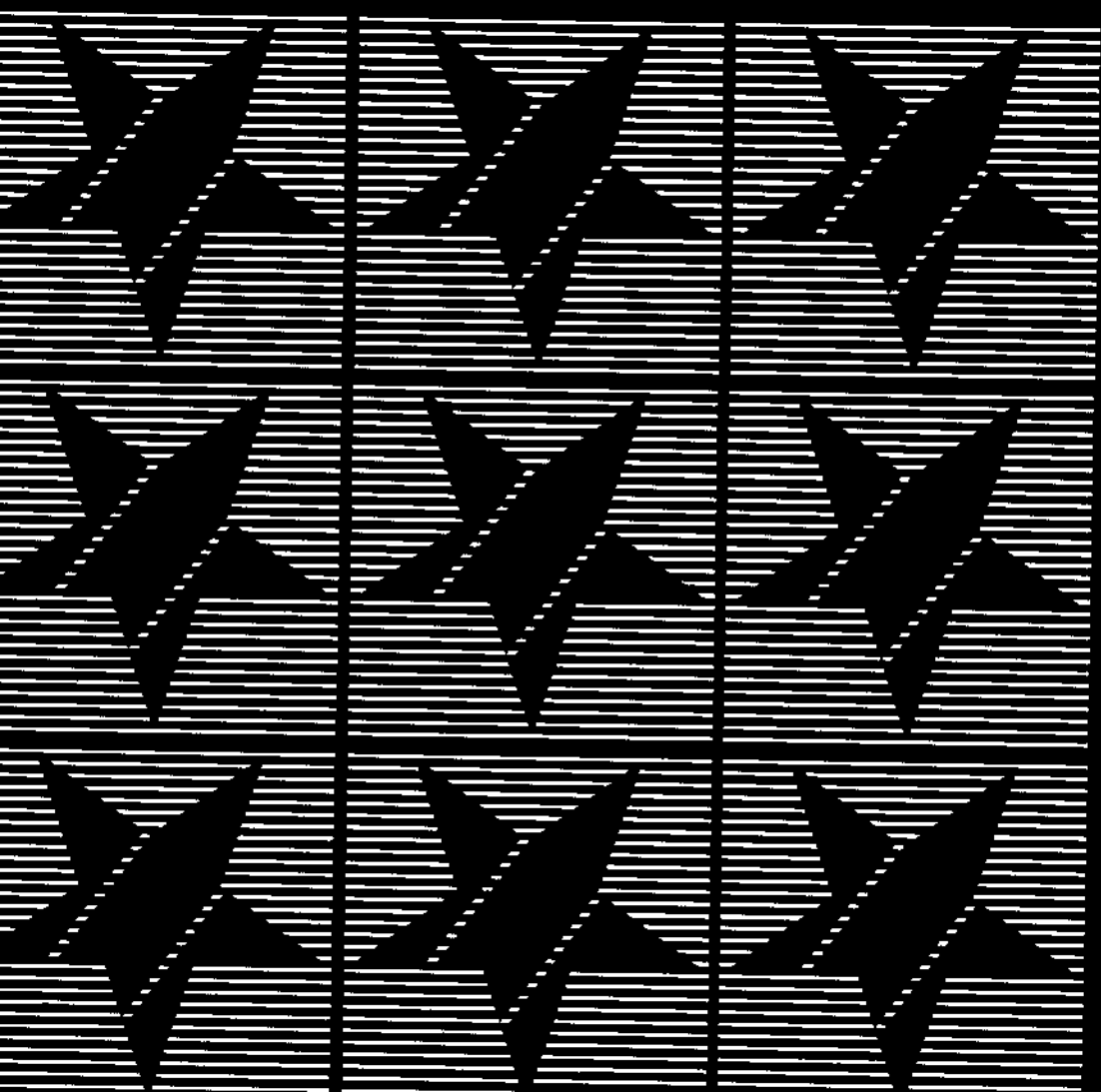


North Star DIMENSION™ User's Guide





Addendum

Dimension User's Guide DOS 1.1.0

Dear North Star Customer,

The current release of the DIMENSION Operating System, DOS 1.1.0, contains a variety of enhancements over previous releases. Three particular features affect the information in your User's Guide. These are:

- ☆ The addition of *shared partitions*
- ☆ Changes in the **PRINTER** command
- ☆ Changes in the **PRINT** command

These features are explained on the following pages.

North Star Computers

SHARED DRIVES

Shared Drives

A *shared drive* is a special type of drive that is used to store multi-user versions of files with certain applications. Those applications must make use of the 3Com semaphore file-sharing protocol. More than one user at a time may use the programs and files if you have them on your system. If you have a shared drive assigned to you, ask your system manager to provide you with specific instructions on how to use any programs that make use of the shared drive.

Storing a file or a program on a shared drive will not make that file or program multi-user. Do not use shared drives for storing your personal work or for any applications that do not recognize the 3Com semaphores. The multi-user data may be destroyed if you do.

The system manager assigns shared drives in the same way public and personal drives are assigned. The illustration on the next page describes the following hypothetical office: Susan has the username "Susan" and password "WHM561." Her personal drive has the letter D. David has the username "David" and password "088MQG." He has three personal drives with the letters D, F and G. Both Susan and David are also assigned to a shared drive with the letter E. Each letter identifies a different portion (drive) of the fixed disk.

The hypothetical office also has a user with the username of "Payroll" and the password "Payday." It was created for the payroll function, which Susan and David are both responsible for. Payroll has a personal drive with the letter D, where the payroll files are stored. When Susan works on the payroll, she signs on as "Payroll" and uses that drive. When it's David's turn to do the payroll at another time, then he signs on as "Payroll." This is not a shared drive because the payroll application program is not designed for multi-user file sharing.



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North Star Computers

SHARED DRIVES

Shared Drives

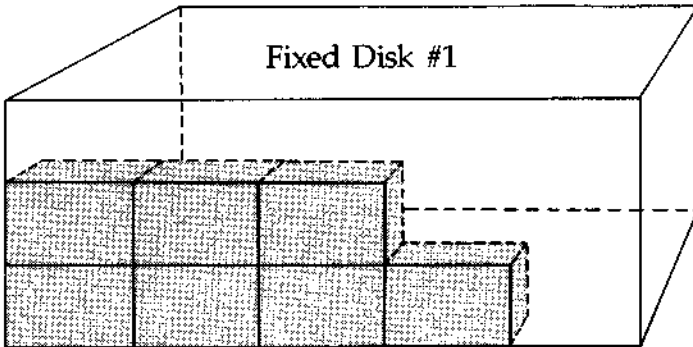
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Illustration This illustration shows the drives belonging to Susan, David and the user Payroll.



C> All users (public)	D> Susan (personal)	E> Shared	
D> Payroll (personal)	D> David (personal)	F> David (personal)	G> David (personal)

Worksheet 3
Name: Susan North / Susan North Date: 9/21/88
Worksheet number: 1 Printer: PRINTER 1
Location: Payroll Password: PAYROL

Worksheet 3
Name: David Lettman / Susan North Date: 9/21/88
Worksheet number: 2 Printer: PRINTER 1
Location: David Password: PAYROL

Worksheet 3
Name: Susan North Date: 9/21/88
Worksheet number: 1 Printer: PRINTER 1
Location: Su Nth Password: NHTH61

PRINTERS

Changing The Current Printer

Changes in PRINTER

The concept of the default printer has been replaced by the *current printer*. You can see which system printer is currently assigned to you by typing

PRINTER[Retrn]

```
Current: PRINTER1      Tab: 8      Form: A      Eject: ON      Pause: 15
```

```
Printer name      Connection
```

```
PRINTER1      par1
PRINTER2      ser1
PRINTER3      ser2
LOCAL
```

```
Enter new printer: =
```

The display shows your current printer and the names of the other system printers. The connection column is information for the manager only.

In the previous display, "Tab: 8" means that tabs will be eight spaces wide; "Form: A" means that the printer will assume A as the default form; "Eject: ON" means the printer will move to the top of the next page after each file printed; "Pause: 15" means that DOS waits 15 seconds after the copy process is complete before closing a file that is being sent to the print storage area. All these parameters may be changed by using switches in the PRINTER command. Read the PRINTER command discussion in your DOS Manual before using switches to make changes.

**Changes in
PRINTER
(cont.)**

To change to another printer, type the name of the new printer exactly as it appears on the list, and press [Retrn]

For example, type

PRINTER3[Retrn]

or

If you don't want to change it, just press

[Retrn]

There is a more permanent way to change your printer. Read the section of the DOS Manual which describes the AUTOEXEC.BAT file. It explains how to use this file to change your current printer automatically each time you sign on. You can still use the PRINTER command after signing on if you want to use yet another printer. Your system manager used this method to assign printers during system installation, so you will always be assigned to one printer each time you sign on.

PRINTERS

Checking the Print Lists

Changes In PRINT

The PRINT command now has a number of option switches which allow you to specify how your files will be printed. It is no longer limited to only one printing format. Read the PRINT command discussion in the DOS Manual before using switches to make changes.

When you print a file with PRINT, the set of print lists is automatically displayed after the file is sent to the storage area. If you want to see the list without printing a new file, type

PRINT[Retrn]

PRINT will display the list for your current printer. You may also review the lists for the other printers, including the local printer at your workstation if you have one.

