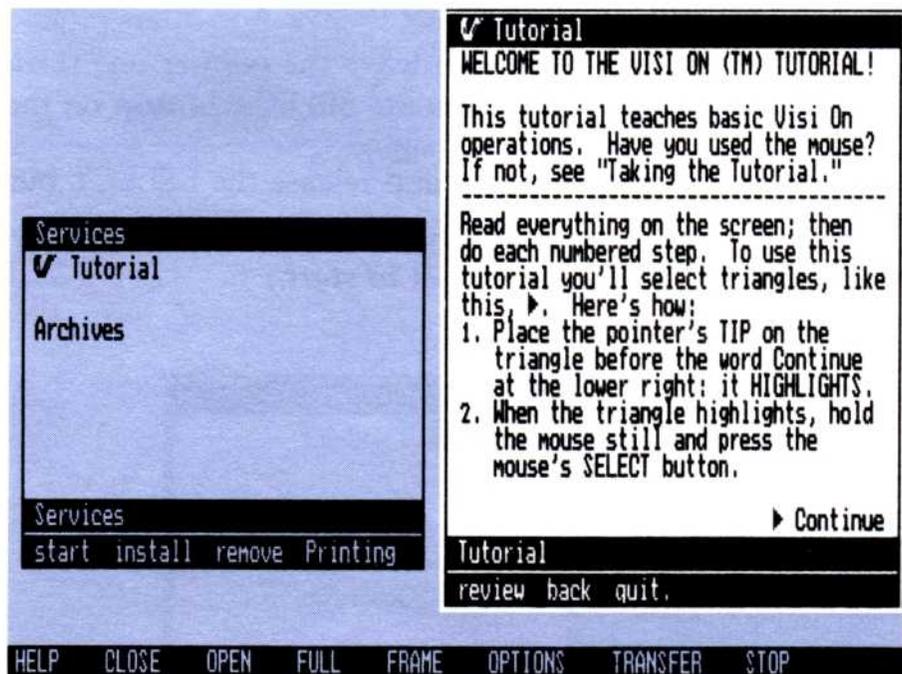


4. Move the tip of the pointer to "Tutorial."

5. Press and release the SELECT button on the mouse.
(The following message is displayed: *Type or select a name for the new window.* You only see part of the message.)



6. Press and release the SELECT button on the mouse again.
(The Visi On Tutorial appears in a window at the right of your screen.)



Start reading the Tutorial and follow the instructions until you finish. If for any reason you must stop the Tutorial before you finish, refer to "Stopping the Visi On Tutorial" following this section. Have fun...

Stopping the Visi On™ Tutorial

1. Move the pointer's tip to "quit." Does "quit" highlight?



If so, go to step 2.

If not, leave the pointer on "quit," then press and release the SELECT button on the mouse again.

-
2. Press the mouse's SELECT button: the Tutorial disappears from the screen.

You can stop the Tutorial at any time by selecting the "quit" command, but we recommend that you select "quit" only when you've completed the Tutorial. However, if for some reason you are called away from the screen before you can complete it, you can quit and restart later from the beginning.



1

Overview of the Visi On™ System

Chapter 1

Overview of the Visi On™ System

| | |
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| What is the Visi On™ Applications Manager? | 1-1 |
| How Do You Interact with the Visi On™ System? | 1-5 |
| Selecting Menu Commands from the Keyboard | 1-7 |
| How to Start Using an Application Program | 1-8 |

Before you read this guide, you should have read the *Visi On™ Setup Guide* and completed the Visi On Tutorial.

This chapter introduces you to the basic features of the Visi On™ Applications Manager and its integrated family of easy-to-use personal computer programs. The Visi On system is a fast, easy, and professional aid to managing your business, whether you work in a small or large business arena. The system is effective in any decision-making environment. Its well-researched design maximizes computer power and minimizes learning time.

If you have used the *Visi On Setup Guide* and taken the Visi On Tutorial, you have become acquainted with the concepts described in this chapter. You can skim this chapter quickly as a review, or you can go directly to any subject in this User's Guide that you would like to learn more about. The chapters do not need to be read in order.

If, however, you are completely new to the Visi On system, you should read this chapter to get a basic understanding of the Visi On system, how it is used, and what steps you should take to get the Visi On system working. After reading this overview, you should then go to the *Visi On Setup Guide* to get the system running; then take the Visi On Tutorial to learn the basic system features in an online (on the screen) tutorial.

What Is the Visi On™ Applications Manager?

The Visi On Applications Manager is an operating environment that allows you to use different application programs, such as word processing and spreadsheet programs, simultaneously on one computer. The system multiplies what you can do with your personal computer. It makes switching from one task to another easy. It makes exchanging information from one program to another fast. And with a pointing device to do many of the operations, it makes doing work on the personal computer as natural as pointing your finger at what you want done.

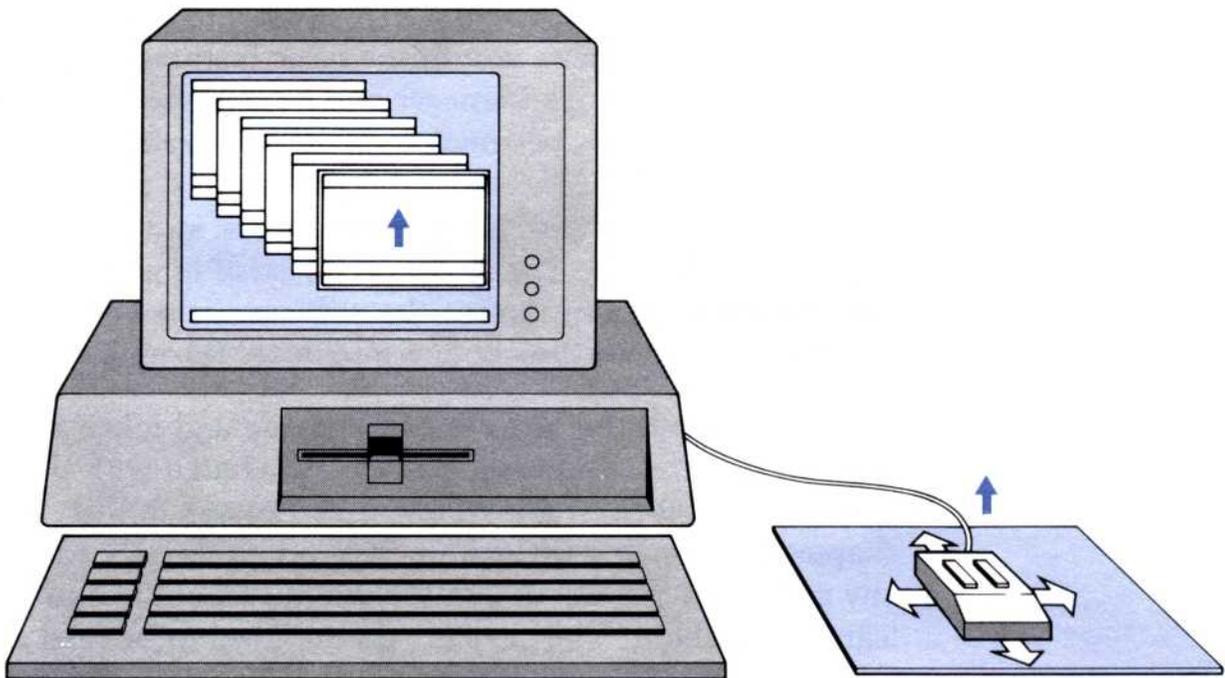


Figure 1-1. Overview of the Visi On system

Let's take a look at the basic features of the Visi On system:

- How you interact with the system: you use a pointing device (called a mouse) that lets you do most tasks simply by pointing.
- How the system lets you display what you want to do: you open windows (rectangular areas on the screen) almost as you would open file folders from your office filing cabinet.
- How you interact with the program: you use the Visi On commands that are common to all programs and specific commands for each application program.
- How you do spreadsheet analyzing, word processing, graphing, and organizing information: you use the specific Visi On application program that is designed to do the specialized task electronically.

Pointing (the first basic feature) is the natural way for you to interact with the Visi On programs.

You operate the Visi On system using a "mouse" pointing device (see Figure 1-2). As you move the

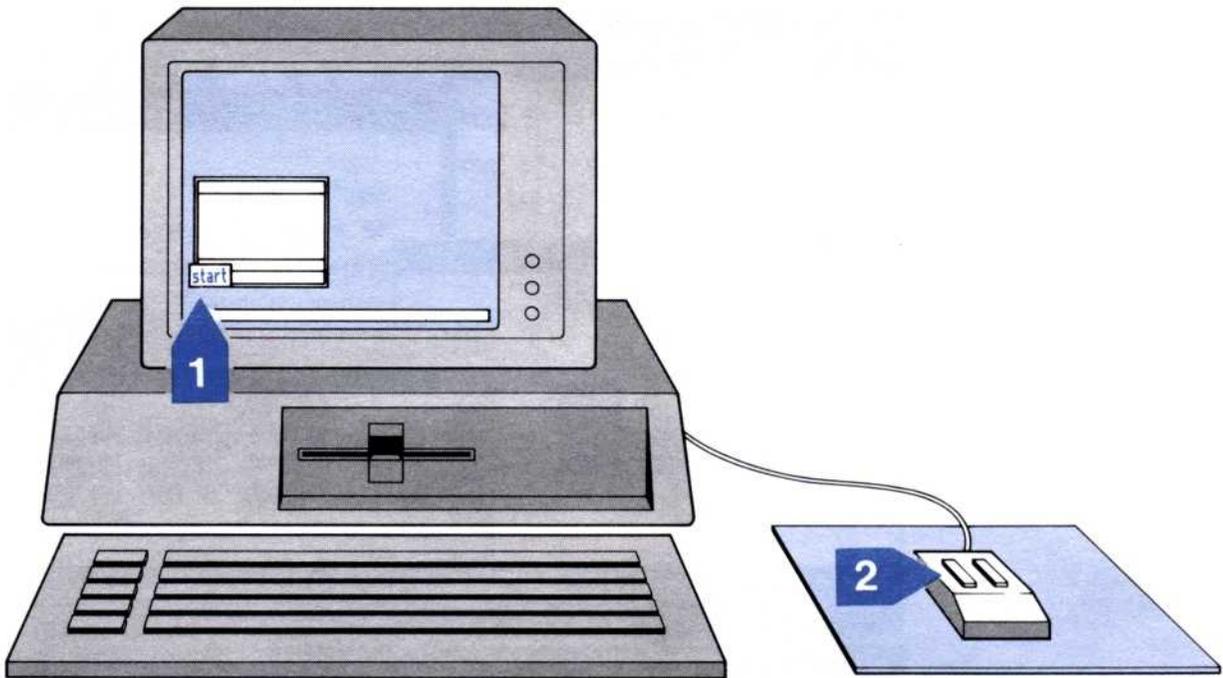


Figure 1-2. *The pointing device lets you point at what you want to do and select it. This two-step process is called selecting.*

pointing device on its pad, an arrow on the screen moves in a corresponding direction. You point the screen arrow at what you want to do and press the “select” button on the mouse pointing device. It takes only a short time to be able to select commands quickly. Data that you want to put into a program is generally typed in at the keyboard.

Windows (another basic feature) are for viewing and working with each program.

A window is an area of the computer screen that has an application program, such as a word processing program, in it. You can have many windows (see Figure 1-3) on the screen at the same time, with a different application program or the same application program in each window. This makes it possible to see, work with, and develop your ideas in words, tables, graphs, and planning sheets simultaneously.

But how do you actually interact with the program? You use *commands* (a third basic feature).

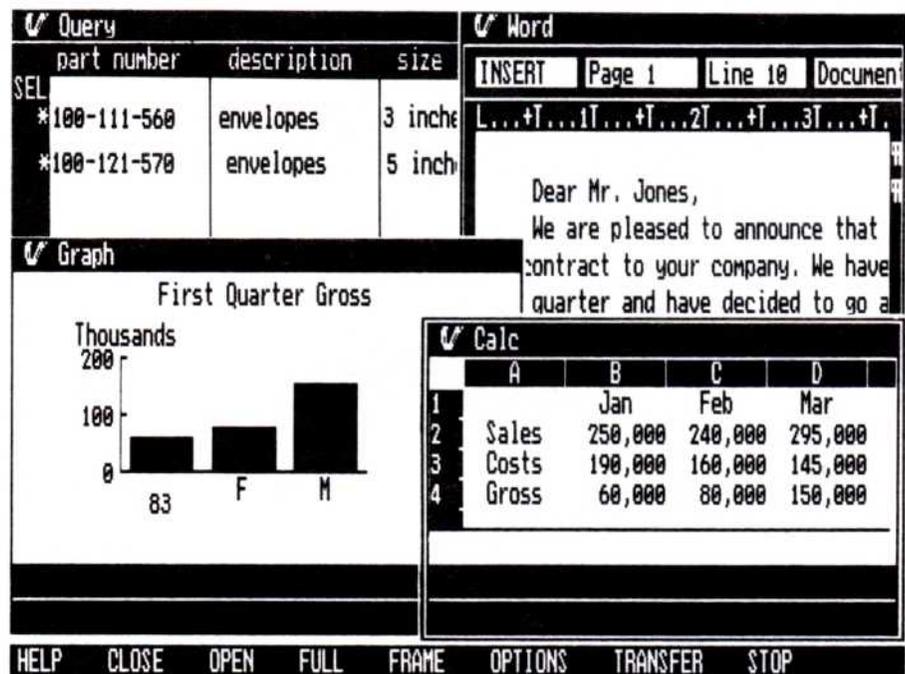


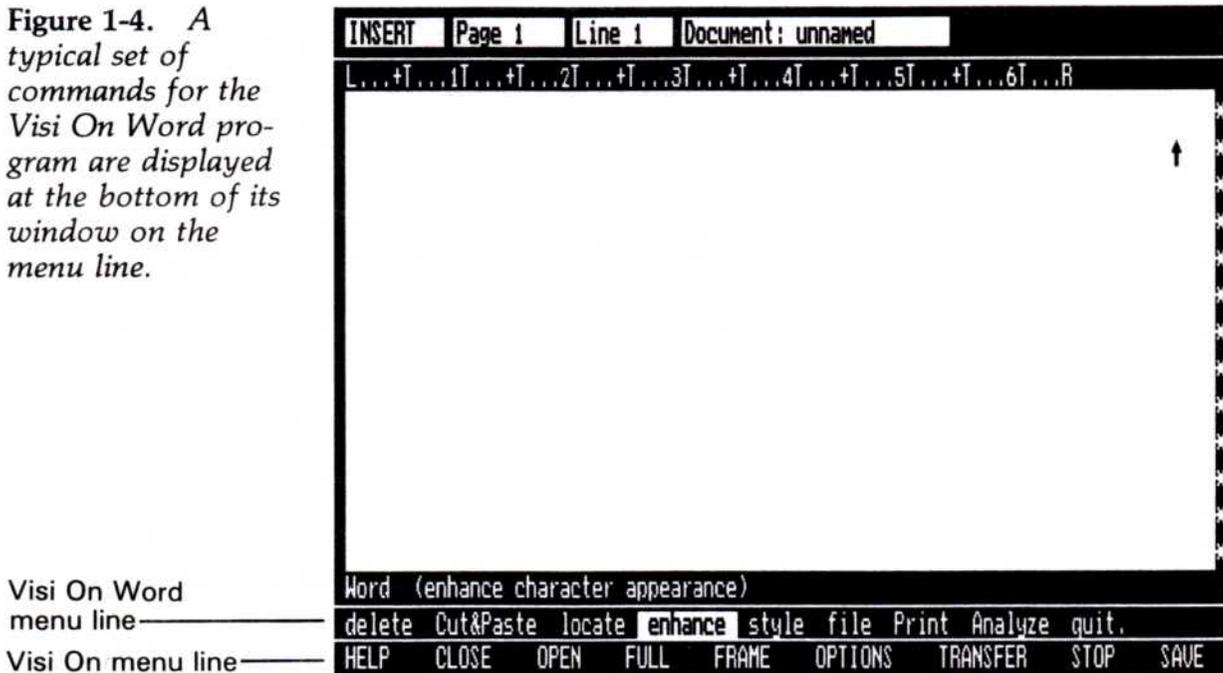
Figure 1-3. Visi On windows with different application programs let you switch between tasks rapidly.

Commands are displayed at the bottom of the Visi On screen and at the bottom of each program window (see Figure 1-4). Each window has a group of commands designed to do special tasks for that window. This group of commands is the *menu* for that window and the line on which the commands are displayed is the *menu line*.

The name of a command usually tells you what it does. To get detail, you simply point at any command, and the Applications Manager highlights that command, and a special description of the command is displayed on the line above it. When you select a command, the program guides you with a message about what to do next or displays another menu from which you can select additional commands. Eight commands are always present at the bottom of the Visi On screen.

The last basic feature of the Visi On system is that it is a *family* of application programs. An application program carries out specialized tasks such as handling text, calculating, graphing, and accessing information. The system allows you to add a whole library of powerful programs, each sharing the distinguishing capabilities of

Figure 1-4. A typical set of commands for the Visi On Word program are displayed at the bottom of its window on the menu line.



the system: windowing, pointing, command selection, and, perhaps most important, exchanging information between programs.

You can use the same information (without recreating it) in more than one program. For example, you can quickly forecast results and include them in a text report or graph them immediately for a presentation. Any application program that runs on the Visi On system lets you transfer information to other products. This is usually done by pointing at what you want to transfer, then pointing to where you want to put it (see Figure 1-5).

How Do You Interact with the Visi On™ System?

As described briefly above, the Visi On system uses a set of eight commands. These commands, which are always displayed, are used for getting help, for changing window sizes or placement, for special options, for transferring information from one window to another window, and for stopping an operation at any time (see Figure 1-6).

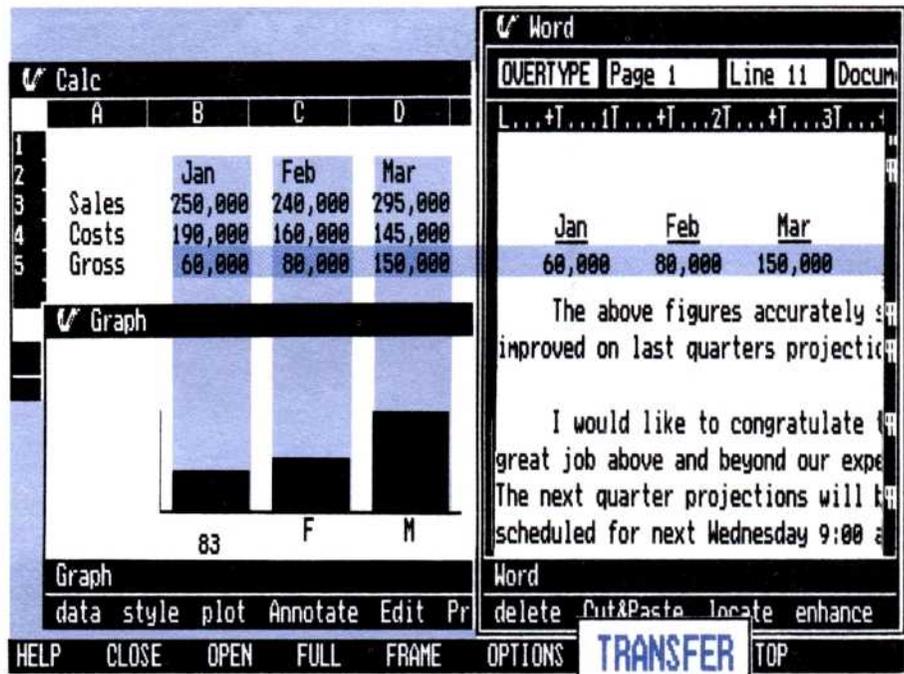


Figure 1-5. Application programs exchange information easily.

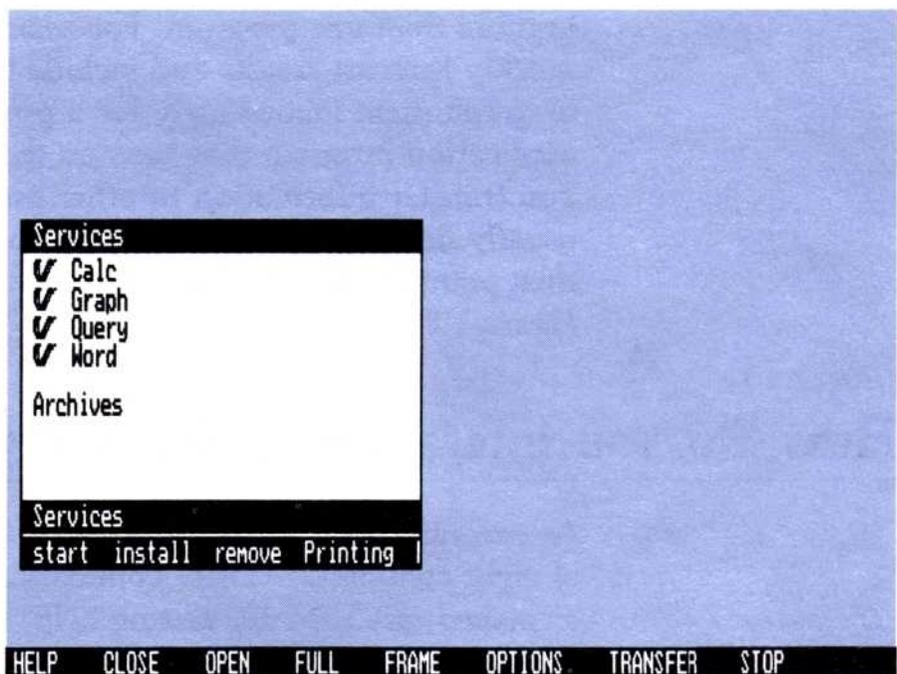


Figure 1-6. Eight commands at the bottom of the Visi On screen let you do common operations for all Visi On windows.

| | |
|-----------------|--|
| HELP | Selecting "HELP" gets information for anything visible on the screen such as commands, windows, or items within window. |
| CLOSE | Selecting "CLOSE" lets you close a window (set it aside temporarily). |
| OPEN | Selecting "OPEN" lets you open a closed window. |
| FULL | Selecting "FULL" lets you enlarge a window to occupy the entire screen (the Visi On menu still remains). |
| FRAME | Selecting "FRAME" lets you change the size and location of a window. |
| OPTIONS | Selecting "OPTIONS" lets you control certain aspects of a program's behavior through options sheets. |
| TRANSFER | Selecting "TRANSFER" lets you take information from one window and put it into another window. |
| STOP | Selecting "STOP" cancels most operations you initiate. The effects of the "STOP" command are different for different operations. |

The program commands perform operations only for that program; for example, the Visi On Word "delete" command lets you delete text from a document. You select the program commands in the same way that you select the basic Visi On commands—by using the pointer.

However, the Applications Manager also lets you select menu commands from the keyboard.

Selecting Menu Commands from the Keyboard

If you are using one of the Visi On programs that require a lot of typing, for example, the Visi On Word program, it may be more convenient for you to select menu commands from the keyboard.

The Visi On Applications Manager provides an option that lets you do just that. This option is in the Services Options Sheet (see Chapter 8 for a description).

The way you select a menu command from the keyboard, is to press the key marked **ESC** first; then type the first letter of a lower case menu command.

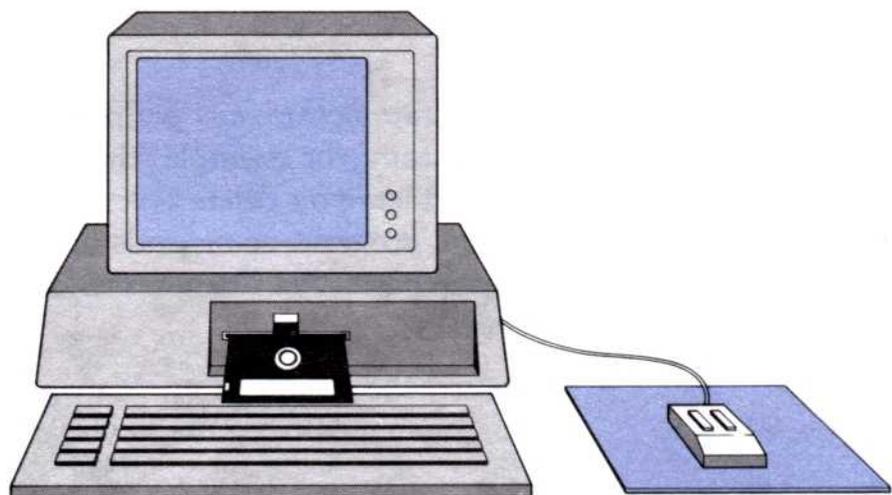
How to Start Using an Application Program

To use the Visi On Word™ program or other application programs, you must put it on your hard disk (install it) after you have installed the Visi On Applications Manager. You should become familiar with the basic Visi On commands by taking the Visi On Tutorial. Specific instructions for using each applications program are provided in that program's QuickStart Course™ and User's Guide.

The steps you take to start using an applications program are (see Figure 1-7):

1. Install (put on your hard disk) the Visi On Applications Manager and the applications program you want to use. You do this only one time. See the *Visi On Setup Guide* for instructions.

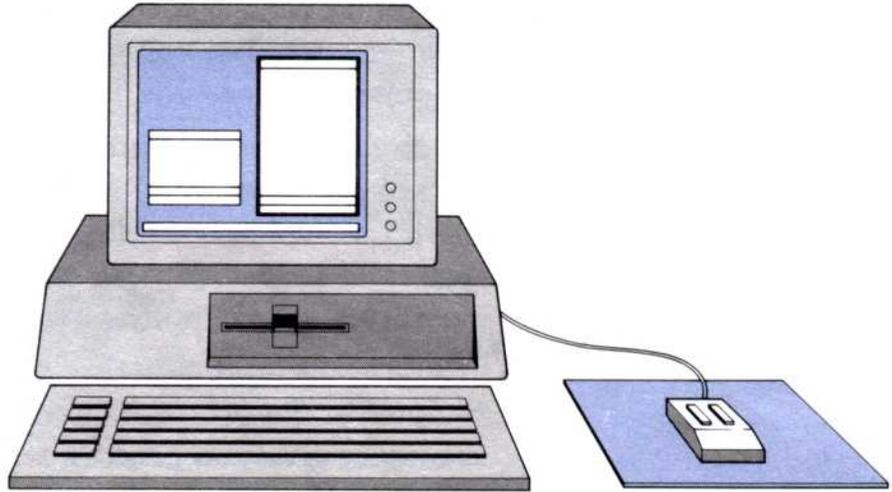
Install Visi On system and program.



2. Take the Visi On Tutorial; then take the QuickStart Course for the program you want to use. The Visi On Tutorial (the instructions and exercises are all on the computer screen) teaches you the way to use the pointing device and all of the basic Visi On

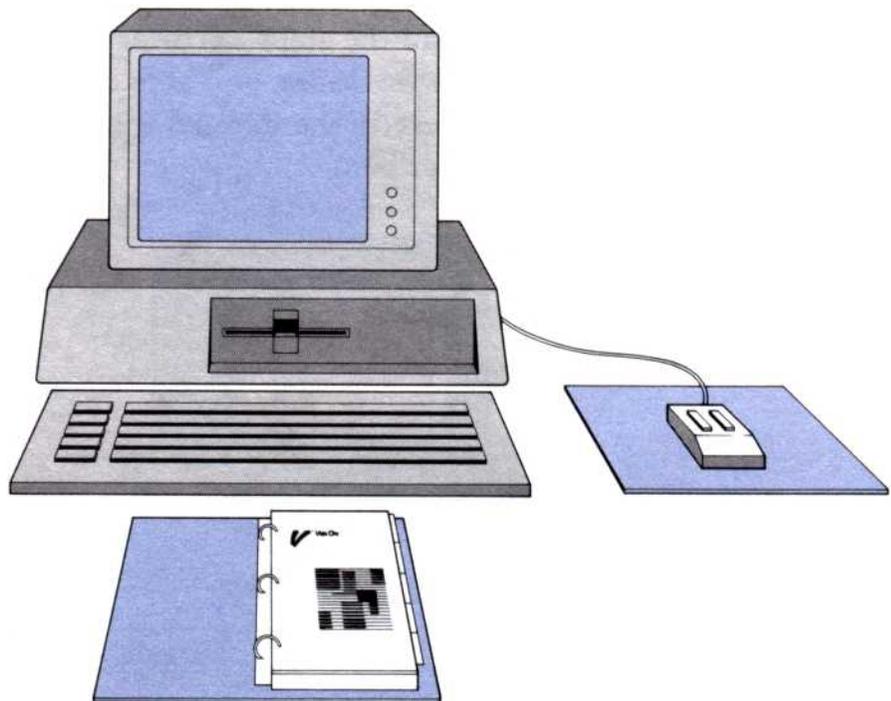
commands except "OPTIONS" and "TRANSFER" (The "OPTIONS" command and the "TRANSFER" commands require specific program instructions, so you must refer to each program User's Guide for those instructions.)

Do Visi On Tutorial.



The program QuickStart Courses provide step-by-step exercises to teach you that program's basic features.

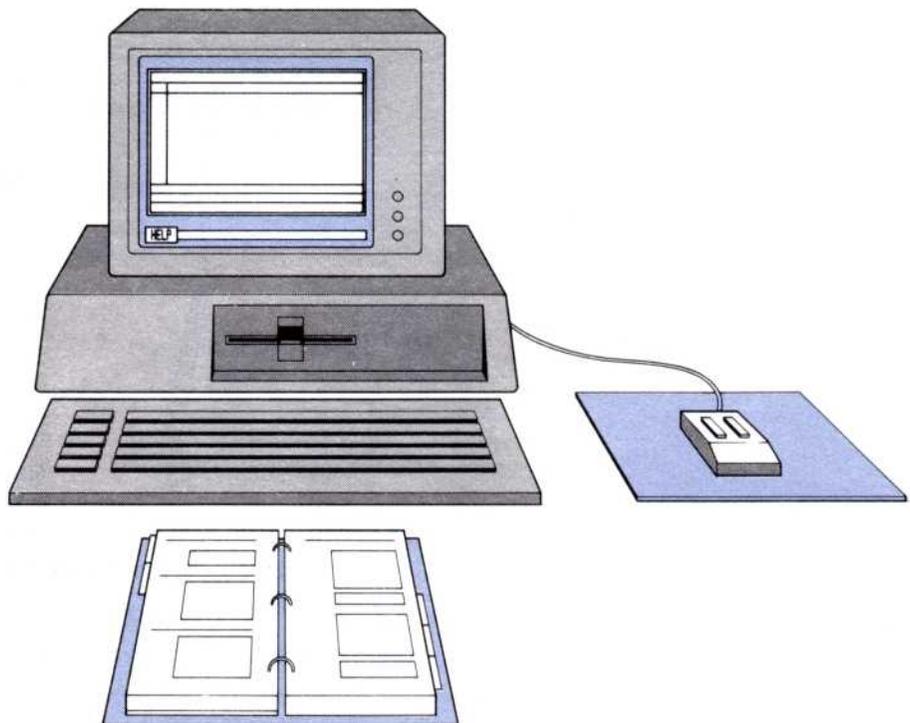
Do program QuickStart Course.



3. Start using the application programs to do the tasks you want. The Visi On system prompts you through most steps in a command sequence. To use the program without referring to the User's Guide, follow these general rules before, during, and after selecting commands:

- Move the pointer over commands to highlight them before you select them to see what they do. Descriptive messages appear on the line above the commands, telling you what each command does.
- Read the messages that appear after you select a command. These messages indicate what you should do next. If a command selection takes you to a new menu of commands, highlight the new commands before you use them.
- At any time during an operation, if you are not sure about what to do next, or if you want to clarify a step, select "HELP," and point to what you need help with. You can learn what to do next from the Help instructions.
- If you want more practice, go to the Examples chapter in the program User's Guides. These examples give you practice with using additional program features.
- If you want to learn about a specific feature, go to the section in the User's Guide that describes the task or feature you want to use. That section will detail the steps necessary to do what you want. Use the Index or Table of Contents to locate where in the manual the task you want to do is described.

Use the program reading the prompt messages or HELP.



Refer to the User's Guide as needed.

Figure 1-7. *The general steps to using the system.*



2

Getting Help

| | |
|--|------|
| Overview: Visi On™ Help | 2-1 |
| Getting Help on the Visi On™ System and its Programs | 2-3 |
| Removing a Help Window | 2-5 |
| Displaying the Visi On™ Table of Contents | 2-7 |
| Displaying an Overview Help Topic | 2-9 |
| Displaying a Cross-Referenced Help Topic | 2-10 |
| Displaying a Previous Help Topic | 2-12 |

This chapter includes:

- An overview on getting help in the Visi On™ environment.
- A description of a help window.
- Step-by-step instructions for:
 - Getting help on the Visi On system and its programs.
 - Removing a help window.
 - Displaying the Visi On Table of Contents.
 - Displaying an overview help topic.
 - Displaying a cross-referenced help topic.
 - Displaying a previous help topic.

Overview: Visi On™ Help

Whenever you're working with the Visi On system and its programs and you're not clear about what to do next, you can get help on anything visible on the screen, such as menu commands, windows, and items within windows.

When you select "HELP" from the Visi On menu (see Figure 2-1), the system prompts you to select what you need help with.

When you select an item, information about the item appears in a Help window in the middle of the screen.

Each Help window has the same components as other Visi On windows (see Figure 2-2).



Figure 2-1. Selecting the "HELP" command from the Visi On menu gets you information about whatever you point to.

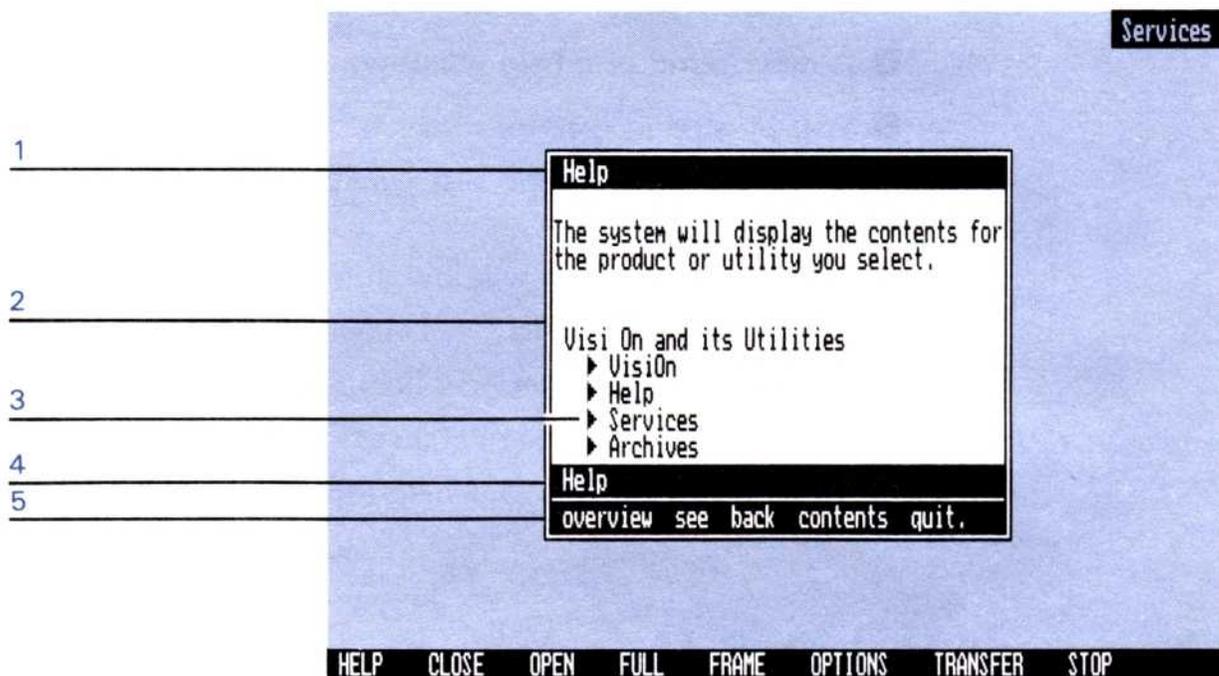


Figure 2-2. Each Help window has a title, contents, prompt line, and menu—the same components as any other window.

- 1 The title line contains the name of the window.
- 2 The contents displays the Help information about the item you selected. In most cases there is more information to read than can be displayed at one time. You must scroll the text up to see the rest.
- 3 A triangle (▶) to the left of a topic indicates that this is a cross-referenced topic. You can select that triangle to get additional or more detailed information.
- 4 The prompt line displays the name of the menu, which is "Help" and a brief description of the command the pointer is resting on, which in this example is the "overview" command. It can also display messages (prompts) you need to answer for the system to continue.
- 5 The bottom Help menu line contains the menu commands that appear at the bottom of every Help window:

"overview" Displays a Help topic with more general information about the currently displayed topic. Every Help topic has an overview, except for the Visi On™ Table of Contents.

| | |
|------------|---|
| “see” | Displays related or more detailed information on a topic. When you select this command, you are prompted to select a cross-referenced topic in the Help window. You can also select the triangle without selecting “see” first. |
| “back” | Displays the previously displayed Help topic. |
| “contents” | Displays the Visi On Table of Contents. You can select the Table of Contents for any programs you have installed or any of the utilities that come with the Visi On system. |
| “quit” | Removes the Help window from the screen. |

Getting Help on the Visi On™ System and its Programs

The “HELP” command in the Visi On menu displays information about a command, a window, or an area that you selected on the Visi On screen.

Use the “HELP” command whenever you are not clear about what you should do next or when you want information about a command or an item on the screen.

To request help

Do one of the following:

- If you want help on a window or an item in the window, make sure the window is active. Then select “HELP” from the Visi On menu.
- If you want help on a Visi On command, select “HELP” from the Visi On™ menu.

The system asks you to select what you need help with.

Select the command, window, or item within the window for which you want help.

The system opens a new Help window that displays a Help topic for the item you selected.

At any time while a Help window is displayed, you can also display:

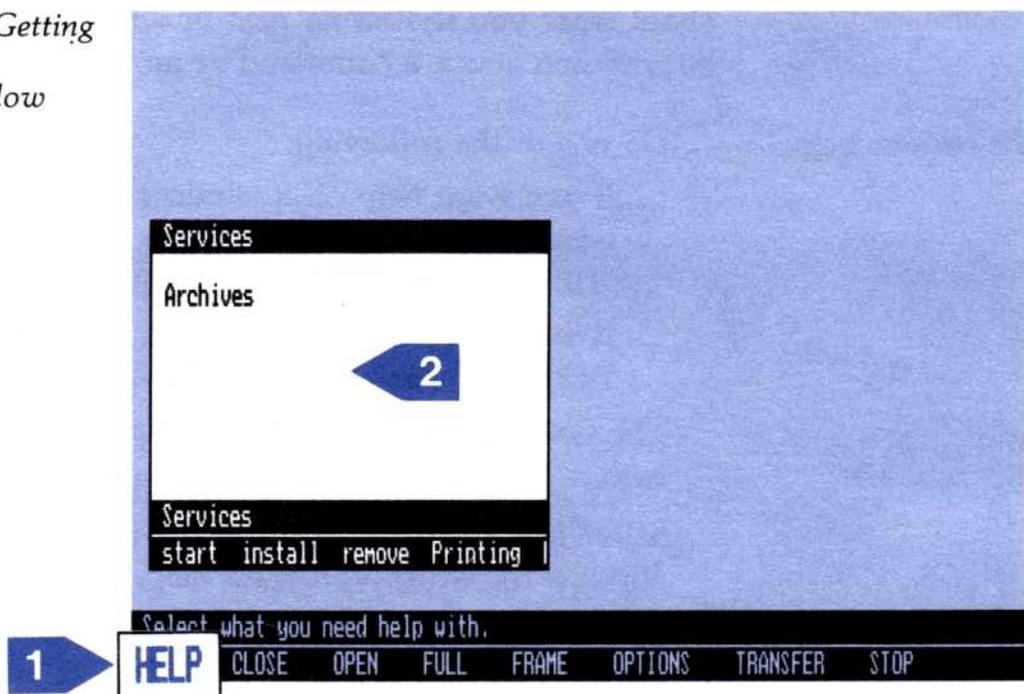
- More general information (refer to “Displaying an Overview Help Topic” later in this chapter).
- Related or more detailed information (refer to “Displaying a Cross-Referenced Help Topic” later in this chapter).
- Previously displayed Help topics (refer to “Displaying a Previous Help Topic” later in this chapter).
- The Table of Contents for the Visi On system and its programs (refer to “Displaying the Visi On Table of Contents” later in this chapter).

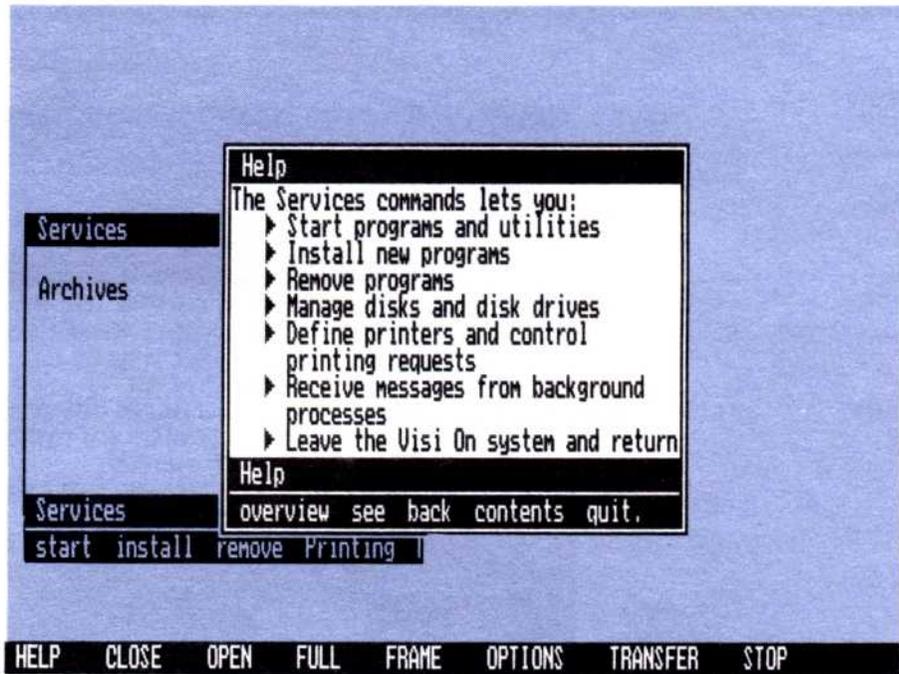
If the Help window has more information than it can display at one time, you must scroll the text up. If you try to scroll the window and there is nothing to scroll, the Visi On system beeps to indicate the end of the text.