Here is a sample display for one shared printer. The display is explained below.

Printer: PRINTER1

Status: READY

Total files: 5

<u>No.</u>	<u>Filename</u>	<u>Size</u>	<u>Time</u>	<u>Status</u>	<u>Form/Copies</u>	<u>Username</u>
1	D:PROG.DOC	2832	10:11	Printing	A/1	You
2	D:DAVIS.LET	4218	10:15	Ready	B/3	Susan
3	S:(102114).025	3167	10:21	Ready	B/1	You
4	D:SMITH.LET	5421	11:00	Ready	C/1	Dave
5	F:CONTROL.DOC	5000	11:07	Ready	Z/1	Alice

Display next print list (Y/N)? =

This is the print list for the printer named PRINTER1. There are five files waiting to be printed and two of those are yours. Your first file, PROG.DOC, is 2832 bytes in size, was received in the print storage area at 10:11 and is printing now.



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Typed Entries

This manual uses the following symbols and conventions:

Entries you type at the keyboard or keys you press appear in **boldface**. For example:

COPY D:MEMO.DOC E:MEMO.DOC

Keys with word names are shown with the names bracketed. For example:

[Retrn] or **[Tab]** or **[F5]**

When a special key is part of a typed entry, it is shown next to the text in the entry. For example:

DEL TEXT.DOC[Retrn] or **64 [Retrn]**

Entries for which you must supply the right information are shown in these braces:

{your name} or **{filename}**

Unless you are specifically instructed otherwise, you can type an entry in either upper or lower case.

Procedures

Procedures have numbered steps. A procedure step can have one of two formats. Both formats are shown on the next page.

If a procedure continues to another page, an arrow symbol (**—→**) appears underneath the last step on the previous page. If you see the arrow, turn the page and continue the procedure.

MANUAL CONVENTIONS

(cont.)

Example This example shows the two-column format, in which your action is on the left and the result on the right. The result may be a written description, a screen display or both.

3. Type

Y

for "yes" and press
[Retrn]

Mailgram deleted. Press any key to display
next mailgram.

4. Press any key.

Since the mailbox is now empty, you see:

No more mail in mailbox.

Example A procedure step could also have a one column format. It can include written instructions and/or a screen display, if appropriate. For example:

7. To send the mailgram, press [F6]. If the mail area is full, you see:

The mail system is full. Press any key to continue.

8. Press [F10] to exit to the MAIL menu.

INTRODUCTION TO THE SYSTEM

Welcome!

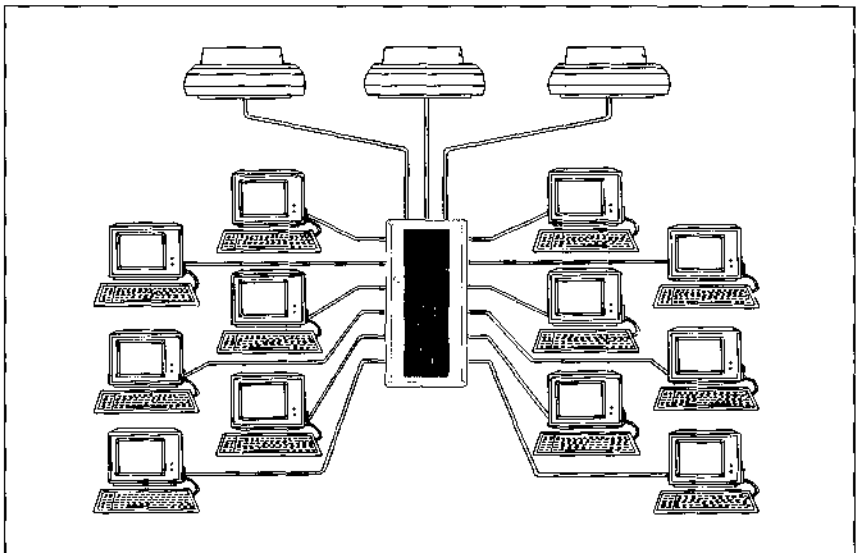
Welcome to the DIMENSION® IBM PC/XT-compatible computer system from North Star Computers, Inc. This guide introduces the system and helps you make the best use of its features.

The guide refers to a person in your organization called the *system manager*, who is responsible for installing the system and maintaining it. There may be more than one person who performs this role.

Before you begin the guide, the system manager should provide a workstation for you. Read the guide completely through once and try the procedures. When you're done, work on your own, referring to the guide as needed.

You'll read many new terms in the guide. Most terms are defined the first time they're used. There is also a glossary at the end of the guide.

The next few pages describe the basic parts of the system.



CENTRAL MODULE

Multi-User System

This is a *multi-user computer system*. It is different from the "stand-alone" computer you may have used before. Everyone works at a station connected to one central computer, called the central module. The central module stores the files and controls the components, which include fixed disks, a diskette drive, printers and other optional equipment.

Components

A *fixed disk* (or hard disk) is a high-capacity storage device in the central module. Every system has fixed disk #1. It stores the users' files and the software that manages the system. Some systems also include fixed disk #2, which stores additional files.

Every central module also contains a *diskette drive* that is used to copy files between the fixed disks and diskettes. You can use the same kind of diskettes that you would use with an IBM PC/XT computer system.

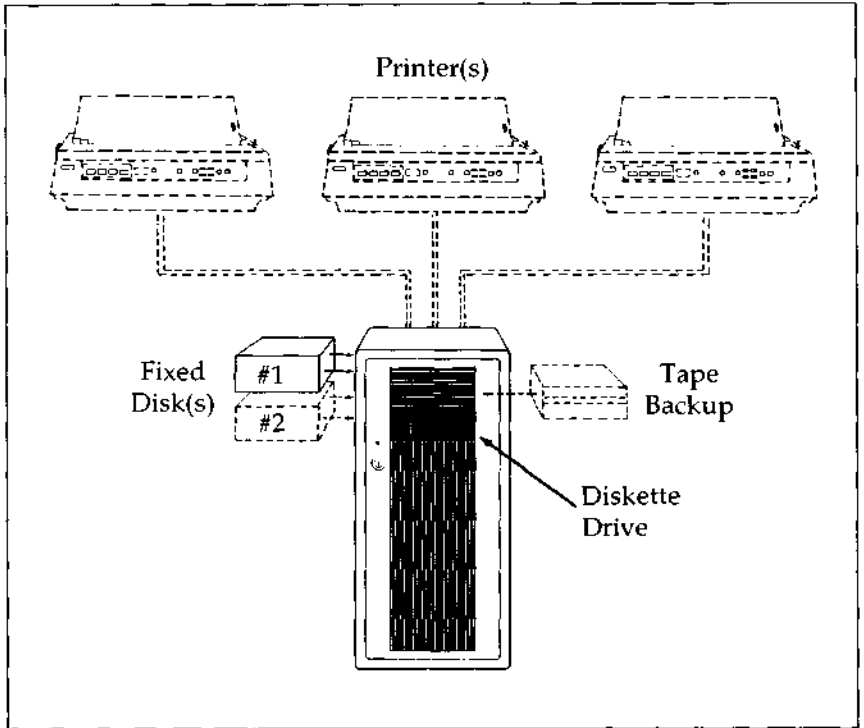
The central module can have one or more *shared printers* attached to it.

CENTRAL MODULE

(cont.)

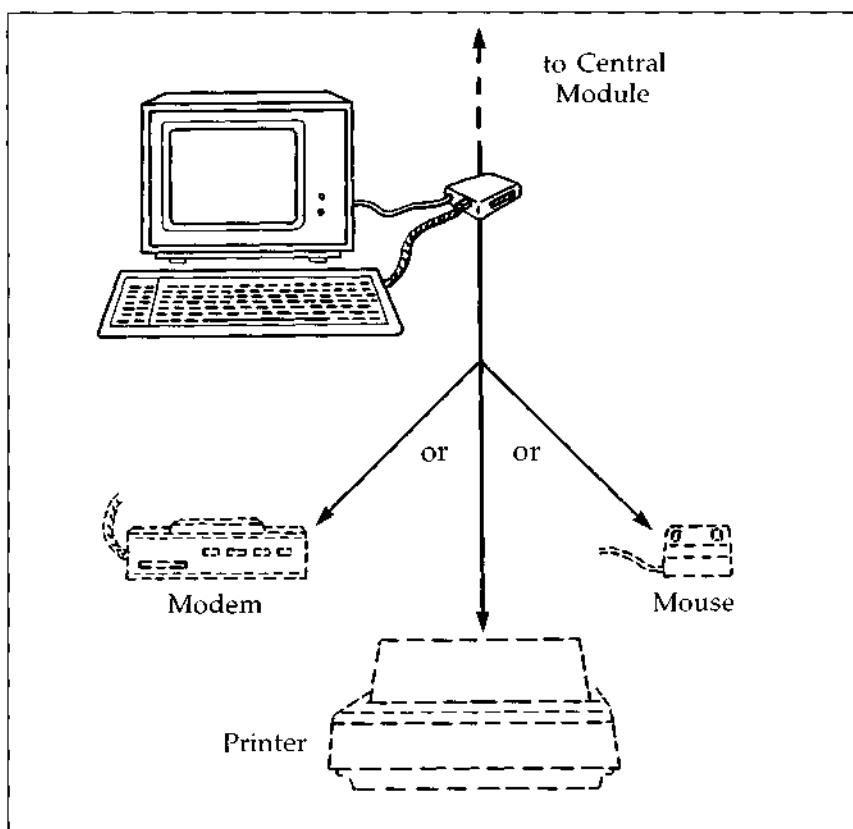
Central Module and Components

This illustration shows the central module and its components. Optional components are shown with dotted lines.