When you have finished reading the text in the Help window and want to return to the work you were doing, select “quit” from the Help menu. The Help window is removed from the screen.

Figure 2-3 illustrates how you would get help on the Services window, if you wanted to know what tasks you could do there.

Figure 2-3. *Getting help on the Services window*





- 1 The Services window is already active (the wide border indicates an active window); therefore select "HELP" from the Visi On menu.

The system asks you to select what you need help with.

- 2 Select inside the contents of the Services window. The system displays a help window with information on the Services window. If you wanted additional or more detailed information on Services, you could select one of the cross-referenced topics.

Removing a Help Window

When you have finished reading the text in a Help window and want to return to the work you were doing, select "quit" from the Help menu. The system removes the Help window from the screen.

Removing a Help window does not automatically make any other window on the screen active. Before you can work in another window, you must activate it.

If for some reason you want to set the Help window aside temporarily to come back to later, you can close it. Closing a window does not remove it from the

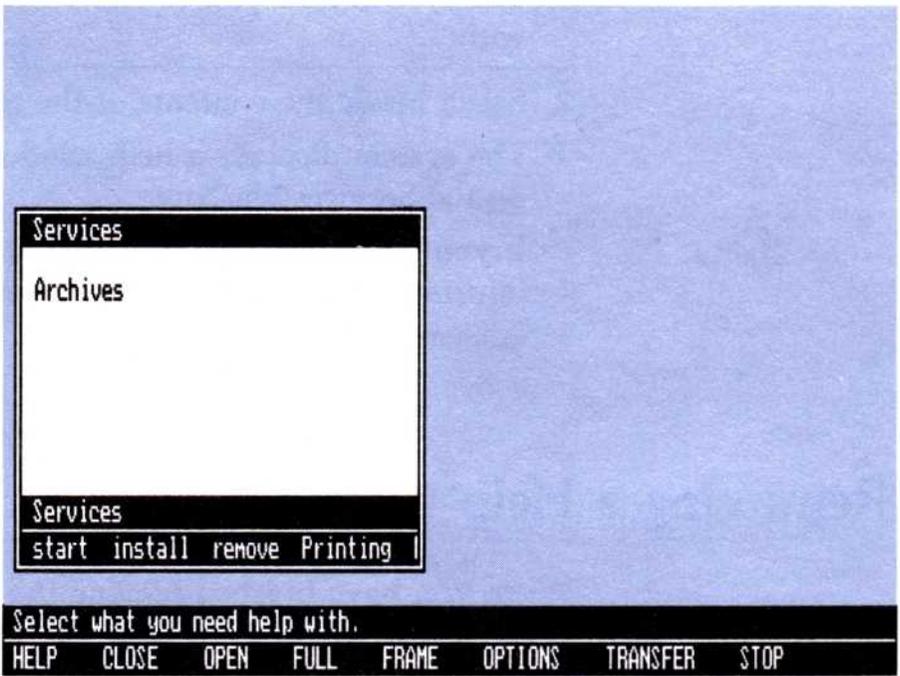
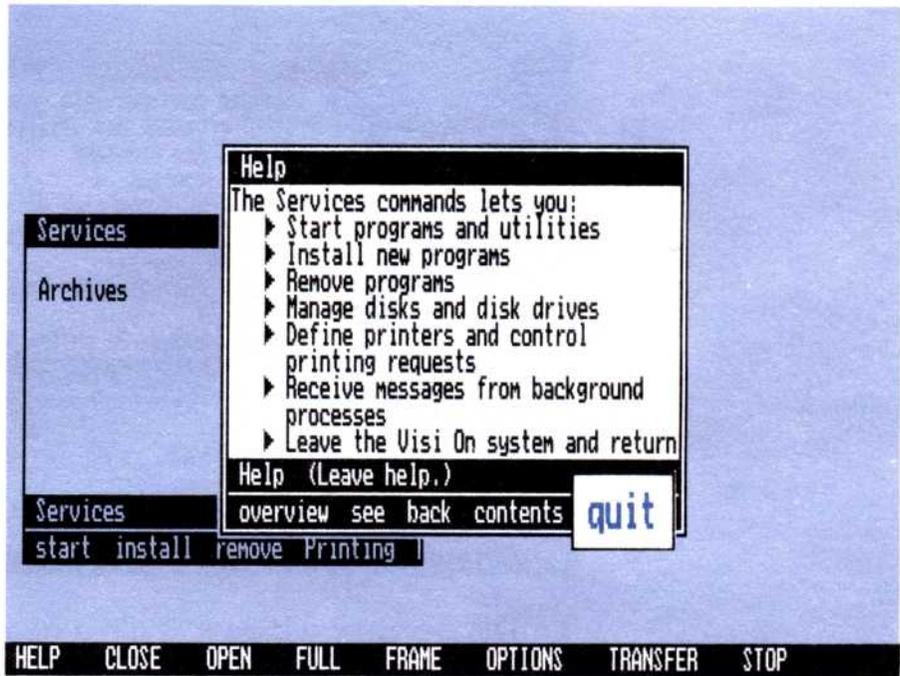


Figure 2-4. Removing a Help window

screen, but instead sets it aside in the upper right corner of the screen. If you don't know how to close a window, refer to "Closing a Window" in Chapter 4.

Figure 2-4 illustrates how to remove a Help window.

Select “quit” from the help menu.

The system removes the help window from the screen. Notice that the Services window is not active. To work in that window, you would have to activate it first.

Displaying the Visi On™ Table of Contents

The “contents” command in the Help menu displays a list of the utilities that come with the Visi On system and the programs you have installed.

To display the Visi On Table of Contents

1. Select “contents” from the Help menu.

The system displays the list of utilities that come with the Visi On system and the programs you have installed.

2. Select the triangle to the left of the utility or the program you want.

If you cannot see all of the listed items, scroll the text up. When you see the item you want, select its triangle.

The Table of Contents for the utility or program you selected are displayed in the Help window.

When you have finished reading the text and want to return to the work you were doing in another window, select “quit” from the Help menu. The Help window is removed from the screen.

Figure 2-5 illustrates how to display the Visi On Table of Contents.

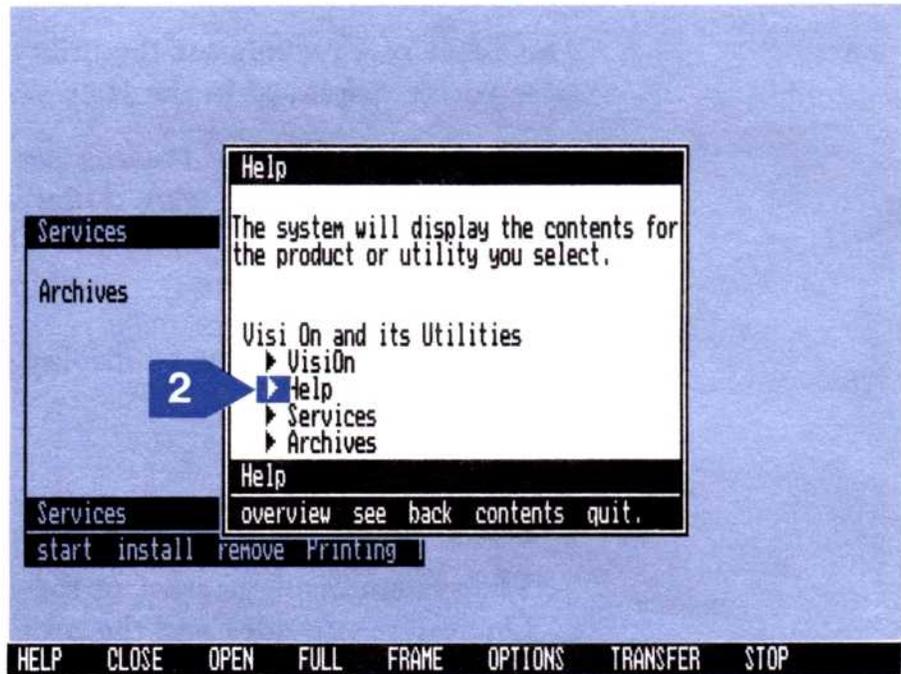
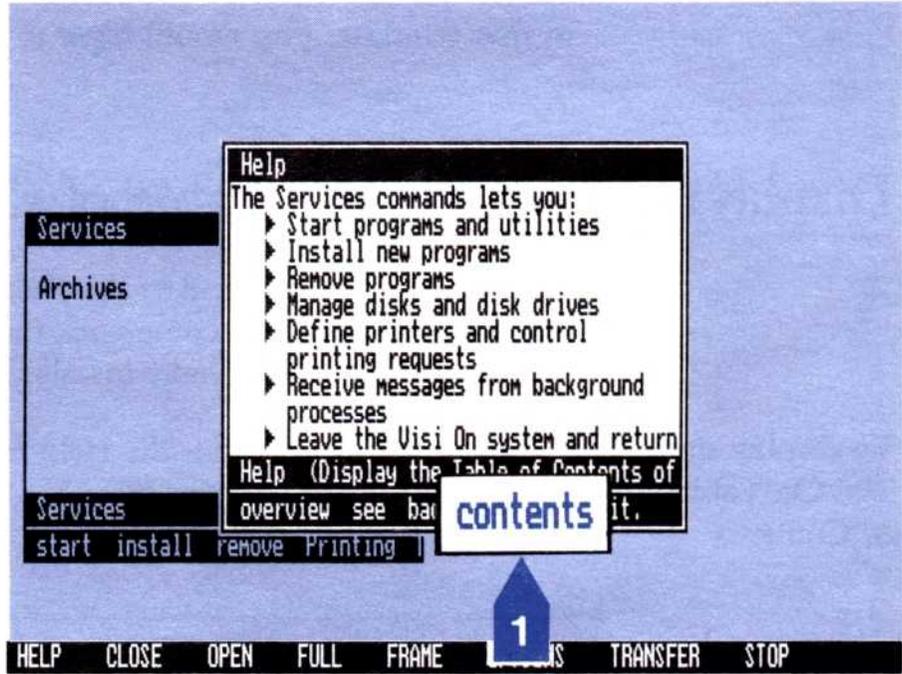
- 1 Select “contents” from the Help menu.

The system displays a list of the utilities that the Visi On system provides and the programs you have installed.

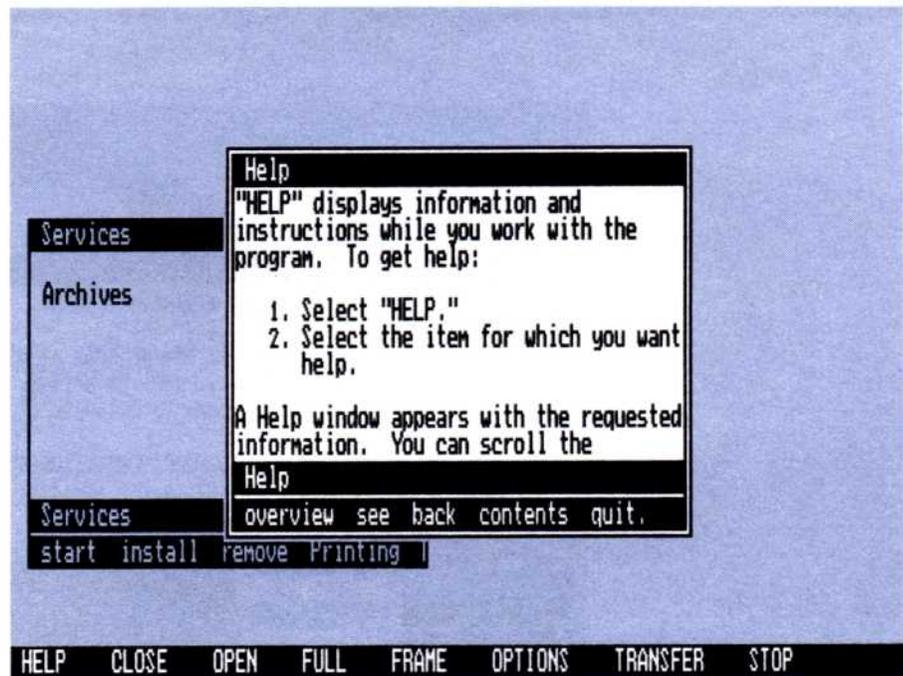
- 2 Select the triangle to the left of Help.

The system displays the Table of Contents for Help. You can browse through the topics, selecting and displaying each one or you can look for a specific topic to display.

Figure 2-5.
*Displaying the
Visi On Table
of Contents*



(continued)



Displaying an Overview Help Topic

When you want more general information about a topic, select "overview" from the Help menu. Every topic has an overview, except for the Visi On Table of Contents.

If the Help window has more information than it can display at one time, you must scroll the text up. If you try to scroll the window and there is nothing to scroll, the Visi On system beeps to indicate the end of the text.

When you have finished reading the Help window and want to return to the work you were doing, select "quit" from the Help menu. The Help window is removed from the screen.

Suppose you are looking at a Help window with information on passive windows and you want more general information on windows. Figure 2-6 illustrates how to display the overview for that topic.

Select "overview" from the Help menu.

The system displays more general information on windows.

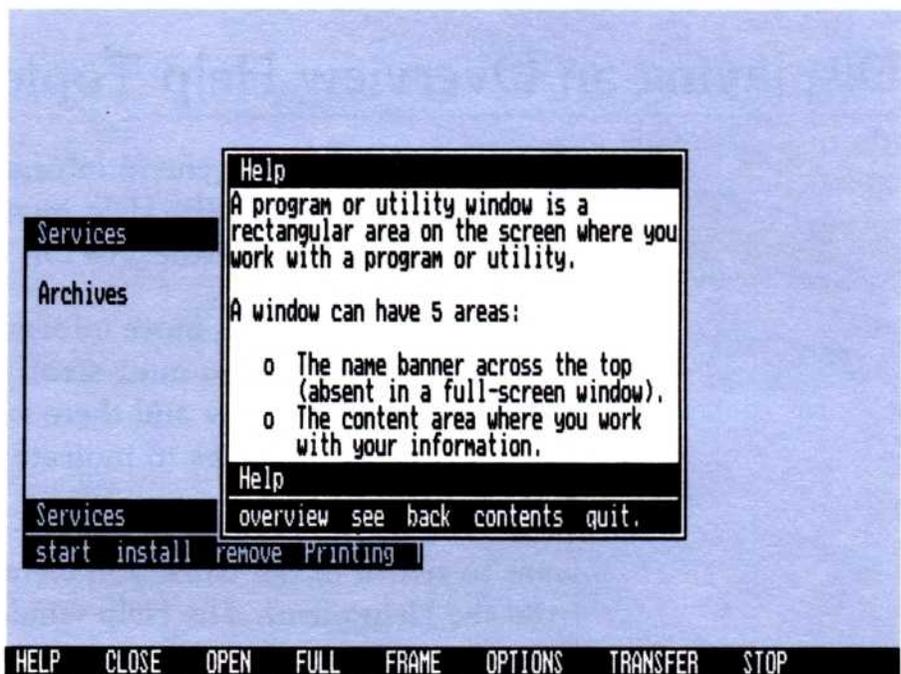
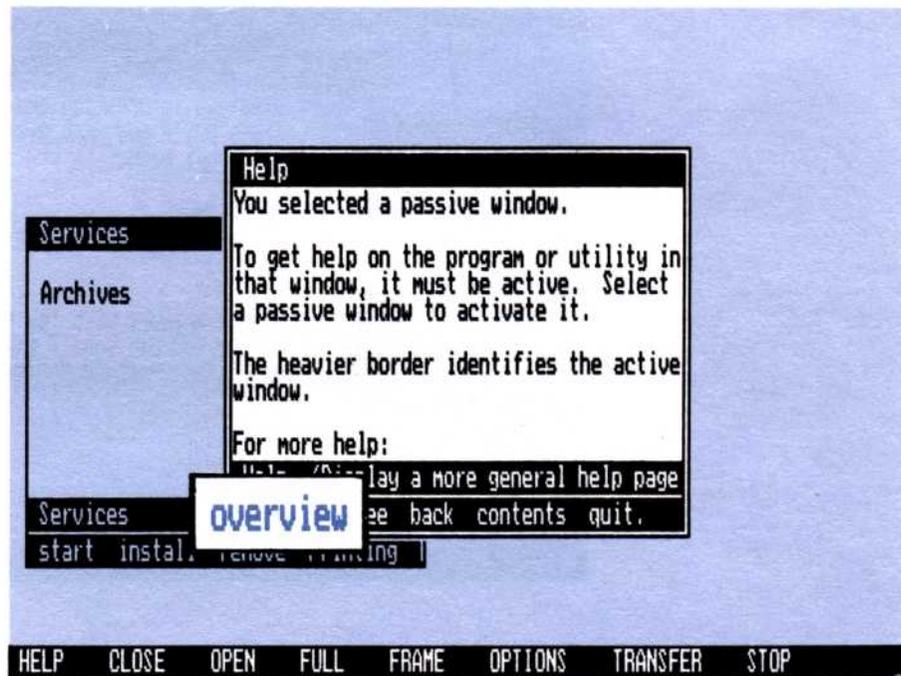


Figure 2-6. Displaying an Overview Help topic

Displaying a Cross-Referenced Help Topic

The "see" command lets you display related or more detailed information about a topic. Those topics appear in the Help window with a triangle to their left.

To display a cross-referenced help topic

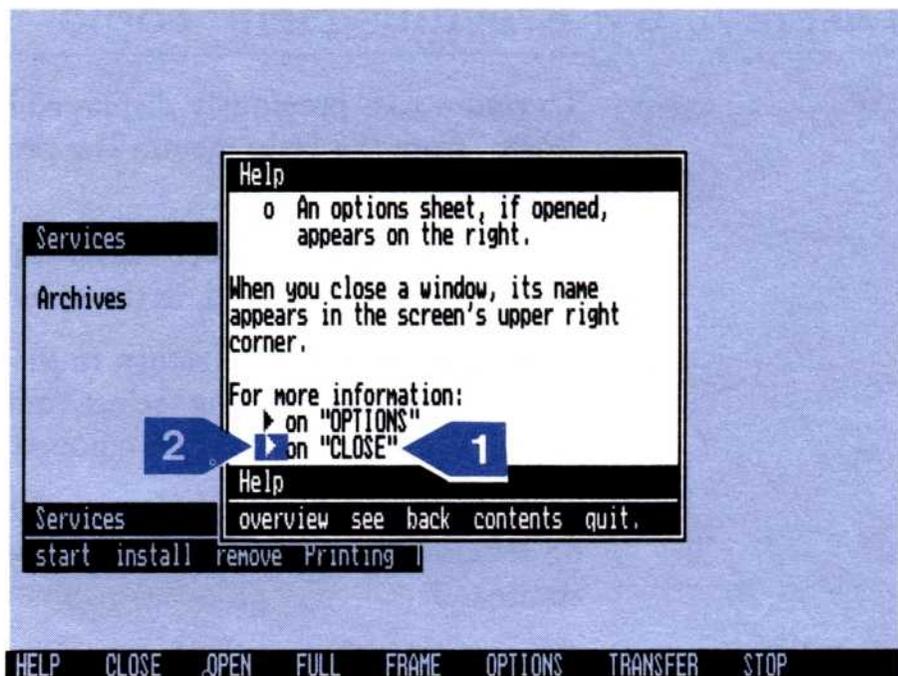
1. Select "see" from the Help menu.
The system asks you to select the topic you want.
2. Select the triangle to the left of the topic you want to see.
The system displays the cross-referenced topic.

If the Help window has more information than it can display at one time, you must scroll the text up. If you try to scroll the window and there is nothing to scroll, the Visi On system beeps to indicate the end of the text.

When you become familiar with using the "see" command you will find that it is easier to select a cross-referenced topic by simply selecting the bullet to the left of the topic you want. You do not have to select "see" first.

When you have finished reading the text in the Help window and want to return to the work you were doing in another window, select "quit" from the Help menu. The Help window is removed from the screen.

Suppose you are looking at the help topic on windows. Figure 2-7 illustrates how to display the cross-referenced topic on the "CLOSE" command.



(continued)

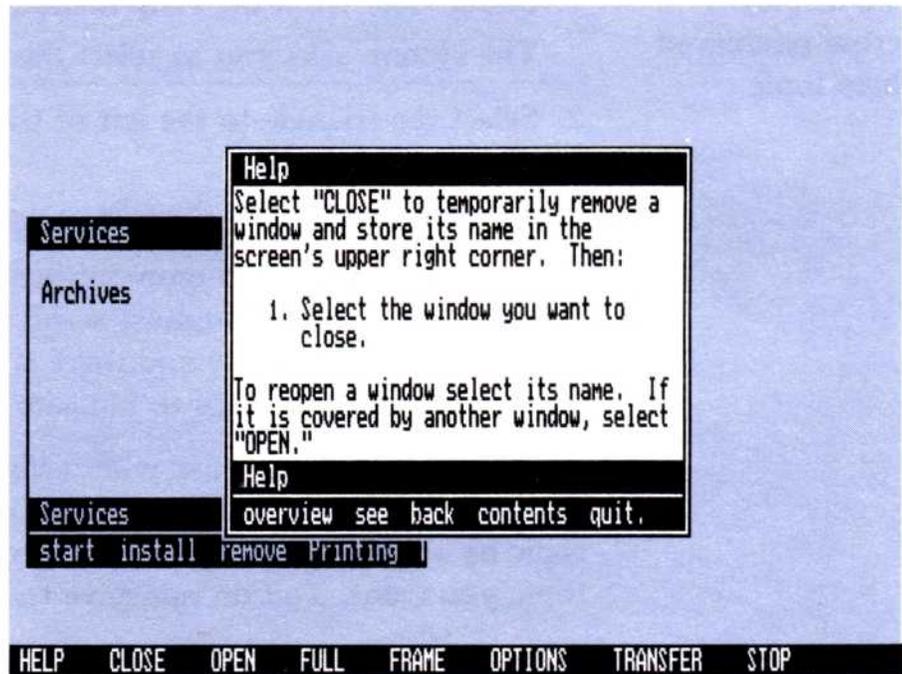


Figure 2-7. *Displaying a Cross-Referenced Help topic*

- 1 Scroll the text up until you see the “CLOSE” command topic.
- 2 Select the triangle to the left of the “CLOSE” command.

Information on the “CLOSE” command is displayed.

Displaying a Previous Help Topic

To return to a previously displayed Help topic, select “back” from the Help menu. The previous topic is displayed.

You can continue to select “back” to return to each Help topic you have displayed, in the order you displayed them.

When you are ready to return to the work you were doing in another window, select “quit” from the Help menu. The Help window is removed from the screen.

Figure 2-8 illustrates how to return to the previous topic on windows from the current topic—the “CLOSE” command.

Select “back” from the Help menu.

The Help topic on windows is displayed again.

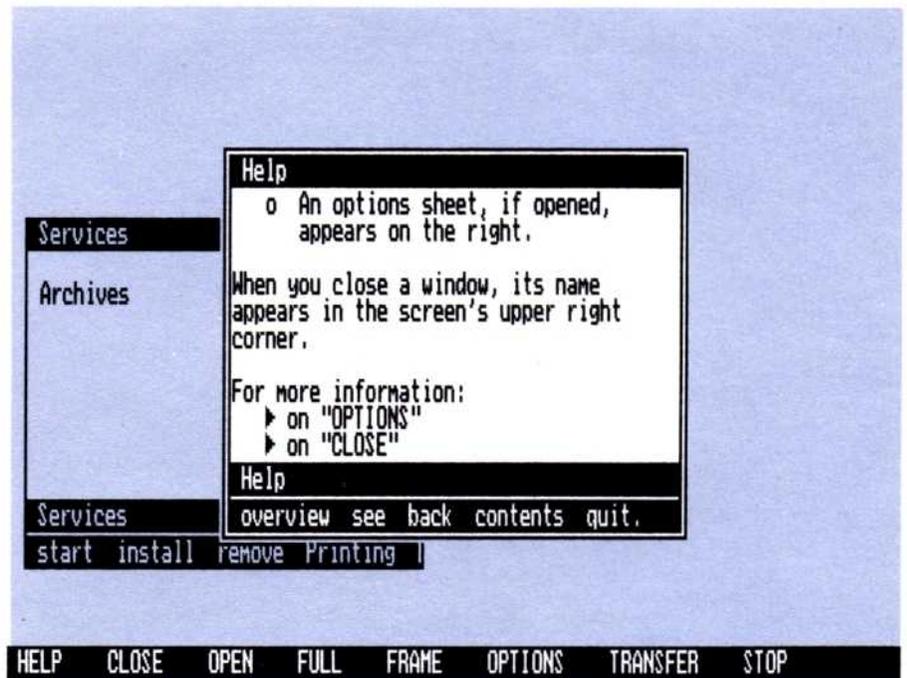
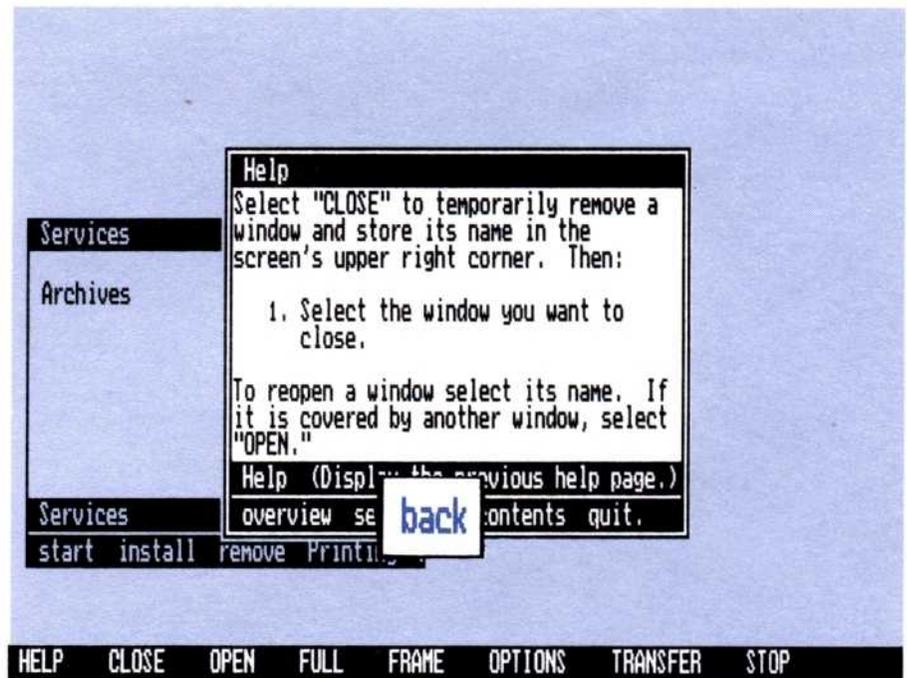


Figure 2-8. Displaying a previous Help topic

3

Starting and Ending Your Work in a Window

| | |
|--|------|
| Starting Your Work in a Window | 3-1 |
| Ending Your Work in a Program Window | 3-3 |
| Ending Your Work after Creating a New File | 3-7 |
| Ending Your Work after Revising a File | 3-10 |
| Ending Your Work in the Archives Window | 3-12 |

This chapter includes step-by-step instructions for:

- Starting your work in a window
- Ending your work in a program window
- Ending your work in an Archives window

Starting Your Work in a Window

Before you can do any work with the Visi On™ programs such as creating or updating a Visi On Calc™ worksheet, or do any “housekeeping” tasks in the Visi On Archives filing system such as removing, copying, or moving files, you must start the activities from the Services window on the Visi On screen (see Figure 3-1).

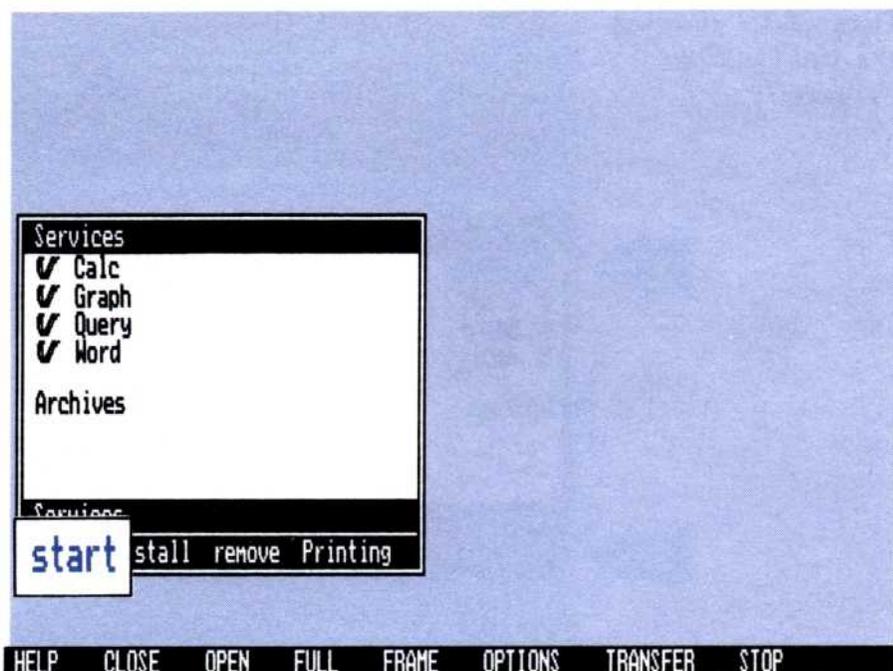
The Services window must be active before you can start an activity from it. You can tell if it is active: active windows have wide borders (as Figure 3-1 shows). If the Services window is not active, you simply select it.

To start working in a window

1. Select “start” from the Services menu.

The system asks you to select the program to start.

Figure 3-1. *The Services window is your entry point into the Visi On programs and the Archives. If the Services window is not already active (displaying a wide border), then select it.*



2. Select the program name or the Archives from the list in the Services window. (All programs you have installed are listed in alphabetical order. The Archives comes with the Visi On system and is at the bottom of the list.)

The Visi On system asks you to type or select the name of the window.

3. Do one of the following:
 - Type the name of the window and press . (The name can be up to 80 characters long.)

You may want to give your windows unique names rather than using the ones in the Services window. For example, if you open several windows for the same program, it might be confusing for them all to have the same name.

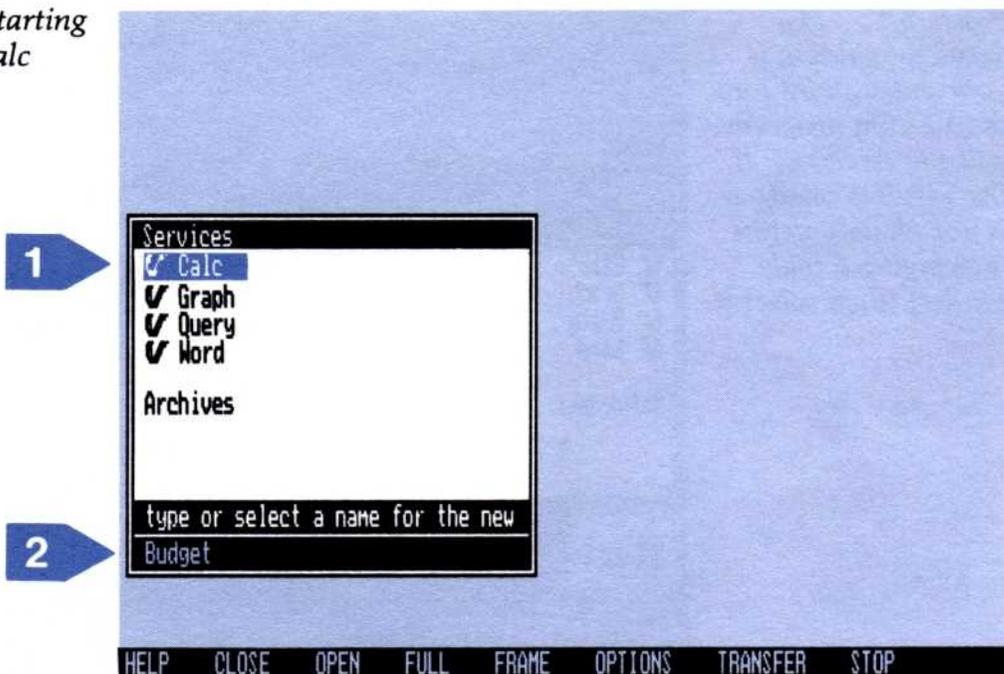
- Press the SELECT button again to use the name that is in the Services window.

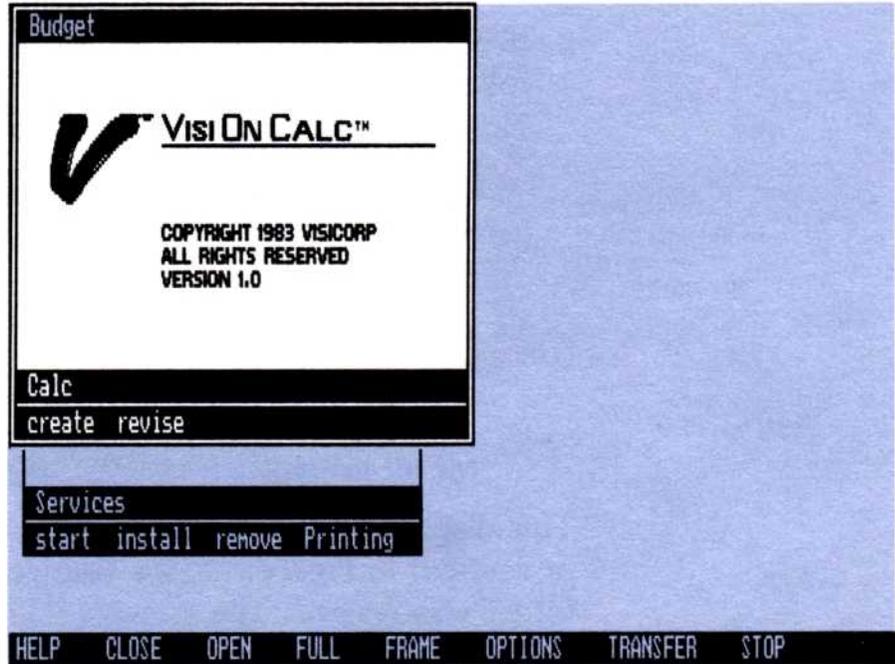
The Visi On system creates and opens a window in the upper left corner of the screen. This window is now the active window, which means you can work in it.

If you want to close, resize, or move the window to another location on the screen, refer to Chapter 4 for those instructions.

Figure 3-2 illustrates how to start the Visi On Calc program.

Figure 3-2. Starting the Visi On Calc Program





- 1 Select the Visi On Calc program.
The Visi On system asks you to type or select a name for the new window.
- 2 Type the name **Budget** and press the key marked .
The Visi On Calc window named "Budget" appears in the upper left corner of the screen.

Ending Your Work in a Program Window

Each program has the "quit" command in its main menu. When you have finished working with one program and want to do another task, you select "quit."

Unlike the Visi On "CLOSE" command that temporarily sets a window aside in the upper right corner of the screen, the "quit" command *removes* the window from the screen. If you do not save your files before selecting "quit," they are lost. You cannot get them back.

To end your work in a program window

1. Select "quit" from the program's main menu.
If you have created or revised any files in the working folder and have not saved those files in the Archives, then the program tells you there are unsaved files and asks if you want to save them before quitting.
Otherwise, the program simply ends and removes the window from the screen.

2. If you haven't saved your files, do one of the following:

- If you don't want to save the file, select "no."

The program ends and removes the window from the screen. You will not be able to get the file back.

- If you want to save the file, select "yes."

The program then displays a special Files display that you use for saving files only (see Figure 3-3 for an example).

This display shows the name of the file you just created or revised. In Figure 3-3, the "budget" file in the working folder was revised. The asterisk (*) next to the name indicates that you haven't saved the file yet.

Figure 3-4 shows an example of an "unnamed" file in the working folder. This is the name the Visi On Calc program gives a new file until you enter a name and save the document. Refer to Chapter 5 for information on naming your files.



Figure 3-3. This special Files display is used only when you need to save a file before ending your work in a program window.

Figure 3-5 shows an example of a revised file named "budget" in the working folder. You either save the file under that name or enter a new name that indicates the types of changes you have made to the file. For example, if the file has changes that reflect the budget for the month of February, then you might name the file "Feb budget."

Figure 3-4. *The Visi On Calc program names all new files "unnamed" in the working folder until you supply a name that will be meaningful within your filing system.*

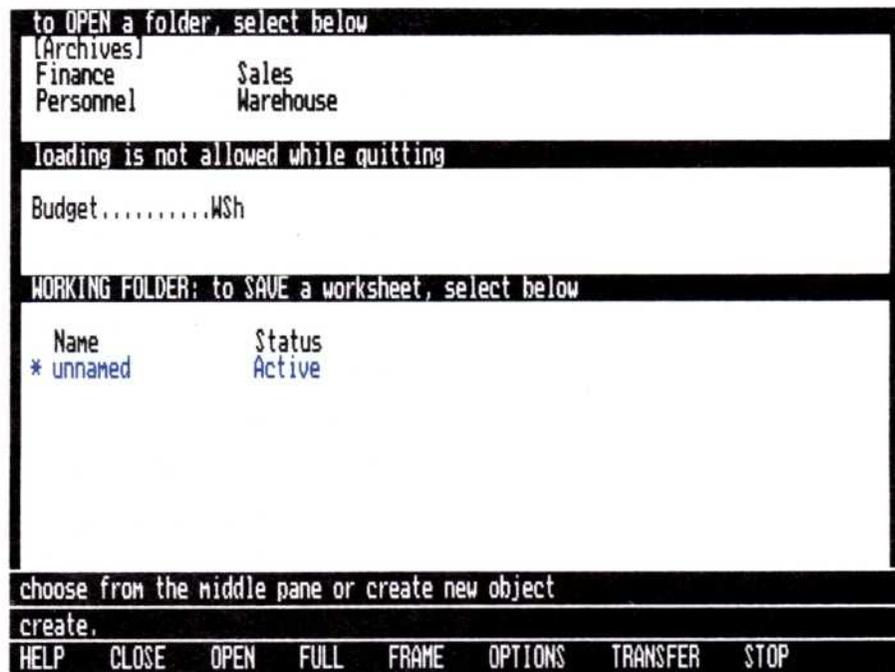


Figure 3-5. *When a revised file appears in the working folder of the special Files display, you can change its name.*



3. To save your file, you can do one of the following:

- To save your file in the current folder, simply select the file name from the working folder.

The program asks you to select a file name from the middle part of the display or to create a new file.

- To save your file in another folder, select the folder you want from the top part of the Files display. If you can't see all the available folders, you can scroll this part.

The program asks you to select a file name from the middle part of the display or to create a new file.

- To save your file in a new folder, select "create-folder" from the Files display menu.

The program asks you to enter a name for the new folder.

- a. Type the name of the folder (it can be up to 12 characters long) and press .

The program creates the folder; its name appears as the last name in the folder path at the top of the window.

For example, if you created a new folder called "Sales," the folder path would read:
"[Archives]/Sales"

- b. To save the document in this new folder, select the file name from the working folder.

Repeat step 3 for each file that you want to save.

4. Then do one of the following:

- To overwrite another file with the file you just created or revised, select a file from the middle part of the display.

The program overwrites the file with the file you created or revised, and gives that file the name of the file you selected. For example, "*budget" in the working folder overwrites "budget1" in the middle part of the display (see Figure 3-6).

- To create a new file, select "create" from the menu line.

Figure 3-6. When you select a file from the middle part of the display, the created or revised file overwrites that file and uses that file's name.

```

to OPEN a folder, select below
[Archives]
Finance           Sales
Personnel        Warehouse

loading is not allowed while quitting

Budget.....WSH
Budget1.....WSH

WORKING FOLDER:

Name           Status
* Budget       Active
unnamed

or select one of the following
create-folder done.
HELP  CLOSE  OPEN  FULL  FRAME  OPTIONS  TRANSFER  STOP

```

The program asks you to enter a name for the file or use the preset name the program provides. If you just created the file, the name is "unnamed." If you revised a file, it is the revised file's name.

- a. To enter a name, type a name for the file (up to 12 characters long) and press

The program gives the file the new name you entered.

- b. To use the name the program provides, press .

The program uses the name it provides.

5. To end your work in a Files display and in a program window, select "done" from the menu.

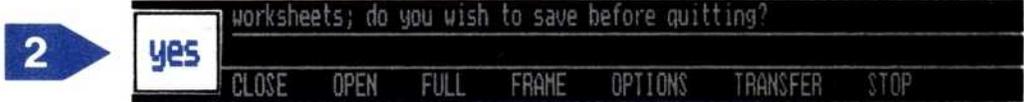
The program continues to let you know there are unsaved files until you save them all. Then the program ends and removes the window from the screen.

Ending Your Work after Creating a New File

Suppose you want to end your work in a Visi On Calc program window and you have just created a new budget for the Personnel department in your company. The following example illustrates the steps you would follow.



1 Select "quit" from the Visi On Calc main menu.



The program asks if you want to save the file.

2 Select "yes."



The special Files display for saving files appears. It displays the folders in the central Archives folder, which is the current folder, in the top part and the new budget file named "*unnamed" in the working folder at the bottom of the display.

You want to save the new file in a folder called "Personnel."