THE WORKSTATIONS

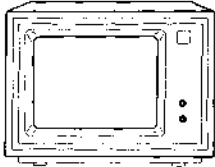
Introduction Each person uses a *workstation* connected to the central module by a cable. A system contains from two to twelve workstations. Each is identified by a number printed on a label attached to the front of the video display. The system allows you to use any workstation, but the system manager may ask you use a particular one. The workstation is actually a series of components, as described below.



THE WORKSTATIONS

(cont.)

Components



The *video display* can show 80 columns by 25 rows of characters, as well as graphic images. It can have an optional base that allows you to adjust the viewing angle.



The *keyboard* layout is described on the next few pages.



The *workstation cable* links the workstation with the central module. The cable includes a connector box that is a junction for the cables that connect the video display, keyboard and an optional device such as a printer, a modem or mouse. (The connector box also contains a speaker for sounds sometimes generated by applications.)

Optional Devices

Any other component attached to your workstation is called a local device. It could be a printer, a modem or a mouse. Local devices are optional.

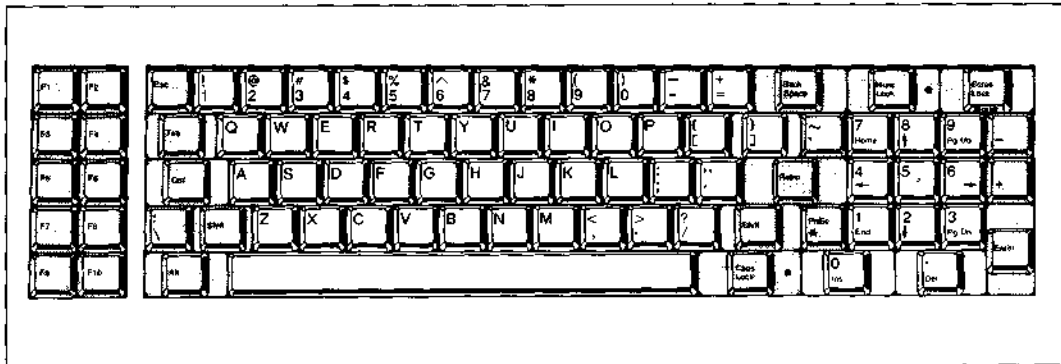
THE KEYBOARD

Introduction

Introduction The key operations described here apply to the software supplied with the system. If any keys operate differently with other programs, the program manuals will explain how to use them.

Key Conventions In this manual, letter, number and symbol keys are represented by their characters, i.e., C, 9 or %. Keys with word names are represented by the bracketed names. For example, the tab key is [Tab].

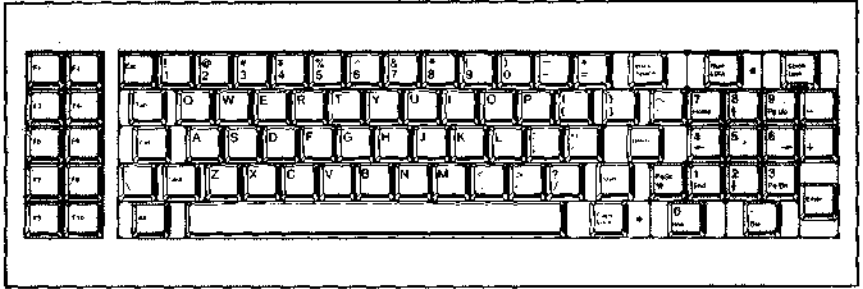
Some keys have two functions which are both printed on the key cap. For example, the [. Del] key (on the numeric keypad on the far right of the keyboard) prints a decimal point (.) when you use the keypad like a calculator, or performs the delete function (Del) when the keypad isn't in calculator mode. To avoid confusion, this guide shows only the part of the keycap that pertains to the function being described. For example, when describing the delete function, the key will be shown as [Del].



THE KEYBOARD

Typewriter and Control Keys

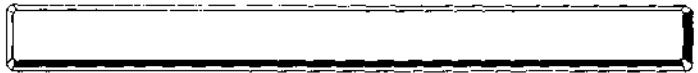
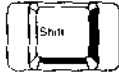
Introduction Some of the "typewriter" keys work differently than their counterparts on a standard typewriter.



Descriptions



There are two shift keys. Neither key locks into place.



The space bar moves the cursor one character to the right, substituting a blank for any character already in that spot.



The backspace key moves the cursor one character to the left, removing any character already in that spot.

THE KEYBOARD

Typewriter and Control Keys (cont.)

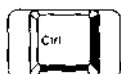
Descriptions (cont.)



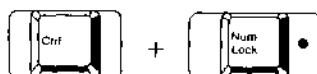
This key has three purposes: it signals the end of a typed entry and moves the cursor to the next entry; it signals the program to start the command you typed; or it ends a line of text and moves the cursor to the beginning of the next line.



Pressing this key so that its light comes on causes the letter keys to type in upper case. Pressing it again turns it off. When the [Caps Lock] key is on, the shift keys produce lower case letters.



This key is used in combination with other keys to perform various functions with system programs. For example:



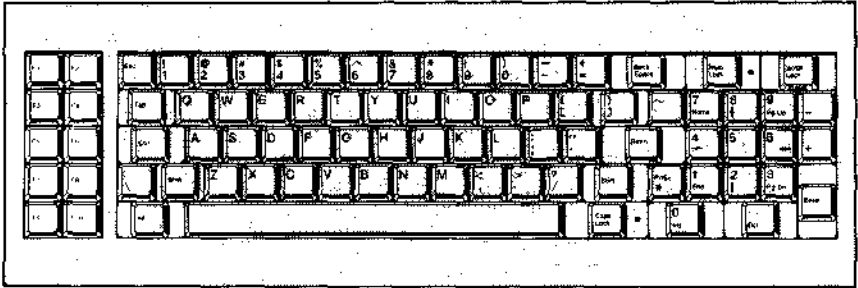
temporarily stops the display when a program is running. Press any key to start the display again.

THE KEYBOARD

Function Keys and Numeric Keypad

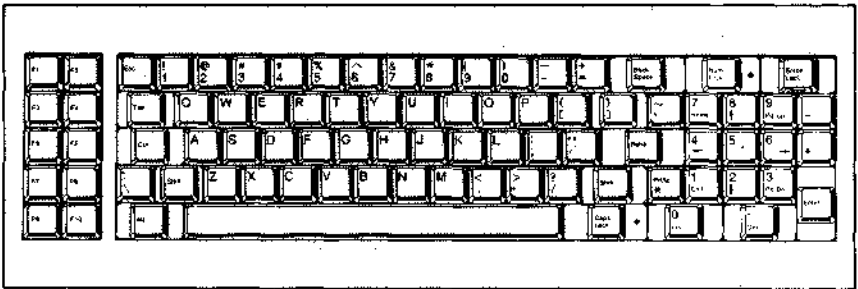
Function Keys

Generally, each program uses the *function keys* for different operations. Procedures in this guide explain how to use the keys with system programs. Manuals for other programs, such as applications, explain how the keys work with them.



Numeric Keypad

The *numeric keypad* can operate in two modes. The modes are explained on the following pages.



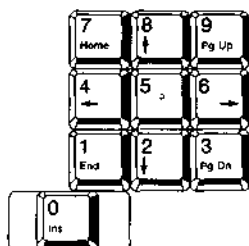
THE KEYBOARD

Function Keys and Numeric Keypad (cont.)

Calculator Mode



Pressing this key so that its light comes on causes the keypad to operate similarly to a calculator keypad. Then the keys work as described below.



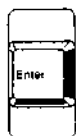
These keys type numbers.



This key types the decimal point.



These keys type the minus and plus signs. In some programs, these keys also perform addition and subtraction.



This key works the same whether [Num Lock] is on or off. Like the [Retrn] key, it signals the end of a typed entry or line and moves the cursor to the next entry or line, or starts a typed command.

THE KEYBOARD

(cont.) Function Keys and Numeric Keypad

Cursor Control

Pressing **[Num Lock]** so that the light goes off causes the keypad to control the cursor instead of working like a calculator.



This key moves the cursor up one line.



This key moves the cursor down one line.



This key moves the cursor one character to the left.



This key moves the cursor one character to the right.



Press the **[Home]** key and an arrow key in combination to move the cursor in other ways. For example, press **[Home]** then **[→]** to move the cursor to the last character at the right side of the line. Try these key combinations in later chapters.



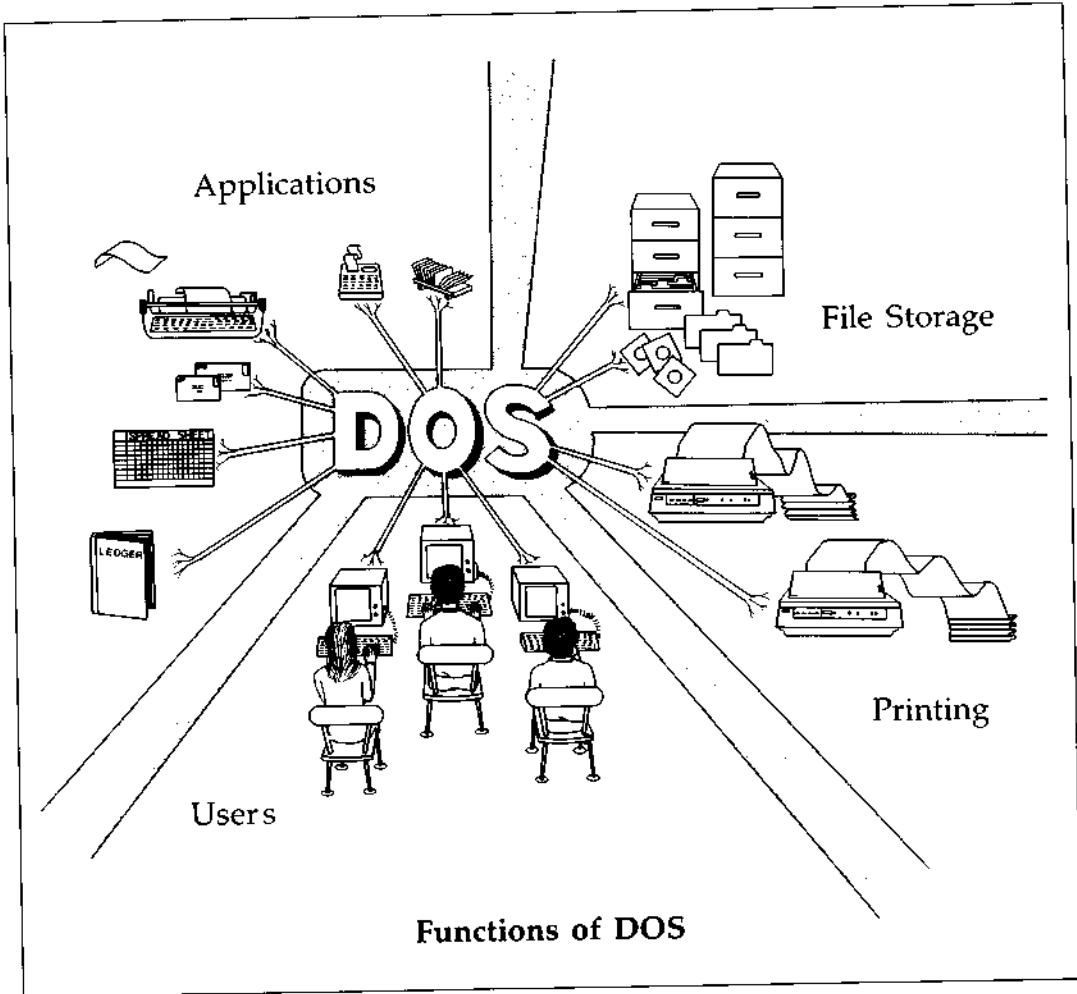
This key deletes the character above the cursor.



Pressing this key once allows you to insert characters where the cursor currently resides, moving all subsequent text to the right. Press it again to turn insert mode off.

SOFTWARE

- Introduction** The system software, which is stored on fixed disk #1, has several parts which are explained below.
- Operating System** The North Star DIMENSION operating system, or *DOS*, is a series of programs called *commands* which manage the system, support the applications and control printing. DOS is similar to the IBM PC/XT operating system. The DOS commands have a wide variety of functions, from copying files to regulating the use of the diskette drive.
- This guide explains some of the DOS commands. To learn the full DOS operating system, read the DOS Manual, which is available from the system manager. It explains how to use and organize files and provides a detailed summary of each command. Learning DOS will greatly enhance your use of the system.
- Applications** An *application* is a program that performs a specific task, such as word processing or accounts payable. The applications installed on the system were selected by your organization. They are stored on the fixed disks in the central module. This guide contains some general information about using applications. Full instructions are in the application program manuals.
- Electronic Mail** The system also includes an *electronic mail* program. It allows users to send and receive short messages to and from others working on the system. This guide explains how to use the features of electronic mail.



YOUR SYSTEM IDENTIFICATION

Definition of User

A user of the system can be a person, a function—such as payroll, or a group—such as the safety committee. Each user has a *username* and optional password (which is recommended). The username and password must be typed at a workstation in order to access the system.

Username and Passwords

Each person has at least one username and password. Depending on how the system is organized, you may have others as well. When you do different types of work, you may use different sets of usernames and passwords. Chapter 3 explains this.

The username is generally simple, perhaps your nickname or last name. It isn't confidential, because others must know it in order to send you electronic mail messages. The password is not generally shared with other people and should be kept secret. If you forget your password, the system manager can find it for you.

★ ★ CAUTION ★ ★

Keep your password confidential to prevent anyone from using it to gain unauthorized access to the system and to your files.

Worksheet 3

The system manager will provide you with one or more copies of worksheet 3 showing your username and password. If you have more than one worksheet, find the one that contains your *personal* username and password. The next chapter shows you how to use them.

Overview

This chapter contains a short tutorial to familiarize you with some basic parts of the system. It shows how to:

- ☆ Start up your workstation
- ☆ Access the system
- ☆ Start the electronic mail program
- ☆ Send a message to yourself
- ☆ Check your mailbox and delete the message
- ☆ Leave the system

TUTORIAL

Start Up

Start Up

1. Check that the video display is plugged in.
2. Turn on the video display. The *sign-on screen* appears on the display. The cursor is a flashing equal sign (=) next to the "Username:" prompt.

Please sign on:

Username: [=]

Password: []

3. Adjust the brightness and contrast knobs on the front of the display to suit yourself.
-

Sign On

1. Type your username. No matter how you type them, the letters of your username always appear on the display in upper case.

Note: If you make a mistake when typing the username or password, use the **[Back Space]** key to correct it. **[Back Space]** moves the cursor to the left, removing one character.

2. Press the **[Retrn]** key.

Password: []

3. Type your password. If you don't have one, go to the next step.

The password appears on the display as a series of dots to keep it confidential.

4. Press **[Retrn]**

If you typed the values correctly, this message appears on the display:

```
North Star DOS version 1.x.x  
Copyright 1984, North Star Computers, Inc.
```

```
C>
```

The "C>" is a prompt which tells you that DOS is ready to accept a typed command.

5. If you made a mistake in typing the username or password, the appropriate error message appears. Press any key and then try again.
-

TUTORIAL

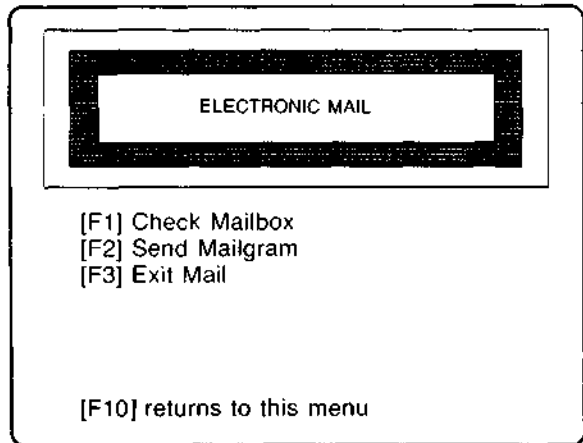
Start Electronic Mail

Start Electronic Mail

1. The C> prompt should still be on the display from signing on.
2. Immediately after the prompt, type **MAIL** and press **[Retrn]**

Note: You can use upper case or lower case letters when typing the name of a program.

The MAIL menu appears on the screen.



The menu offers three tasks to choose from.

Send a Mailgram

1. Press **[F2]** to select the "Send Mailgram" function.

The mailgram form appears on the display.

SEND MESSAGE	
From: USER	Date: Fri 9/21/84
To: =	Time: 09:14:35
Subject: =	

[F6] Sends. [F7] Edits
[F10] Returns to menu

Your username, the current date and time are recorded at the top of the form. The cursor is at the "To:" field, where you type the username of the recipient.

2. Type your own username as the recipient, using upper or lower case letters, and press **[Retrn]**

The cursor moves to the field.

Subject: =

TUTORIAL

Send a Mailgram (cont.)

Send a Mailgram

3. Type the subject of the mailgram and press **[Retrn]** The cursor moves to the message area.

4. Type a short message. Here are some of the keys you can use when typing the message:
 - ☆ To move to a new line, press **[Retrn]**. When the cursor is five characters from the end of a line, a "beep" sounds to remind you to press it.
 - ☆ To remove the character to the left of the cursor, press **[Back Space]**
 - ☆ The space bar moves the cursor one character to the right. It will erase any character already in that spot and substitute a blank.
 - ☆ The **[→]** and **[←]** keys move the cursor in the directions indicated by the arrows, without erasing existing characters.