3 Select "Personnel" from the top part of the display.

```

to OPEN a folder, select below
[Archives]/Personnel

loading is not allowed while quitting

Monthly Bud....WSh

WORKING FOLDER: to SAVE a worksheet, select below

Name          Status
* unnamed     Active

4

or select one of the following
create-folder done.
HELP  CLOSE  OPEN  FULL  FRAME  OPTIONS  TRANSFER  STOP

```

The Personnel folder becomes the current folder. Notice the folder path changes showing "Personnel" as the last name in the path.

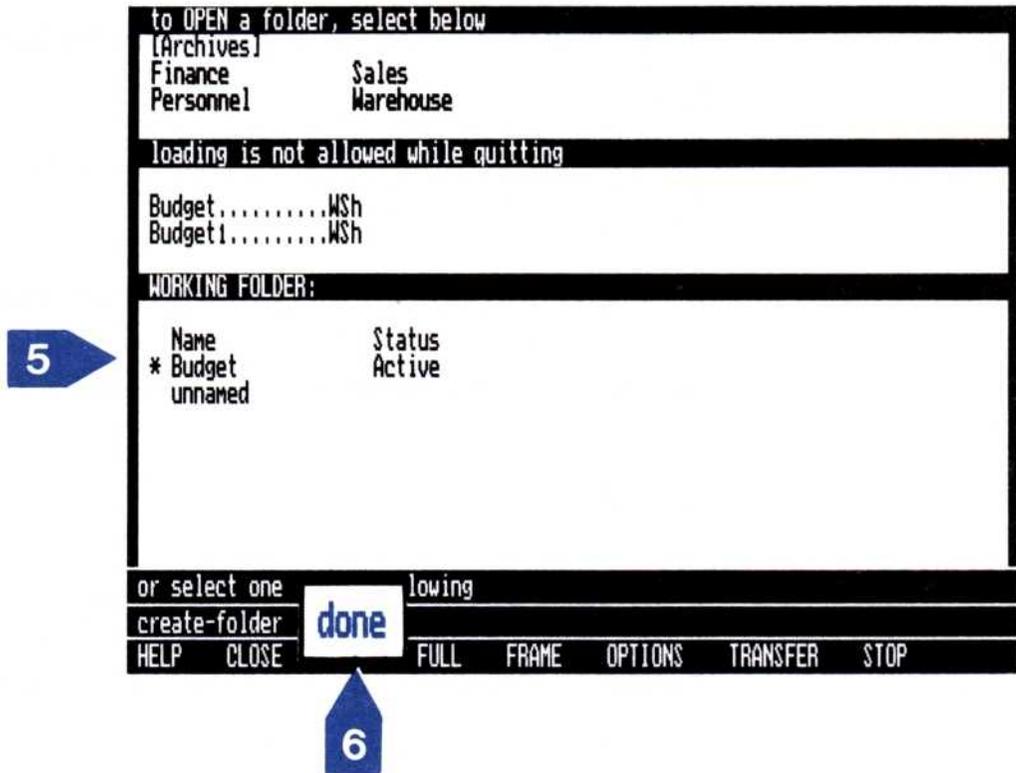
The Personnel folder has a Visi On Calc worksheet named "Monthly bud" and some other Visi On program files.

- 4 To save the "unnamed" worksheet in the Personnel folder, select "unnamed" from the working folder.

The program asks you to select a file name from the middle part of the display or to create a new file.

You want to create a new file, therefore, select "create." The program asks you to enter a name for the file.

- 5 Type **budget** and press the key marked .



to OPEN a folder, select below

[Archives]

| | |
|-----------|-----------|
| Finance | Sales |
| Personnel | Warehouse |

loading is not allowed while quitting

Budget.....WSh
Budget1.....WSh

WORKING FOLDER:

| Name | Status |
|----------|--------|
| * Budget | Active |
| unnamed | |

or select one

create-folder **done** loading

HELP CLOSE FULL FRAME OPTIONS TRANSFER STOP

The program saves the budget file in the Personnel folder.

- 6 To end your work in the Files display and remove the program window, select “done” from the menu.

Ending Your Work after Revising a File

Suppose you want to end your work in a Visi On Calc program window and you have just revised the budget for the Personnel department in your company. The following example illustrates the steps you would follow.



Calc

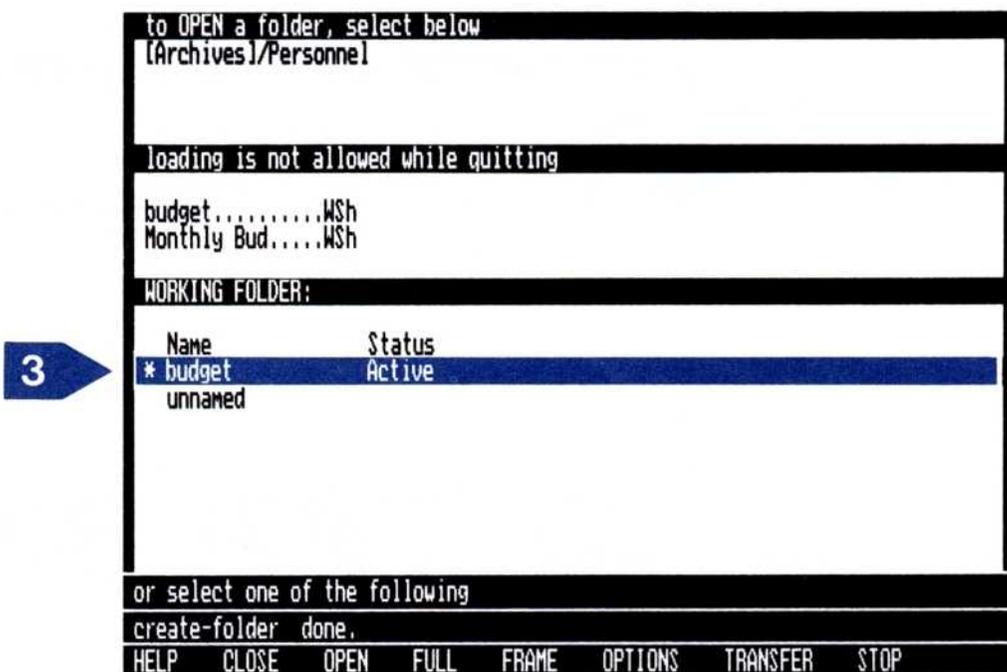
Enter calc Cut&Paste replicate goto Display Attrib file Print **quit**

HELP CLOSE OPEN FULL FRAME OPTIONS TRANSFER STOP

- 1 Select “quit” from the Visi On Calc main menu. The program asks if you want to save the file.



2 Select "yes."

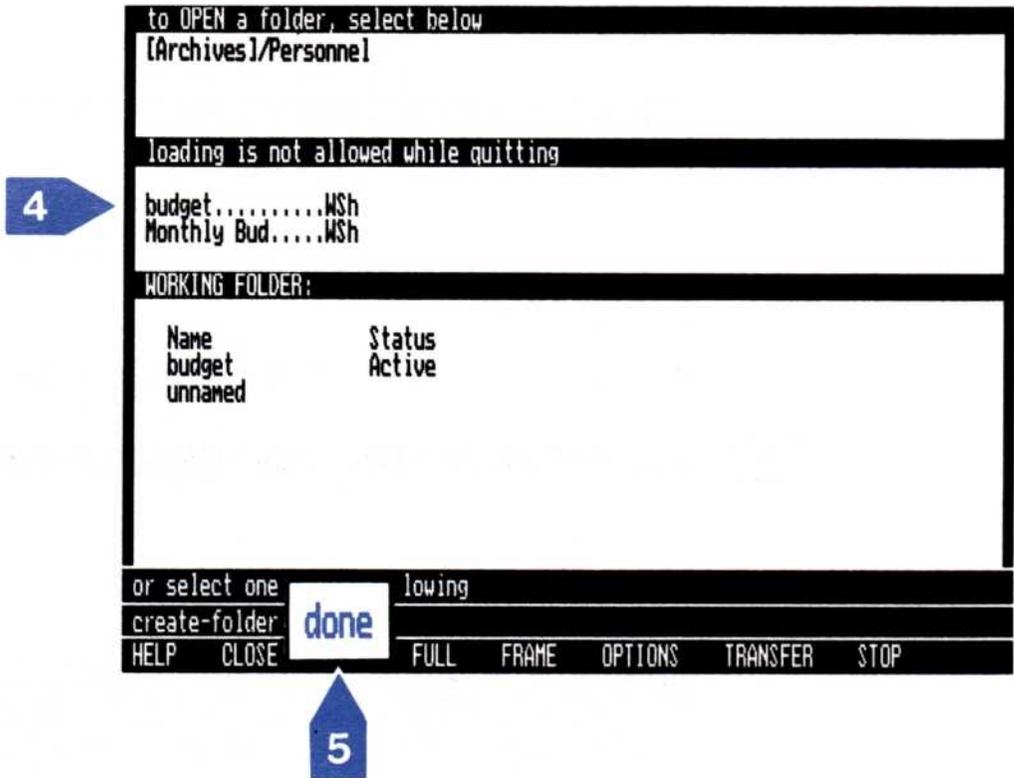


The special Files display for saving files appears. The Personnel folder is the current folder because you got the budget file from this folder to revise. The revised budget file is in the working folder. The asterisk (*) in front of its name indicates that it has been updated and hasn't been saved yet.

3 To save the changes to the budget file in the Personnel folder, select "*budget" from the working folder.

The program asks you to select a file name from the middle part of the display or to create a new file.

- 4 You want the changes saved, but want to keep the same file name, so select "budget" from the middle part of the display.



The program overwrites that file with the revised budget file changes and saves it in the Personnel folder.

- 5 To end your work in the Files display and in the program window, select "done" from the menu.

Ending Your Work in the Archives Window

The Archives window has the "quit" command in its main menu. When you have finished working with your files doing tasks such as, removing, copying, or moving files, and want to work in another window, select "quit" from the menu.

Unlike the Visi On "CLOSE" command that temporarily sets a window aside in the upper right corner of the screen, the "quit" command *removes* the window from the screen.

4

Using Windows

| | |
|---|------|
| Overview: Windows | 4-1 |
| Window Layout | 4-1 |
| Opening a Window | 4-5 |
| Opening a Closed Window | 4-5 |
| Returning a Full-Screen Window to Its Previous Size and Location | 4-7 |
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This chapter includes:

- An overview of windows and how they are used.
- A description of a window's layout—the standard elements that are common to all windows.
- Step-by-step instructions for:
 - Opening a window.
 - Setting a window aside (closing a window).
 - Displaying the list of closed windows.
 - Changing the size and location of a window (framing).
 - Expanding a window to full-screen size.

Overview: Windows

The Visi On™ system allows you to work with the Visi On programs and the Visi On Archives filing system in windows on the screen. *Windows* are rectangular areas that display part of a program or your files in the Archives.

You can work with several windows at once, arranging them on the screen, just as you arrange papers on your desk. You manipulate the windows by using four commands in the Visi On menu: "CLOSE," "OPEN," "FULL," and "FRAME" (see Figure 4-1).

Window Layout

All Visi On windows have the same standard elements. Figure 4-2 shows a typical Visi On screen with three open windows.



CLOSE OPEN FULL FRAME

Figure 4-1. The four Visi On commands that let you arrange windows on the screen just as you arrange papers on your desk.

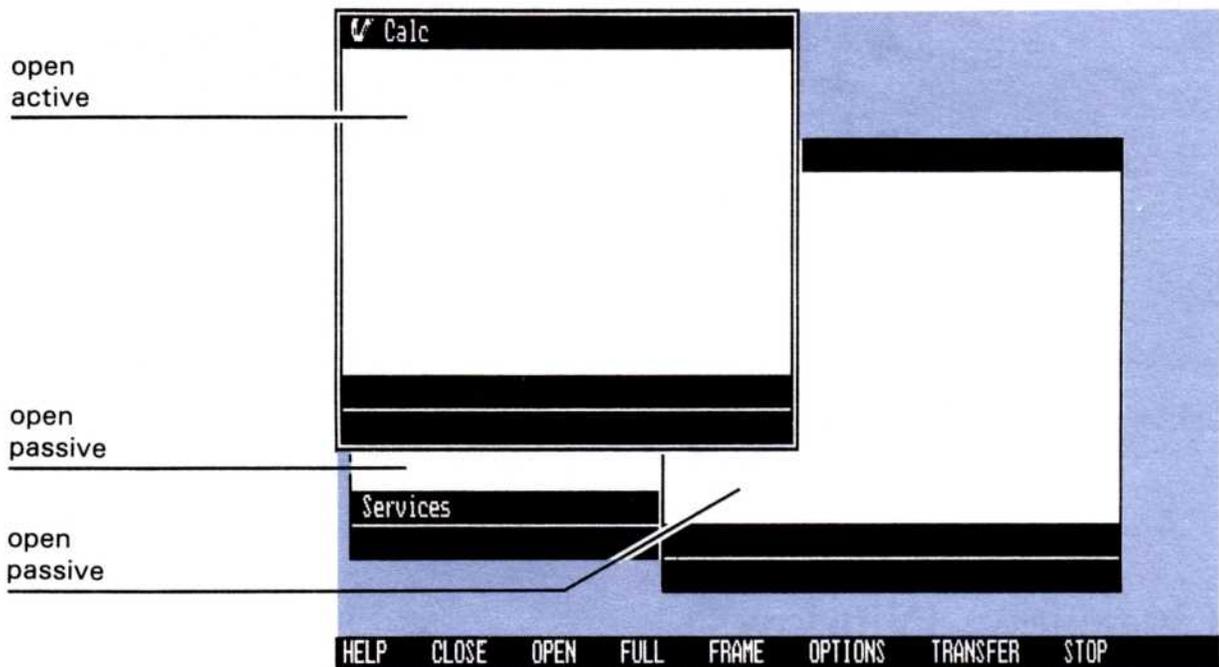


Figure 4-2. A typical Visi On screen with three open windows—the Services window and two program windows.

Open window

An *open window* is any active or passive window that is displayed on the screen. The “OPEN” command opens a closed window and returns a full-screen window to its previous size and location.

Closed window

A *closed window* is a window that has been set aside temporarily. The “CLOSE” command closes a window and puts its name in a small box in the upper right corner of the screen. Up to 10 characters of the name are displayed. If there are other closed windows, the last closed window is added to the bottom of the list.

When you are ready to reopen a window to do more work, you can select the “OPEN” command from the Visi On menu and select the window. Selecting a closed window (the small box) makes it active and opens it on the screen in its previous location and framed size.

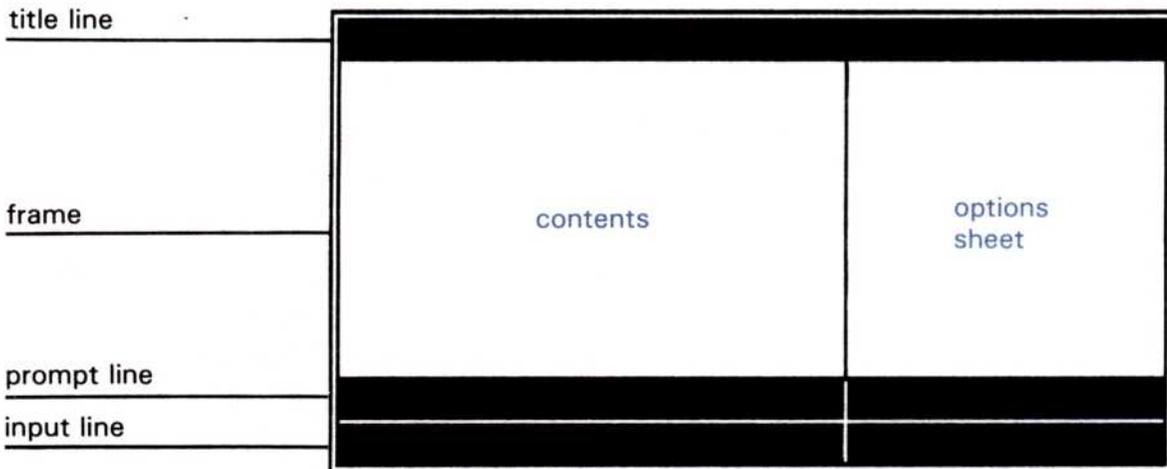
Active window

An *active window* is the open window in which you are currently working or the window you most recently selected. No window is active until you select it. Only one window at a time can be active. The rest of the windows on the screen are passive. The active window has a wide border to distinguish it from passive windows.

Passive window

A *passive window* is any displayed window that is not active. You cannot perform operations in a passive window. To make a passive window active, you simply select it.

When you select one of several overlapping windows on the screen, that window becomes active and comes to the top—it is no longer overlapped by any of the other windows.



Input line

When you start a program or the Archives, the input line contains a menu. The menu stays on this line until you select a command that requires input.

For example, if you select "goto" from the Visi On Calc™ main menu, the program prompts you to type a coordinate or a name. After you type a coordinate or a name, the menu reappears on the input line.

Frame

Each window on the screen is bordered by a frame. The inner frame line is white and the outer line is black. The frame helps to separate overlapping windows. An active window is bordered by a wider frame to distinguish it from passive windows.

Title line

The *title line* at the top of the window displays the name of the window. This is the name you typed in or selected when you started the program or the Archives from the Services window. The name can be up to 80 characters long. The title line does not appear in a full-screen window.

Contents

The contents pane, which occupies most of the window, displays a portion of the program's or the Archives' contents. You do your work in this part of the window.

Options sheet

An *options sheet* contains the option settings that let you change certain characteristics of a program and the way it operates.

You can display and change option settings by selecting the "OPTIONS" command from the Visi On menu and then selecting the window you want. The options sheet appears on the right side of the window. To set the options sheet aside when you've finished working with it, you select "done" from the Options menu.

For more information on options sheets, refer to Chapter 8.

Prompt line

The prompt line displays the following information at the appropriate times during your use of a program or the Archives:

- The name of the program (or Archives) you are working with.

- The menu path (where you are in the menu hierarchy). For example, if you are in the Visi On Word™ “Cut&Paste” menu, this line shows “Word/Cut&Paste.”

The *menu path* shows the menu names you selected to get to the current menu. If you want to go back to a previous menu, you simply select that name in the path.

- A brief description of the highlighted command. (A command is highlighted as you move the pointer across the menu and the menu path.)
- Messages or questions you need to answer for the program to continue.

When you select a command that requires more information, a message or question appears on the prompt line. After you respond, the menu path returns.

Opening a Window

The “OPEN” command activates, opens, and redisplay a closed window’s contents on the Visi On screen.

Use the “OPEN” command to:

- Open a closed window that you have set aside temporarily to do other work.
- Return a full-screen window to its previous size and location.

Opening a Closed Window

To open a closed window to resume working in it

1. Select “OPEN” from the Visi On menu.

The Visi On system asks you to select a window.

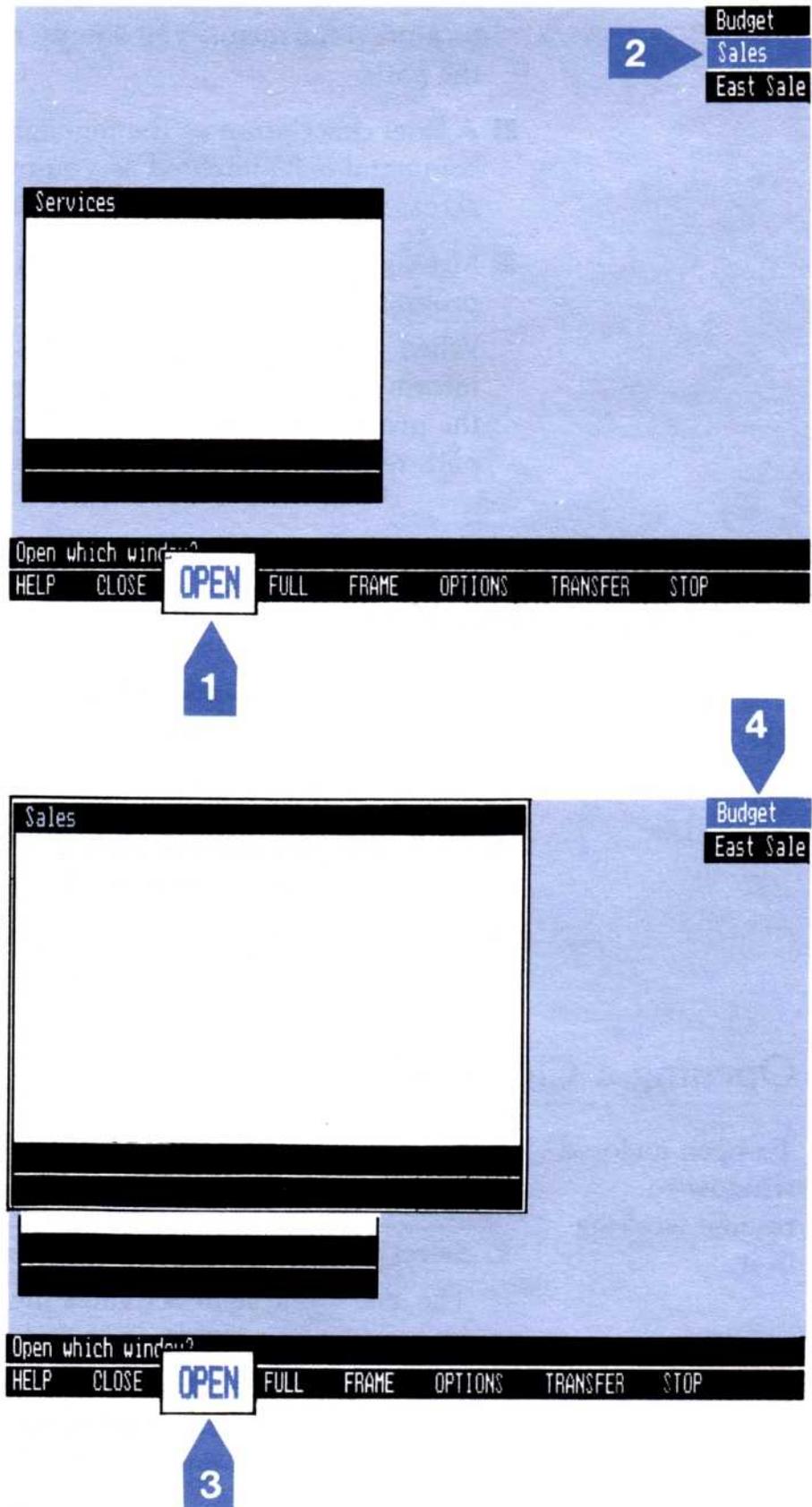
2. Select the window you want to open.

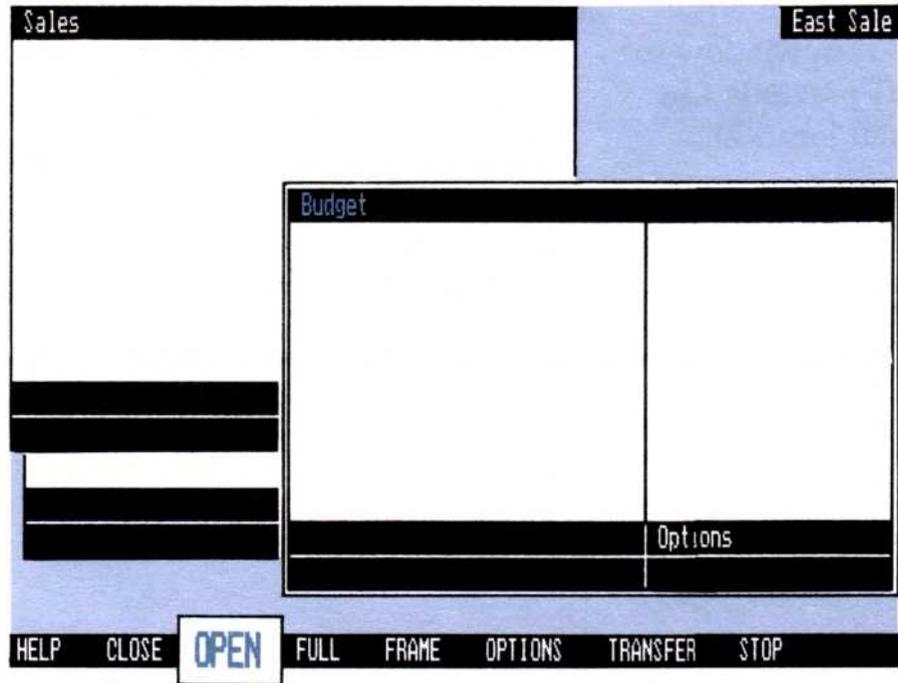
The Visi On system activates the window and puts it on top of any overlapping windows on the screen.

If you open a closed window that was full-screen size when you closed it, the window returns to its previous location and framed size. It does not open to full-screen size.

For example, assume you have temporarily set three windows aside to do other work on your screen. Figure 4-3 illustrates how to open two closed windows.

Figure 4-3. Opening closed windows





- 1 Select "OPEN" from the Visi On menu.
The system asks you to select the window you want.
- 2 Select the closed window named "Sales."
The Sales window opens and the other two closed windows in the upper right corner move up.
- 3 To open another closed window, select "OPEN" from the Visi On menu.
The system asks you to select the window you want.
- 4 Select the closed window named "Budget."
The Budget window opens on top of the Sales window and now becomes the active window. The closed window "East Sales" moves up.

Notice that the Budget window has an options sheet attached to it. The options sheet was displayed when you closed that window; therefore, when you open the window again, it returns to the same state.

Returning a Full-Screen Window to its Previous Size and Location

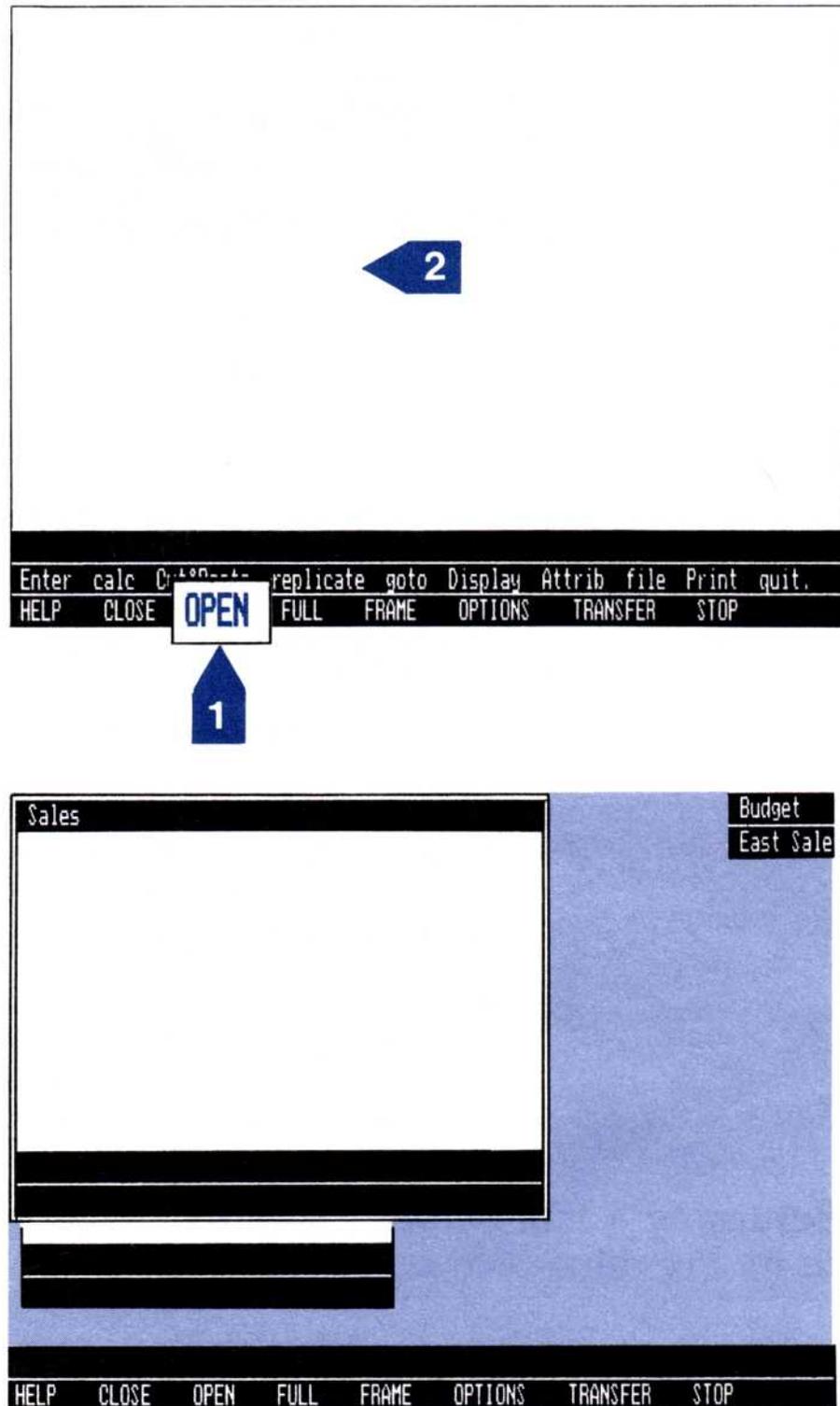
When you return a window to its previous size, it also goes back to its previous location.

To return a full-screen window to its previous size and location

1. Select "OPEN" from the Visi On menu.
The Visi On system asks you to select a window.
2. Select the full-screen window.
The Visi On system returns the window to its previous size and location.

Figure 4-4 illustrates how to return a full-screen window to its previous size and location.

Figure 4-4.
Returning a full-screen window to its previous size and location



- 1 Select "OPEN" from the Visi On menu.
The system asks you to select the window you want.
- 2 Select the full-screen window.
The window returns to its previous size and location.

Setting a Window Aside (Closing a Window)

The "CLOSE" command lets you temporarily set aside a window that you are not currently working with. This gives you room on the screen to do work in other windows. The name of the closed window (up to ten characters) is displayed in a small box in the upper right corner of the screen.

To close a window

1. Select "CLOSE" from the Visi On menu.
The Visi On system asks you to select a window.

2. Select the window you want to close.
The Visi On system sets the window aside in a small box in the upper right corner of the screen. If there are other closed windows, that window is added to the bottom of the list.

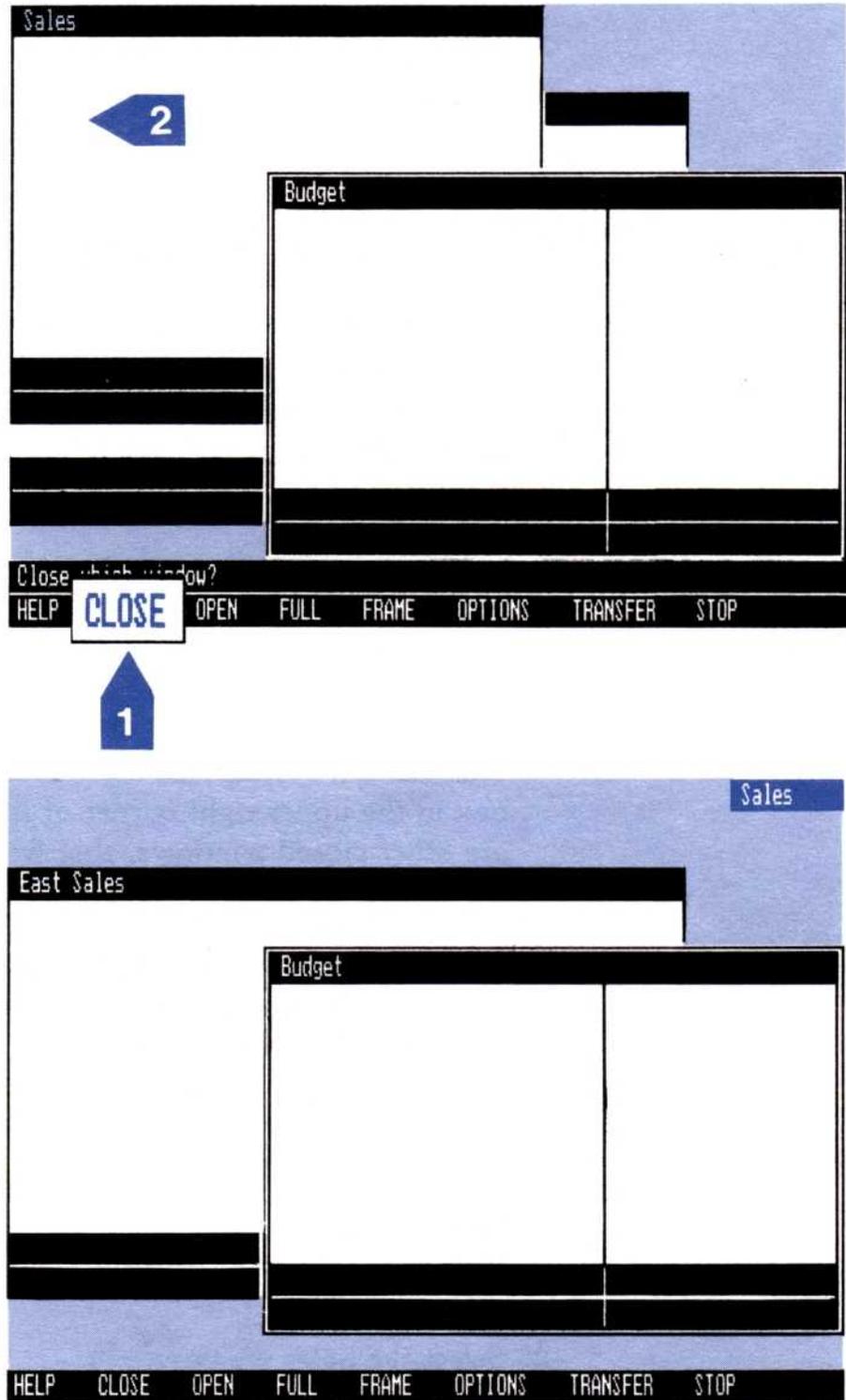
If you close a full-screen window and open it again, the window returns to its previous location and size. It does not open to a full-screen size.

Figure 4-5 illustrates how to set a window aside by using the "CLOSE" command.

- 1 Select "CLOSE" from the Visi On menu.
The system asks you to select a window to close.
- 2 Select the Sales window.
The system puts the Sales window aside in the upper right corner of the screen.

You now have more room to work in the other two open windows on the screen. At this point you can rearrange the other two windows on the screen using the "FRAME" command so that you can work more easily in them.

Figure 4-5. *Setting a window aside*



Displaying the List of Closed Windows

If the list of closed windows is covered by another window, and you want to work with one of the windows or simply see what windows you have set aside, you can display the list of closed windows. (Any Visi On command that asks you to select a window displays the list of closed windows.)

To display the list of closed windows

1. Select any of the commands except for "HELP" or "STOP" from the Visi On menu.

The Visi On system displays the list of closed windows and displays the appropriate prompt for the command you selected.

2. You can do one of the following:

- If you want to continue with the command, select the closed window you want.

The Visi On system opens the closed window, returns it to its previous location and size, and puts it on top of any overlapping windows. If the command requires more actions, the system continues to prompt you.

- If you simply want to see what windows you had set aside and want to resume working in the full-screen window, select "STOP" from the Visi On menu to cancel the command.

The system cancels the command you selected.

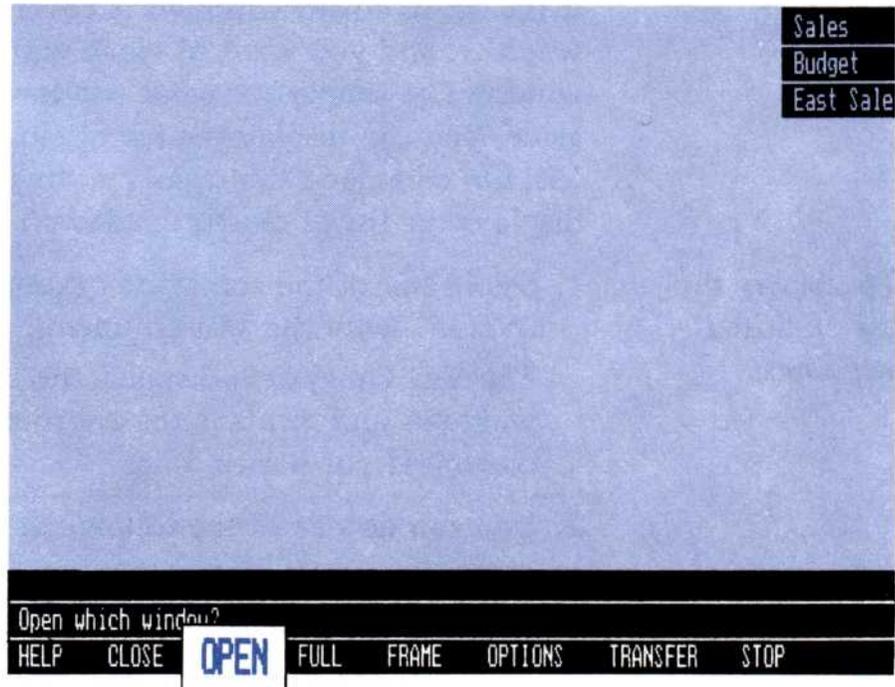
Figure 4-6 illustrates how to display the list of closed windows when a full-screen window is covering them.

Select "OPEN" from the Visi On menu.

The system displays the list of closed windows.

At this point, you could respond to the prompt by selecting one of the windows, or you could continue your work in the full-screen window by selecting "STOP" to cancel the "OPEN" command.

Figure 4-6.
*Displaying a list of
closed windows*



Changing the Size and Location of a Window (Framing)

The "FRAME" command lets you change the size and location of a window. It lets you arrange the windows on your screen to meet your needs. For example, if you have several open windows on your screen and one of the windows is covered by another window, you can use the "FRAME" command to change that window's size and location so that you can see more of its contents.

To frame a
window

1. Select "FRAME" from the Visi On menu.
The Visi On system asks you to select the window you want to frame.
2. Select the window you want.
The Visi On system then asks you to select the upper left corner for the new frame.
3. Select the position on the screen where you want the upper left corner to be.
The Visi On system asks you to select the lower right corner of the new frame.

4. Select the position on the screen where you want the lower right corner to be.

The window disappears from its previous location and appears in the new framed window, on top of any overlapping windows on the screen as the active window.

Note that the minimum size that you can frame a window varies with each program. Therefore, if you try to make a window smaller than that program allows, the Visi On system automatically frames it according to that program's requirement.

If the window has an attached options sheet, the new frame includes both the window and the options sheet.

Figure 4-7 illustrates how to change the size and location of a window.

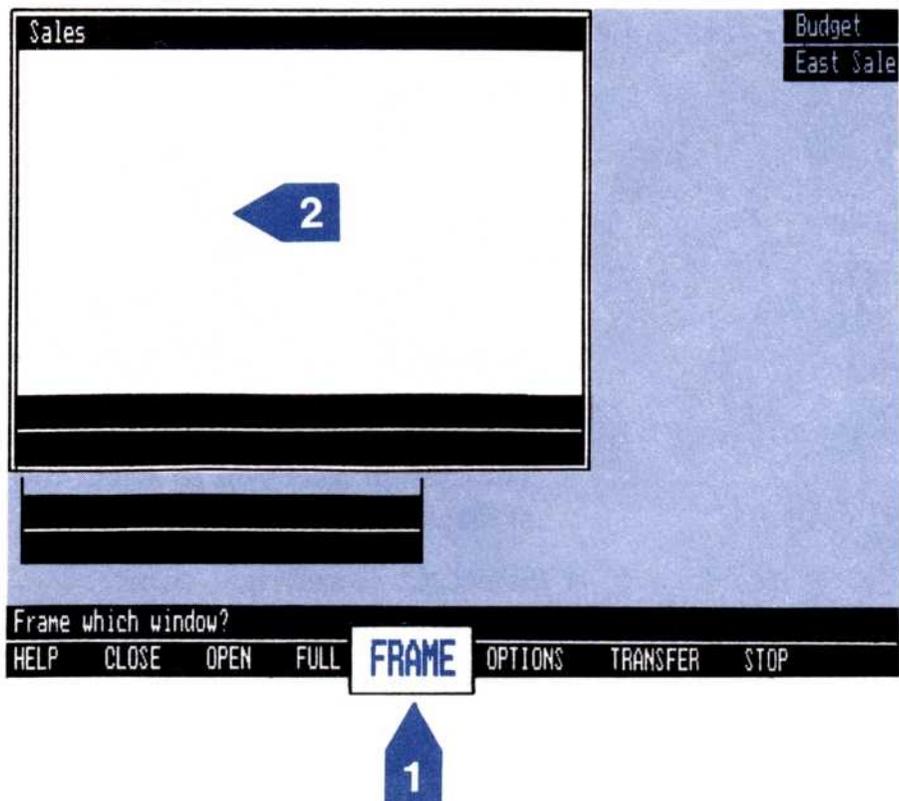
- 1 Select "FRAME" from the Visi On menu.