5. When you're done, press **[F6]** to send the mailgram. Next to recipient's username (yours, in this case) at the top of the form, the word "Copy:" appears. This feature is explained in Chapter 4.

6. You're ready to return to the MAIL menu. Press **[F10]** and go to the next page.

Check Your Mailbox

- | | |
|--|--|
| 1. From the MAIL menu, press [F1] to select the "Check Mailbox" function. | The first mailgram that was sent to you appears on the screen when you check your mailbox. It should be the one you just typed. |
| 2. To delete the mailgram after reading it, press [F9] | The program asks you to confirm.
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Are you sure you want to delete this mailgram?
(Y or N):</div> |
| 3. Type Y for "yes" and press [Retrn] | <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Mailgram deleted.
Press any key to display next mailgram.</div> |
| 4. Press any key. | Since the mailbox is now empty, you see:
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;">No more mail in mailbox.</div> |
| 5. Press [F10] to return to the MAIL menu. | |
| 6. To exit MAIL, press [F3] and then go to the next page. | You see the prompt again:
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;">C></div> |
-

TUTORIAL

Sign off

Sign Off

1. After the C> prompt, type **SIGNOFF [Retrn]** The sign-on screen appears on your display again.
 2. This is the end of the tutorial. If you want to sign on again to work on the system while you read the remaining chapters, repeat the instructions on page 2-3.
-

STORING YOUR FILES

Overview

Everyone stores files on the fixed disks located in the central module. The files are organized into a number of separate portions of the fixed disks, which are created by the system manager. The portions are called *drives*. This chapter explains how to use drives.

Before you begin, take out your copy (or copies) of worksheet 3. Underneath your username and password, it lists the drives you will be able to use.

Worksheet 3

Name	<i>Alice Walker</i>		Date	<i>9/21/84</i>
Workstation number	<i>5</i>	Printer	<i>PRINTER 1</i>	
Username	<i>Alice</i>		Password	<i>B2PL6</i>
D R I V E A S S I G N M E N T S	Drive Letter	Size	Description	
	A	---	Diskette Drive	
	B	---	Simulated Second Diskette Drive	
	C	<i>3380</i>	Public Drive	
	D	<i>1500</i>	<i>personal</i>	
	E	<i>2000</i>	<i>shared</i>	
	F			
	G			
	H			
	I			
	J			
	K			
	L			
	M			
	N			
	O			
P				

ABOUT DRIVES

Drive Assignments

Drive Letters

Drives are identified by the letters A to P, called *drive letters*. The first three drives are shared by everyone and have these letters:

- ☆ A is the letter for the diskette drive. When you place a diskette in it, you can treat the diskette like a fixed disk drive. (Chapter 5 explains how to use it.)
- ☆ B is the letter for the simulated second diskette drive which allows you to use the system as if it had two diskette drives. (The DOS Manual explains how to use it.)
- ☆ C is the letter for a drive which contains the programs and DOS commands that everyone shares.

DOS Prompt

As you remember from Chapter 2, when you sign on to the system, you see this prompt:

```
C>
```

The "C" in the prompt indicates drive C. Everyone starts at drive C when they sign on.

Public Drives

Drive C is a *public drive*. It stores programs and can be used simultaneously by everyone. It has special protection so that no one other than the system manager can change or erase its files, or add files to it.

The system manager can create other public drives that also store programs. The files in these drives have the same protection as the files in drive C and can be used simultaneously by two or more people. Unlike drive C, however, other public drives don't have to be assigned to every user. They may contain programs that smaller groups of people commonly share.

ABOUT DRIVES (cont.) Drive Assignments

Assigning Drives

The system manager creates as many drives as needed and assigns them to the users. Each user has a different set of drives. Each set includes at least one *personal drive*, which is not assigned to anyone else. When the manager assigns a drive to a user, he or she gives it a drive letter. The letter is what identifies the drive to DOS or an application.

Example

The system manager assigns shared drives in the same way public and personal drives are assigned. Consider the following hypothetical office: Susan has the username "Susan" and password "WHM561." Her personal drive has the letter D. David has the username "David" and password "088MQG." He has three personal drives with the letters D, F and G. Both Susan and David are also assigned to a shared drive with the letter E. Each letter identifies a different portion (drive) of the fixed disk.

Multiple Usernames

You can have more than one username. The system manager may create a different username and password for a different type of work you do. This "user" has its own set of drives. You might share this user with someone else. You would take turns with the other people in signing on with the username and password and using its drives.

Example

The hypothetical office also has a user with the username of "Payroll" and the password "Payday." It was created for the payroll function, which Susan and David are both responsible for. Payroll has a personal drive with the letter D, where the payroll files are stored. When Susan works on the payroll, she signs on as "Payroll" and uses that drive. When it's David's turn to do the payroll at another time, then he signs on as "Payroll." This is not a shared drive because the payroll application program is not designed for multi-user file sharing.

ABOUT DRIVES

Drive Assignments (cont.)

Shared Drives

A *shared drive* is a special type of drive that is used to store multi-user versions of files that make use of the 3Com semaphore file-sharing protocol. More than one user at a time may use the programs and files if you have them on your system. If you have a shared drive assigned to you, ask your system manager to provide you with specific instructions on how to use any programs that make use of the shared drive.

Storing a file or a program on a shared drive will not make that file or program multi-user. Do not use shared drives for storing your personal work or for any applications that do not recognize the 3Com semaphores. The multi-user data may be destroyed if you do.

How DOS Knows Your Drives

DOS knows which drives are assigned to which users by the usernames, which are all different. When you sign on with a particular username and password, DOS checks which drives (other than A, B and C, which everyone has access to) are assigned to this "user." DOS then gives you the ability to use those drives.

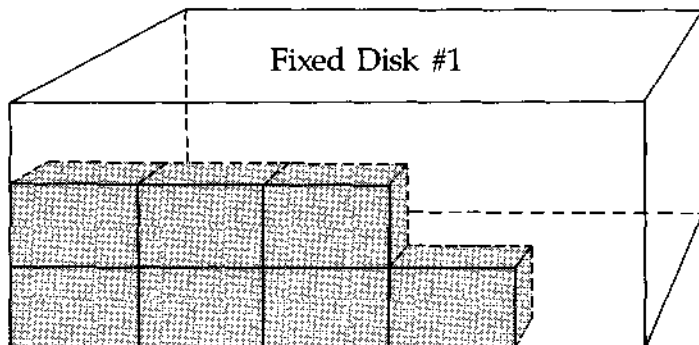
Check Your Drives

Look at your copy (or copies) of worksheet 3 to see what drives you have. Next to the drive letter is the size of the drive, which is explained later in this chapter. Following the size is the "description" column. The system manager can use this column to make comments about what files should be stored there. If you have any questions about your drives, consult the system manager.

ABOUT DRIVES

(cont.) Drive Assignments

Illustration This illustration shows the drives belonging to Susan, David and the user Payroll.



C > All users (public)	D > Susan (personal)	E > Shared	
D > Payroll (personal)	D > David (personal)	F > David (personal)	G > David (personal)

Worksheet 3

Name: Susan North / David Letterman Date: 9/21/86

Workstation number: 1 Printer: PRINTER 1

Username: SUSAN Password: WHPK61

Drive	User	Description
A		
B		
C		
D	Public	Public
E	Public	Public
F		
G		
H		
I		
J		
K		
L		
M		
N		
O		
P		
Q		
R		
S		
T		
U		
V		
W		
X		
Y		
Z		

Worksheet 3

Name: David Letterman / Susan North Date: 9/21/86

Workstation number: 2 Printer: PRINTER 1

Username: DAVID Password: WHPK61

Drive	User	Description
A		
B		
C		
D	Public	Public
E	Public	Public
F	David	Personal
G	David	Personal
H		
I		
J		
K		
L		
M		
N		
O		
P		
Q		
R		
S		
T		
U		
V		
W		
X		
Y		
Z		

THE DEFAULT DRIVE

DOS Prompt

As you remember from Chapter 2, the DOS prompt indicates that DOS is ready to accept a typed command. The letter in the prompt indicates which drive is currently the default drive. When you first sign on, the letter is C, and drive C is the default drive.

Default Drive

The *default drive* is your current “home base.” When you type the name of a file or a program, DOS automatically searches the default drive for it, unless you tell DOS to search another drive. If you create a file while you’re using a program, DOS will store it in the default drive—again, unless you tell DOS to use another drive.

You can make any drive you’re assigned to, including the diskette drive, your default drive. When several people are using the system, each can have a different default drive.

The default drive affects how you start and use programs, including applications and DOS commands. The next page explains.

THE DEFAULT DRIVE

Using Programs and Files

Using the Default Drive

If the program or file you want to use is on the default drive, DOS automatically knows where to find it. For example, suppose you want to use WordStar, which is stored on drive C, and C is the default drive.

Type **WS[Retrn]** after the **C>** prompt. ("WS" is the command that starts WordStar)

DOS searches the default drive, finds WordStar and starts it up.

Changing the Default Drive

If the program or file is not on the default drive, you must tell DOS where it is in one of two ways.

Method 1

The first way is to change the default drive to the drive containing the file or program. Suppose drive C is the default drive and drive D contains the file you want.