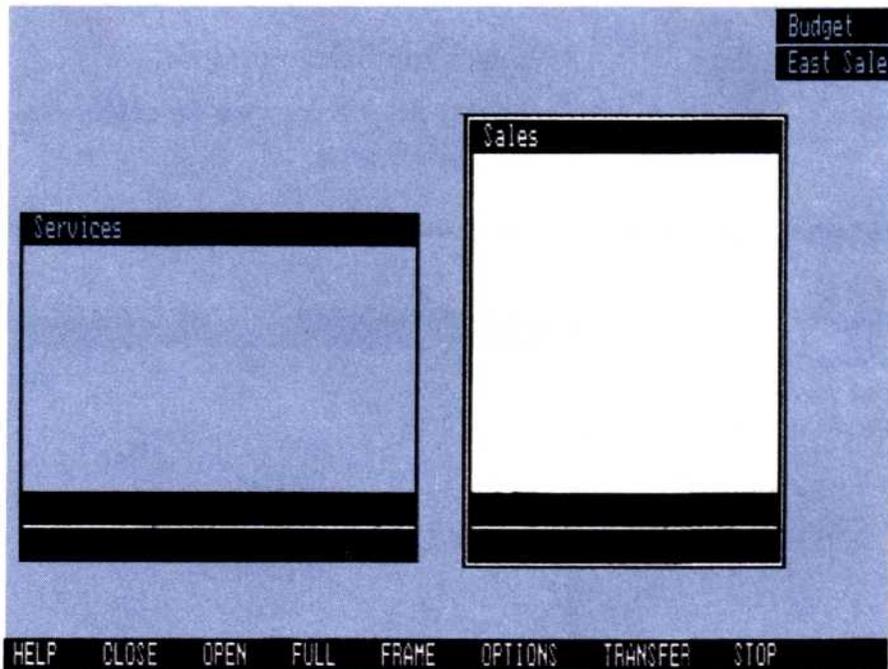
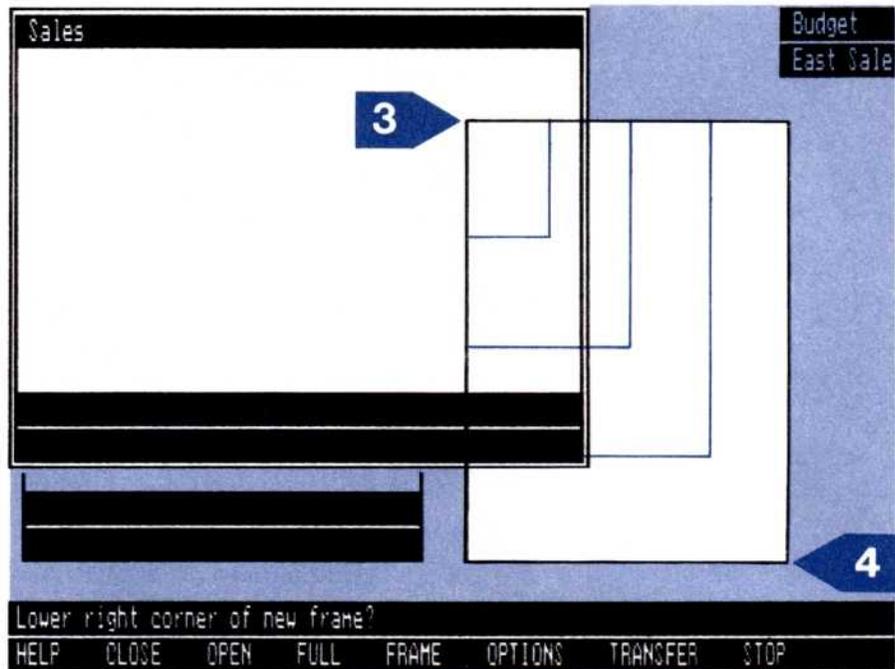
The system asks you to select the window.

- 2 Select the Sales window.

The system asks you to select the upper left corner of the new frame.

Figure 4-7.
Changing the size and location of a window (framing)





- 3 Select the upper left corner.
The system asks you to select the lower right corner of the new frame.
- 4 Select the lower right corner.
The Sales window appears in the new framed window.

Expanding a Window to Full-Screen Size

The "FULL" command expands a window to fill almost the entire screen. The Visi On menu remains at the bottom of the screen.

You may find it easier to work within a full-screen window because more of the contents of the program or the Archives filing system will be displayed and you won't have to scroll the menu line. Entire menus and prompts are visible. Use the "FULL" command when you want to work within one window.

To expand a window to full-screen size

1. Select "FULL" from the Visi On menu.

The Visi On system asks you to select the window you want to make full.

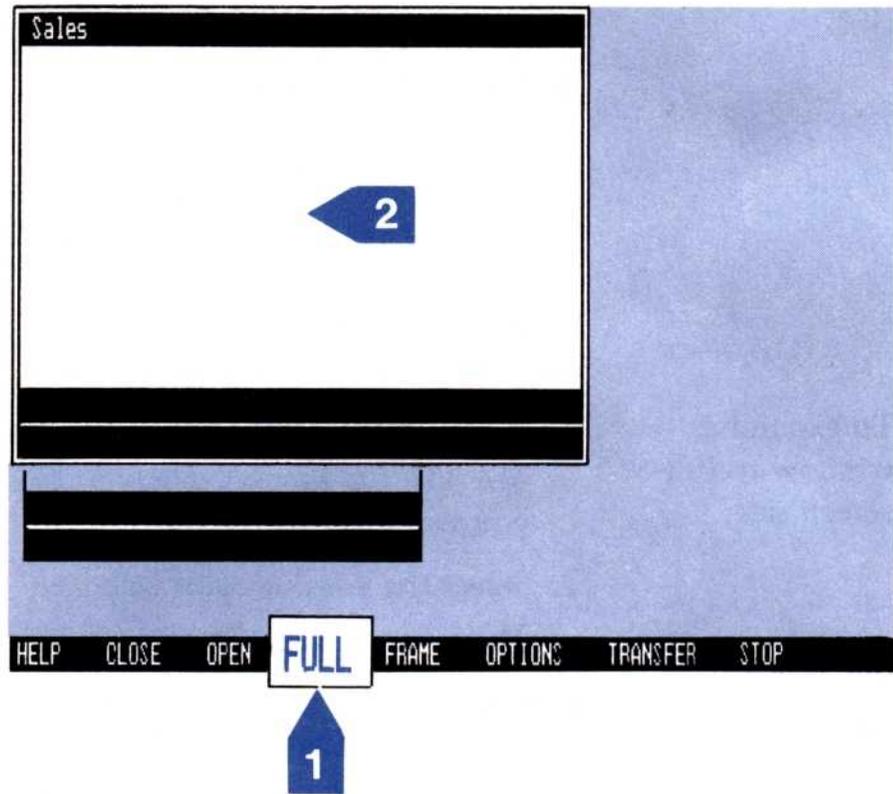
2. Select the window you want.

The window fills the entire screen.

If you expand a window that has an attached options sheet, the Visi On system fills the screen with both the window and the options sheet. The window can display only part of its contents. To see the full-screen window, you must remove the options sheet. For instructions on removing the options sheet from the screen, refer to Chapter 8.

Figure 4-8 illustrates how to expand a window to full-screen size.

Figure 4-8.
*Expanding a window
to full-screen size*



- 1 Select "FULL" from the Visi On menu.
The system asks you select a window.
- 2 Select the Sales window.
The Sales window fills the entire screen.



5

Organizing and Updating Your Information

| | |
|--|------|
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This chapter is divided into three parts. This first part presents an overview of the Visi On™ filing system called the Archives. It introduces you to some basic concepts about:

- Organizing your information into a system of files and folders.
- Storing (saving) and retrieving (getting) the files you create with the Visi On programs.
- Periodically performing “housekeeping” activities on your files and folders to reorganize them.

The second part of this chapter includes step-by-step instructions for reorganizing and updating your files and folders from the Archives window.

The third part of this chapter includes:

- A description of how and where information is stored (on your hard disk and on floppy disks).
- Guidelines for backing up your files.

If you will be storing some of your files on floppy disks such as files that you use infrequently or files that contain sensitive or confidential information, those floppy disks must be in the format that the Visi On Archives can accept.

The “initialize” command from the Drives menu in the Services window is used to initialize your disks for the Archives. It writes some special information on the disk and puts all Visi On-related information in an MS-DOS directory called \visi_on. If you remove the directory or any information in it, you cannot use the disk with the Visi On system. You may also lose data on the floppy disk.

For information on using the MS-DOS FORMAT command, refer to “Preparing Your Floppy Disks” in the *Visi On Setup Guide*. For instructions on using the Visi On “initialize” command, refer to “Initializing Your Floppy Disks for the Archives” later in this chapter.

If you are an experienced computer user, you may want to scan the following overview. Make sure, however, that you become familiar with the meanings of various terms (such as folder, file, and Files display) as they are used in the Visi On system and its programs.

Overview: The Visi On™ Archives

The Visi On system provides a central filing system called the Archives. The Archives stores information in much the same way as you store information in your office filing cabinet that contains files and folders. In the Visi On environment, a *file* is the data you create with the Visi On programs—such as a worksheet, table, graph, series, or document. A *folder* is a collection of files, usually related.

The procedures you follow to organize, store, retrieve, and periodically clean up your files in your office environment apply to the Visi On environment as well.

When you start using the Archives, you will notice that the Visi On system provides two folders for you (see Figure 5-1):

- The central Archives folder
- The wastebasket folder

The Central Archives

The central Archives folder lets you store all your files in one folder. After you create a file and want to store (save) it for future use, you simply store it in this central folder. This is the easiest way to store your files. When you start accumulating several files, you may decide to group related files into other folders. You will learn more about the central Archives folder in “Organizing Your Files” later in this chapter.

The Wastebasket

When you remove a file from the Archives, it goes into the wastebasket folder. This folder is created when you remove a file. If you remove a file by mistake, you can get it back by going to the Archives, opening the wastebasket folder, and either moving or copying the file into another folder.

The wastebasket keeps the file until you remove another file—at which time, the Visi On system deletes the file that was in the wastebasket and puts in the file you just removed. Instructions for retrieving the file from the wastebasket folder are in “Getting a File out of the Wastebasket” later in this chapter.

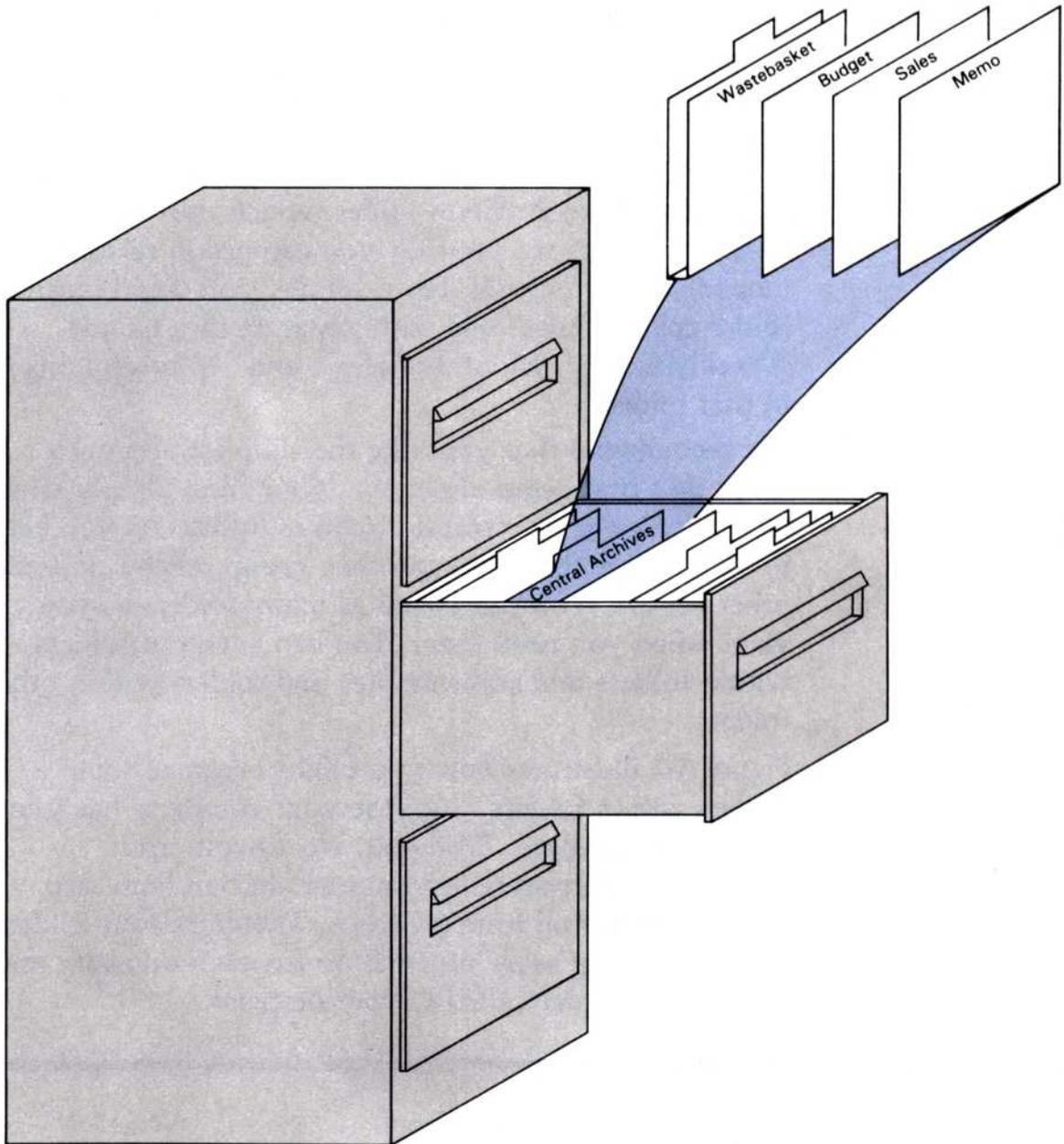


Figure 5-1. *The Visi On Archives filing system is just like your office filing cabinet. The Archives provides two folders for you—the central Archives folder and the wastebasket folder.*

Organizing Your Files

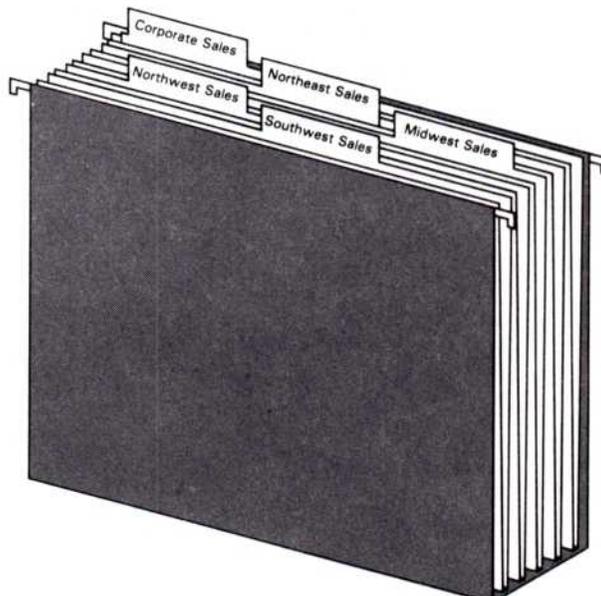
Any files that you create with the Visi On programs and want to keep for future use must be stored in the Visi On Archives. The way you store your files depends on your needs.

You can store each file simply as a file in one central folder called the Archives folder, which the Visi On system provides for you. Or you can group related files into folders you create. For example, you could create a folder called "Sales" and store separate files named "Weekly Sales," "Monthly Sales," and "Quarterly Sales" in that folder.

We recommend that you take the simplest approach when you first begin organizing your files. Simply store all your files in the central Archives folder. As you begin to accumulate files, you can then group related files into other folders. You can create as many folders as you want when you need them. You can even put folders within folders and separate files and folders within other folders.

Figure 5-2 illustrates how you might organize some folders within folders. Suppose your company has four divisions: Northeast, Midwest, Northwest, and Southwest. Corporate headquarters in San Francisco tracks sales for all four divisions. Therefore four folders, each containing sales information for each division, are filed in one folder called Corporate Sales.

Figure 5-2. *Filing folders within folders is a convenient way to organize related files and folders.*



Using the Visi On Archives can be as simple as storing all files in the central Archives folder or as complex as creating a hierarchy of folders and files stored within other folders. You decide what you need and then organize your files accordingly.

Saving (Storing), Getting (Retrieving), and Reorganizing Your Files

Depending on the tasks you want to perform, you reach the Archives in one of two ways:

- Through one of the Visi On applications program's Files display to save and get files.
- Through the Archives window itself to do housekeeping tasks, such as removing, copying, moving, and renaming files.

Saving and getting files

A Files display appears each time you select "file" from a Visi On program's main menu. That command opens the part of the Archives that stores that program's *files* (worksheets, documents, graphs, series, or tables). For example, selecting "file" from the Visi On Word™ main menu opens the part of the Archives that shows your word processing documents.

You select "file" when you want to permanently save (store) a file you have created or revised or when you want to get (retrieve) a stored file into the program window (temporary storage) to work with.

When you get a file to work with, the program gets a copy of that file from permanent storage and puts it in temporary storage in your program window. If you make changes to that copy and quit the program or turn your computer off, your changes are lost. You cannot get them back. That's why after you create or update a file, you must use the Files display to save the file in permanent storage.

All the Files displays are similar. What appears in each of the displays depends on how you have organized your files.

Figures 5-3, 5-4, and 5-6 illustrate how the Files display for the Visi On Calc™ program would look before you select a file to work with in the program window. The examples illustrate three different ways of organizing your Visi On Calc files.

For details on how each program's Files display works and for instructions on getting and saving files, refer to the individual program User's Guides.

Storing files in the central Archives folder—the simplest way. Figure 5-3 illustrates the simplest filing approach. It shows what the Visi On Calc Files display looks like with all files stored in the central Archives folder.

- 1 The folder path line shows the Archives folder as the current folder. The *current folder* is always the last name in the path.
- 2 You have not created any other folders in the Archives; therefore the top part of the display is empty.
- 3 The middle part of the display lists the names of the worksheets in the central Archives folder. If there are additional worksheets that you can't see in this part,



Figure 5-3. The Visi On Calc Files display before you select a file to work with. This display shows all files stored in the central Archives folder, which is the simplest and easiest way to store your files.

you can scroll the contents up. You select the worksheet you want to work with from this part of the display.

- 4 The bottom part of this display is called the *working folder*. Any file you want to work with in the program window appears here after you select it from the middle part of this display. This folder tells you what file is now in your program window. It is empty because you haven't selected a file yet.

Storing files within folders—as you collect more files.

Figure 5-4 illustrates what the Visi On Calc Files display looks like with files stored within folders.

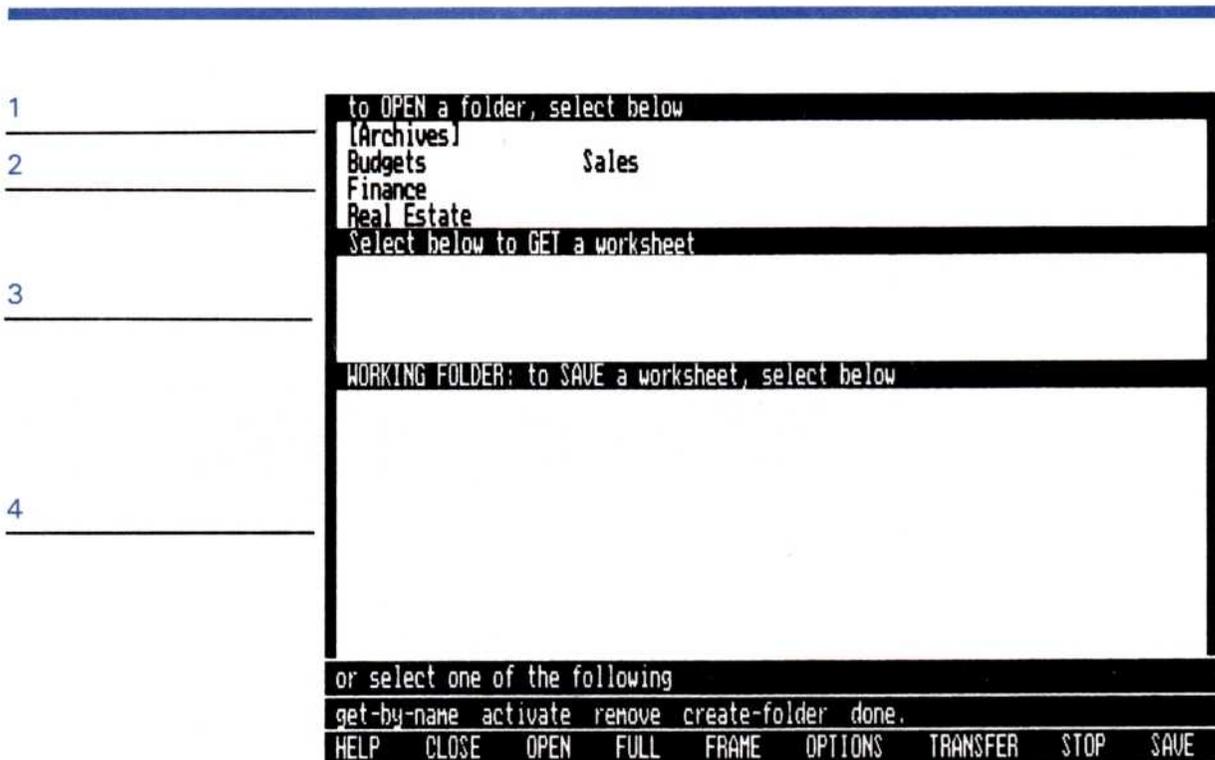


Figure 5-4. Files stored in folders in the Visi On Calc Files display, before you select a file to work with.

- 1 The current folder is the central Archives folder.
- 2 The top part of this display shows the other folders created in the Archives.
- 3 The middle part of the display is empty. No files are stored in the central Archives folder—only files in other folders.
- 4 The working folder is empty because you haven't selected a file yet.

If you selected the Sales folder from the top part of the display to see its contents, then “Sales” would be the current folder (see Figure 5-5) and the files in the Sales folder would be displayed in the middle part. If the Sales folder contained folders as well as files, those folders would be displayed in the top part of the display.

The “Sales” folder doesn’t contain any folders; therefore this top part is empty

The middle part contains the files in the “Sales” folder



Figure 5-5. The Visi On Calc Files display shows the files in the Sales folder, which is the current folder.

Storing files and folders within folders—as your needs increase. Figure 5-6 illustrates what the Visi On Calc Files display looks like with both files and files within folders stored in the Archives.

If you selected the Budgets folder from the top part of the display to see its contents, then “Budgets” would be the current folder (see Figure 5-7). You can see that the Budgets folder has folders within it as well as files. Its folders are displayed in the top part and its files in the middle part of the display. This figure illustrates a more complex hierarchy of files and folders than any of those shown in the previous examples of Visi On Calc Files displays.

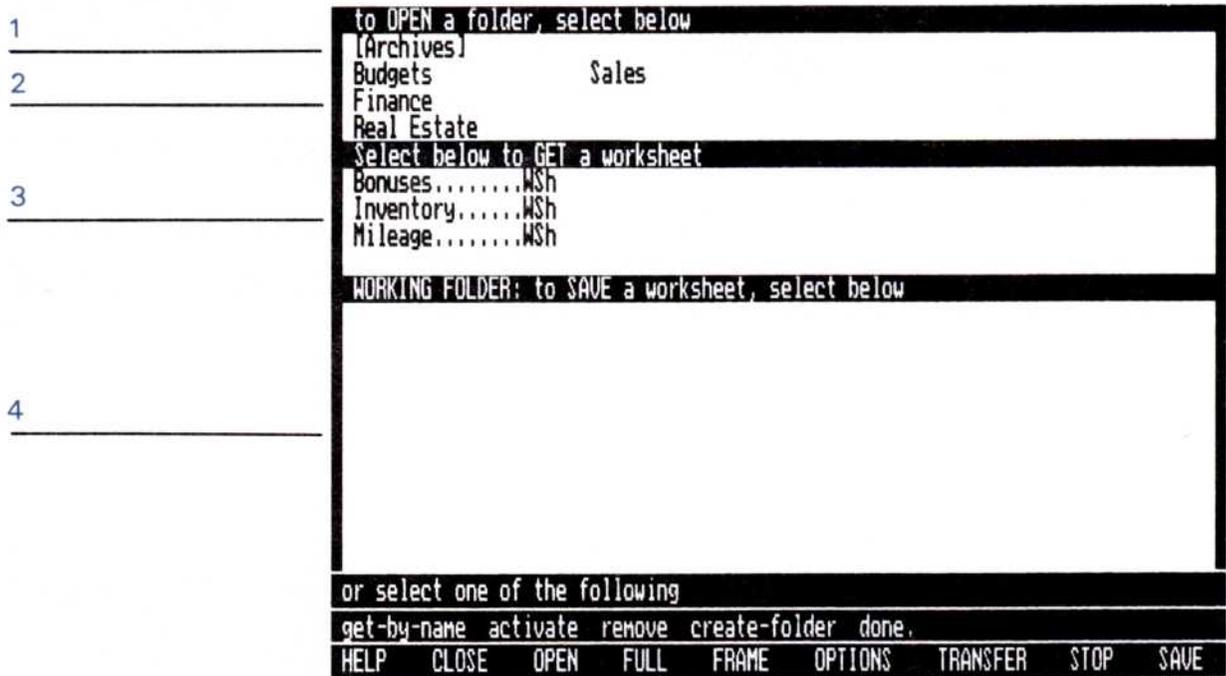


Figure 5-6. Files and files within folders stored in the Archives shown in the Visi On Calc Files display before you select a file to work with.

- 1 The central Archives folder is the current folder.
- 2 The top part of this display shows the other folders in the Archives. Each of these folders contains files and folders. To display their contents, you select one of the folders. That folder then becomes the current folder, and its contents are displayed. The contents of the middle part and the bottom part change.
- 3 The middle part of the display shows the worksheets in the central Archives folder (in addition to the folders in the top part).
- 4 The working folder is empty because you haven't selected a file yet.

Folders within the
"Budgets" folder

Files in the
"Budgets" folder

```

to OPEN a folder, select below
(Archives)/Budgets
Fin budget      Yearly budget
Pers budget

Select below to GET a worksheet
Monthly budgt
Weekly budgt

WORKING FOLDER; to SAVE a worksheet, select below

or select one of the following
get-by-name activate remove create-folder done.
HELP CLOSE OPEN FULL FRAME OPTIONS TRANSFER STOP SAVE

```

Figure 5-7. The Visi On Calc Files display shows the contents of the current folder, "Budgets," which contains both files and folders.

Reorganizing your files

After you have worked with the Visi On system and its programs for awhile, you may need to clean up some of your files and folders. These housekeeping tasks are performed from the Archives window.

To enter the Archives, you select "Archives" from the Services window on the Visi On screen. The Archives differs from the program Files displays that show a program's files. The Archives lists the names of *all* files and folders in alphabetical order. Folders appear first in the list. *You cannot get and save files from the Archives—only from a program's Files display.*

The Archives also lets you transfer files between the Visi On system and another system using the "import" and "export" commands. For instructions on importing and exporting files, refer to "Transferring Information between a Visi On System and another System" in Chapter 6.

Figure 5-8 illustrates what the Archives looks like when it contains both files and folders in the central Archives folder.

| | name | type | date and time |
|---|--|----------|-------------------|
| 1 | [ARCHIVES] / | | |
| 2 | [Archives] | | |
| 3 | [NEW] | | |
| | Budget | Folder | 09/15/83 18:25:34 |
| | Finance | Folder | 09/15/83 09:46:03 |
| | Real Estate | Folder | 09/10/83 10:15:10 |
| 4 | Sales | Folder | 09/08/83 09:22:53 |
| | Addresses | Table | 09/01/83 14:36:07 |
| | Bonuses | WSheet | 08/22/83 10:28:12 |
| | Corresp | Document | 08/17/83 09:14:33 |
| | Graphs | Graph | 08/05/83 10:45:06 |
| | Inventory | WSheet | 08/02/83 10:14:10 |
| | Inven report | Document | 07/28/83 11:01:13 |
| 5 | Archives | | |
| | new-folder copy move rename split discard External quit. | | |
| | HELP CLOSE OPEN FULL FRAME OPTIONS TRANSFER STOP | | |

Figure 5-8. The Visi On Archives window lists the names of all files and folders for all programs. They are in alphabetical order, with folders appearing first.

- 1 "Archives" is the title of the window.
- 2 The central Archives folder is the current folder.
- 3 Select "[NEW]" when you want to create a new file or folder by copying, moving, transferring, or importing a file to that new file or folder.
- 4 All files and folders that are stored in the central Archives folder are listed in alphabetical order, with folders appearing first.

Every file and folder has a:

Name Your files and folders can have names that can be up to 12 characters long (including any printable characters such as commas, dashes, spaces, underscores, and upper- and lowercase letters).

Type The type is determined by the program that creates it and cannot be changed:

| Program | Type |
|---------------|-----------------|
| Visi On Calc | Wsheet |
| Visi On Query | Table |
| Visi On Graph | Graph or Series |
| Visi On Word | Document |

If you create a folder, it is always a Folder, regardless of the program that created it. If you import or export a file, the type for that file is External.

Date/time This is the date and time the folder was created or the file was created or last updated. MS-DOS provides the date and time for you, based on what you enter when you first start MS-DOS.

5 This line contains the menu commands you use to update your files and folders:

new-folder Creates a new folder within one of the displayed folders in the Archives window.

copy Copies a file or folder into another folder.

move Moves a file or folder into another folder.

rename Gives a file or folder a new name.

split Splits the Archives window into two separate views of the Archives (two folders) so that you can copy or move files/folders from one folder to another.

| | |
|-----------------|--|
| discard | Removes a file or an empty folder and puts the file in the wastebasket folder. |
| External | Displays the “import” and “export” commands that let you transfer files between the Visi On system and another system. These commands are also used to print files to disk for a remote print operation. |
| quit | Ends the tasks you are performing in the Archives window and removes the window from the screen. |

Summary

All the files you work with are in the Archives. From your program’s Files display, you can create new files and save them in the Archives, or you can get an existing file from the Archives to work with in a program window. Remember, the Files display is simply a view into the Visi On Archives.

When you need to reorganize your files by moving, copying, or renaming them, you do those tasks directly from the Archives window.

Reorganizing and Updating Your Files from the Archives Window

This section describes how to:

- Create a folder.
- Display two folders (split the Archives window into two panes).
- Return to one view of the Archives.
- Copy a file or folder into another folder.
- Move a file or folder into another folder.
- Rename a file or a folder.
- Remove a file or an empty folder.
- Get a file out of the wastebasket.

To do any of these tasks, you must start the Archives from the Services window (see Figure 5-9). When the Archives window appears, the central Archives folder is the current folder. All files and/or folders in the central folder are displayed in alphabetical order; folders appear first in the list.

Creating a Folder

When you start accumulating files, you may want to group related files in separate folders. The “new-folder” command lets you create new folders.

Before you select the “new-folder” command, you need to know where you are going to put the new folder. You can either put it in the central Archives folder or in another folder in the Archives.

The Visi On system always puts the new folder in the currently displayed folder. Remember, the last name in the folder path in the top line indicates which folder you are in. For example, if the folder path line reads “[Archives]/Budgets/Pers budget,” “Pers budget” is the current folder.

To create a folder

1. If the folder where you want to put the new folder is not displayed, select its name from the list of names in the window or from the folder path.

The system displays the selected folder’s contents.

2. Select “new-folder” from the Archives menu.

The system does the following:

- If the Archives window is currently displaying two folders—the source and the destination folders for

Figure 5-9. *The Services window lists the Archives. Select “Archives” to open an Archives window to perform housekeeping tasks on your files and folders.*



a copy or move operation, it asks you to select the folder where you want the new folder to be stored. Go to step 3.

- If the Archives window is currently displaying one folder, it asks you to type the new folder's name. Go to step 4.

3. Select one of the folders (see Figure 5-10).

The system then asks you to enter the new folder's name.

4. Type the name of the folder (it can be up to 12 characters long) and press .

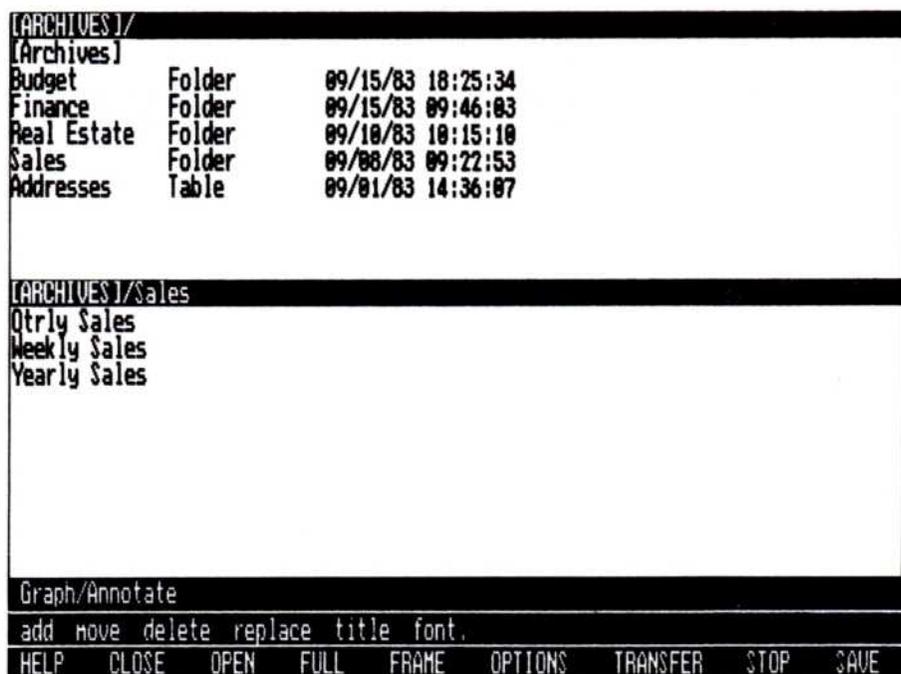
The system creates the new folder and adds its name to the current folder's contents.

At this point, you can:

- Copy or move other files and folders into the new folder.
- Create other new folders within this folder or within other folders.

For instructions on copying or moving files and folders, refer to "Copying a File or a Folder" and "Moving a File or a Folder" later in this chapter.

Figure 5-10. You used the "split" command to display a source folder and a destination folder for a copy or move operation. The Archives window splits into two panes.



Displaying Two Folders: The Source and the Destination Folders

If you want to copy or move a file or folder to another folder, you can use the “split” command to split the Archives window into two panes, each containing a source folder and a destination folder.

To split the Archives into two panes

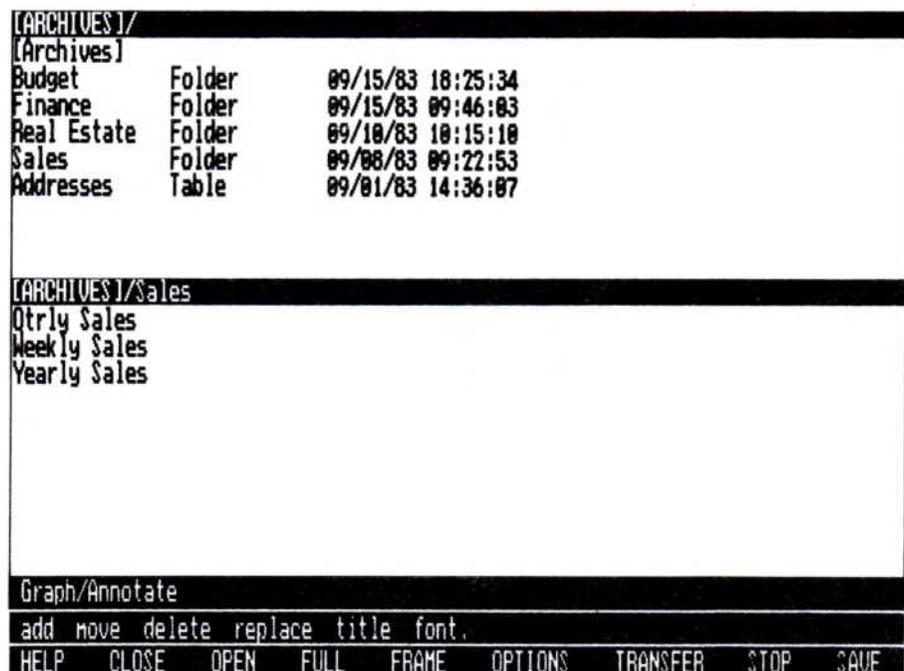
1. Select “split” from the Archives menu.
The system asks you to select the folder you want to put in the bottom pane.

2. You can select the folder in one of two ways:
 - Select the folder that you want to put in the bottom pane from the list of folders in the top pane.
 - Select the folder by typing the path of the folder. For example, you could type `/foldername/foldername/etc.` The first / (slash) indicates that you are starting with the central Archives folder.

To display the Sales folder in the bottom pane as Figure 5-11 shows, you would type `/Sales`.

The ability to type the folder path is useful, particularly if you have several folders within folders. You can display the folder’s contents quickly.

Figure 5-11. An Archives window that displays two different folders allows you to copy or move files and folders from one to the other. The top pane displays the contents of the central Archives folder and the bottom pane displays the contents of the Sales folder.



The system splits the window into two panes (see Figure 5-11).

Now you can copy or move your files and folders from one folder to another.

When you have finished with those operations, to return to one folder again, refer to “Returning to One View of the Archives” following this section.

Returning to One View of the Archives

If you have used the “split” command and have copied or moved a file(s) and folder(s) from one folder to another, then to return to one view (folder), use the “split” command again.

To return to one view

1. Select “split” from the Archives menu.

The system asks you which pane you want to return to.

2. Select the top or bottom pane.

The system returns to one view and displays the contents of the one you selected.

Copying a File or a Folder

The “copy” command in the Archives menu lets you:

- Replace a file or folder.

For example, if you distribute a monthly sales report, you have to update that report with the current month’s sales information. You could use the “copy” command to replace the file named “Monthly Sale” with the current month’s sales that are in a file named “Feb Sales.”

- Copy a file or folder into a new folder.

You may want to have copies of certain files (or folders) in more than one folder. For example, if you have a “Sales” folder and a “Yearly Sales” folder, you may want copies of the files from the “Sales” folder in the the “Yearly Sales” folder. You can use the “copy” command to make those copies.

Before you begin, you may want to use the “split” command to display the contents of both the source and the destination folders.

For instructions on using the “split” command, refer to “Displaying Two Folders: The Source and the Destination Folders” earlier in this chapter.

To copy a file
or folder

1. Select “copy” from the Archives menu.

The system asks you to select the source file or folder to be copied.

2. You can do one of the following:

- If you are displaying two folders (you used the “split” command), select the source file or folder from the displayed list of files/folders in the top or bottom pane.
- Select the file/folder you want to copy (source) from the list of files/folders that are displayed.
- Select the source folder by typing its folder path, for example, /**foldername**/**foldername**/etc.

The ability to type the folder path is useful, particularly if you have several folders within folders. You can display the folder’s contents quickly.

The system asks you to select the destination for the file or folder to be copied.

3. You can do one of the following:

- If you are displaying two folders, select a file or empty folder from either pane.

The system replaces the selected file or folder, and if it is a file, puts the replaced file in the “wastebasket” folder, and gives the source file or folder the same name as the destination file or folder (for example, the file “Feb Sales” becomes the destination file “Monthly Sales”).

For instructions on retrieving a file from the “wastebasket,” see “Getting a File Out of the Wastebasket” later in this chapter.

- Select “[NEW]” from either pane if the window is split, or select “[NEW]” from the top of the window if you didn’t split the window.

The system asks you to type the name of the new destination file or folder.

- Type the name of the new file or folder (it can be up to 12 characters long) and press .
- Press to use the same name as the source file or folder.

If the name you type already exists for a file or folder in the destination folder, the system prompts you for another name.

The system puts a copy of the file or folder into the destination folder and adds the new file or folder to the list of displayed files/folders.

At this point you can continue copying files/folders, or you can do other housekeeping tasks such as moving, renaming, or removing files.

Moving a File or Folder

The “move” command in the Archives menu lets you:

- Replace a file or folder.
- Move a file or folder to a new folder.

Before you begin, you may want to use the “split” command to display the contents of both the source and the destination folders.

For instructions on using the “split” command, refer to “Displaying Two Folders: The Source and the Destination Folders” earlier in this chapter.

To move a file or folder

1. Select “move” from the Archives menu.

The system asks you to select the source file or folder to be moved.

2. You can do one of the following:

- If you are displaying two folders (you used the “split” command), select the source file or folder from the displayed list of files/folders in the top or bottom pane.
- Select the file/folder you want to move (source) from the list of files/folders that are displayed.
- Select the source folder by typing its folder path, for example, `/foldername/foldername/etc.`

The ability to type the folder path is useful, particularly if you have several folders within folders. You can display the folder's contents quickly.

The system asks you to select the destination for the file or folder to be moved.

3. You can do one of the following:

- If you are displaying two folders, select a file or empty folder from either pane.

The system replaces the selected file or folder, and if it is a file, puts the replaced file in the "wastebasket" folder, and gives the source file or folder the same name as the destination file or folder (for example, the file "Feb Sales" becomes the destination file "Monthly Sales"). The source file/folder disappears from the folder in which it was previously contained.

For instructions on retrieving a file from the "wastebasket," see "Getting a File Out of the Wastebasket" later in this chapter.

- Select "[NEW]" from either pane if the window is split, or select "[NEW]" from the top of the window if you didn't split the window.

The system asks you to type the name of the new destination file or folder.

- Type the name of the new folder (it can be up to 12 characters long) and press .
- Press to use the same name as the source file or folder.

If the name you type already exists for a file or folder in the destination folder, the system prompts you for another name.

The system moves the file or folder into the destination folder and adds the new folder to the list of displayed files/folders. The source file/folder disappears from the folder in which it was previously contained.

At this point you can continue moving files or folders into other folders, or you can do other housekeeping tasks such as copying, renaming, or removing files.

Changing the Name of a File or a Folder

To change the name of a file or folder use the “rename” command in the Archives menu.

To change a file’s name or a folder’s name

1. Select “rename” from the Archives menu.

The system asks you to select the file or folder you want to rename.

2. Select a file or folder from the current folder’s displayed list.

The system asks you to type the new name of the new folder.

3. Type the new name for the file or folder (it can be up to 12 characters long) and press .

If the name already exists in the folder, the system prompts you for another name. When you enter a unique name, the system changes the name to the one you typed.

At this point you can continue renaming files or folders, you can do other “housekeeping” tasks such as copying, moving, or removing files.

Removing a File or an Empty Folder

The “discard” command in the Archives menu lets you get rid of (remove) old files and empty folders. Use this command periodically to clean out the Archives to make room for new files and folders.

To remove a file (or an empty folder)

1. Select “discard” from the Archives menu.

The system asks you to select the file or empty folder you want removed. You cannot remove a folder that contains files or other folders.