Type **D:[Retrn]** after the DOS prompt. The colon (:) is a special identifier for DOS which must follow the drive letter.

The prompt changes to:



D>

DOS now searches D, the new default drive, for files or programs.

Method 2

The second way does not involve the default drive. It is convenient if you work with programs and files on different drives. Suppose drive D is the default drive and you want to use MAIL, which is stored on drive C.

Type **C:MAIL[Retrn]**. The "C:" tells DOS that MAIL is on drive C.

DOS finds MAIL on drive C and starts it. MAIL then works exactly as if you started it from drive C. When you finish, drive D is still the default drive.

THE DEFAULT DRIVE

Using Programs and Files (cont.)

Editing Files If you are editing a file stored on a drive other than the default drive, type the drive letter in front of its filename. DOS finds the file on its drive and returns the file to this drive when you're finished with it.

Starting Programs This guide contains several procedures for using DOS commands and MAIL. For the sake of brevity, the procedures assume that C is the default drive. For example, the procedure for MAIL instructs you to type **MAIL[Retrn]** to start it. You can also type **C:MAIL[Retrn]** if another drive is the default drive. All DOS commands and MAIL work this way, but some applications may not.

-
- Terms to Know** The manager assigns a certain amount of the fixed disk space to each drive. This is how space is measured in a computer system:
- ☆ A *byte* is a unit capable of storing one character (a letter, number or symbol).
 - ☆ A *kilobyte*, usually abbreviated *Kbyte* or *K*, is 1024 bytes. If a full 8-1/2" x 11" page contains 50 lines x 65 characters on a line, a kilobyte is about one-third of a full page. It effectively represents more, since typical pages may contain less than a full page of information. A diskette can normally hold about 360K, which is about 120 full pages.
- Using the Space** Check worksheet 3 for the sizes of your drives. Try to use the space in the drives efficiently.
- ☆ Delete files you no longer need.
 - ☆ Copy files you rarely use onto diskettes, using the diskette drive (see Chapter 5).
 - ☆ Regularly check how much space is available in each drive with the DOS DIR command described below. Otherwise, you may fill a drive without knowing it.
- DIR Command** For example, to check the space available in drive D:
- | | |
|---|--|
| Type DIR D:[Retrn] .
The "D:" may be omitted if D is the default drive. | DIR lists the files in the drive, the size of each, and at the bottom it shows the total number of bytes remaining in the drive. |
|---|--|
- If You Need More Space** After using a drive for a while, you may find that its size isn't adequate. If there is space available, the system manager can create another drive for you.

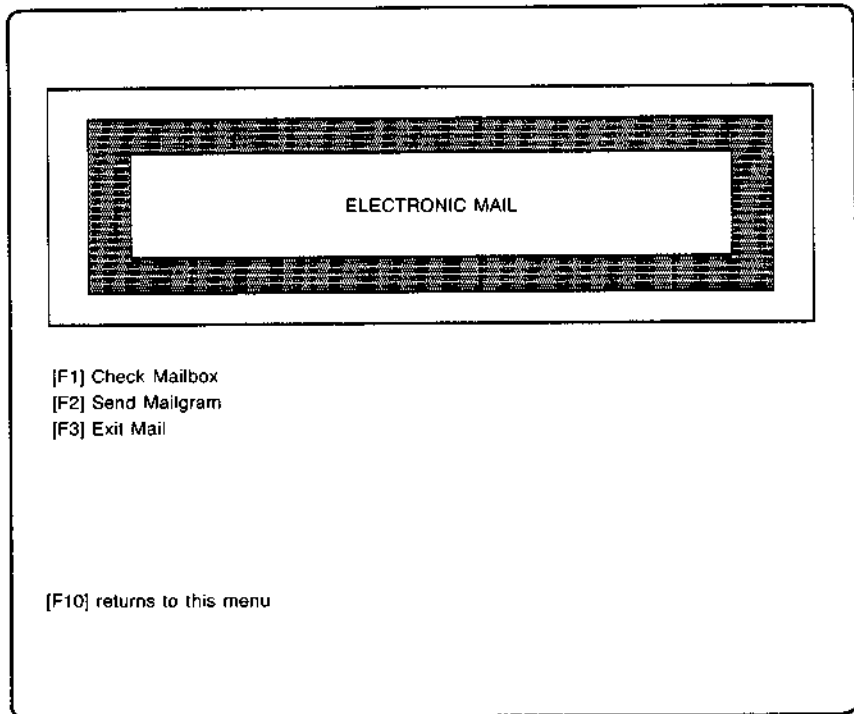
ELECTRONIC MAIL

Overview

In Chapter 2, you used MAIL to send an electronic mailgram. This chapter explains the full features of MAIL. You'll learn how to:

- ☆ Use the editing features for mailgrams
- ☆ Send copies of mailgrams
- ☆ Check your mailbox
- ☆ Delete mailgrams

The manager will give you a copy of worksheet 4, which lists the names of users working on the system.



SENDING MAILGRAMS

Mailboxes

Each user has his or her own mailbox for mailgrams. All mailboxes are part of the mail storage area of fixed disk #1. When you send a mailgram, it goes to the user's mailbox if the mail storage area has room. If the mail storage area should become full, no more mailgrams can be sent. Then, when you select the "Send Mailgram" function, a message tells you that you must delete an existing mailgram in a mailbox (yours or someone else's) in order to create room for the one you want to send.

Keys to Use

You can use these special keys and key combinations when typing a mailgram.

- ☆ Press **[Retrn]** to move to the next field or line. When the cursor is five characters from the end of the line, a "beep" sounds to remind you to press it.
- ☆ Use **[→]** to move the cursor to the right on a line, and **[←]** to move it to the left. These keys don't affect text which may be on the line.
- ☆ Press **[Home]** and then **[→]** to move the cursor to the right margin of the current line. Press **[Home]** and **[←]** to move the cursor to the left margin of the line.
- ☆ **[Back Space]** erases the character to the left of the cursor and moves the cursor back one space.
- ☆ To use **[Del]**, first use **[→]** or **[←]** to place the cursor underneath the character you want to delete. Then press **[Del]**. All subsequent characters will move over.
- ☆ If you find an earlier mistake in a mailgram, press **[F7]**. This key moves the cursor back to the recipient's username. You can then change any part of the mailgram. If you don't want to change a field or line, just press **[Retrn]** to move to the next one.

Copies After sending the mailgram, the word "Copy:" appears on the form next to the recipient's username. You can then send copies of the mailgram to as many others as you wish (including yourself). You can't edit these copies. They are exact duplicates of the original, except for the "Copy:" field.

Procedure: Send a Mailgram

1. To start up MAIL, type **MAIL[Retrn]**. The MAIL menu appears.
2. Press **[F2]**. Normally, the mailgram form appears on your screen and you can go to step 4.

or

If the mail storage area is full, you see this message:

The mail system is full.
Delete a mailgram to create space.

Go to step 3.

or

The following message appears:

The mail system is nearly full.
You may want to delete mailgrams now to create more space.
Or press [F6] to proceed with Send Mailgram.

The storage area could fill up before you send the mailgram. Either press **[F6]** to go ahead, or go to step 3.

SENDING MAILGRAMS

(cont.)

Procedure: Send a Mailgram

3. Press **[F10]** to return to the MAIL menu. Delete a mailgram already in your mailbox to create space for the new one. Or, ask another user to delete one of his. Deleting mailgrams is part of the procedure on page 4-6.
4. Type the recipient's username and press **[Retrn]** .
5. Type the subject and press **[Retrn]** .
6. Type the message. Refer to page 4-2 about typing mailgrams.
7. If you don't want to send the mailgram, press **[F10]** .
8. Press **[F6]** to send a mailgram. If there is room for it in the mail storage area, the "Copy:" message appears.

or

If the mail area is full, you see this message:

The mail system is full.
Press any key to continue.

Press any key. You have two choices. Leave the mailgram on the display and ask someone to make room for it by deleting one of his or her mailgrams, then press **[F6]** again. Or, press **[F10]** to return to the MAIL menu and try again later.

9. When "Copy:" appears on the form, you have two choices. Press **[F10]** if you don't want to send a copy. Or, type another username and press **[F6]**. Repeat this as often as you wish. When you're done, press **[F10]**.
 10. When the MAIL menu appears, press **[F3]** to exit. The DOS prompt appears again.
-


Checking Your Mailbox Mailgrams can be sent to you whether or not you are signed on to the system. You don't have to check your mailbox at any particular time. The mailgrams wait in your mailbox until you decide to check it.

MAIL WAITING If you have mail, a "MAIL WAITING" message appears whenever you enter DOS. If a mailgram was sent to you while you weren't signed on, a MAIL WAITING message appears when you do sign on. Or, if you were using a program, the message appears after the DOS prompt when you return to DOS from that program. The message *won't* appear on the display if the prompt is already there. It will appear after you use a program and then return to DOS.

Choices If you see the MAIL WAITING message, use the "Check Mailbox" function to read your mail. The mailgrams appear in the order in which they were sent. After reading a mailgram, you can delete it or leave it there to review again. Then you can exit or request the next mailgram.

Save Space It's best to delete unneeded mailgrams right away. This conserves space in the mail storage area. If it fills up, no one can send mailgrams until some are deleted.

Procedure: Check your Mailbox

1. To start up MAIL, type **MAIL[Retrn]**.
 2. Press **[F1]**. The first mailgram sent to you appears on the display.
 3. Read the mailgram and go to the next step.
-
- 

RECEIVING MAILGRAMS

(cont.)

Procedure: Check your Mailbox

4. You have these choices each time a mailgram appears:

To see the next mailgram, follow step 5.

or

To delete the mailgram, follow steps 6 and 7.

or

Press **[F10]** to return to the MAIL menu. This doesn't affect the mailgram(s).

5. To see the next mailgram, press **[F6]** each time one appears. When there are no more, a message appears. Press **[F10]**.
-

6. To delete a mailgram, press **[F9]** while it appears on the display.

Are you sure you want to delete this mailgram?
(Y or N):

7. Choose one:

To delete it, type **Y** for "yes" and press **[Retrn]**. Press any key to see the next mailgram. If there isn't one, you see the "No more mail" message. Press **[F10]**.

or

If you don't want to delete it, type **N[Retrn]** and the mailgram remains. Press **[F6]** to see the next mailgram or press **[F10]**.

8. When the MAIL menu appears, press **[F3]** to exit MAIL. The DOS prompt appears again.
-

Overview

This chapter explains how to use several basic features of the system. It includes:

- ☆ Information about signing on and off the system
- ☆ Information about using applications and files
- ☆ How to backup your files
- ☆ How to use the printers
- ☆ How to use the diskette drive
- ☆ How to restart a workstation

SIGNING ON AND OFF THE SYSTEM

Introduction The instructions for signing on and off the system are part of the tutorial in Chapter 2. This section contains some additional information about both features.

Signing On You can't sign on the system until the central module has been turned on with a special key. The system manager will make arrangements to turn the central module on and off at the proper times.

Signing Off At the end of a work session, the system doesn't require you to sign off, but it's best that you do. If you leave the workstation without signing off, the system still believes you are using it. Someone else could then use your files at that workstation while you're away.

If you want to sign off, be sure that the [Caps Lock] and [Num Lock] key lights are off before you do so to ensure that the indicator lights are synchronized with the proper function of the keys.

After you sign off, you don't have to turn the video display off.

Introduction Each application works differently and each system can have a different set of applications. The manual that comes with an application will tell you how to use that application. In addition, the system manager may have special instructions for using a particular application with this system. This section contains some general information about applications and files.

Where They are Stored Applications may be stored in different drives. If an application is stored in a public drive, such as drive C, two or more people can use it simultaneously if they are assigned to that drive. However, some applications can't be stored in public drives. In order for you to use one of these applications, the system manager must install it in one of your personal drives. If you are assigned to a shared drive, remember that only multi-user 3Com applications and data may be stored there.

Starting Applications:
Method 1 There are two methods for starting an application. The first method involves making the default drive the drive containing the application. For example, suppose you want to start an application that is stored in drive D but drive C is the default drive. You would type

D:[Retrn]

to make D the default drive, then type the command that starts the application and press **[Retrn]**.

Method 2 Some applications, though not all, can be started from a drive other than the one in which they are stored. For example, suppose D is the default drive and you want to start an application stored in drive C. Type

C:{command}[Retrn]

and this command starts the application. The application works as if you started it from drive C. When you finish, drive D is still the default drive.

ABOUT APPLICATIONS

Storing Files

Using Other Drives Applications, like DOS, use the default drive as a "home base." If you give the application's command to create a file, the application tries to create it in the default drive; or, if you give the command to edit an existing file, the application looks in the default drive for the file.

Sometimes, you won't want the application to create the new file on the default drive. This is especially true if drive C is the default drive, since a public drive cannot store your files. (You get an error message when you try to save a file there.) Instead, you can direct the application to create the file in another personal drive by typing a drive letter in front of its filename.

Similarly, when you want to make changes to or print a file that isn't stored in the default drive, you must type the letter of the drive the file is stored in before its filename.

The following sample procedure demonstrates how to create and edit or print a file in a drive other than the default drive. The sample file is called FILE.DOC and it will be stored in drive D.

Procedure: Store a File in Another Drive

1. Assume that the drive the application is stored in is the default drive.
 2. Give the command to start the application. The application's selection menu appears.
 3. Give the application's command to open a file. It asks you for a filename.
-

Procedure: Store a File in Another Drive

- | | |
|---|--|
| 4. Type
D:FILE.DOC[Retrn] | A file called FILE.DOC is created. |
| 5. When you're done with the file, type the application's command to store or save it. | FILE.DOC is then stored on drive D. |
| 6. Later if you want to make changes to the file or print it, give the application's appropriate command. | It asks you for the filename. |
| 7. Type
D:FILE.DOC[Retrn] | The application finds the file called FILE.DOC on drive D and allows you to edit it or print it. |
| 8. If you edited the file, give the application's command to store it when you're done. | The newly-edited FILE.DOC file is again in drive D. |
| 9. Exit from the application. | The default drive has not changed. |
-

Using Shared Drives

Shared drives should be used only for working with special 3Com multi-user applications and data. Storing any file or program on a shared drive will not make that file or program multi-user. Ask your system manager for specific instructions for using applications stored in shared drives.

BACKING UP YOUR FILES

Importance of Backing Up

Backing up a file means making a copy of it to save in case the original is erased or changed in an undesirable way. "Backups" protect you from errors or system problems that could cause you to lose valuable information. Make backup copies of your important files on a regular basis, unless the system manager does it for you on diskettes or tape.

Copying to Other Drives

For example, suppose you want to back up all the files on drive D by copying them to drive E. If D is the default drive, type **COPY *.* E:[Retrn]**. The **"*.*"** is a DOS convention which means "all files on this drive." COPY finds each file on drive D and makes a copy of it on drive E without erasing the original copy on drive D. It lists each file as it is copied.

Copying to Diskettes

Or, suppose you want to create a backup copy of a file on drive D, called FILE.DOC, on a diskette. You first request the diskette drive (described on page 5-16), then insert the diskette in the drive. If D is the default drive, type

COPY FILE.DOC A:[Retrn]

COPY finds FILE.DOC on drive D and makes a copy of it on the diskette in drive A, the diskette drive. Label the diskette with "backup" and the filename, and store it for safekeeping.

Check the Space

When you make backup copies, make sure the drive or diskette onto which you are copying has enough space to accommodate the file(s). You can use the DOS DIR command to find out how much space the files require and whether or not the drive or diskette has room for a copy. If you want to back up a large group of files, you may need to break the group into smaller units and use more than one diskette or drive. Don't use a shared drive for personal file storage.

DOS Manual

Read the DOS Manual to learn more about the COPY command and the different ways you can name files. Also refer to the BACKUP and RESTORE commands in the DOS Manual.

USING THE PRINTERS

How Printing Works: Shared Printers

Types of Printers

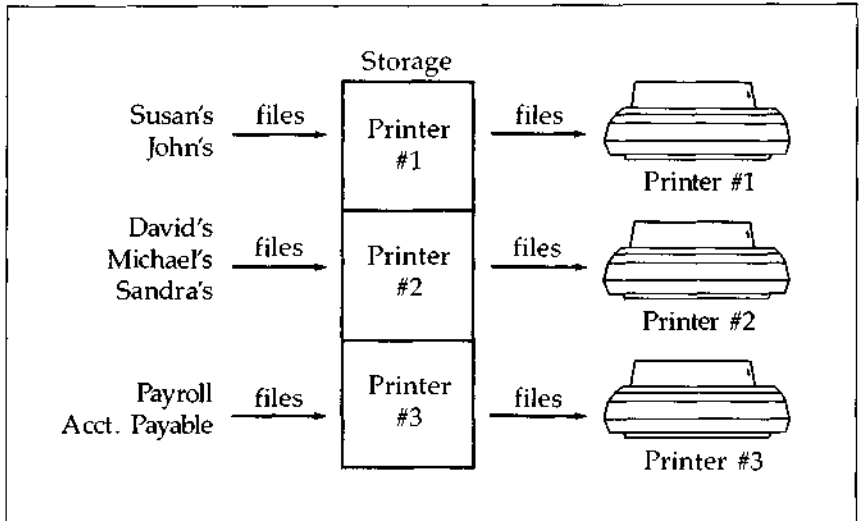
The system has two types of printers. One to three *shared printers* are attached to the central module. One *local printer* can be attached to each workstation. This section explains both types, beginning with shared printers.

Assigning Printers

Each shared printer has a special name to identify it. When the system is first installed, everyone is "assigned" to one printer and all files are printed on it. This printer is called the *current printer*. (Later in this section, you'll learn how to assign another printer to yourself, if you wish.)

Printing

When you give the command to print a file (explained later), it isn't always printed right away. A copy of the file is first placed in a storage area of the fixed disk. It is this copy that is actually printed. The system keeps track of who sent the file and which printer the file is destined for. Any number of users can send files at the same time; the files are released from the storage area and printed on a first-in, first-out basis for each printer.



USING THE PRINTERS

How Printing Works: Shared Printers (cont.)