2. Select the name of the file (or empty folder) you want to remove from the list in the current folder.

The system removes the file from the folder and puts it in the wastebasket folder under the same name. If you remove a file by mistake, you can retrieve it from the wastebasket.

For instructions on retrieving a file from the wastebasket, refer to “Getting a File out of the Wastebasket” later in this chapter.

If you want to free up disk space, you should use the “discard” command to remove your file from the wastebasket folder, which causes the file to be permanently removed. You cannot get it back.

At this point you can continue removing files or empty folders, or you can do other “housekeeping” tasks such as copying, moving, or renaming files.

Getting a File out of the Wastebasket

You can delete files from the Visi On Archives by:

- Selecting “remove” from one of the program Files displays.
- Selecting “replace” from a program Files display to overwrite a file with another file.
- Selecting “copy” or “move” from the Archives menu to replace a file with another file.
- Selecting “TRANSFER” from the Visi On menu to replace a file with another file.
- Selecting “discard” from the Archives menu.

In each of these cases, the Visi On system removes the file from the current folder and puts it in the wastebasket folder the system provides for you. The system creates that folder when you remove a file, if it doesn’t already exist.

The file stays in the wastebasket until you remove another file. The wastebasket always keeps the last removed file. When another file is removed, the file in the wastebasket is permanently deleted from the Archives.

Before you begin, you may want to use the “split” command to display the contents of the wastebasket folder and the destination folder.

If you remove a file by mistake and want to retrieve it from the wastebasket folder:

1. If Archives isn't your current folder, select it from the folder path. Scroll the Archives until you see the wastebasket folder; then select it.

The system displays the wastebasket's contents and the folder path line changes to read:

[Archives]/wastebasket

2. Select the "copy" or "move" command from the Archives menu. Then follow the instructions in "Copying a File or Folder" or "Moving a File or Folder" earlier in this chapter.

The system either moves or copies the file into the destination folder.

Storing Information

This section:

- Describes how and where information is stored
- Provides guidelines for backing up your disks
- Includes step-by-step instructions for:
 - Initializing your floppy disks for the Archives
 - Mounting your floppy disks
 - Unmounting your floppy disks

When you work with the Visi On system and its programs, you store the programs themselves—as well as the files you create with them—on your hard disk or on floppy disks.

Hard disks and floppy disks have a flat magnetic surface on which information is recorded. Disks hold a large amount of information. Hard disks hold more information than floppy disks.

Before you can copy information for the first time on the hard disk or the floppy disks, you must prepare the hard disk and floppy disks using the MS-DOS FORMAT command so that they can accept information from the Visi On system and its programs.

Before you can use your floppy disks in the Visi On system, you must initialize them for the Visi On Archives using the “initialize” command from the Drives menu in the Services window.

For information on using the MS-DOS FORMAT command, refer to “Preparing Your Floppy Disks” in the *Visi On Setup Guide*. For instructions on using the Visi On “initialize” command, refer to “Initializing Your Floppy Disks for the Archives” later in this chapter.

Storing Information on 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 with a Visi On system.

Whenever you need to use the information, you use the “mount” command to mount the floppy disk. The files from the disk appear in the Archives just like other files you created in the system.

You load the file you need from the program’s Files display just as you do other files in the Archives. The files and folders that are on the disk appear in the central Archives folder in a folder whose name is the name you entered when you initialized the volume. When you’ve finished working with the file or files, you save them on the floppy disk, and then remove it using the “unmount” command from the Drives menu in the Services window.

Make sure you store your floppy disks in a safe place so you can use them the next time you need the information.

Protect Your Files: Back up Your Disks

Paper documents are fragile. You can misplace them, drop them on the floor, or accidentally throw them away. Disk files, while subject to different hazards, are also fragile. Anything from a computer malfunction to a piece of dust to a fingerprint can destroy a file or an entire floppy disk. A computer malfunction or a power failure can cause you to lose information stored on your hard disk.

Protect yourself by making copies of your information on floppy disks that you can store in a safe place. The backup procedure you follow depends on the volume of work you do, how often you update your documents, and how critical your information is.

Here are some general guidelines you may want to follow:

- After you install the Visi On system and the programs, make backup copies of the floppy disks so that if anything goes wrong and the disks are damaged during the system's use, you'll have a backup.
- If it would take you a lot of time to reconstruct a file if you lost it, make a backup copy of it on a floppy disk every time you update it.
- If you work with a number of documents each day, make a backup copy of those documents at the end of each day.
- Periodically, you should back up your entire hard disk onto floppy disks.

To make backup copies of the hard disk and the floppy disks, refer to the MS-DOS BACKUP command in the *IBM Disk Operating System* manual.

To restore your information from backup copies, refer to the MS-DOS RESTORE command in the *IBM Disk Operating System* manual.

Initializing a Floppy Disk for the Archives

Before you can use floppy disks to store information you have created in the Archives, you must initialize the disks for the the Visi On Archives. For information on the types of files you might store on floppy disks, refer to "Storing Information on Floppy Disks" earlier in this chapter. To prepare the disk, use the "initialize" command from the Drives menu in the Services window (see Figure 5-12).

The "initialize" command writes some special information on the disk and puts all Visi On-related information in an MS-DOS directory called \visi__on. If you remove the directory or any information in it, you cannot use the disk with the Visi On system. You may also lose data on the floppy disk.

The "initialize" command does not replace the MS-DOS FORMAT command that also initializes floppy disks. You must use that command first, then use the Visi On "initialize" command. For information on using the FORMAT command, refer to "Preparing Your Floppy Disks" in the *Visi On Setup Guide*.

Warning Using the "initialize" command to create the \visi__on directory on a floppy disk erases any previous \visi__on directory you have created. Make sure you use a floppy disk that is blank or contains information you no longer need.



Figure 5-12. Select the "initialize" command from the Drives menu in the Services window to prepare your floppy disks for the Archives.

After you select the "Drives" command from the Services menu, the drives display appears (see Figure 5-13). It shows all the drives in your computer and the volume, if any, that is mounted. A *volume* is a unit of storage that can be mounted on a single drive, for example a floppy disk or a hard disk.

The "ARCHIVES" is a permanent system volume that cannot be unmounted. The "UNMOUNTED" volume is where the name of your volume (floppy disk) appears after you select the "mount" command from the Drives menu. (You name your volume when you initialize the floppy disk). For information on the "mount" command, refer to "Mounting a Floppy Disk" later in this chapter.

To prepare a floppy disk for the Archives

1. After you select "Drives" from the Services menu, the drives display shows:

| Drive | Volume |
|-------|-----------------------|
| C: | [ARCHIVES] permanent |
| A: | [UNMOUNTED] removable |

Select "initialize" from the Drives menu.

The system prompts you to select the drive.

2. Select drive A.
The system prompts you to enter a name for the new volume.
3. Type a name (up to 12 characters long) and press .
The system prompts you to insert the floppy disk and select "continue" when you are ready.

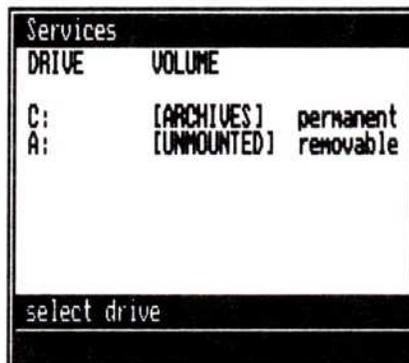


Figure 5-13. The drives display shows all the drives in your computer and the volume, if any, that is mounted.

4. Insert the floppy disk and select "continue."

The system initializes your floppy disk and creates the MS-DOS directory named \visi_on. The system puts all Visi On-related information in that directory. Make sure you record the name you entered in step 3 on the label for this floppy disk.

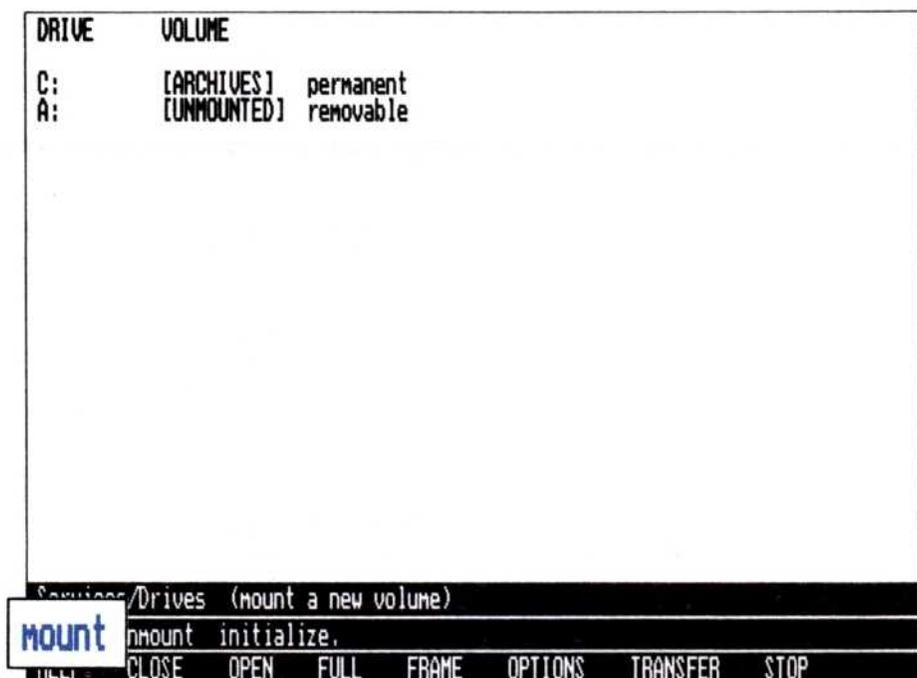
The disk is now ready to be mounted. Follow the instructions in "Mounting Your Floppy Disk" in the next section of this chapter.

Mounting a Floppy Disk

After you have initialized your floppy disk using the "initialize" command from the Drives menu in the Services window, you are ready to copy information stored in the Archives onto the floppy disk. For information on the types of files you might store on floppy disks, see "Storing Information on Floppy Disks" earlier in this chapter.

Use the "mount" command from the Drives menu to mount the floppy disk (see Figure 5-14). After you mount it, the disk (called a volume on the drives display), appears as a folder in the central Archives folder.

Figure 5-14. The "mount" command lets you access information you store on floppy disks. That information appears as a folder in the central Archives folder.



To mount a floppy disk

1. After you select "Drives" from the Services menu, the drives display shows:

| Drive | Volume |
|-------|-----------------------|
| C: | [ARCHIVES] permanent |
| A: | [UNMOUNTED] removable |

See "Initializing Your Floppy Disks for the Archives" earlier in this chapter for a description of the drives display.

Select "mount" from the Drives menu.

The system prompts you to select the drive.

2. Select drive A.

The system prompts you to insert the floppy disk and select "continue" when you are ready.

3. Insert the floppy disk in the drive and select "continue."

The system mounts the volume and puts the name you entered when you initialized it under "DRIVE A: VOLUME" in the drives display. For example, if you entered the name "Salary info," it would appear as follows:

| Drive | Volume |
|-------|-----------------------|
| C: | [ARCHIVES] permanent |
| A: | Salary info removable |

The volume also appears as a folder with the name you entered in the central Archives folder.

Now you can copy or move files and folders into this folder using the "copy" and "move" commands in the Archives menu. If you want to create or revise a worksheet, table, graph, series, or document to store on your floppy disk, you can use the appropriate program Files display.

Unmounting a Floppy Disk

When you have finished either copying, moving, renaming, creating, revising, or saving the information that is on your floppy disk (called a volume on the drives display), you can use the “unmount” command from the Drives menu in the Services window to unmount it. The folder that is in the Archives will be removed when you unmount the floppy disk.

To unmount a floppy disk

1. After you select “Drives” from the Services menu, the drives display shows:

| Drive | Volume |
|-------|----------------------|
| C: | [ARCHIVES] permanent |
| A: | volumename removable |

(The term “volumename” represents the name you have entered for the volume (floppy disk).

See “Initializing Your Floppy Disks for the Archives” earlier in this chapter for a description of the drives display.

Select “unmount” from the Drives menu.

The system prompts you to select the drive.

2. Select drive A.

The system unmounts the volume and shows that it is unmounted in the drives display. The folder’s name is also removed from the central Archives folder.

Note that if one of the Visi On programs or the Archives is using the folder, you cannot remove the floppy disk until that program has completed its operation.

3. Remove the floppy disk from drive A and store it in a safe place.

6

Transferring Information

| | |
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The first part of this chapter describes:

- The "TRANSFER" command in the Visi On menu.
- The source and destination of a transfer.
- Types of information you can transfer.
- Transferring information between the Visi On program windows.

For details on the types of information you can transfer between program windows and how you select and display areas of information in each Visi On program, refer to the individual program User's Guides.

The second part of this chapter describes:

- Transferring files and folders from one Archives window to another.
- Transferring information between a Visi On system and another system.

The "TRANSFER" Command

The "TRANSFER" command in the Visi On menu (see Figure 6-1) lets you copy information quickly and easily from one window to another, or from one part of a file to another part in the same window.

For example, you can combine information from several worksheets into one worksheet, then plot a graph of some of the totals. If after looking at those results you need to adjust some of the figures, you can go back to the worksheet and make the adjustments. Then you can plot the totals again and finally include the tabular data from the worksheets into a report.

The "TRANSFER" command makes problem-solving easier because you can break a problem into smaller tasks and see the results of those tasks immediately.



Figure 6-1. The "TRANSFER" command in the Visi On menu allows you to quickly copy information from one window to another window.

The Source and the Destination of a Transfer

The transfer operation consists of: (1) defining the *source*, the area or part of the data that you want to transfer; and (2) defining the *destination*, the place or location where you want the information transferred.

The source and destination are usually in different files and different windows, but they can be within the same file and even within the same window.

For example, if you want to transfer information from one part of a file to another part of the same file, then you only need one window.

Figure 6-2 shows information transferred from one window to another.

Types of Information You Can Transfer

There are two categories of transfer types in the Visi On environment: general and program-specific. The type of information that you can transfer in the Visi On environment depends on how the source and destination programs interpret the selections you make.

For example, the Visi On Calc™ program can transfer an entire worksheet or parts of a worksheet. If you transfer information from one worksheet to another worksheet—a program-specific type, you can transfer the entire worksheet (or parts of it) with all its display characteristics (attributes), labels, and numbers to their full precision or you can transfer formulas only.

You can also transfer the entire worksheet, or parts of it, from a Visi On Calc worksheet to another Visi On program's file—a general type; but, the transferred information will not include attributes or formulas, because the destination program cannot accept that information.

Some Visi On programs, however, can use the values from the numbers in the worksheet. For example, the Visi On Graph program creates a series from the numbers, and then plots the series. Other Visi On programs, such as the Visi On Word™ program, treat everything as text.

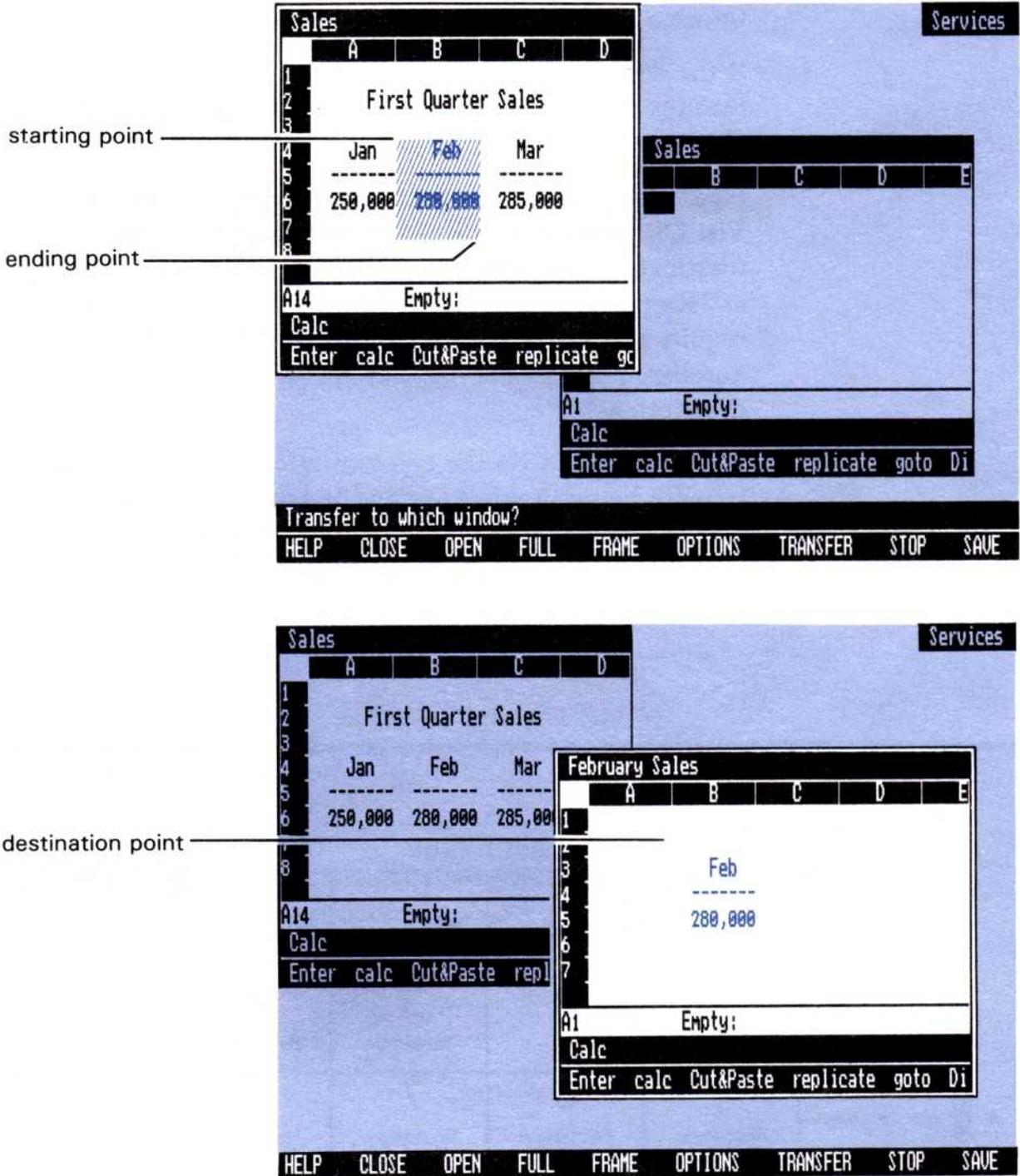


Figure 6-2. Transferring information from one window to another allows you to break a problem into smaller tasks.

Matching the Source and the Destination Types

When you select the source in a file, the Visi On system checks the source program to determine the types of information that it can transfer.

When you select the destination, the system checks the destination program to determine the types of information that it can accept.

If the destination can accept one or more of the types that the source can transfer, then the Visi On system chooses the one most preferred by the source program.

Figure 6-3 summarizes the types of information that each Visi On program can transfer (source) and accept (destination). Each column in Figure 6-3 has a type, such as "Rectangle" or "Text." Some types of information require further explanation; those include a circled number. Refer to the number below the table for the description.

For more details on the types of information you can transfer between windows and how you select and display areas of information in each Visi On program, refer to the individual program User's Guides.

| | | Destination | | | | |
|--------|--|------------------------|------------------------|--------------------------------------|-------------------------------------|-----------------------|
| | | Visi On Calc | Visi On Query | Visi On Graph (to the Graph menu) | Visi On Graph (to the Edit menu) | Visi On Word |
| Source | Visi On Calc | 1 Worksheet | 2 Rectangle | 3 Rectangle | 4 Rectangle | 5 Text |
| | Visi On Query | Rectangle | 6 Rectangle | 7 Rectangle | 8 Rectangle | 9 Text |
| | Visi On Graph (from the Graph menu) | None | None | None | None | None |
| | Visi On Graph (from the Edit menu) | 10 Rectangle | 11 Rectangle | Series or Rectangle | Series or Rectangle | 12 Text |
| | Visi On Word | 13 Text | 14 Text | 15 Text | 16 Text | 17 Document |

Figure 6-3. Types of information that can be transferred between the Visi On programs

- 1 You can transfer all or part of a worksheet with attributes, labels, and numeric values, if those are displayed. The Visi On system copies this information to another Visi On Calc worksheet.

You can transfer all or part of a worksheet with formulas only, if formulas are displayed. The system copies the formulas into another Visi On Calc worksheet.

- 2 You can transfer any rectangular area of a worksheet that consists of text and numeric values. The Visi On system copies the information into cells in a Visi On Query table. If you transfer labels and numbers to cells that contain formulas, the Visi On Query program uses the labels and numbers in calculations.

- 3 You can transfer any rectangular area of a worksheet that consists of individual labels and values. The system copies the information to the Visi On Graph window as series in the working folder. A single row or column becomes a single series; a rectangle becomes multiple series, one from each row.

Then the Visi On Graph program converts items that look like numbers to numeric values, and other items to zero. If the first item in each series does not look like a number, it is used as the series name. The program then plots the series.

- 4 You can transfer the same information as 3, except the Visi On Graph program adds the values to the display of series numbers in the edit table, not the working folder, and doesn't plot it. If the values are a single row or column, they may be inserted into an existing series.
- 5 You can transfer a rectangular area of the worksheet as lines of text. The system copies the worksheet text into the Visi On Word document. The text appears in the document just as it appears in the Visi On Calc window. The Visi On Word program treats the numbers as text. The numbers are not suitable for calculations.
- 6 You can transfer a rectangular area of the worksheet as lines of text. The system copies the cells from a Visi On Query table to another Visi On Query table. The Visi On Query program treats the numbers as text. The numbers are not suitable for calculations.

- 7 You can transfer any rectangular area of text and numbers. The system copies the information to the Visi On Graph window as a series in the working folder. A single row or column becomes a single series; a rectangle becomes multiple series, one from each row.

Then the Visi On Graph program converts items that look like numbers to numeric values, and other items to zero. If the first item in each series does not look like a number, it is used as the series name. The program then plots the series.

- 8 You can transfer the same information as 7, except the Visi On Graph program adds the values to the display of series numbers in the edit table, not the working folder, and doesn't plot it. If the values are a single row or column they may be inserted into an existing series.
- 9 You can transfer a rectangular area of text and numbers that are not suitable for calculations. The system copies the text to the Visi On Word document. The text appears in the document just as it appears in the Visi On Query window. The Visi On Word program treats the numbers as text.
- 10 You can transfer a rectangular area that consists of one or more numbers. The Visi On system copies the numbers into the worksheet, placing each column from the Visi On Graph program into a row in the worksheet.
- 11 You can transfer a rectangular area of one or more numbers. The Visi On system copies the series into consecutive cells in the table. Each column in the source rectangle becomes a row in the destination. If you transfer numbers to cells that contain formulas, the Visi On Query program uses the numbers in calculations.
- 12 You can transfer a rectangular area of numbers. The system copies the numbers as text to the Visi On Word document. Each column of numbers becomes a single line of text.
- 13 You can transfer text and numbers. The system copies the Visi On Word information into a column (the destination point) in the worksheet and the Visi On Calc program converts any numbers to

numeric values. To transfer more than one column of text into the worksheet, you must transfer one column at a time; otherwise, all text goes into one column.

- 14 You can transfer text and numbers. The system copies the information into a column in the table. If you transfer text and numbers to cells that have formulas, the Visi On Query program uses both the text and numbers in calculations. To transfer more than one column of text into the table, you must transfer one column at a time; otherwise, some of the text from the next column goes into one cell.
- 15 You can transfer text and numbers. The system copies the information to the Visi On Graph window as a series in the working folder. Then the Visi On Graph program converts lines that look like numbers to a series, and other lines to zero. If the first line does not look like a number, it is used as the series name. The program then plots the series.
- 16 You can transfer the same information as 15, except the Visi On Graph program adds the values to the display of series numbers or inserts the values into an existing series in the edit table, not the working folder, and doesn't plot it.
- 17 You can transfer all or part of a document with or without formatting and layout items, depending on whether your Document Marking option is set to block or sequence.

Transferring Information between Visi On™ Program Windows

This section includes step-by-step instructions for selecting the source and destination of a transfer. The procedure is the same for all Visi On programs.

This section also includes an example of transferring some rows and columns from a Visi On Calc worksheet to a Visi On Word document.

Before you select the "TRANSFER" command, refer to Figure 6-3 for a summary of the types of information

To define the source and destination of the transfer

that each Visi On program can transfer (source) and accept (destination). For details, refer to each program User's Guide.

1. Select "TRANSFER" from the Visi On menu.
The system asks you to select the window that contains the source for the transfer.

2. Select the window that contains the information to be transferred. It becomes the active window.
The system asks you to select the starting point of the source area.
If the starting point is not visible in the window, you can scroll the contents of the file until it is displayed.

3. Select the starting point of the area to be transferred.
The system highlights the starting point and asks you to select the end of the source.
If the ending point is not visible in the window, you can scroll the contents of the file until it is displayed.

4. Select the ending point of the area to be transferred.
The system does the following:
 - a. Checks the source program to determine the transfer types that the program can supply.
 - b. Highlights the entire area (start to end) and asks you to select the window that will be the destination of the transfer.

5. Select the window where you want the information transferred. It becomes the active window.
The system asks you to select the destination point in the window.
If the location where you want the information to be transferred to is not visible, you can scroll the contents of the file until that location is displayed.

6. Select the location where you want the information (starting point) to be transferred.
The system checks the destination program to determine the types of information that the program can accept. If the destination program can accept one or more of the types that the source can supply, then the system chooses the one most preferred by the source program.

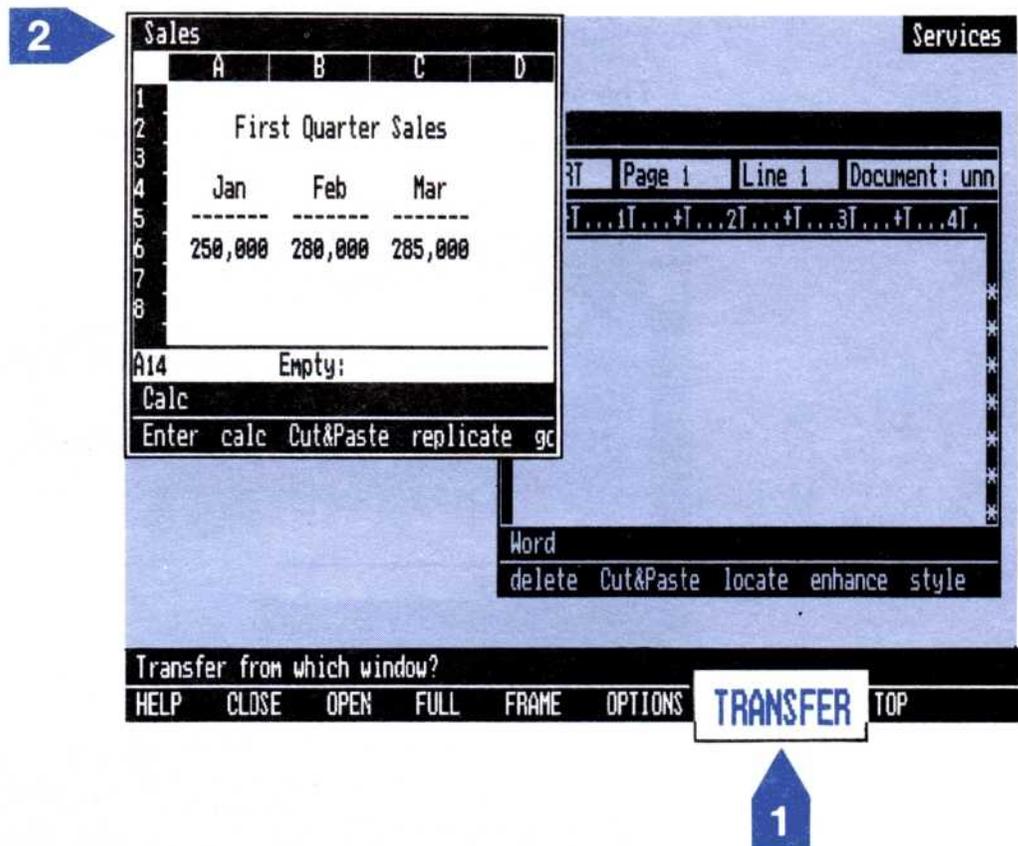
If the system cannot match the source and destination types, it beeps and asks you to select another destination.

If this situation occurs, you may want to cancel the transfer using the "STOP" command and start over again.

When the system determines that the destination program can accept the source information, it does the following:

- a. Highlights the destination you selected.
- b. Transfers a copy of the information to the location you selected.
- c. Removes any highlighting.

Suppose you want to transfer some rows and columns from a Visi On Calc worksheet to a Visi On Word document to be part of the Monthly Sales Report. The following example illustrates how to transfer the worksheet information.



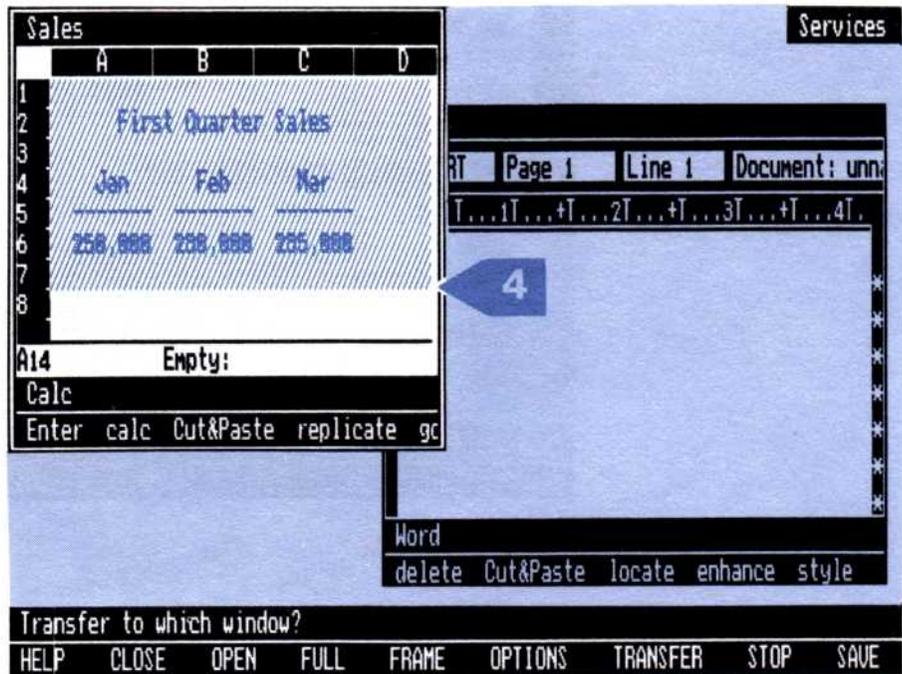
- 1 Select "TRANSFER" from the Visi On menu.
The system asks you to select the window that contains the source for the transfer.
- 2 Select the Visi On Calc window named "Sales."



The system asks you to select the starting point of the source area.

- 3 Select the starting point (a worksheet cell or a row or column label) of the area to be transferred.

The system highlights the start of the source and asks you to select the ending point of the source area.



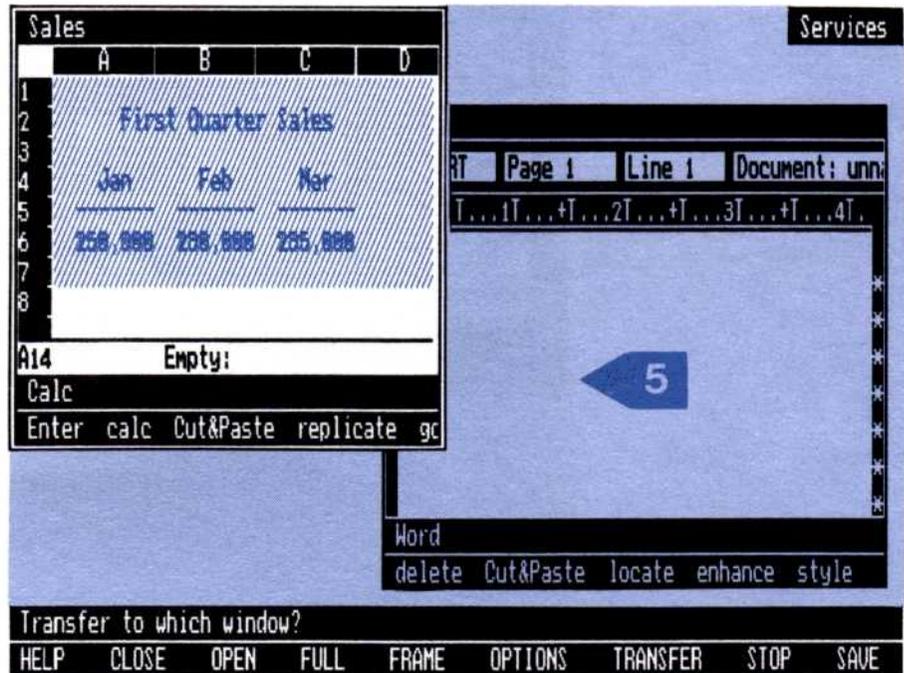
- 4 Select the ending point (a worksheet cell or row or column label) of the area to be transferred.

The system checks the Visi On Calc program to determine the types of information it can supply.

The Visi On Calc program can transfer:

- First, all or part of a worksheet with attributes, labels, and numbers, if that is what is currently displayed.
- Second, all or part of a worksheet with formulas only, if formulas are currently displayed.
- Third, any rectangular area of a worksheet consisting of individual labels and values (no attributes or formulas).
- Fourth, a text image of all or part of a worksheet consisting of lines of text that are no longer suitable for calculations.

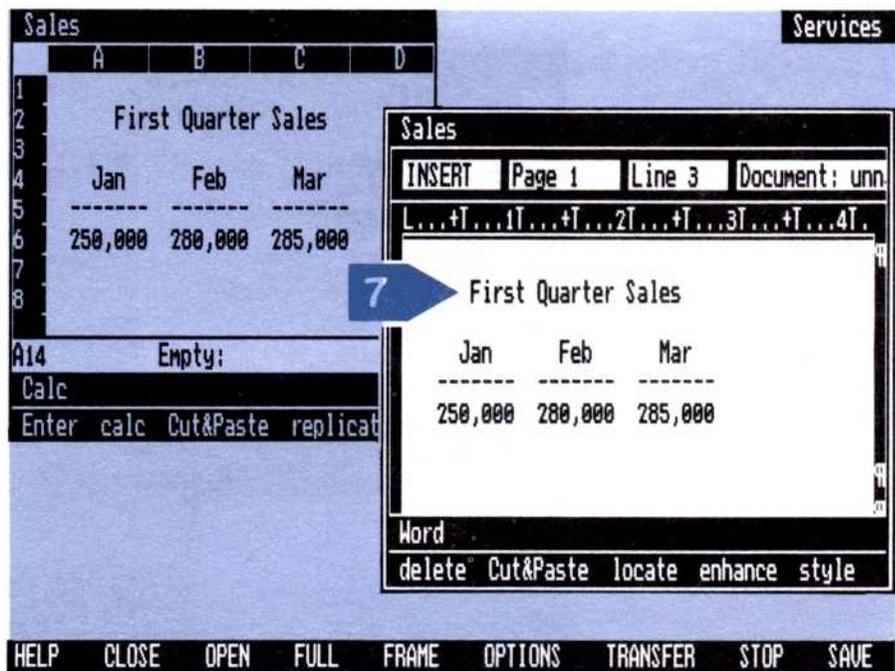
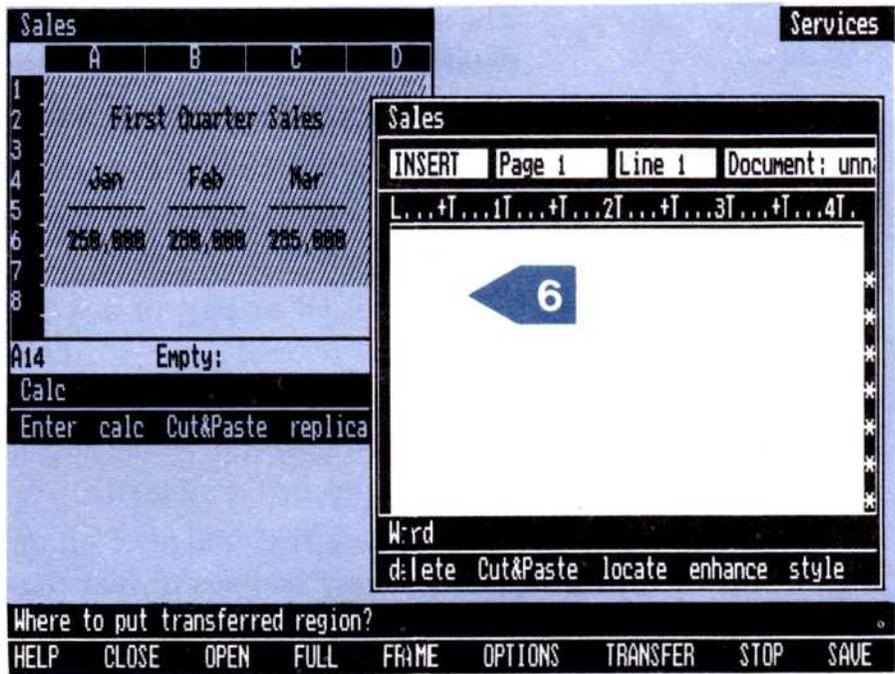
The system then highlights the entire rectangular area of cells from start to end.



The system asks you to select the window that will be the destination of the transfer.

5 Select the Visi On Word window.

The destination window becomes the active window, and the system asks you to select the destination point in the window.



6 Select the location where you want the information to be copied.

The system checks the Visi On Word program to determine the types of information that it can accept.

The Visi On Word program can accept:

- First, all or part of a Visi On Word document with or without its formatting and layout items.
- Second, text and numbers that are not used for calculations.

The system checks to see if there is a match between the types of information the Visi On Calc program can supply and the types the Visi On Word program can accept. The Visi On Calc program can transfer a rectangular area of the worksheet as lines of text including numbers that are no longer suitable for calculating and the Visi On Word program can accept it.

- 7 The system copies the worksheet rows and columns and inserts it into the Visi On Word file beginning at the location you selected.

The information looks just like the worksheet information in the Visi On Calc "Sales" window, except that it does not contain the worksheet attributes and the numbers are no longer suitable for calculating.

Transferring Files and Folders between Archives Windows

This section includes step-by-step instructions for transferring a single file or folder or several files and folders from one Archives folder to another.

This operation is similar to the one the "copy" command in the Archives menu performs, but the "copy" command only lets you copy one file or folder at a time. The "TRANSFER" command, however, lets you transfer several files and/or folders to another folder in the Archives *all* at one time. It also lets you copy between folders displayed in different windows, whereas you can use the "copy" command within one window only.

To transfer a single file/folder or several files/folders

1. Make sure the folder that has the files/folders you want to transfer is displayed in an Archives window and the destination folder is displayed in an Archives window, then select "TRANSFER" from the Visi On menu.

The system asks you to select the window that contains the source for the transfer.

2. Select the window that contains the information to be transferred. It becomes the active window.

The system asks you to select the starting point of the source area.

If the single file/folder or several files/folders you want to transfer are not visible in the window, you can scroll the contents of the Archives until they are displayed.

-
3. Select anywhere in the line that contains the single file/folder or the first file/folder you want to transfer. The system highlights the selected line and asks you to select the end of the source.

If you want to transfer more than one file/folder and the last one is not visible in the window, you can scroll the contents of the Archives until it is displayed.

-
4. Do one of the following:
 - To transfer one file/folder only, select anywhere in the same line as before.
 - To transfer several files/folders, select anywhere in the line that contains the last file/folder to be transferred.

The system highlights the single file/folder or several files/folders, and asks you to select the window that will be the destination of the transfer.

-
5. Select the destination window; it becomes the active window. The system asks you to select the destination point in the window.

-
6. Do one of the following:
 - To add a copy of a single file/folder or several files/folders, select "[NEW]."
 - To replace a file in the destination folder with another file, select the existing file in the destination folder.

If the file you want to replace is not visible, you can scroll the contents of the window until it is displayed.

Note that the source must be a single file or folder and that you can only replace a file with a file (for example, replace a worksheet with another worksheet or replace a series with a worksheet). You cannot replace a file with a folder or replace a folder with a file.

The system does one of the following:

- If you selected “[NEW],” it transfers a copy of the single file/folder or several files/folders to the folder.

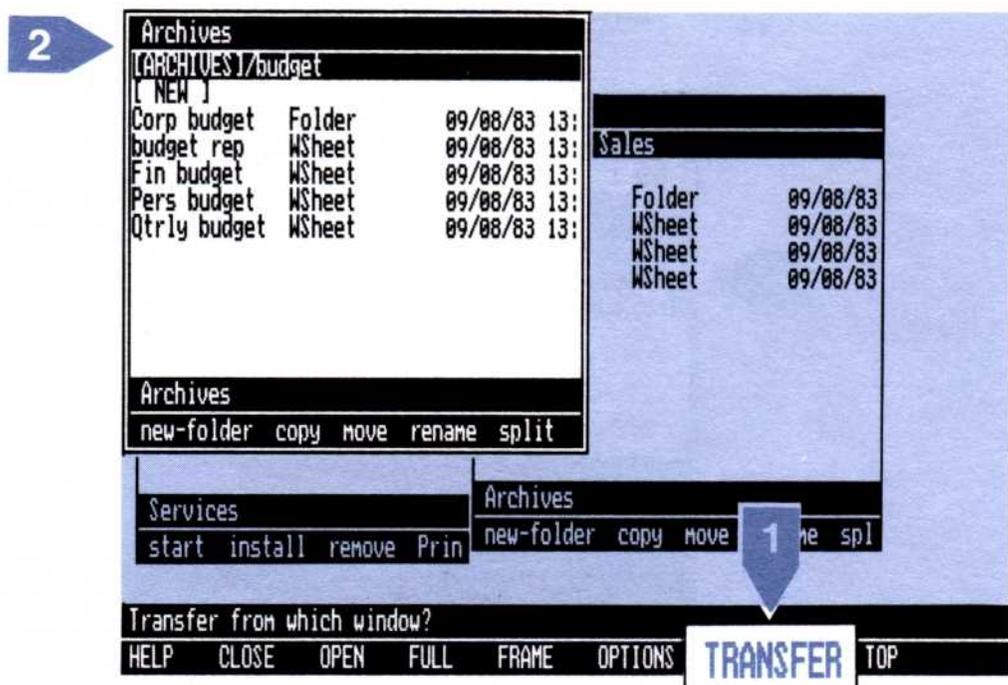
If there is a file/folder with the same name or names in the destination folder, the system adds a number to the end of the name (for example, budget becomes budget0).

The next time you start the Archives and display this folder, the files and folders in it will be in alphabetical order.

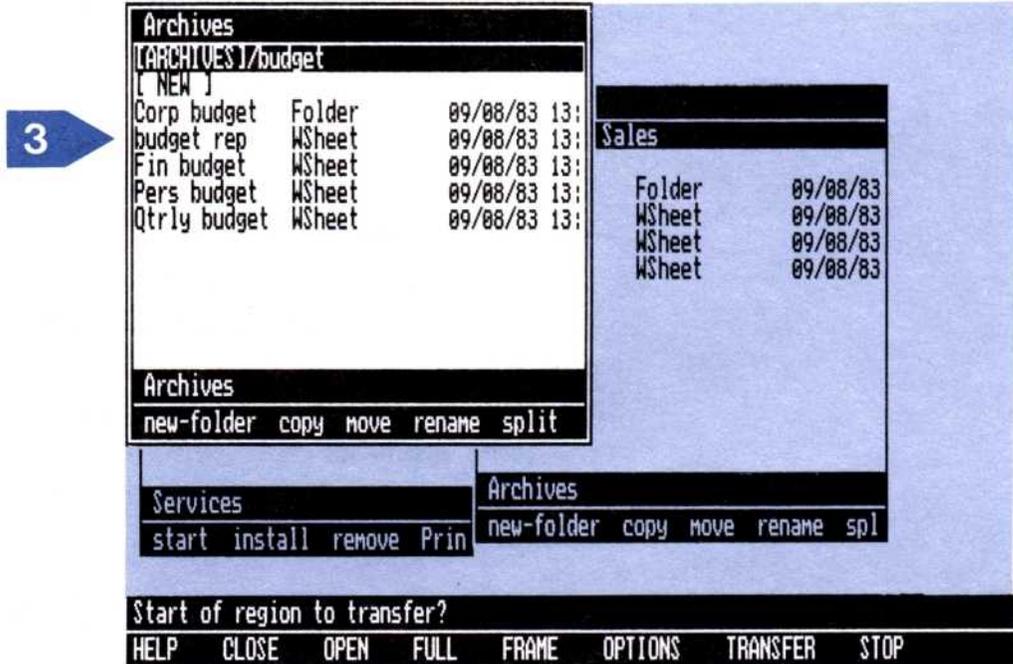
- If you selected an existing destination file/folder to be replaced with the source file/folder, the system overwrites the file/folder, puts the file in the wastebasket folder, and gives the source file/folder the same name as the destination (for example, the source file Feb Sales becomes the destination file named “Monthly Sales”).

Transferring Files and Folders between Folders

Suppose you have several files and a folder in your Budget folder that you would like to make copies of and also put in your Sales folder. The following example illustrates how to transfer copies of those files and folder to the Sales folder.

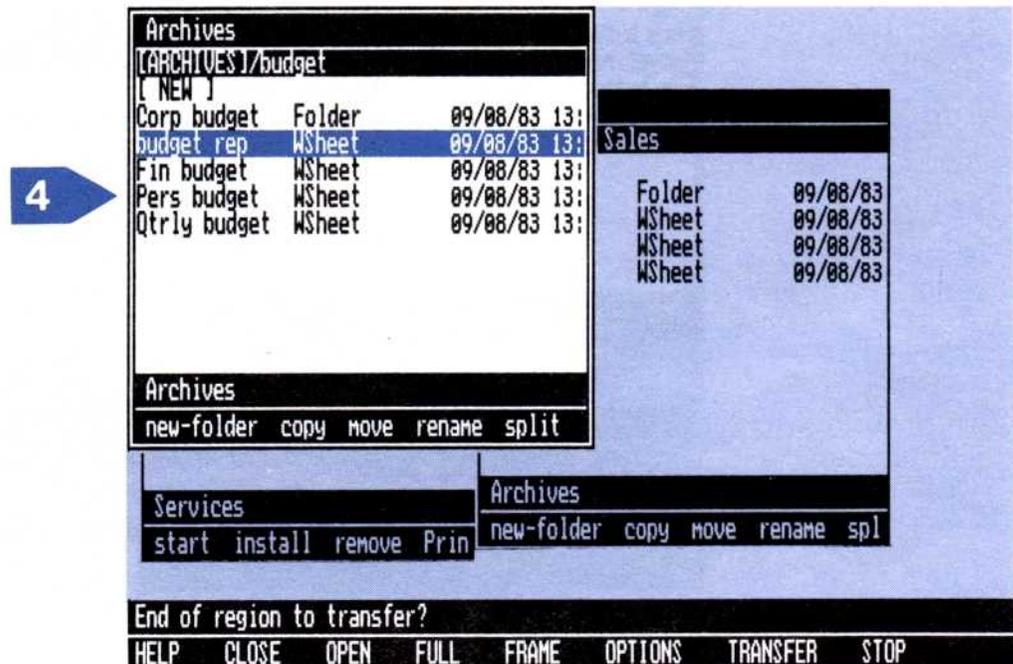


- 1 Select "TRANSFER" from the Visi On menu.
The system asks you to select the window that contains the source for the transfer.
- 2 Select the Archives window with the budget folder displayed.



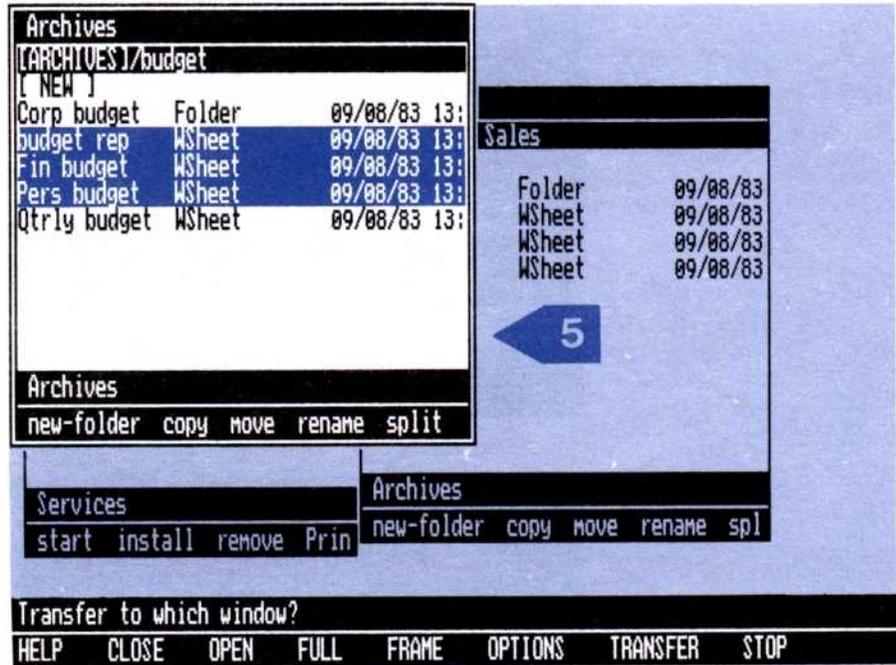
The system asks you to select the starting point of the source area.

- 3 Select the line that contains "budget rep" (it is the first file that you want to transfer). You can select any part of this line.



The system highlights that line and asks you to select the ending point of the source area.

- 4 Select the line that contains "Pers budget" (it is the last file that you want to transfer). You can select any part of this line.



The system highlights the files and folder to be transferred.

The system asks you to select the window that will be the destination of the transfer.

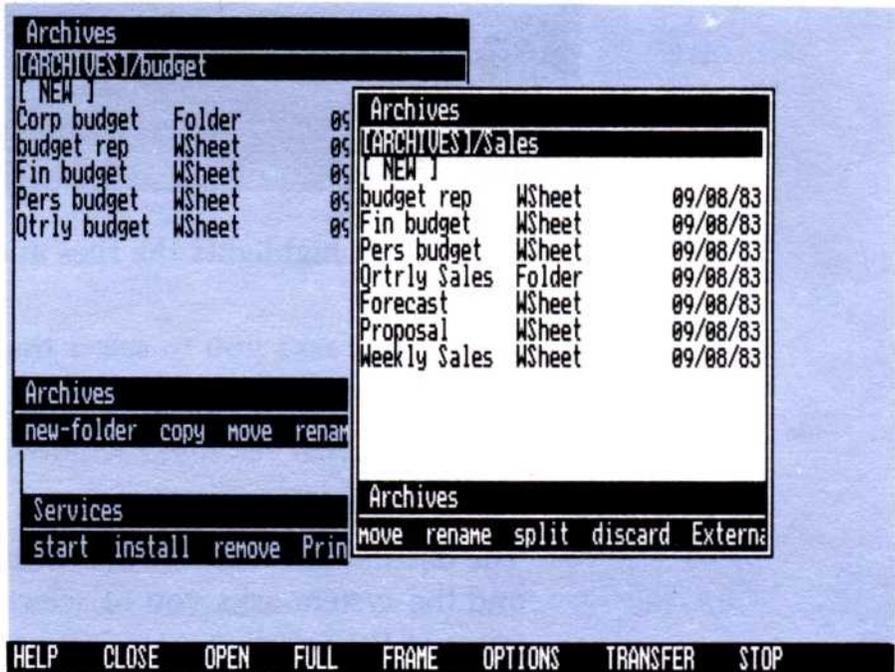
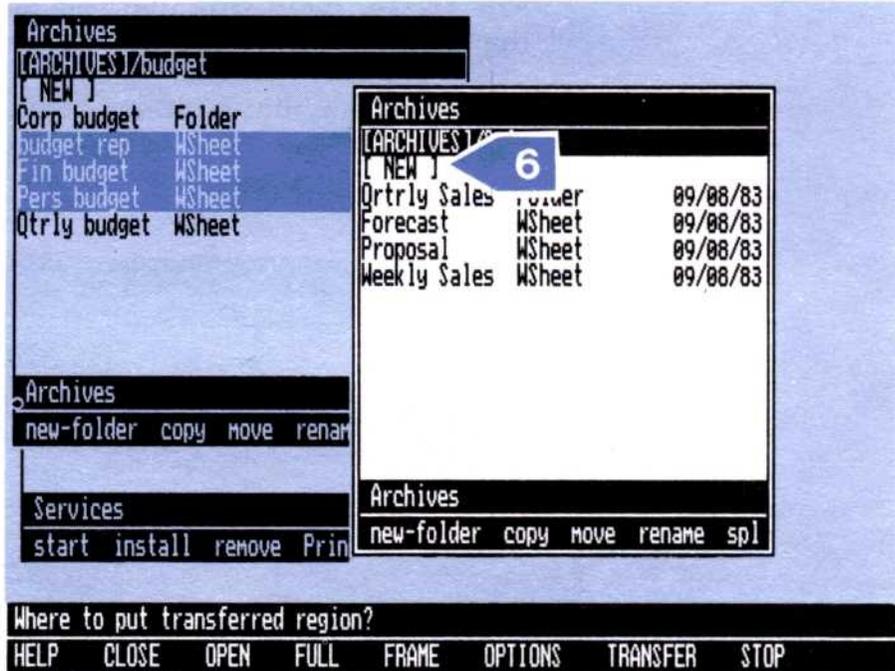
- 5 Select the other Archives window that is displaying the Sales folder.

The destination window becomes the active window and the system asks you to select the destination point in the window.

- 6 Select "[NEW]" at the top of the Archives window.

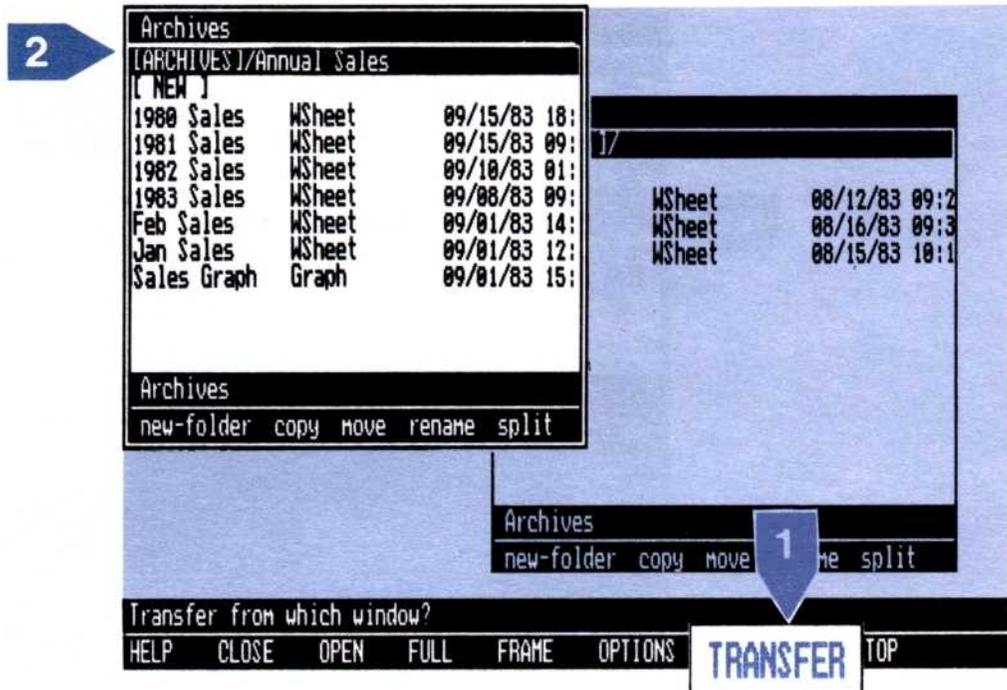
The system copies the files into the Sales folder after the "[NEW]" line.

The next time you display the Sales folder, the files you transferred will be in alphabetical order.

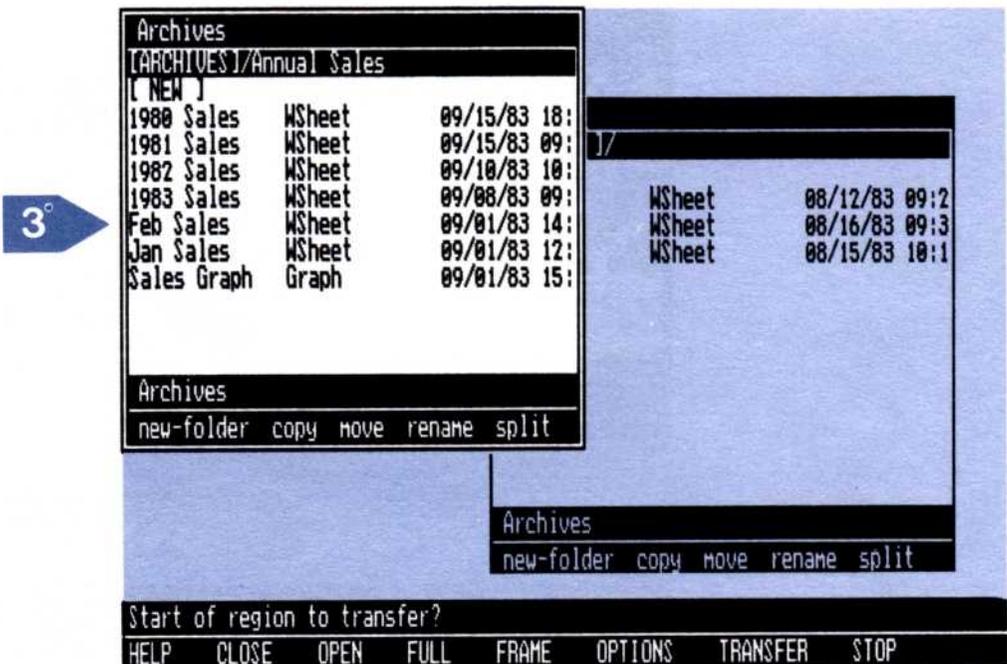


Replacing a File with Another File

Suppose you have just created a current sales report for the month of February. You want to distribute your monthly sales report; therefore, you need to transfer your February sales report from a file called "Feb Sales" in the Annual Sales folder to a file called "Monthly Sale" in the Sales folder. The following example illustrates how to replace the Monthly Sales file with the Feb Sales file.

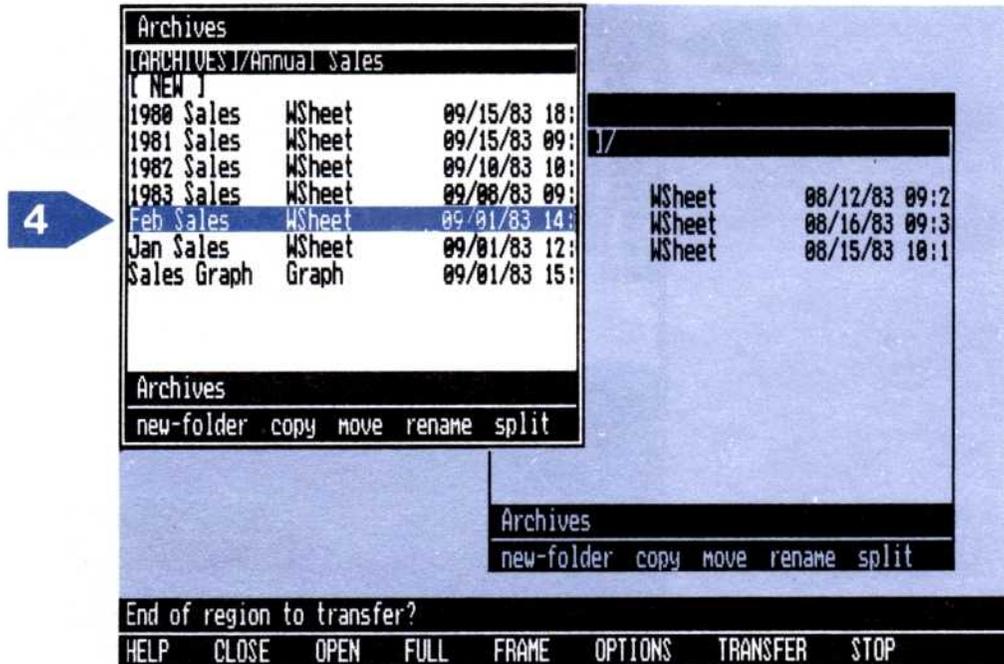


- 1 Select "TRANSFER" from the Visi On menu.
The system asks you to select the window that contains the source for the transfer.
- 2 Select the Archives window with the Annual Sales folder displayed.



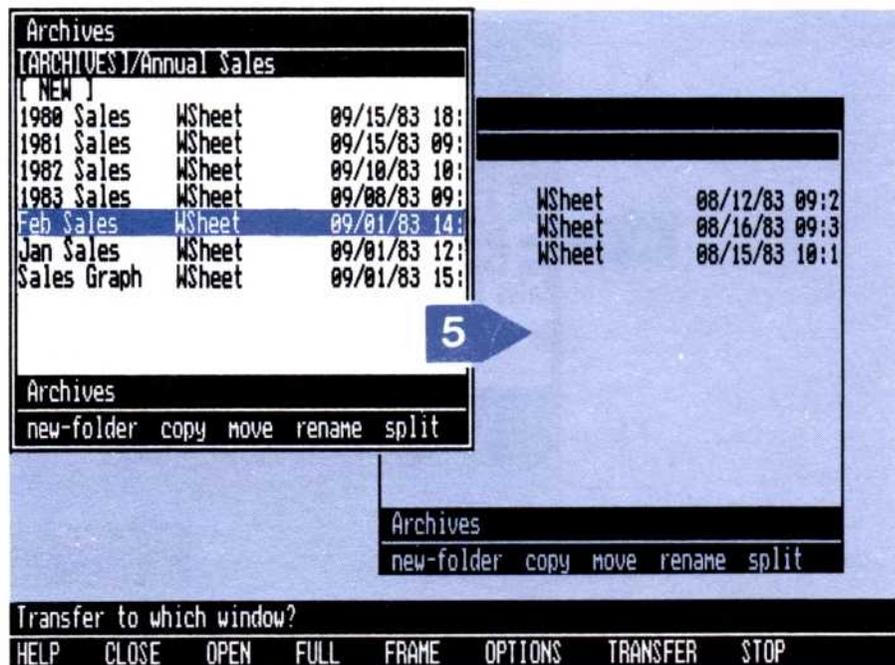
The system asks you to select the starting point of the source area.

- 3 Select the line that contains "Feb Sales." You can select any part of this line.



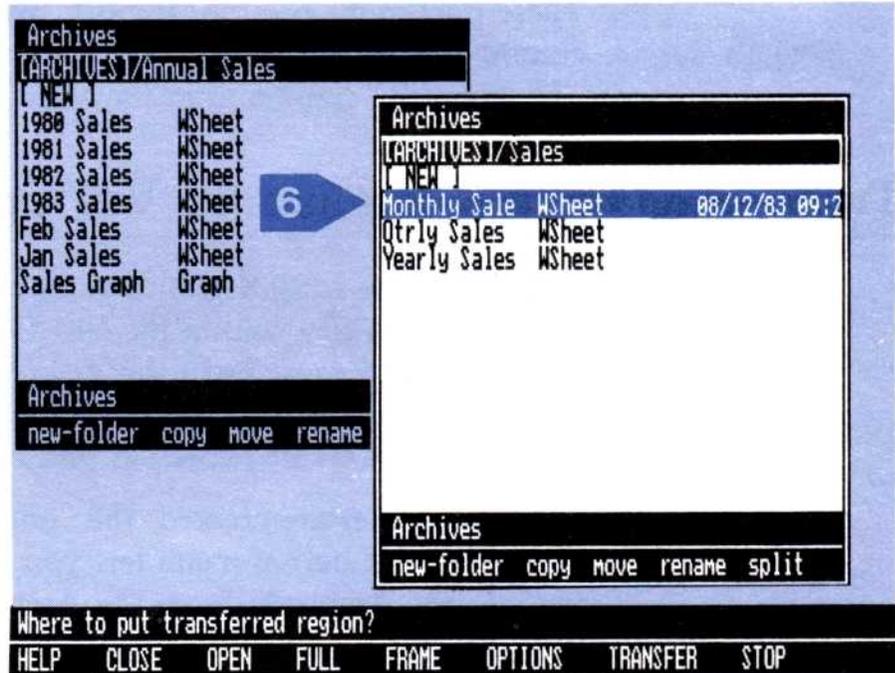
The system highlights that line and asks you to select the ending point of the source area.

- 4 Select the same line again because you only want to transfer a single file. You can select any part of this line.



The system asks you to select the window that will be the destination of the transfer.

- 5 Select the other Archives window that is displaying the Sales folder.



The destination window becomes the active window and the system asks you to select the destination point in the window.

- 6 Select the line that contains "Monthly Sale." That line is highlighted.

The system overwrites the Monthly Sale file with the Feb Sales file, puts the Monthly Sale file in the wastebasket folder, and gives the Feb Sales source file the same name as the destination. The file "Feb Sales" becomes the destination file named "Monthly Sale."

Transferring Information between a Visi On™ System and Another System

This section includes step-by-step instructions for:

- Transferring information from another system to the Visi On system, and ultimately to a Visi On program.
- Transferring information from the Visi On program to another system.

This type of transfer is called an "external transfer," in which either the source or the destination is listed as an External file in the Visi On Archives.

These operations use the “import” and “export” commands in the Archives External menu and the “TRANSFER” command in the Visi On menu.

Transferring Information into the Visi On System

You can create MS-DOS files on another system and then use those files within the Visi On environment. However, they must be in the Visi On transfer format. Independent software vendors will be providing programs that create MS-DOS files in that format.

After those files are created, the “import” command in the Archives External menu lets you copy the MS-DOS file into the Archives. From the Archives, the “TRANSFER” command in the Visi On menu lets you then transfer the file into one of the Visi On programs.

To transfer the file to a Visi On program

1. Start the Archives from the Services window. For instructions on starting the Archives, refer to Chapter 3.
2. Select “External” from the Archives menu.
3. If the file is on a floppy disk, insert the floppy disk.
4. Select “import” from the “External” menu.
The system asks you to type the name of the MS-DOS file.
5. Type the name of the file including the drive and optionally a directory name, for example, **a:\dirname\filename**. For information on MS-DOS file names, see Chapter 2 in the *IBM Disk Operating System* manual.
Then press the key marked .
The Visi On system asks you to select the destination for the “imported” file.
6. Make sure the folder where you want the file copied is displayed. Then do one of the following:
 - To add the new file to the folder, select “[NEW].”
 - To replace an existing file with the new file, select the file you want to replace.

Note that you cannot replace a folder; you must replace a file with a file.

The system does one of the following:

- If you selected “[NEW],” the system asks you to type a name for the new file or to press the key marked  to use the same name.

Type a new name (up to 12 characters long) and press .

If you enter a name that already exists, the system prompts you to enter another name.

The system copies the new file to the displayed folder and gives it the External file type.

- If you selected an existing file to be replaced with the new file, the system overwrites the file, puts it in the wastebasket folder, gives the source file the same name as the destination, and gives it an External file type.

-
7. Before you transfer the External file to the destination program, make sure you have started the program and the window is displaying the file where you want the new file transferred, then select “TRANSFER” from the Visi On menu.

The system asks you to select the source window for the transfer.

-
8. Select the Archives window displaying the External file.

The system asks you to select the starting point for the source.

-
9. Select the line that contains the “External” file from the Archives window.

The system asks you to select the ending point.

-
10. Select the same line.

The system asks you to select the window where the External file will be transferred.

-
11. Select the program window where you want the External file transferred.

The system asks you to select the destination point.

-
12. Select the location in the program file (such as a Visi On Calc™ worksheet, Visi On Graph™ graph or series, Visi On Query™ table, or Visi on Word™ document) where you want the External file transferred.

The system checks the destination program to determine the types of information that it can accept. If the destination program can accept the type in the selected External source file, then the system accepts it.

If the system cannot match the source and destination types, it beeps and asks you to select another destination point.

If this situation occurs, you may want to cancel the transfer operation by selecting "STOP" from the Visi On menu and start over again.

When the system determines that the destination program can accept the source file, it transfers a copy of the External file to the location you selected.

Depending on the destination of the transfer, the system either overwrites what is in the destination with the transferred information or inserts the information beginning at the location you select.

Transferring Information Out of the Visi On System

The "TRANSFER" command in the Visi On menu and the "export" command in the Archives External menu lets you transfer a copy of a Visi On file to another system.

To transfer that file to another system

1. Make sure you have started the Visi On program and are displaying the file you want to transfer, then select "TRANSFER" from the Visi On menu.

The system asks you to select the window that contains the source for the transfer.

-
2. Select the window that contains the information to be transferred. It becomes the active window.

The system asks you to select the starting point of the source area.

If the starting point is not visible in the window, you can scroll the contents of the file until it is displayed.

-
3. Select the starting point of the area to be transferred.

The system highlights the starting point and asks you to select the end of the source.

If the ending point is not visible in the window, you can scroll the contents of the file until it is displayed.

-
4. Select the ending point of the area to be transferred.

The system does the following:

- a. Checks the source program to determine the transfer types that the program can supply.
- b. Highlights the entire area (start to end), and asks you to select the window that will be the destination of the transfer.

-
5. Select the Archives window where you want the information transferred. It becomes the active window.

The system asks you to select the destination point in the window.

-
6. Select “[NEW].”

The Archives can accept all general types (not program-specific) of information from the Visi On programs, so the system chooses the first type that the source program can supply.

The system creates a new file named “TRANSFER” of the type External and stores the information from the source file in the format of its transfer type (such as a rectangular area of text and numbers).

-
7. To copy this file to an MS-DOS file, select “External” from the Archives menu.

-
8. Select “export.”

The system asks you to select the file to be transferred to another system.

-
9. Select the External file you want to “export” (transfer out).

The system asks you to type the name of the destination file.

-
10. If the file will be on a floppy disk, insert the floppy disk.

-
11. Type the name you want the destination file to have as an MS-DOS file, including the drive and optionally the directory name. For example, type **a:\dirname\filename**. For information on MS-DOS

file names, see Chapter 2 in the *IBM Disk Operating System* manual.

Then press the key marked .

The system creates an MS-DOS file on the appropriate disk.

7

Printing

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Before you can print your files, you must connect your printers or plotters and let the Visi On™ system know the name of the device, its model, and to which connector the device is connected. Refer to “Setting up Your Computer Equipment” and “Installing Your Printer or Plotter” in the *Visi On Setup Guide*.

This chapter includes step-by-step instructions for:

- Printing your files.
- Displaying the print queue.
- Changing the status of print requests:
 - Stopping a printer temporarily.
 - Restarting a printer.
 - Cancelling a print request.
- Responding to Print Messages

Printing Your Files

You can print your files on:

- A connected (local) printer or plotter.
- A remote printer or plotter connected to a computer that has the Visi On system and its programs installed and running.
- A remote printer that does not have the Visi On system and its programs installed.

Printing on a Connected (Local) Printer

To print a file on a connected printer (this is called local printing), you use the “print” command in each Visi On application program’s main menu. Refer to the individual program User’s Guides for instructions on local printing.

Printing on a Remote Printer

If you want to print some of your Visi On files and your computer does not have a printer connected to it, you can print those files from another Visi On system that has a printer connected to it.

To print the files
on another
Visi On system

1. Initialize and mount a floppy disk in the system that has the files you want to print. Follow the instructions in "Initializing a Floppy Disk for the Archives" and "Mounting a Floppy Disk" in Chapter 5.
The mounted floppy disk appears as a folder in the central Archives folder. The name of the folder is the name you entered when you initialized the floppy disk.

2. Copy or move the file you want to print into this folder using the "copy" or "move" commands in the Archives menu. Refer to Chapter 5 for those instructions.
Copying or moving the file into the folder copies or moves the file onto the floppy disk as well.

3. Unmount the floppy disk following the instructions in "Unmounting a Floppy Disk" in Chapter 5.

4. Take the floppy disk and put it in a disk drive of the computer that has the printer/plotter attached.

5. Mount the floppy disk according to the instructions in "Mounting a Floppy Disk" in Chapter 5.
Again the file on the floppy disk appears in a folder in the central Archives folder.

6. Start the program window you want to print from.

7. Select "file" from the program's main menu.
The program's Files display appears.

8. Load (get) the file from the folder in the Archives and put it in your working folder on the Files display. Then select "done" from the Files display menu.
The file appears in the program window.

9. Select "print" from the main menu and follow the instructions in the individual User's Guides for printing files.

Printing on a Remote Printer Connected to a Computer Not Running the Visi On™ System

When you want to print a file on a printer that is at another location and is not connected to a computer that

has the Visi On system and its programs installed, you print your file into a special file, called a transmittal file, on your hard disk. You can then later copy the file onto a floppy disk and take it to the computer that has the printer you want to use. This is called a *remote* print operation.

You cannot do remote printing on serial devices, such as plotters.

To print a file on a remote printer

1. When you are ready to print the file, select "remote-print" from the Print menu in the program window and follow the instructions in the individual program User's Guides for creating the transmittal file.

The system creates the transmittal file and prints it on your hard disk, in a special folder the Visi On system creates for you, called a transmittal folder.

2. Select "Archives" from the Services window.
The Archives window opens on the screen.
3. Scroll the contents up until you see the transmittal folder; then select it to make it the current folder.
4. To copy the transmittal file to an MS-DOS file, select "External" from the Archives menu.
5. Select "export" from the External menu.
The system asks you to select the file to be transferred to another system.
6. Select the transmittal file. It has the name you entered when you created it using the "remote-print" command and the Visi On system has classified the file as an "External" type.
The system asks you to type the name of the destination file.
7. Insert the floppy disk.
8. Type the name you want the file to have as an MS-DOS file, including the drive and optionally the directory name. For example, type **a:\dirname\filename**. For information on MS-DOS file names, see Chapter 2 in the *IBM Disk Operating System* manual.
Then press the key marked .
The system creates an MS-DOS file on the floppy disk.

9. Take the floppy disk to the other computer, put the disk in a drive, and use the MS-DOS COPY command to copy your file to the port to which your printer is attached. For example, type **copy a:filenameLPT1:** to copy the file to parallel port 1. For information on using the COPY command, see Chapter 6 in the IBM *Disk Operating System* manual.

Displaying the Print Queue

Selecting the "Printing" command in the Services menu displays the print queue (see Figure 7-1). The print queue shows the status of those files you have selected to print.

Each item in the list shows:

- The request name, which is the name you entered for the file when you selected the "print" command from the program's main menu.
- The device name, which is the name you entered when you installed the printer or plotter using the "Configure" command in the Printing menu.
- The status, which can be one of the following:
 - Active (currently printing).
 - Queued (waiting for the printer/plotter to become available).
 - Paused (you stopped it temporarily using the "pause" command in the Printing menu).
 - Waiting (waiting for you to respond to a message from the request).

Figure 7-1. The print queue displays a list of all print requests currently printing or queued for printing.

| Services | | |
|--------------------------------|-----------|--------|
| Device | Request | Status |
| EPSON80 | Draw Test | Active |
| | | |
| Services/Printing | | |
| Configure pause resume cancel. | | |

Changing the Status of Your Print Requests

If you want to change the status of any print request, you can use three Printing menu commands:

| | |
|-----------------|------------------------------|
| “pause” | Temporarily stops a printer. |
| “resume” | Restarts a printer. |
| “cancel” | Cancels a print request. |

Stopping the Printer Temporarily

To stop
the printer
temporarily

The “pause” command from the Printing menu in the Services window lets you temporarily stop active or queued print requests from sending output to a printer or a plotter.

1. Select “Printing” from the Services menu.
The print queue is displayed.
2. Select “pause” from the Printing menu.
The system asks you to select a print request from the print queue display.
3. Select the print request you want to stop temporarily.
The system does the following:
 - If the request is active (currently printing), the system stops the printing temporarily.
 - If the request is queued (waiting for the printer or plotter to become available), the system keeps from sending output to the device when that request reaches the top of the queue.

You cannot stop a request that is waiting for you to respond to a message. For instructions on responding to a message, refer to “Responding to Print Messages” later in this chapter.

Restarting the Printer

To resume
printing

The “resume” command from the Printing menu in the Services window lets you restart a printer or a plotter that was temporarily stopped by the “pause” command.

1. Select “Printing” from the Services menu.
The print queue is displayed.

-
2. Select "resume" from the Printing menu.

The system asks you to select a print request from the print queue display.

3. Select the print request you want to resume printing.

The system continues sending output to the printer or the plotter.

You cannot select a request that is waiting for you to respond to a message. For instructions on responding to a message, refer to "Responding to Print Messages" later in this chapter.

Cancelling a Print Request

The "cancel" command from the Printing menu in the Services window lets you cancel (stop permanently) any print request.

To cancel a
print request

1. Select "Printing" from the Services menu.

The print queue is displayed.

2. Select "cancel" from the Printing menu.

The system asks you to select a print request from the print queue display.

3. Select the print request you want to cancel.

The system asks you to confirm the cancellation.

- Select "yes" to cancel the request.
- Select "no" if you do not want to cancel the request.

If you selected "yes," the system cancels the request and removes it from the queue. The request cannot be resumed or restarted except by selecting "print" from the program's main menu.

You cannot select a request that is waiting for you to respond to a message. For instructions on responding to a message, refer to "Responding to Print Messages" later in this chapter.

If you selected a request that was currently printing, the system stops it.

Responding to Print Messages

When you print a file, the Visi On applications program sends the job to the Visi On system. This allows you to begin working on the same or another file without waiting until the file has finished printing.

When you print several files from your programs, the Visi On system puts each of your printing jobs in a queue, and prints them in order.

The Visi On system displays any messages about your printing in the Services window as each job is printed. Because you may have continued your work on a file, the system blinks the Visi On menu at the bottom of the screen to let you know there is a message that needs your response.

To read and respond to your messages

1. Activate the Services window by selecting it.
2. Select "messages" from the Services menu.

The system displays the message in the Services window.

3. Respond to the message; depending on the message, the menu commands can vary. Typically there are two choices: "resume" and "cancel."

Select "resume" to resume printing, or if something is wrong that you cannot correct at this time, select "cancel" to stop the printing.

Depending on your response, the system either restarts or stops printing.

If there are any other messages that are in the queue, the system displays the next message.

8

Selecting Options

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In this chapter you will learn how to use the special options sheets that the Visi On™ system provides to give you more flexibility in using the system and its programs.

The second part of this chapter provides step-by-step instructions for:

- Displaying an options sheet
- Changing an options sheet
- Saving an options sheet
- Restoring an options sheet
- Setting an options sheet aside

Options Sheets

The Visi On system and its programs are designed to work in certain ways. However, you can control the way certain operations are performed by tailoring them to fit your particular business needs. You change these operations through options sheets, which are displayed when you select the “OPTIONS” command in the Visi On menu (see Figure 8-1).

When you install the Visi On system and the programs, each of the options is preset for you. These option settings are used by the system and the programs until you change them. The format of the options sheets and the procedure for changing them are the same for all Visi On programs.



Figure 8-1. *Selecting the “OPTIONS” command from the Visi On menu allows you to specify how you want each Visi On program to operate to suit your needs.*

All options sheets have the same menu commands; most of them have these common elements:

- Type-in fields
- Multiple-choice fields
- Status fields

With type-in fields, you simply type in the values for the new options you want. Multiple-choice fields let you choose from a list of possible options. However, some of the programs have status fields that you cannot change. They contain information about the current activity or file.

For example, the Visi On Word™ program has an Edit options sheet with Page Formatting status fields. One of the fields contains line spacing information for the displayed document. If the line spacing for a particular document had been set to single, then you would see [single] in this field.

Status fields always appear in brackets ([]). You can view them, but you can't change them; only the programs update the fields.

Because these fields change with the activity or the file, they cannot be saved.

System Options

Figure 8-2 shows the Visi On Services options sheet with the settings the system provides for you. This options sheet has examples of type-in fields and multiple-choice fields. To display this sheet, you select "OPTIONS" from the Visi On menu. Then select the Services window. This sheet appears to the right of the window.

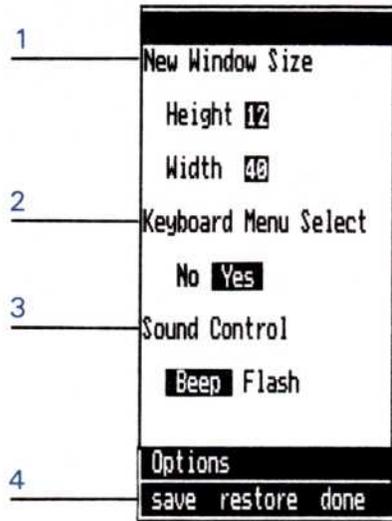


Figure 8-2. *The Visi On Services options sheet that affects all Visi On operations allows you to tailor how the system works to suit your needs.*

- 1 The New Window Size option contains two type-in fields for the height and width of new windows created by starting a program or Archives window from the Services window.

If you always reframe the “startup” window or make it full-screen size before you do any work in it, you can change the size to meet your specific needs.

- 2 The Keyboard Menu Select option contains a multiple-choice field for keyboard menu selection with the choices of “yes” and “no.” The system has already set this option to “no.”

In the Visi On environment, in addition to using the mouse to select menu commands, you have the option of using the keyboard. If you work with documents that require a lot of typing, it may be more convenient for you to select commands from the keyboard.

Select “yes” if you want menu selection from the keyboard. To select a menu command, you press **(ESC)** first, then type the first letter of a lowercase menu command such as “replicate” in the Visi On Calc program.

Select “no” if you don’t want menu selection from the keyboard.

3 The Sound Control option contains a multiple-choice field with the choices of “beep” and “flash.” The “beep” option has initially been set. Select “beep” if you want the system to beep to give you feedback on actions you take such as selecting a command correctly or incorrectly. Select “flash” if you want the system to flash the cursor instead: once for correct action and three times for incorrect action.

4 The Options sheet menu line contains the menu commands you use with all options sheets:

“save” Stores this options sheet and all options sheets in the program.

“restore” Resets the option settings of this options sheet to the last saved settings.

To reset the options to the values they had originally when the programs were installed, refer to Chapter 1 in the individual User’s Guides.

“done” Removes the options sheet from the window.

Displaying an Options Sheet

The Visi On system has one options sheet called the Services options sheet. Each Visi On program has options sheets associated with the menus in its menu hierarchy. The “OPTIONS” command lets you display and change the settings in the options sheet. If an options sheet is displayed and you select another menu command, an options sheet for that menu appears.

Some of the Visi On programs display options sheets automatically when you select certain commands. You don’t have to select “OPTIONS” for those to appear.

For examples of each program’s options sheets and the original settings the programs provide, refer to Chapter 1 in the individual program User’s Guides.

This section includes step-by-step instructions for displaying an options sheet for the Visi On Services window or for one of the programs; the procedure is the same for displaying all options sheets.

To display an options sheet

This section also includes specific examples of displaying the Services options sheet and displaying the Visi On Calc™ options sheet.

1. Make sure you are displaying the program menu you want before you select "OPTIONS" from the Visi On menu, so that the appropriate options sheet displays. Then select "OPTIONS."

The Visi On system asks you to select the window for which you want options displayed.

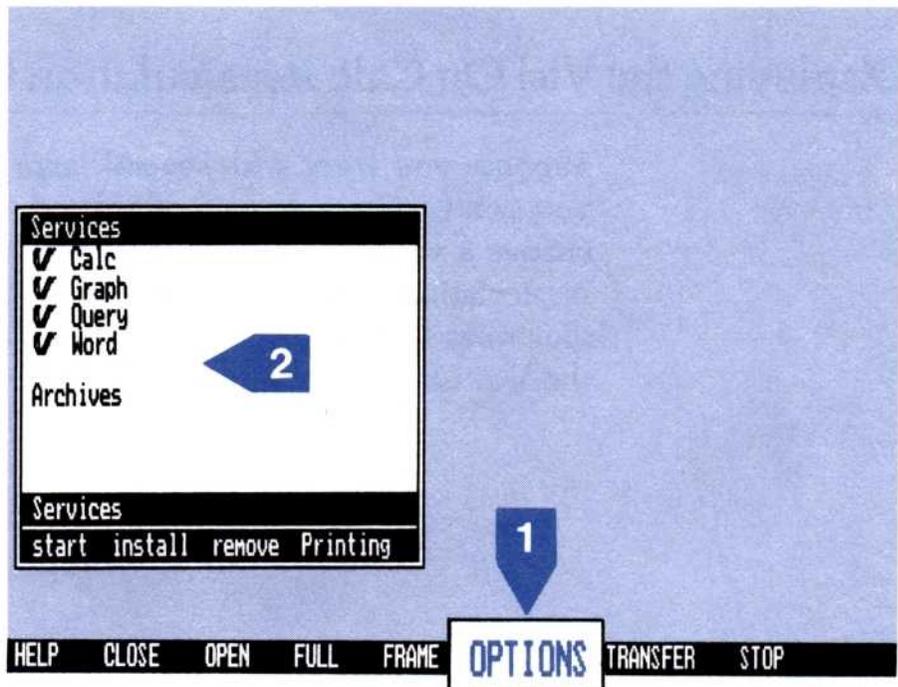
2. Select the Services window or a program window.

The system displays the Services options sheet, on the right of the Services window or an options sheet for the menu that was displayed, on the right of the program window.

To change the displayed options, refer to "Changing an Options Sheet" later in this chapter.

Displaying the Visi On Services Options Sheet

Suppose you want to change the size of your program and Archives windows. To change the window size you must display the Services options sheet. Figure 8-3 illustrates how to display it.



(continued)

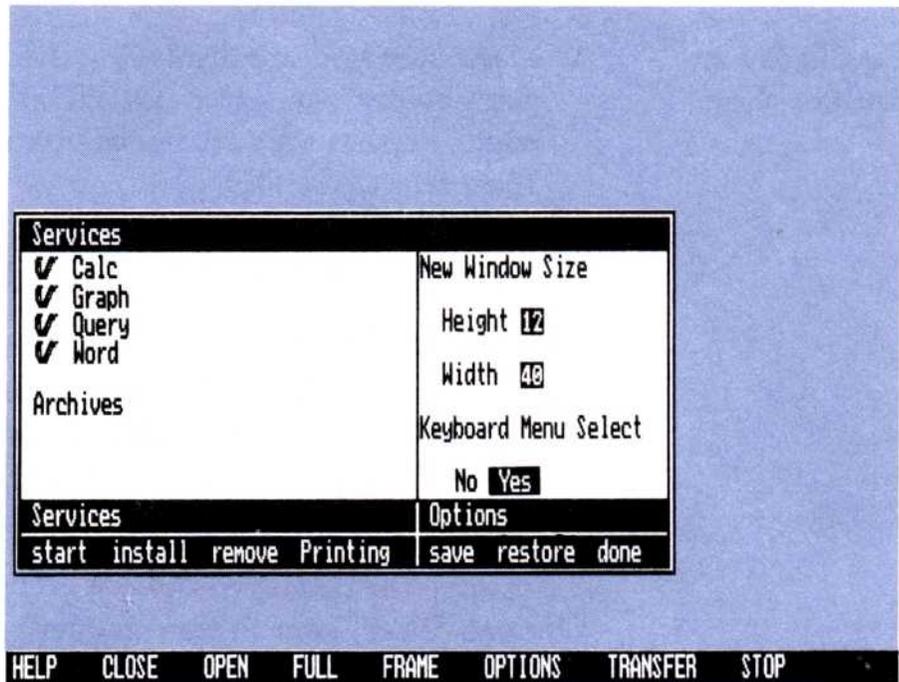


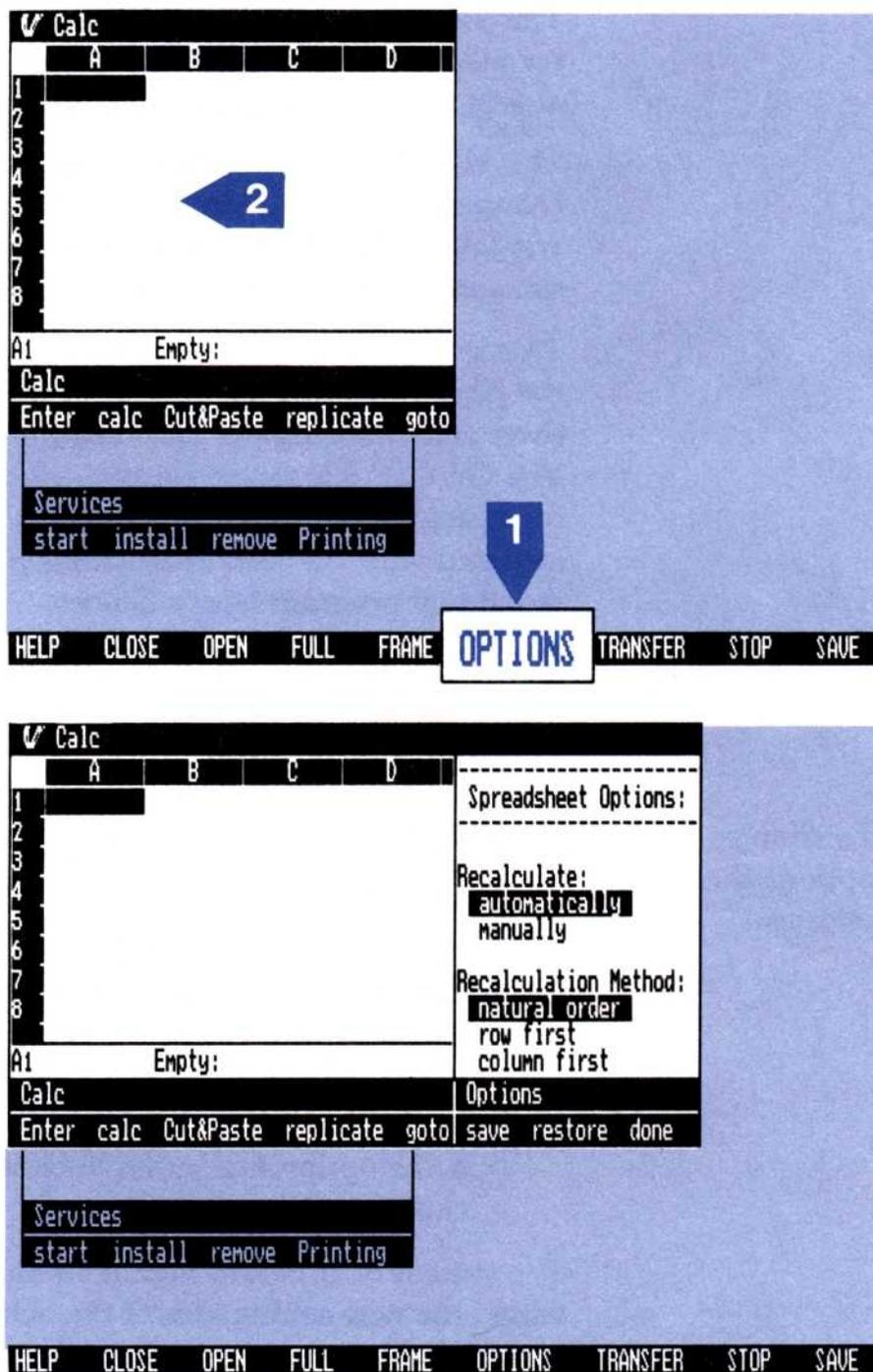
Figure 8-3. *Displaying the Services options sheet*

- 1 Select "OPTIONS" from the Visi On menu.
The system asks you to select a window.
- 2 Select the Services window.
The Services options sheet appears on the right of the Services window.
You are now ready to change any of these settings.

Displaying the Visi On Calc Recalculation Options Sheet

Suppose you work with several large worksheets that you don't want to have recalculated every time you change a value in one cell. You need to change your recalculation option from automatic to manual. Figure 8-4 illustrates how to display the recalculation options for the Visi On Calc program.

Figure 8-4. Displaying the Visi On Calc recalculation options



- 1 Make sure the Visi On Calc main menu is displayed; then select "OPTIONS" from the Visi On menu.
The system asks you to select a window.
- 2 Select the Visi On Calc window.
The recalculation options sheet appears on the right of the Visi On Calc window.

Changing an Options Sheet

The Visi On system and its programs provide settings for all the options sheets. You can change those options at any time to meet your business needs.

This section includes step-by-step instructions for changing an options sheet for the Visi On Services window or for one of the programs; the procedure is the same for changing all options sheets.

This section also includes specific examples of changing the New Window Size option on the Services options sheet and changing the recalculation option on the Visi On Calc Recalculation options sheet. Instructions for changing other options sheets in the programs are included with the task instructions in each of the individual program User's Guides.

If the options sheet you want to change isn't displayed, follow the steps in "Displaying an Options Sheet" earlier in this chapter.

To change options sheet settings

1. Move the pointer to the option you want to change.
2. Do one of the following:
 - If the option is a type-in field, select the field first; a blinking cursor appears at the first position in the field. If the field is already filled in, delete the text by pressing **DEL** or **END** and then type the new value and press **↵**.
 - If the option is a multiple-choice field, select the choice you want.

The system or program highlights the option's new value; the new setting affects the activity or file immediately. Depending on the type of option, you may see the contents of the window actually change right away. For example, if you changed the "Column Width" option in the Visi On Calc program from 9 to 12, you would see the columns in the displayed worksheet change from 9 to 12 characters immediately.

These options settings are saved with the file when you save it from the program's Files display. You do not have to select the "save" command in the options menu unless you want these new options to be used the next

time you create a file (worksheet, table, graph, series, or document). In that case, you can do one of the following:

- Save these changes now.
- Continue changing other options sheets and save all your changes at the end.

To save any changes you make to the Services options sheet, you must select “save” from the Options menu.

To save options sheets, refer to the next section, “Saving an Options Sheet.”

Changing the Visi On Services Options Sheet

The Visi On Services options sheet is displayed. You want to change the size of your “startup” program and Archives windows because they aren’t large enough. Figure 8-5 illustrates how to change the New Window Size option.

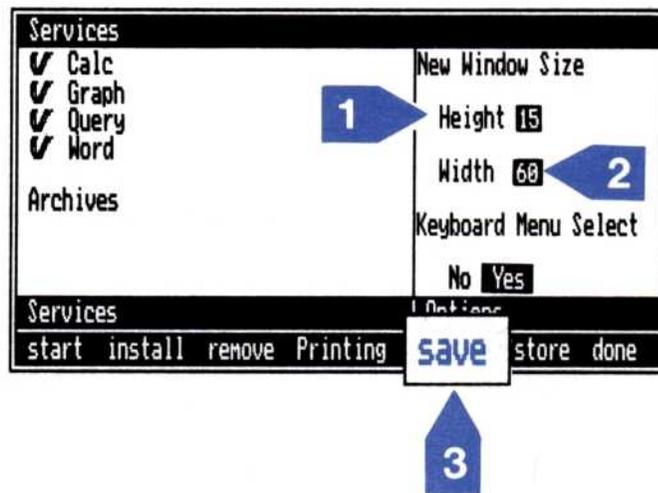


Figure 8-5. Changing the New Window Size option in the Services Options Sheet

- 1 To change the “New Window Size” option, move the pointer to the Height field and select it. Then press **END** to delete the line, type **15**, and press **↵**.
- 2 Then move the pointer to the Width field and select it. Press **END** to delete the line, type **60**, and press **↵**.
- 3 To save this new setting, select “save” from the Options menu.

The next time you start a program or the Archives filing system, the window will have the new size, 15 lines high by 60 characters wide.

Changing the Visi On Calc Recalculation Options

The recalculation options are displayed. You want to change the option from automatic to manual because you work with several large worksheets and you don't want the worksheets recalculated every time you change a value in one of the cells. Figure 8-6 illustrates how to change this option.

Select "manually."

The program highlights the new option, and the change immediately affects the Visi On Calc worksheet that is displayed.

If you want this change to affect the rest of your worksheets that you start up after this one, you must select "save" from the options sheet menu.

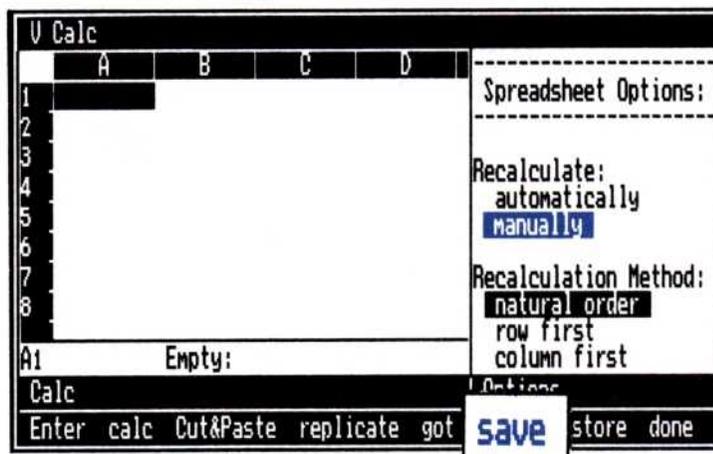


Figure 8-6. Changing the Visi On Calc recalculation option

Saving an Options Sheet

If you want your new options sheet settings to be used the next time you create a file, you should do one of the following:

- Save the changes for each options sheet as you make them.
- Continue changing other options sheets and save all your changes at one time.

To save any changes you make to the Services options sheet, you *must* must select the “save” command from the Options menu.

The “save” command stores the settings for all options sheets for the program at one time. (For the Visi On system there is only one options sheet you can save—the Services options sheet.)

Any activities that you have already started in other windows before you save the new option settings aren’t affected. Any new activity of the same program that you start after you save these settings uses the new saved settings.

To save an options sheet

Select “save” from the options sheet menu.

The system saves the Visi On Services options sheet or the program saves all the options sheets for the program.

Restoring an Options Sheet

The “restore” command resets the option settings of the currently displayed options sheet to the last saved option sheet or sheets.

If you want to change the options to the values they had originally when each program was installed, refer to Chapter 1 in the individual program User’s Guides. For the Visi On system Services options sheet settings, see Figure 8-2 in the beginning of this chapter. Those sections show the options sheets with their original settings.

To restore an options sheet

Select "restore" from the options sheet menu.

The system resets the Visi On Services options sheet or the program resets all the options sheets for the program to the last saved options sheet or sheets.

Setting an Options Sheet Aside

After you have displayed, changed, saved, and/or restored your options sheet and are ready to resume working with a file or the Services window, select the "done" command in the options sheet menu to remove the options sheet from the screen.

You don't have to remove the options sheet. You can continue to work with the sheet still displayed. The "done" command simply sets the options sheet aside so that you have more space on the screen to do other work. You can always display the options sheet again.

If you're working with options sheets that affect a file's appearance, those options are saved with the document when you save the document from the Files display.

To set an options sheet aside

Select "done" from the options sheet menu.

The system or program removes the options sheet from the screen.

Let's assume you've changed the New Window Size option on the Services Options Sheet and saved it. Thus, you're ready to resume work. Figure 8-7 illustrates how to set your options sheet aside. (Remember, you can always display it again by selecting the "OPTIONS" command.)

Select "done" from the options sheet menu to set the options sheet aside and to resume work in other windows on the screen.

The options sheet is removed from the screen.

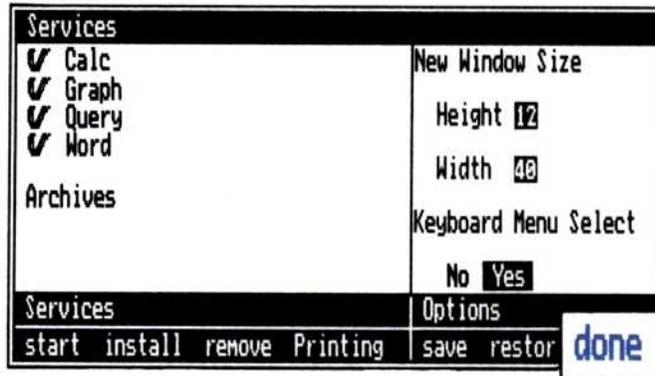


Figure 8-7. Setting an options sheet aside



9

Visi On™ Messages

Messages

This chapter contains Visi On™ system messages. The messages are arranged in numeric order and each message has an explanation and recommended action for you to follow. For a listing and an explanation of the Visi On program messages, see the individual program User's Guides.

(164) Cannot continue until disk <disk> is placed in drive <drive>

The disk, identified in the message, that the program expected to find is not in the identified drive. Either replace the disk or select **unmount** to notify the program that the disk was removed.

(165) Cannot complete disk operation—check disk and drive

The current disk operation cannot be completed. Check the disk and the disk drive. If you cannot find a problem, you may have a disk drive malfunction.

(166) You must unmount the current disk first

You attempted to mount a disk on a disk drive that already has a disk mounted. Either mount the disk on different disk drive or unmount the currently mounted disk.

(167) The disk you mounted is not a Visi On disk

The disk you mounted is not in the Visi On disk format. To use this disk you must initialize it. Initializing a disk erases any information on the disk.

(168) There is no disk on the selected drive

No disk is mounted on the drive you selected. You may have selected the wrong drive. Select "unmount" again and select the correct drive.

(169) Cannot unmount that disk—file or folder in use

You attempted to unmount a disk on which a file or a folder is in use. You cannot unmount a disk unless all files and folders are not being used.

- (170) Cannot unmount the system disk**
You attempted to unmount the system disk, which cannot be unmounted.
- (171) Cannot initialize the system disk**
You attempted to initialize the system disk, which is not allowed. Such an action would destroy your copy of the program.
- (174) Cannot complete operation because a file or folder is in use**
The current operation cannot be completed because its completion would change a file or a folder that is currently in use.
- (175) That name already exists in this folder—enter another**
You entered a name for a file or folder that already exists in the current folder. Duplicate names are not allowed in a folder. Enter a name that is unique for this folder.
- (176) Folder is not empty—cannot discard or replace**
You attempted to discard or replace a folder that is not empty. You must move or destroy all folders and files in a folder before you can remove or replace it.
- (177) There is no file or folder with that name**
There is no file or folder with the name you entered. You may have misspelled the name. Check the name and enter a valid name.
- (178) Cannot proceed—destination folder is within the source folder**
You attempted to copy or move a folder to a destination folder that is in the source folder. The destination folder cannot be in the source folder.
- (180) You must select a folder, not a file**
You selected the “split” command and then selected a file. With this command you must select a folder. Select again.
- (181) There is no folder with that name**
There is no folder with the name you entered. You may have misspelled the name. Check the name and enter a valid name.

- (182) Cannot export a folder—select a file name**
You selected the “export” command and then a folder name. You must select a file name, not a folder name. Select again.
- (183) Cannot find file <file name>**
You entered a file name that the system cannot find. You may have typed the wrong name. Check the file name and reenter.
- (184) Cannot remove program—it is in use**
The program you selected to remove is in use. You must quit the windows containing this program before you can remove it.
- (185) There are no print requests to suspend**
You issued a “pause” command but there are no print requests to suspend.
- (186) There are no print requests to resume**
You issued a “resume” command but there are no suspended print requests to reactivate.
- (187) There are no print requests to cancel**
You issued a “cancel” command, but there are no print requests to cancel.
- (188) That request is not suspended—select a suspended request**
You issued a “resume” command for a print request that was not suspended. Select a request with a status of “Suspended.”
- (189) That connector is already in use**
You attempted to install a device to a computer connector that is already in use with another device. Select another connector or remove the current device from that connector.
- (190) That device name is already in use**
You entered a device name that is already in use for another device. All device names must be unique. Enter another name.
- (191) There are no devices to remove**
You selected the “remove” command but there are not devices to remove from use. You may have selected the wrong command.

(192) Cannot remove—device is in use

You selected the “remove” command but the device you selected is in use. Either cancel the requests to that device or wait until they have completed to remove the device.

(193) There are no installed devices to modify

You selected the “modify” command but there are no installed devices to be modified. You may have selected the wrong command.

(194) Cannot modify—device is in use

You selected the “modify” command but the device you selected to modify is in use. Either cancel the requests to that device or wait until they are completed to modify the device.

(195) There is no room for a Help window—press SELECT

You selected the “HELP” command but there is no room for a Help window. You must remove a window with the “quit” command before another window can be created.

**(196) Not enough disk space to install the Visi On system
Installation failed—restart the system**

You attempted to install the Visi On system on a hard disk that does not have enough free space for the system. You must erase enough files to make room for the system or use a different hard disk. When you have enough space, restart the installation from the beginning.

**(198) Neither drive A nor B is a floppy disk drive
Installation failed—restart the system**

You attempted to install the Visi On system on a computer where neither drive A or B are floppy disk drives. Drive A or B must be a floppy disk drive.

**(199) There is no floppy disk drive on this computer
Installation failed—restart the system**

You attempted to install the Visi On system on a computer without a floppy disk drive. A floppy disk drive is required.

**(200) There is no hard disk installed on this computer
Installation failed**

You attempted to install the Visi On system on a computer without a hard disk drive. A hard disk drive is required.

**(201) There is no communication port on this computer
Installation failed**

You attempted to install the Visi On system on a computer without a communication port. An RS-232 port is required for the mouse. Install a communication port and then restart the installation.

**(202) The Visi On system requires at least 256K bytes
of memory**

Installation failed—restart the system

You attempted to install the Visi On system on a computer with less than 256K bytes of memory. This amount of memory is required. Restart the installation after you have 256K bytes of memory.

**(203) The Visi On system requires a color/graphics
adapter card**

Installation failed

You attempted to install the Visi On system on a computer without a color/graphics adapter card. A color/graphics card is required. Restart the installation after installing the card.

(204) Cannot find the S1 mouse

**Press the escape key to select the mouse type or
connect the mouse to port number; then press the
space bar**

The system cannot find the VisiCorp mouse at the port number you entered. Either you entered the wrong number or you have not yet connected the mouse. Press the escape key and then select the mouse type, or connect the mouse and then press the space bar to continue.

(205) Disk drive X is not ready

Press the space bar to continue

The installation cannot continue because the specified disk drive is not ready. Make the drive ready; then press the space bar to continue the installation.

(206) Error reading drive X

Press R to retry or C to cancel installation

The program encountered an error reading a floppy disk. Press the R key to retry the operation. If the error persists, press C to cancel the installation and then solve the problem that is causing the error.

After the problem is fixed, restart the installation from the beginning.

(207) Error writing on drive X

Press R to retry or C to cancel installation

The program encountered an error when writing on the hard disk. Check the hard disk and restart the installation when the problem is solved.

(208) Remove the non-Visi On floppy disk

Insert Visi On Program Disk X in drive X

Press the space bar to continue

You put a non-Visi On floppy disk in the drive. The program is expecting the Visi On Program Disk listed in the message. Insert the correct disk and then press the space bar to continue the installation. If you continue to get this message after inserting the correct Program Disk, your disk may be damaged. Contact your computer dealer.

(209) The wrong Visi On disk is in the drive

Insert Visi On Program Disk X in drive X

Press the space bar to continue

You put the wrong Visi On Program Disk in the drive. The program is expecting the Visi On Program Disk listed in the message. Insert the correct disk and then press the space bar to continue the installation. If you continue to get this message after inserting the correct Program Disk, your disk may be damaged. Contact your computer dealer.

(210) Connect the mouse to COM1 or COM2 and then press the space bar

One of the following may have occurred:

- The mouse is not connected to the communication port the system expects. Connect it to the port listed in the message and press the space bar to continue the installation.

- The mouse is connected to the correct communication port, but the mouse power plug is not plugged into a power socket. Put the mouse power plug into the power socket. You will have to calibrate the mouse when you start the Visi On Applications Manager.
- The mouse is damaged. Call your dealer or computer repair technician.

(211) The wrong mouse is being used—restart the system

You are not using the correct S1 mouse that you installed originally. Restart the installation from the beginning and enter the correct code for your mouse.

**(212) Visi On Program Disk 1 must be in drive A
Put Visi On Program Disk 1 in drive A and press the space bar**

Your system was installed with an M1 mouse. When using an M1 mouse you must put your Visi On Program Disk 1 (Key Disk) in drive A. Press the space bar after putting the disk in the drive.

(213) The wrong Visi On disk is being used—restart the system

You put the wrong Visi On disk in the drive to start the system. The serial number on the disk does not match the serial number of the installed system. Put the correct disk in the drive and restart the system.

(215) Cannot unmount the disk on drive X cannot install

The disk on the disk drive listed in the message cannot be unmounted. Make a drive available and restart the installation.

(216) Remove volume X and insert Program Disk 1 then select continue

Remove the disk listed in the message from the drive and put the Program Disk 1 in that drive. Restart the installation.

**(217) Not a Visi On Program Disk—cannot install
select continue**

The system expected a Visi On Program Disk. You probably put the wrong disk in the drive. Put the correct disk in the disk drive and select “continue” from the menu line.

**(218) Not a Visi On Accessory Disk—cannot install
select continue**

The system expected a Visi On Accessory Disk. You probably put the wrong disk in the drive. Put the correct disk in the disk drive and select “continue” from the menu line.

**(219) Invalid Visi On Program Disk—cannot install
select continue**

The system expected a Visi On Program Disk with a valid protection code. You did one of the following:

- Put the wrong disk in the drive. If you have the correct disk, put it in the disk drive and select “continue” to proceed.
- Copied the Program Disk and tried to install that disk, which the system will not accept.
- Tried to install the Program Disk on a different system (not the original system). Install the Program Disk on the original system.

(220) Disk error—installation aborted, select continue

The system encountered a disk error during the installation. Select “continue” and restart the installation. If the disk error persists, have the disk and drive checked out.

**(221) Visi On aaaa version xxxx already installed—select
yes to replace it**

The version of the program listed in the message is already installed on this system. Select “yes” if you want to continue the installation and replace the current version. Select “no” to cancel the installation.

(222) Not enough disk space to install program—select continue

There is not enough free disk space available to install this program. You must delete enough files from the disk to make room for the product. Select "continue" to proceed.

(322) Installation failed

You tried to install another program or driver, but the Visi On System was unable. Try quitting one or more windows, and install again.

(323) You cannot remove Visi On utilities

You tried to remove the Archives. It is part of the Visi On System and cannot be removed.



Glossary

Glossary

This glossary includes definitions of terms that are used in the Visi On™ environment. For definitions of terms used with each of the Visi On programs, refer to the “Glossary” in the individual program User’s Guides.

A

activate To select a passive window, making it active so you can work in that window.

active window The window in which you are currently working or the window you most recently selected. Only one window at a time can be active; sometimes none are active. The active window has a wider border around it.

Archives The storage system of the Visi On Applications Manager and its programs. All files you create are stored in the Visi On Archives. Each program’s Files display allows you to get (retrieve) and save (store) files from and into the Archives.

Archives folder The central folder in the Archives that the Visi On system provides for you. All files that you create and save are stored in this folder unless you create other folders in the Archives.

“back” The Visi On Help command that returns you to the last Help topic you looked at.

B

back up To create a copy of a disk or file that you can use if the original is damaged or lost.

C

“cancel” The Printing command in the Services window that lets you remove a printing request from the list of queued requests.

chart See graph.

“CLOSE” The Visi On command that lets you temporarily set aside a program window that you are not currently working with. The name of the closed window is displayed in a small box in the upper right corner of the screen.

closed window One that has been closed (temporarily set aside) with the Visi On "CLOSE" command. The names of closed windows are displayed in the screen's upper right corner.

command A menu item you can select that causes the Visi On system or its programs to take action or initiate an operation. For example, selecting the Visi On "TRANSFER" command initiates the transfer operation and selecting the Visi On Word™ Cut&Paste command displays the Cut&Paste menu.

"Configure" The Printing command in the Services window that has additional commands that allow you to install and remove printers and modify the printer's name or connector.

"contents" The Visi On Help command that displays the Visi On Table of Contents.

contents pane The middle portion of a window. The title of the window is above the contents and the prompt line and menu are below it.

"copy" The Archives command that lets you copy a file or folder to another folder.

cross-referenced topics A topic in the Visi On Help network that provides additional information about a subject. You display a cross-referenced topic by selecting the "see" command and the triangle next to it. Or you can simply select the triangle.

current file The file you are currently working with. In the Visi On Calc program, it is referred to as a worksheet; in the Visi On Query program, it is a table; in the Visi On Graph program, it is a graph or series (you can work with as many as 12 series at one time); in the Visi On Word program, it is a document.

current folder The folder you have selected to work with from the Archives window or from a program Files display. It is the last name in the folder path. For example, if the folder path reads "[Archives]/Sales," Sales is the current folder. The current folder can contain other folders and files. Also see Files display.

cursor A highlight that identifies a location within a program window. In a Visi On Calc worksheet, the cursor is a rectangular area that highlights (identifies) a

worksheet cell. In a Visi On Word document, the cursor is a small rectangle that identifies a character location.

D

default A fallback value that the Visi On system, its programs, or you yourself set.

destination In the transfer operation, the place or location you select where the information from another window is copied. In the Archives copy and move operations, the folder where a file or folder is copied or moved.

"discard" The Archives menu command that removes a file or empty folder and puts it in the wastebasket folder in the Archives. You can retrieve the file from the wastebasket if you inadvertently removed the file. Also see wastebasket folder.

disk See floppy disk, hard disk.

"done" The options sheet menu command that removes an options sheet from the screen.

document In the Visi On Word™ program, the type of file you create, save, and print.

"Drives" The Visi On command in the Services window that displays the Drives menu, which has commands that let you manage your disk drives and disks.

E

enter To type information on the screen. You end lines of text by pressing the  key on your keyboard.

"exit" The Services command that lets you leave the Visi On system. It returns you to the host operating system.

"export" The Archives command that lets you transfer a copy of a Visi On file to another system.

external transfer To transfer information between the Visi On system and another system.

F

file A collection of information (worksheet, table, graph, series, or document) created and saved in the the Visi On Archives.

Files display The display provided by each Visi On program that allows you to access that program's files in the Visi On Archives.

fixed disk See hard disk.

floppy disk A flexible magnetic surface that can store data or programs outside your computer's memory. Floppy disks are removable from your computer system.

folder A collection of files stored in the Visi On Archives. Folders can contain other folders as well as files. Also see current folder, working folder.

folder path The sequence of folders you selected from the Archives to reach the folder that is currently displayed. You can return to a previous folder by selecting its name from the path line at the top of the window.

"FRAME" A Visi On command that allows you to change the size and location of a window.

frame The border around each window on the screen.

"FULL" A Visi On command that expands a window to the full screen (maximum) size. The Visi On menu remains at the bottom of the screen.

G

get To transfer information from storage into the computer's memory, where it can be worked with.

graph In the Visi On Graph™ program, a type of file you can create, store, and print. Also called "chart."

H

hard disk A large-capacity magnetic storage device that is used to store data and programs outside your computer's memory, although its enclosure may be attached to your computer.

header pane The line at the top of a program window that displays the name of the window.

"HELP" A Visi On menu command that displays information about whatever you select after you select "HELP."

hourglass pointer The shape the pointer assumes when a time-consuming operation is in progress. This is a direct, graphic way of saying "Please wait." You cannot continue while the hourglass pointer is displayed.

I

"import" The Archives command that lets you copy an MS-DOS™ data file into the Visi On Archives.

"initialize" The Drives command in the Services window that you use to format a disk for the Visi On Archives.

initializing Preparing your disks to receive data.

input line The highlighted line at the bottom of a program window where you can enter and edit data.

"install" In the Visi On Services window, the command that loads each of the Visi On programs and the Tutorial into your hard disk. In the Services Printing menu, the Configure command that lets you install a new printer in the system.

M

memory The part of a computer that temporarily holds information and programs. Also see Storage.

menu The line of commands at the bottom of the screen and at the bottom of each window. Also see command.

menu command See command.

menu path The sequence of menus you selected to reach the menu that is currently displayed. You can return to a previous menu by selecting its name from the path line.

"messages" The Services command that lets you view and respond to messages that occur during printing.

“modify” The Configure command from the Services Printing menu that lets you change a printer’s or plotter’s name or connector.

“move” The Archives command that moves a file or folder into another folder.

“mount” The Drives command in the Services window that lets you put a disk on a drive you select so that the file or files you want to work with are accessible in the Visi On Archives. For example, you may store confidential or sensitive information such as salary data on a floppy disk. When you want to work with that file, you mount the disk; then remove it later so that no one else has access to that information.

mouse The pointing device that you use to move the pointer on the screen to items that you want to select such as windows or menu commands. You also use the mouse to scroll information that is hidden in a window.

N

“new-folder” The Archives command that lets you create a new folder within one of the displayed folders in the Archives.

O

“OPEN” The Visi On command that redisplay a closed window. It also returns a full-screen window to its previous framed size.

open window Any window that is displayed on the screen. An open window can be active or passive.

option An item appearing in an options sheet that lets you change certain characteristics of the Visi On system and its programs and the way they operate.

“OPTIONS” The Visi On command that lets you display and change the Visi On Services options sheet and a program’s option sheets.

options sheet The display containing the options for the current menu, which appears after you select “OPTIONS” from the Visi On menu and then select a window.

“overview” The Visi On Help command that displays general information about the current Help topic.

P

pane A part of a Visi On window. The major part of a window is the contents pane; the menu pane is across the bottom; the header pane is at the top.

passive window Any window that is not the active window.

path The sequence of menus you selected to reach the menu that is currently displayed or the sequence of folders you selected from the Archives to reach the folder that is currently displayed. You can return to a previous menu or folder by selecting its name from the path line.

“pause” The Printing command in the Services window that allows you to temporarily stop a printing request from sending output to a printer.

pointer An arrow on the Visi On screen that follows the movement of the mouse and identifies an area such as a window, a command, or an item in a list, for selection or scrolling. An upward-pointing arrow is the normal pointer. When the SCROLL button is pressed, the cross-shaped scroll pointer is displayed. When a time-consuming command is selected, the pointer changes to an hourglass figure until the operation is completed.

“Printing” The Printing menu in the Services window that has commands that monitor and control the progress of printing requests and commands that you use to install, remove, or modify printers.

prompt A message you receive on the prompt line asking you for further information or action.

prompt line The highlighted line at the bottom of a program window that displays the name of the program or utility you are working with, the menu path (where you are in the menu hierarchy), a brief description of the highlighted command (when you rest the pointer on the command), or messages or questions you need to answer for the program to continue.

Q

quit To leave a program and remove the window so that you can do another task.

R

"remove" In the Services menu, the command that lets you remove an installed Visi On program or the Visi On Tutorial. In the Services Printing menu, the Configure command that lets you remove a printer from the Visi On system.

"rename" The Archives command that lets you change the name of a file or a folder.

"restore" The options sheet menu command that resets the options sheet settings to the last options sheet you saved.

"resume" The Printing command in the Services window that allows you to resume a printing request that you previously stopped using the pause command.

S

save To permanently store information for later retrieval from the Visi On Archives. Also see file.

"save" The options sheet menu command that saves all options sheet settings at one time.

screen The display portion of your video monitor.

scroll To move the contents of an area so that you can view hidden information. You can scroll right, left, up, or down. Scrolling is activated by pointing to an area, pressing the SCROLL button on the mouse, and then moving the pointer.

scroll pointer The four-pointed indicator that appears on the screen when the SCROLL button is pressed.

scrolling speeds The rate at which you scroll a window. There are three scrolling speeds: reading speed, scan speed, and fast speed. The distance you move the pointer determines the scrolling speed.

"see" The Visi On Help command that lets you select a cross-referenced triangle for more information on a topic.

select The process of moving the pointer to an item on the screen and pressing the SELECT button on the mouse.

series In the Visi On Graph program, a type of file that you create, save, and print.

Services window The window on the Visi On screen that allows you to install and start programs and use various system utilities. Also see utility.

source In the transfer operation, the area or part of the file that you select to transfer to another window. The source area has a starting and ending point. In the Archives copy or move operations, the file or folder that you select to be copied or moved to another folder.

"split" The Archives command that lets you split the Archives window into two separate views (two folders) so that you can copy or move files/folders from one folder to another.

spreadsheet See worksheet.

"start" A command in the Services window that lets you activate a program, utility, or the Visi On Tutorial window so you can work with that activity.

status fields Program settings that appear in certain options sheets and program windows. Each program updates its own status fields; you cannot change them.

"STOP" The Visi On command that cancels most operations you initiate. The effects of the "STOP" command are different for different operations.

storage A place where information is kept permanently for later use. The Visi On system uses disk storage. "Memory" refers to where information is kept temporarily within the computer. Also see Archives.

T

table In the Visi On Query™ program, the type of file you create, save, and print.

title line The top line of a window, showing its name.

"TRANSFER" The Visi On command that lets you transfer information from one window to another.

transfer type The type of information that each Visi On program can transfer and accept.

transmittal file A file that contains printer commands for a remote print operation. After you create this file, the program puts it in the transmittal folder in the Archives where it stays until you are ready to print it on a printer at another location. Also see transmittal folder.

transmittal folder A folder in the Archives where the transmittal file is kept until you are ready to print the file on a printer at another location.

U

“unmount” The Drives command in the Services window that you use to remove a disk so that the file or files are no longer accessible in the Visi On Archives. For example, you may store confidential or sensitive information such as salary data on a floppy disk. You remove the disk after you have worked with the file so that no one else has access to that information.

utility A Visi On system function that allows you to perform various system tasks, such as starting a program. Utilities are activated through the Services window on the Visi On screen.

V

Visi On program Any programs that run under the Visi On system, for example, the Visi On Calc, Visi On Query, Visi On Graph, or Visi On Word program.

W

wastebasket folder The temporary storage area where the last file you discarded is kept. If you inadvertently removed this file, you can retrieve it from this folder.

window A rectangular area on your screen in which a Visi On program or utility appears. Every window has five parts: a name on the top line, a contents area, a menu on the bottom line, an information line above the menu, and an options sheet that is opened with the Visi On “OPTIONS” command.

working folder The folder in the Files display that contains the files you selected to work with. It can contain several files. Depending on the program, you can work with one file or several files at a time. Also see Files display.

worksheet In the Visi On Calc program, the type of file that you create, store, and print. Sometimes called "spreadsheet."

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Please tell us how you rate this manual in the following areas:

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| Completeness of information. | | | | | |
| Clarity of information. | | | | | |
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| Quantity of examples. | | | | | |
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| Degree to which this manual meets your expectations and needs. | | | | | |
| Appropriateness of the manual level to a person of your experience. | | | | | |
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Your computer experience: 2 yrs or less 2-5 yrs 5 yrs +
 Did you use the manual to learn the program? Yes No
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Please specify, by page, any errors you found in this manual.

Please tell us for what application(s) you are using this program.

What one thing could we do to improve this manual for you?

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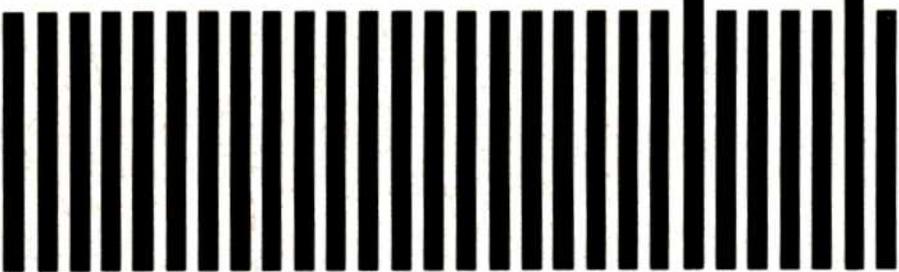
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Visi On™ Applications Manager
69910-2210 10/83

Important Information

Please note the following changes to the Visi On™ Applications Manager Setup Guide and the Visi On Applications Manager User's Guide.

Changes to the Visi On Applications Manager Setup Guide

| Page | Change |
|------|---|
| 13 | The last sentence in step 3 should read: "The MS-DOS prompt appears on the screen: C> if you typed c:; D> if you typed d:; and so forth." |
| 18 | Figure 9 shows the Visi On Calc, Visi On Graph, Visi On Query, and Visi On Word program names in the Services window. Those names will appear after you install each of the programs. |
| 32 | The description of parity should read: "...the printer contains an even or odd number of 1 bits." |

Additional tips and techniques for using the mouse

Here are some additional tips and techniques for calibrating and using the mouse:

- If you have an M1 mouse, you must calibrate it the first time you use it after it is connected. Then every time you start the Applications Manager, move the mouse until the pointer moves on the screen.
- If you are already using the mouse on your computer, you will not be asked to calibrate the mouse after you install the Visi On Applications Manager. The only time you'll be asked is the first time you use the mouse or any time the power to the mouse has been turned off or the mouse is unplugged.
- If you are asked to calibrate the mouse, follow these steps:
 1. Slowly move the mouse in large circles in a clockwise direction on the pad. Have patience; you may have to move the mouse in eight or more circles before it calibrates. The number of circles required can vary from mouse to mouse.
 2. If the mouse still doesn't calibrate (the pointer doesn't move or it moves erratically on the screen), unplug the mouse from the power socket.
 3. Plug the mouse back into the power socket, and repeat step 1.

After the mouse is calibrated, use the same pad used during the calibration and keep it in the same position (long side closest to you). If you do use another pad, you'll have to calibrate the mouse again.

- If the mouse stops working while you're using the Applications Manager:
 - Verify that the mouse is still plugged into a power socket. If it has been unplugged, you'll have to calibrate it again. You don't have to exit the Visi On Applications Manager. Plug the mouse into the socket; then calibrate the mouse again.
 - If you have two serial ports, verify that the switches are set correctly so that the Visi On Applications Manager knows which is COMM1 and which is COMM2. If you have specified both ports as COMM1 or both as COMM2, you may still be able to calibrate the mouse, but after you calibrate it, the pointer won't move with the mouse and you won't be able to run the Applications Manager. If you don't know how to change the serial ports, contact your computer dealer.

Printer and Plotter Support

From time to time we will support additional printers and plotters. Please contact your Customer Support Representative for the latest list of printers and plotters we support.

Update Pages for the Visi On Applications Manager User's Guide

Insert these pages in your User's Guide, as indicated below.

| Pages: | Replace with pages: |
|---------------|----------------------------|
| 1-8 | 1-8 |
| 2-4 | 2-4 |
| 2-6 | 2-6 |
| 4-5 | 4-5 |
| 5-15 | 5-15 |
| 5-16 | 5-16 |
| 6-4 | 6-4 |
| 7-4 | 7-4 |
| 8-3 | 8-3 |
| 9-1 | 9-1 |
| 9-9 | 9-9 to 9-11 |

| | |
|-----------------|--|
| HELP | Selecting "HELP" gets information for anything visible on the screen such as commands, windows, or items within window. |
| CLOSE | Selecting "CLOSE" lets you close a window (set it aside temporarily). |
| OPEN | Selecting "OPEN" lets you open a closed window. |
| FULL | Selecting "FULL" lets you enlarge a window to occupy the entire screen (the Visi On menu still remains). |
| FRAME | Selecting "FRAME" lets you change the size and location of a window. |
| OPTIONS | Selecting "OPTIONS" lets you control certain aspects of a program's behavior through options sheets. |
| TRANSFER | Selecting "TRANSFER" lets you take information from one window and put it into another window. |
| STOP | Selecting "STOP" cancels most operations you initiate. The effects of the "STOP" command are different for different operations. |

The program commands perform operations only for that program; for example, the Visi On Word "delete" command lets you delete text from a document. You select the program commands in the same way that you select the basic Visi On commands—by using the pointer.

However, the Applications Manager also lets you select menu commands from the keyboard.

Selecting Menu Commands from the Keyboard

If you are using one of the Visi On programs that require a lot of typing, for example, the Visi On Word program, it may be more convenient for you to select menu commands from the keyboard.

The Visi On Applications Manager provides an option that lets you do just that. This option is in the Services Options Sheet (see Chapter 8 for a description).

The way you select a menu command from the keyboard, is to press the key marked **ESC** first; then type the first letter of the menu command you want to use. If the first letter of the command is an uppercase letter you must press and hold the **SHIFT** key while you type the first letter of the command.

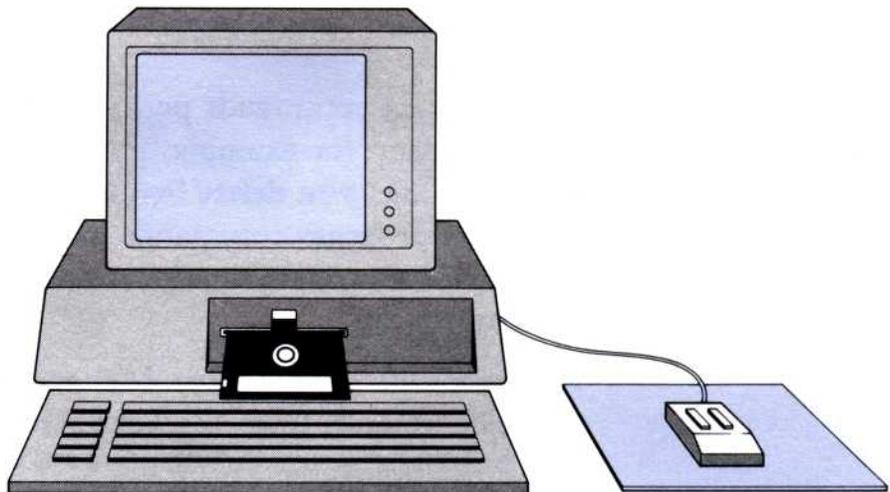
How to Start Using an Application Program

To use the Visi On Word™ program or other application programs, you must put it on your hard disk (install it) after you have installed the Visi On Applications Manager. You should become familiar with the basic Visi On commands by taking the Visi On Tutorial. Specific instructions for using each application program are provided in that program's QuickStart Course™ and User's Guide.

The steps you take to start using an application program are (see Figure 1-7):

1. Install (put on your hard disk) the Visi On Applications Manager and the application program you want to use. You do this only one time. See the *Visi On Setup Guide* for instructions.

Install Visi On system and program.



2. Take the Visi On Tutorial; then take the QuickStart Course for the program you want to use. The Visi On Tutorial (the instructions and exercises are all on the computer screen) teaches you the way to use the pointing device and all of the basic Visi On

| | |
|-------------------|---|
| “see” | Displays related or more detailed information on a topic. When you select this command, you are prompted to select a cross-referenced topic in the Help window. You can also select the triangle without selecting “see” first. |
| “back” | Displays the previously displayed Help topic. |
| “contents” | Displays the Visi On Table of Contents. You can select the Table of Contents for any programs you have installed or any of the utilities that come with the Visi On system. |
| “quit” | Removes the Help window from the screen. |

Getting Help on the Visi On™ System and its Programs

The “HELP” command in the Visi On menu displays information about a command, a window, or an area that you selected on the Visi On screen.

Use the “HELP” command whenever you are not clear about what you should do next or when you want information about a command or an item on the screen.

To request help

1. Do one of the following:

- If you want help on a window or an item in the window, make sure the window is active. Then select “HELP” from the Visi On menu.
- If you want help on a Visi On command, select “HELP” from the Visi On™ menu.

The system asks you to select what you need help with.

2. Select the command, window, or item within the window for which you want help.

The system opens a new Help window that displays a Help topic for the item you selected.

At any time while a Help window is displayed, you can also display:

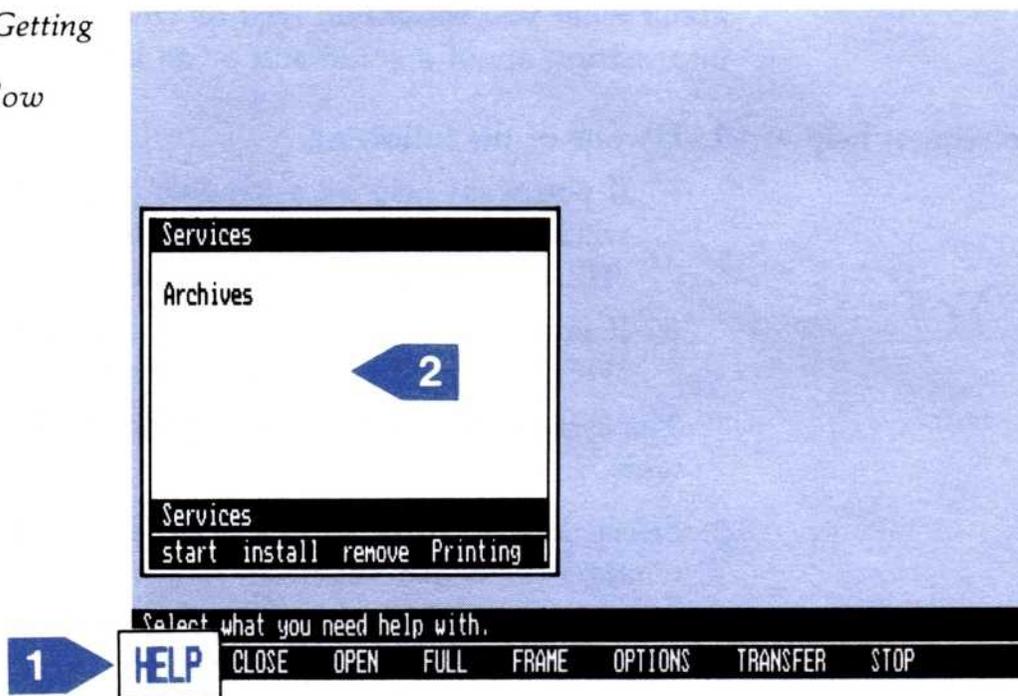
- More general information (refer to “Displaying an Overview Help Topic” later in this chapter).
- Related or more detailed information (refer to “Displaying a Cross-Referenced Help Topic” later in this chapter).
- Previously displayed Help topics (refer to “Displaying a Previous Help Topic” later in this chapter).
- The Table of Contents for the Visi On system and its programs (refer to “Displaying the Visi On Table of Contents” later in this chapter).

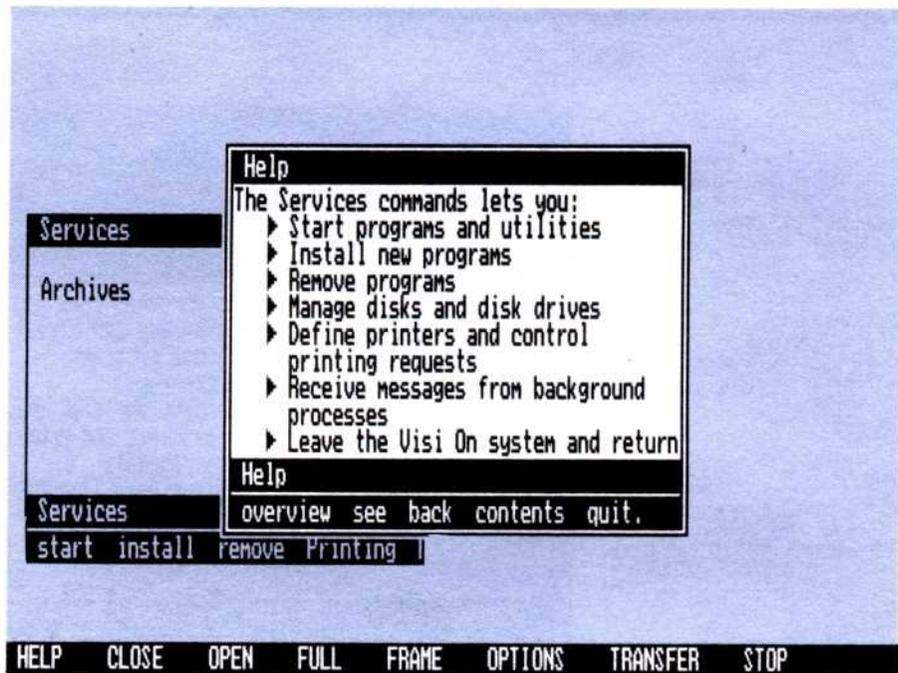
If the Help window has more information than it can display at one time, you must scroll the text up. If you try to scroll the window and there is nothing to scroll, the Visi On system beeps to indicate the end of the text.

When you have finished reading the text in the Help window and want to return to the work you were doing, select “quit” from the Help menu. The Help window is removed from the screen.

Figure 2-3 illustrates how you would get help on the Services window, if you wanted to know what tasks you could do there.

Figure 2-3. Getting help on the Services window





- 1 The Services window is already active (the wide border indicates an active window); therefore select "HELP" from the Visi On menu.

The system asks you to select what you need help with.

- 2 Select inside the contents of the Services window.

The system displays a help window with information on the Services window.

If you wanted additional or more detailed information on Services, you could select one of the cross-referenced topics.

Removing a Help Window

When you have finished reading the text in a Help window and want to return to the work you were doing, select "quit" from the Help menu. The system removes the Help window from the screen.

Removing a Help window does not automatically make any other window on the screen active. Before you can work in another window, you must activate it.

If for some reason you want to set the Help window aside temporarily to come back to later, you can close it. Closing a window does not remove it from the

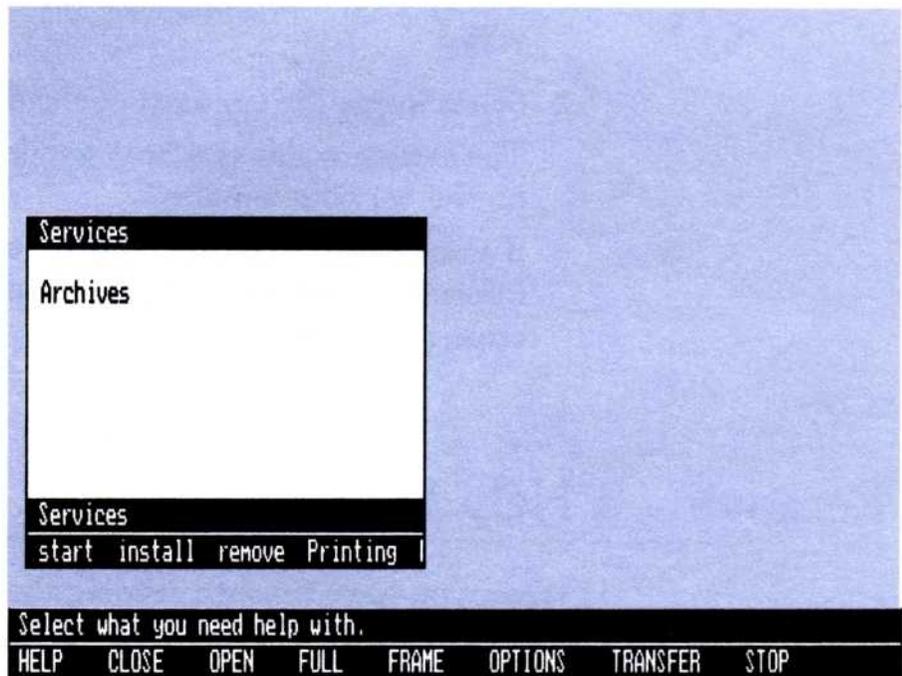
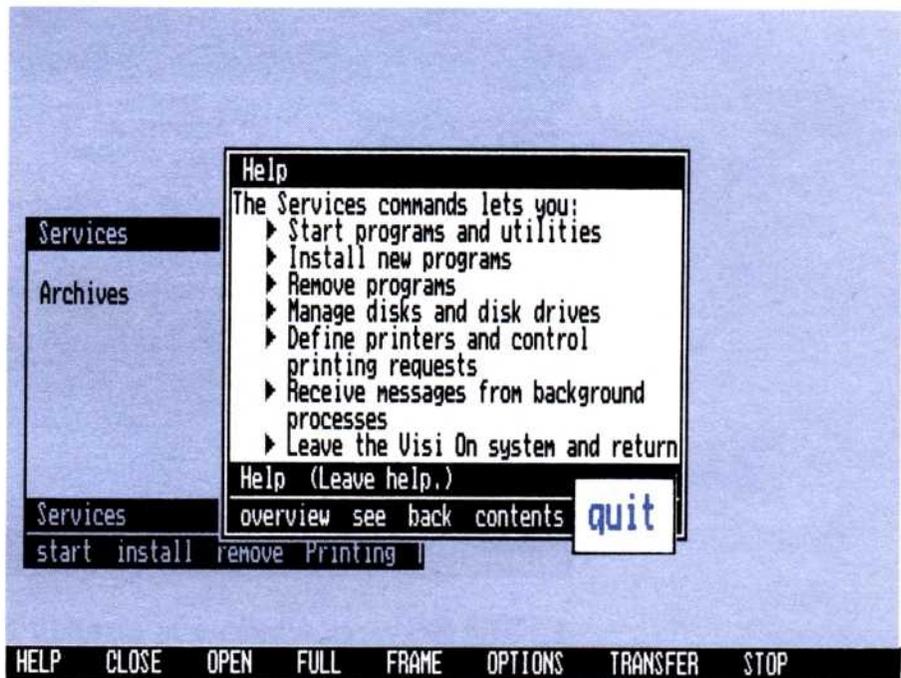


Figure 2-4. Removing a Help window

screen, but instead sets it aside in the upper right corner of the screen. If you don't know how to close a window, refer to "Closing a Window" in Chapter 4.

Figure 2-4 illustrates how to remove a Help window.

- The menu path (where you are in the menu hierarchy). For example, if you are in the Visi On Word™ “Cut&Paste” menu, this line shows “Word/Cut&Paste.”

The *menu path* shows the menu names you selected to get to the current menu. If you want to go back to a previous menu, you simply select that name in the path or you can press the **ESC** key twice to return to the next higher menu in the menu path.

- A brief description of the highlighted command. (A command is highlighted as you move the pointer across the menu and the menu path.)
- Messages or questions you need to answer for the program to continue.

When you select a command that requires more information, a message or question appears on the prompt line. After you respond, the menu path returns.

Opening a Window

The “OPEN” command activates, opens, and redisplay a closed window’s contents on the Visi On screen.

Use the “OPEN” command to:

- Open a closed window that you have set aside temporarily to do other work.
- Return a full-screen window to its previous size and location.

Opening a Closed Window

To open a closed window to resume working in it

1. Select “OPEN” from the Visi On menu.

The Visi On system asks you to select a window.

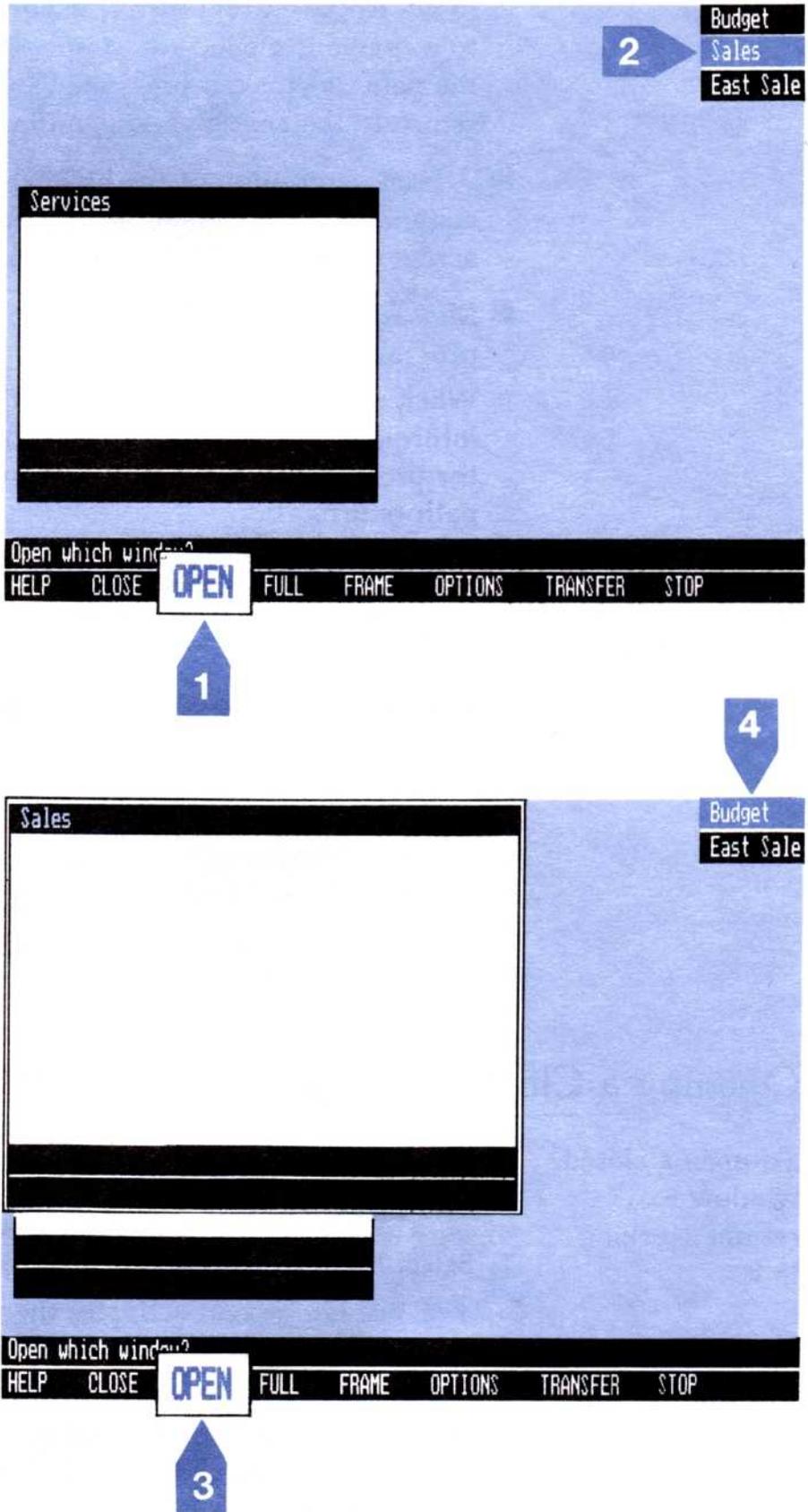
2. Select the window you want to open.

The Visi On system activates the window and puts it on top of any overlapping windows on the screen.

If you open a closed window that was full-screen size when you closed it, the window returns to its previous location and framed size. It does not open to full-screen size.

For example, assume you have temporarily set three windows aside to do other work on your screen. Figure 4-3 illustrates how to open two closed windows.

Figure 4-3. *Opening closed windows*



a copy or move operation, it asks you to select the folder where you want the new folder to be stored. Go to step 3.

- If the Archives window is currently displaying one folder, it asks you to type the new folder's name. Go to step 4.

3. Select one of the folders (see Figure 5-10).

The system then asks you to enter the new folder's name.

4. Type the name of the folder (it can be up to 12 characters long) and press .

The system creates the new folder and adds its name to the current folder's contents.

At this point, you can:

- Copy or move other files and folders into the new folder.
- Create other new folders within this folder or within other folders.

For instructions on copying or moving files and folders, refer to "Copying a File or a Folder" and "Moving a File or a Folder" later in this chapter.

Figure 5-10. You used the "split" command to display a source folder and a destination folder for a copy or move operation. The Archives window splits into two panes.

| [ARCHIVES]/ | | | |
|--|--------|----------|----------|
| [NEW] | | | |
| Addresses | Table | 11/16/83 | 18:25:34 |
| Budget | Folder | 11/16/83 | 09:46:03 |
| Finance | Folder | 09/10/83 | 16:50:23 |
| Real Estate | Folder | 09/08/83 | 09:22:53 |
| Sales | Folder | 09/01/83 | 10:15:10 |
| [ARCHIVES]/Sales | | | |
| [NEW] | | | |
| Dtrly Sales | WSheet | 09/01/83 | 11:07:32 |
| Weekly Sales | WSheet | 09/01/83 | 15:25:04 |
| Yearly Sales | WSheet | 09/13/83 | 08:34:52 |
| Archives | | | |
| new-folder copy move rename split discard External quit. | | | |
| HELP CLOSE OPEN FULL FRAME OPTIONS TRANSFER STOP | | | |

Displaying Two Folders: The Source and the Destination Folders

If you want to copy or move a file or folder to another folder, you can use the "split" command to split the Archives window into two panes, each containing a source folder and a destination folder.

To split the Archives into two panes

1. Select "split" from the Archives menu.
The system asks you to select the folder you want to put in the bottom pane.

2. You can select the folder in one of two ways:
 - Select the folder that you want to put in the bottom pane from the list of folders in the top pane.
 - Select the folder by typing the path of the folder. For example, you could type `/foldername/foldername/etc.` The first `/` (slash) indicates that you are starting with the central Archives folder.

To display the Sales folder in the bottom pane as Figure 5-11 shows, you would type `/Sales`.

The ability to type the folder path is useful, particularly if you have several folders within folders. You can display the folder's contents quickly.

Figure 5-11. An Archives window that displays two different folders allows you to copy or move files and folders from one to the other. The top pane displays the contents of the central Archives folder and the bottom pane displays the contents of the Sales folder.

| [ARCHIVES]/ | | | |
|--|--------|----------|----------|
| [NEW] | | | |
| Addresses | Table | 11/16/83 | 18:25:34 |
| Budget | Folder | 11/16/83 | 09:46:03 |
| Finance | Folder | 09/10/83 | 16:50:23 |
| Real Estate | Folder | 09/08/83 | 09:22:53 |
| Sales | Folder | 09/01/83 | 10:15:10 |
| [ARCHIVES]/Sales | | | |
| [NEW] | | | |
| Qtrly Sales | WSheet | 09/01/83 | 11:07:32 |
| Weekly Sales | WSheet | 09/01/83 | 15:25:04 |
| Yearly Sales | WSheet | 09/13/83 | 08:34:52 |
| Archives | | | |
| new-folder copy move rename split discard External quit. | | | |
| HELP CLOSE OPEN FULL FRAME OPTIONS TRANSFER STOP | | | |

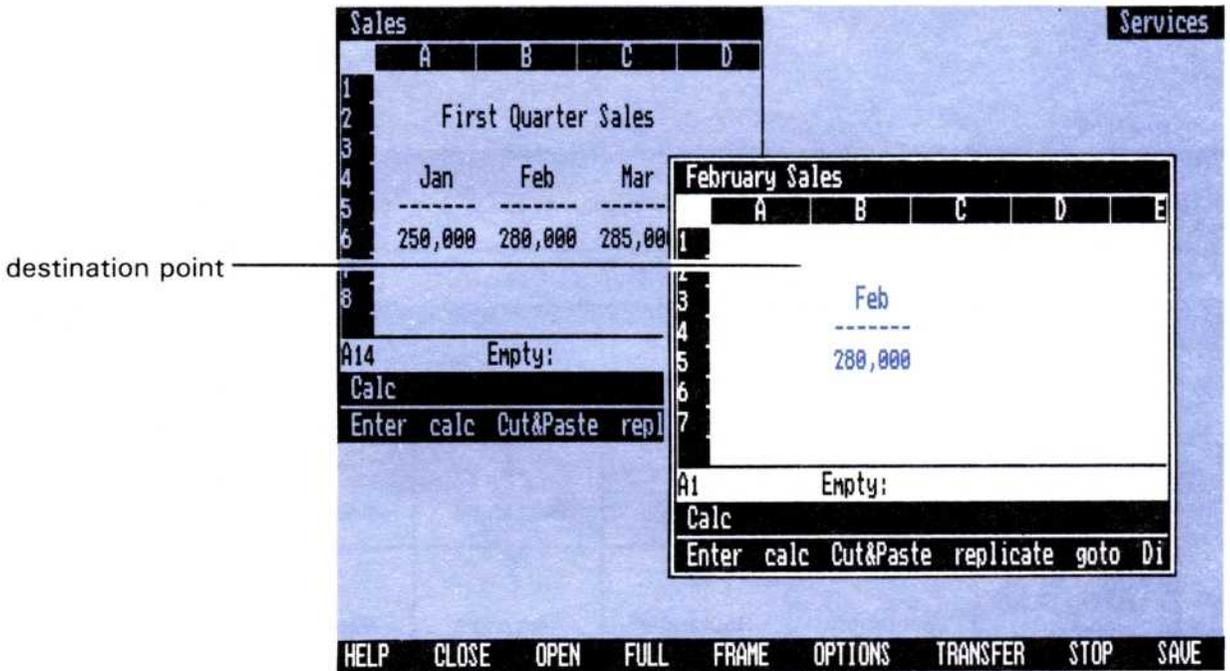
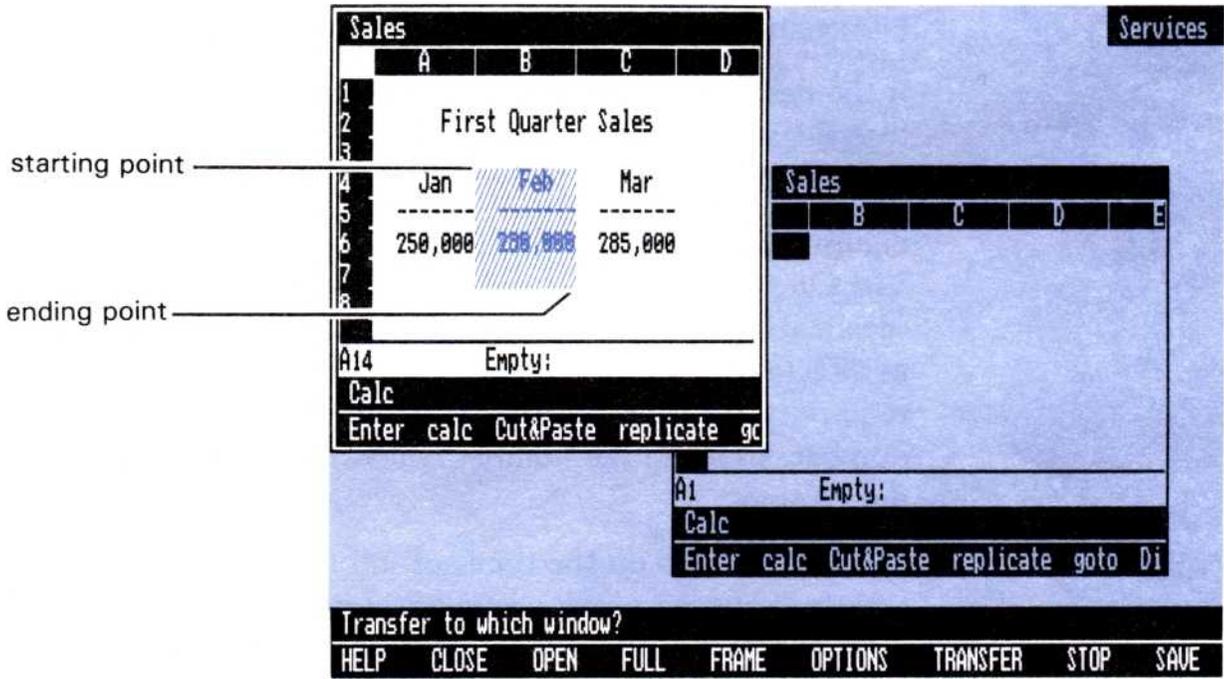


Figure 6-2. Transferring information from one window to another allows you to break a problem into smaller tasks.

Matching the Source and the Destination Types

When you select the source in a file, the Visi On system checks the source program to determine the types of information that it can transfer.

When you select the destination, the system checks the destination program to determine the types of information that it can accept.

If the destination can accept one or more of the types that the source can transfer, then the Visi On system chooses the one most preferred by the source program.

Figure 6-3 summarizes the types of information that each Visi On program can transfer (source) and accept (destination). Each column in Figure 6-3 has a type, such as "Rectangle" or "Text." Some types of information require further explanation; those include a circled number. Refer to the number below the table for the description.

For more details on the types of information you can transfer between windows and how you select and display areas of information in each Visi On program, refer to the individual program User's Guides.

| | | Destination | | | | |
|--------|--|-----------------|-----------------|--------------------------------------|-------------------------------------|----------------|
| | | Visi On Calc | Visi On Query | Visi On Graph (to the Graph menu) | Visi On Graph (to the Edit menu) | Visi On Word |
| Source | Visi On Calc | 1 Worksheet | 2 Rectangle | 3 Rectangle | 4 Rectangle | 5 Text |
| | Visi On Query | Rectangle | 6 Rectangle | 7 Rectangle | 8 Rectangle | 9 Text |
| | Visi On Graph (from the Graph menu) | None | None | Graph | None | None |
| | Visi On Graph (from the Edit menu) | 10 Rectangle | 11 Rectangle | Series or Rectangle | Series or Rectangle | 12 Text |
| | Visi On Word | 13 Text | 14 Text | 15 Text | 16 Text | 17 Document |

Figure 6-3. Types of information that can be transferred between the Visi On programs

has the Visi On system and its programs installed, you print your file into a special file, called a transmittal file, on your hard disk. You can then later copy the file onto a floppy disk and take it to the computer that has the printer you want to use. This is called a *remote* print operation.

You cannot do remote printing on serial devices, such as plotters.

To print a file on a remote printer

1. When you are ready to print the file, select "remote-print" from the Print menu in the program window and follow the instructions in the individual program User's Guides for creating the transmittal file.

The system creates the transmittal file and prints it on your hard disk, in a special folder the Visi On system creates for you, called a transmittal folder.

2. Select "Archives" from the Services window.
The Archives window opens on the screen.
3. Scroll the contents up until you see the transmittal folder; then select it to make it the current folder.
4. To copy the transmittal file to an MS-DOS file, select "External" from the Archives menu.
5. Select "export" from the External menu.
The system asks you to select the file to be transferred to another system.
6. Select the transmittal file. It has the name you entered when you created it using the "remote-print" command and the Visi On system has classified the file as an "External" type.
The system asks you to type the name of the destination file.
7. Insert the floppy disk.
8. Type the name you want the file to have as an MS-DOS file, including the drive and optionally the directory name. For example, type **a:\dirname\filename**. For information on MS-DOS file names, see Chapter 2 in the *IBM Disk Operating System* manual.
Then press the key marked .
The system creates an MS-DOS file on the floppy disk.

9. Take the floppy disk to the other computer, put the disk in a drive, and use the MS-DOS COPY command to copy your file to the port to which your printer is attached. For example, type **copy a:filename/b LPT1:** to copy the file to parallel port 1. For information on using the COPY command, see Chapter 6 in the *IBM Disk Operating System* manual.

Displaying the Print Queue

Selecting the "Printing" command in the Services menu displays the print queue (see Figure 7-1). The print queue shows the status of those files you have selected to print.

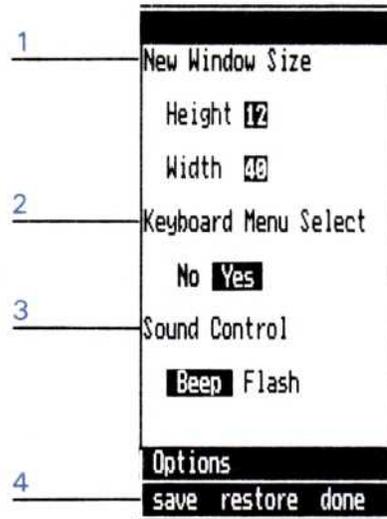
Each item in the list shows:

- The request name, which is the name you entered for the file when you selected the "print" command from the program's main menu.
- The device name, which is the name you entered when you installed the printer or plotter using the "Configure" command in the Printing menu.
- The status, which can be one of the following:
 - Active (currently printing).
 - Queued (waiting for the printer/plotter to become available).
 - Paused (you stopped it temporarily using the "pause" command in the Printing menu).
 - Waiting (waiting for you to respond to a message from the request).

Figure 7-1. *The print queue displays a list of all print requests currently printing or queued for printing.*

| Services | | |
|--------------------------------|-----------|--------|
| Device | Request | Status |
| EPSON800 | Draw Test | Active |
| | | |
| Services/Printing | | |
| Configure pause resume cancel. | | |

Figure 8-2. The Visi On Services options sheet that affects all Visi On operations allows you to tailor how the system works to suit your needs.



- 1 The New Window Size option contains two type-in fields for the height and width of new windows created by starting a program or Archives window from the Services window.

If you always reframe the “startup” window or make it full-screen size before you do any work in it, you can change the size to meet your specific needs.

- 2 The Keyboard Menu Select option contains a multiple-choice field for keyboard menu selection with the choices of “No” and “Yes.” The system has already set this option to “Yes.”

In the Visi On environment, in addition to using the mouse to select menu commands, you have the option of using the keyboard. If you work with documents that require a lot of typing, it may be more convenient for you to select commands from the keyboard.

Select “Yes” if you want menu selection from the keyboard. To select a menu command, you press **(ESC)** first, then type the first letter of a menu command such as “replicate” in the Visi On Calc program. If the first letter of the command is an uppercase letter, you must press and hold the **(SHIFT)** key while you type the first letter of the command.

Select “No” if you don’t want menu selection from the keyboard.

3 The Sound Control option contains a multiple-choice field with the choices of “beep” and “flash.” The “beep” option has initially been set. Select “beep” if you want the system to beep to give you feedback on actions you take such as selecting a command correctly or incorrectly. Select “flash” if you want the system to flash the cursor instead: once for correct action and three times for incorrect action.

4 The Options sheet menu line contains the menu commands you use with all options sheets:

“save” Stores this options sheet and all options sheets in the program.

“restore” Resets the option settings of this options sheet to the last saved settings.

To reset the options to the values they had originally when the programs were installed, refer to Chapter 1 in the individual User’s Guides.

“done” Removes the options sheet from the window.

Displaying an Options Sheet

The Visi On system has one options sheet called the Services options sheet. Each Visi On program has options sheets associated with the menus in its menu hierarchy. The “OPTIONS” command lets you display and change the settings in the options sheet. If an options sheet is displayed and you select another menu command, an options sheet for that menu appears.

Some of the Visi On programs display options sheets automatically when you select certain commands. You don’t have to select “OPTIONS” for those to appear.

For examples of each program’s options sheets and the original settings the programs provide, refer to Chapter 1 in the individual program User’s Guides.

This section includes step-by-step instructions for displaying an options sheet for the Visi On Services window or for one of the programs; the procedure is the same for displaying all options sheets.

Messages

This chapter contains Visi On™ system messages. The messages are arranged in numeric order and each message has an explanation and recommended action for you to follow. For a listing and an explanation of the Visi On program messages, see the individual program User's Guides.

(164) Place disk back into drive

A mounted disk the program expected to find is not in the drive. Either replace the disk or select "unmount" to notify the program that the disk was removed.

(165) Cannot complete disk operation—check disk and drive

The current disk operation cannot be completed. Check the disk and the disk drive. If you cannot find a problem, you may have a disk drive malfunction.

(166) You must unmount the current disk first

You attempted to mount a disk on a disk drive that already has a disk mounted. Either mount the disk on different disk drive or unmount the currently mounted disk.

(167) The disk you mounted is not a Visi On disk

The disk you mounted is not in the Visi On disk format. To use this disk you must initialize it. Initializing a disk erases any information on the disk.

(168) There is no disk on the selected drive

No disk is mounted on the drive you selected. You may have selected the wrong drive. Select "unmount" again and select the correct drive.

(169) Cannot unmount that disk—file or folder in use

You attempted to unmount a disk on which a file or a folder is in use. You cannot unmount a disk unless all files and folders are not being used.

- (170) Cannot unmount the system disk**
You attempted to unmount the system disk, which cannot be unmounted.
- (171) Cannot initialize the system disk**
You attempted to initialize the system disk, which is not allowed. Such an action would destroy your copy of the program.
- (174) Cannot complete operation because a file or folder is in use**
The current operation cannot be completed because its completion would change a file or a folder that is currently in use.
- (175) That name already exists in this folder—enter another**
You entered a name for a file or folder that already exists in the current folder. Duplicate names are not allowed in a folder. Enter a name that is unique for this folder.
- (176) Folder is not empty—cannot discard or replace**
You attempted to discard or replace a folder that is not empty. You must move or destroy all folders and files in a folder before you can remove or replace it.
- (177) There is no file or folder with that name**
There is no file or folder with the name you entered. You may have misspelled the name. Check the name and enter a valid name.
- (178) Cannot proceed—destination folder is within the source folder**
You attempted to copy or move a folder to a destination folder that is in the source folder. The destination folder cannot be in the source folder.
- (180) You must select a folder, not a file**
You selected the “split” command and then selected a file. With this command you must select a folder. Select again.
- (181) There is no folder with that name**
There is no folder with the name you entered. You may have misspelled the name. Check the name and enter a valid name.

(222) Not enough disk space to install program—select continue

There is not enough free disk space available to install this program. You must delete enough files from the disk to make room for the product. Select "continue" to proceed.

(322) Installation failed

You tried to install another program or driver, but the Visi On System was unable. Try quitting one or more windows, and install again.

(323) You cannot remove Visi On utilities

You tried to remove the Archives. It is part of the Visi On System and cannot be removed.

(324) Invalid Visi On Accessory Disk—cannot install

The system expected a Visi On Accessory Disk with a valid protection code. You did one of the following:

- Put the wrong disk in the drive. If you have the correct disk, put it in the disk drive and select "continue" to proceed.
- Copied the Accessory Disk and tried to install from that disk, which the system will not accept.

(350) A Visi On system is already installed. Proceeding will remove installed products. Press C to cancel installation or P to proceed

You are attempting to install a Visi On system on a disk that already contains a system. If you proceed with this installation, all currently installed programs will be removed. You will have to install them again after the system installation is completed. Your Archives files will not be affected by this installation.

(352) A name in the path, other than the last, is not a folder

You entered a path name that contains a file name where the program expects a folder name. Only the last name in a path name can be a file name, all other names must be folder names. Enter the correct path name.

(353) That is a volume folder—cannot do this operation

You selected a volume folder name as the target of an operation that cannot be performed on a volume folder. For example, if you selected “rename,” you must reinitialize the volume to change the name, you cannot do it with an Archives command.

(354) That is the wastebasket—cannot do this operation

You selected the wastebasket folder as the target of an operation that cannot be performed on the wastebasket folder. For example, if you selected “move,” you cannot move a file into the wastebasket, only deleted (discarded) files go into the wastebasket folder.

(355) Cannot proceed, a program is using that folder

You cannot perform that operation on this folder because another program is using it. The other program must finish before you can proceed with the current operation.

(356) Cannot copy or move a folder into itself

You attempted to “copy” or “move” a folder into itself or into a folder that is contained in the subject folder. You must select a target folder that is not contained in the folder being copied or moved.

(357) Cannot mount a volume with an existing name

You attempted to mount a volume that has the same name as another file, folder, or volume folder. You must either change the name of the volume being mounted or change the folder name or file name.

Visi On™ Failure Messages

This section contains Visi On system failure messages. The messages are arranged in numeric order and each message has an explanation and recommended action for you to follow. A failure message is issued when a situation, usually involving the disk or memory, is encountered that prevents the system from proceeding. Take the required action and restart the system.

(1000) Cannot start Visi On—a file is missing or damaged

You cannot start the system because a required file is missing or has been damaged. You must reinstall the Visi On system and then your Visi On application programs.

(1117) Not enough memory—cannot proceed

The computer does not contain enough memory to proceed with the operation you requested. You have probably initiated a combination of processes that require more memory than is available. When you restart the system, start only those operations that are necessary. If you removed memory since you installed the system, you must replace it. If maintenance was performed, the internal switches may be set incorrectly. Make sure you have the amount of memory that you had when you installed the Visi On system. When the memory is correct, restart the system.

(1122) Cannot write to hard disk

The program was unable to update a required file on disk. All of the installed programs are lost. You must reinstall the Visi On system and then the application programs before you can proceed.