Print List

The list of files waiting for a particular printer is its *print list*. If there are files ahead of yours in the list, your file waits until the others are printed. If there aren't, your file is printed right away. Later, you'll learn how to display the print list(s) to check the order your files are in.

USING THE PRINTERS

How Printing Works: Local Printers

Setting Up the Printer

The system manager can connect only one device to your workstation—a local printer, modem or mouse. Before you can use the device, you must give DOS information about how it works, using the LOCAL command. This is explained in the DOS Manual. Once you set up a local printer with LOCAL, this chapter explains how to use it. (Instructions for using a modem or mouse are in their respective manuals.)

Assigning the Printer

If the workstation you are using has a local printer, you can assign it to yourself. Then, all files will be printed on this printer until you assign another printer to yourself. Assigning the local printer is explained later.

Printing

Like shared printers, local printers maintain a print list. You can send several files to the printer, and they will be printed one after the other. Unlike shared printers, however, local printers don't require you to wait until a copy of the file has been sent to a storage area. There is no storage area for a local printer. When a file's turn comes up in the print list, it is simply "read" from the drive that contains it and then printed.

USING THE PRINTERS

Printing a File

Check the Application

The usual way to print a file is through an application. Applications are generally installed to work with one type of printer at a time. Ask the system manager which type of printer your applications will work with. If your current printer is not the right type, select a new one according to instructions on page 5-12.

Printing with Applications

Each application has its own print command. When you give the command, the application asks for the filename and possibly how the print-out should be formatted. If you're using a shared printer, the file then is sent to the storage area mentioned on page 5-7. You generally must wait up to a few minutes while the file is being sent. During this time, the application appears as if it is printing the file. When the file is completely sent, the application returns to normal and you can do other tasks. The file waits in the storage area until it is first in the print list, and is then printed.

If you're using a local printer, the file is sent immediately to the printer. You can send another file, which will be printed after the first one, or do other tasks at the workstation.

With PRINT

You can also print with the DOS PRINT command. Type **PRINT {filename}[Retrn]**

If you're using a shared printer, there is a pause while PRINT sends your file to the storage area. With a local printer, there is no wait. PRINT then displays the print lists for the shared printers and your local printer, if any. The print list is explained later in this section.

**Variations
with PRINT**

PRINT allows you to place groups of files into a print list at once. For example, you can "chain" filenames like this:

PRINT FILE.DOC MEMO.DOC LETTER.DOC[Retrn]

Type a space between the filenames. The files are printed in the order of the line. There is no limit on the number of files, but there is a 128-character limit on the line you type.

Or, you can use the DOS symbol "*" which is a shortcut meaning "all." For example, if you typed

PRINT *.*[Retrn]

PRINT would send all files in the default drive to the printer. Or, if you typed

PRINT *.DOC[Retrn]

PRINT would send all files with the ".DOC" filename extension. The DOS Manual contains more information about filenames, the "*" symbol, and other features of the PRINT command.

**Note About
Local
Printers**

When using a local printer, either with an application or PRINT, there are two rules you should remember:

- ☆ Do not edit a file once you've sent it to the printer until it has been fully printed.
- ☆ Do not sign off the system until all the files are printed. If you do, the print list will be erased and the files won't be printed. (If you do want to eliminate the print list, then sign off.)

These rules don't apply to shared printers.

USING PRINTERS

Selecting a Different Printer

Your Current Printer

As you remember from page 5-7, everyone is first assigned to one printer. If there is more than one printer, you can assign another one to yourself. The printer you are currently assigned to is called your *current printer*. To find the name of your current printer, type

PRINTER[Retrn]

Reasons to Change

Here are some reasons you might want to change printers:

- ☆ You want to use your local printer.
- ☆ Your current printer is busy and you want to try another printer.
- ☆ You want to use a different type of printer. Keep in mind that applications are generally installed for one type of printer. Make sure the new printer is the type that will work with the application you want to use.

PRINTER Command

The first way to change your current printer is with the DOS **PRINTER** command. You can use **PRINTER** as often as you like. For example, suppose you want to print two files on different printers. You can send the first file to one printer, use **PRINTER** to assign a new printer to yourself, and then send the second file to it. The procedure on the next page shows how to change your current **PRINTER**. The DOS manual contains more information about the features of the **PRINTER** command.

After using **PRINTER**, your files will be printed on the new printer until you sign off or use **PRINTER** again. When you sign on again, your current printer will again be the original printer assigned to you.

USING THE PRINTERS (cont.) Selecting a Different Printer

Procedure: Change Your Current Printer

1. Type **PRINTER[Retrn]**

Current: PRINTER1	Tab: 8	Form: A	Eject: ON	Pause: 15
<u>Printer name</u>	<u>Connection</u>			
PRINTER1	par1			
PRINTER2	ser1			
PRINTER3	ser2			
Local				
Enter new printer: =				

The display shows your current printer and the names of the other system printers. The connection column is information for the manager only.

2. Choose one:

To change to another printer, type the name of the new printer exactly as it appears on the list, and press **[Retrn]**

For example, type

Printer3[Retrn]

or

If you don't want to change it, just press

[Retrn]

USING PRINTERS

Selecting a Different Printer (cont.)

Printer Parameters

In the previous display, "Tab: 8" means that tabs will be eight spaces wide; "Form: A" means that the printer will assume A as the default form; "Eject: ON" means the printer will eject a blank page after each file printed; "Pause: 15" means that DOS waits 15 seconds after the copy process is complete before closing a file that is being sent to the print storage area. All these parameters may be changed by using switches in the PRINTER command. Read the PRINTER command discussion in your DOS Manual before using switches to make changes.

AUTO- EXEC.BAT File

There is a more permanent way to change your printer. Read the section of the DOS Manual which describes the AUTOEXEC.BAT file. It explains how to use this file to change your current printer automatically each time you sign on. You can still use the PRINTER command after signing on if you want to use yet another printer. Your system manager used this method to assign printers during system installation, so you will always be assigned to one printer each time you sign on.

**Using
PRINT**

You can also use the PRINT command to find out where your files are in the print list(s). When you print a file with PRINT, the set of print lists is automatically displayed after the file is sent to the storage area. If you want to see the list without printing a new file, type

PRINT[Retrn]

PRINT will display the list for your current printer. You may also review the lists for the other printers, including the local printer at your workstation if you have one.

Sample

Here is a sample display for one shared printer. The display is explained below.

Printer: PRINTER1		Status: READY		Total files: 5		
<u>No.</u>	<u>Filename</u>	<u>Size</u>	<u>Time</u>	<u>Status</u>	<u>Form/Copies</u>	<u>Username</u>
1	D:PROG.DOC	2832	10:11	Printing	A/1	You
2	D:DAVIS.LET	4218	10:15	Ready	B/3	Susan
3	S:(102114).025	3167	10:21	Ready	B/1	You
4	D:SMITH.LET	5421	11:00	Ready	C/1	Dave
5	F:CONTROL.DOC	5000	11:07	Ready	Z/1	Alice
Display next print list (Y/N)? =						

Explanation

This is the print list for the printer named PRINTER1. There are five files waiting to be printed and two of those are yours. Your first file, PROG.DOC, is 2832 bytes in size, was received in the print storage area at 10:11 and is printing now.

PRINTERS

Checking the Print Lists (cont.)

Explanation (cont.)

“Form” and “copies” are parameters you can set when you send the file to the printer via the PRINT command. If your current printer has A as the specified default form and the printer is set up to use what your system manager has defined as Form A, you do not need to specify the form when you use print. “Copies” works the same way; that is, if you always want one copy of your file to print, you do not need to specify the number of copies.

The second file, DAVIS.LET, has a different form and number of copies specified. Susan entered the file in the list this way by typing

```
PRINT D:DAVIS.LET /F=B /C=3[Retrn]
```

Changing the form to B causes the printer to stop so Susan can change the paper or ribbon or print element. You can change the form to any letter from A through Y, but you should use the letter that corresponds to the change you want to make. (If you do not already have one, ask your system manager for a list of forms on your system.) As far as the printer is concerned, any letter that is different from the one preceding it is signalling a halt. The printer will change to a HOLDING status until you tell it you are ready for it to resume printing by typing

```
PRINT /G[Retrn]
```

The third file in the list has an unusual name. S is not a legal drive letter. Its appearance in the list is an indication that you sent this file to the printer from an application, not by using the PRINT command. DOS makes up names for these files by showing the time they were received in hours, minutes, seconds and hundredths. You need to use this filename if you want to tell the printer to wait for a new form, change the number of copies, or delete the file from the print list. In this case, S:(102114).025 will print immediately after D:DAVIS.LET because they use the same form.

Explanation (cont.)

D:SMITH.LET, Dave's file, will wait before printing because form C is specified. But Alice's file, F:CONTROL.DOC, will print immediately because Z is a special case and does not signify a hold for the printer under any circumstances. Alice might want to be sure she'll be satisfied with the results if her file prints on form C.

"Display next print list (Y/N)" allows you to see what is in the lists for the other printers on your system. Press Y and you may see a display that looks like this:

PRINTER: PRINTER2	Status: READY	Total files: 0
Display next print list (Y/N)? =		

Continue to press Y and PRINT will show you the print lists for all the shared printers on your system, plus your own local printer, if you have one. When PRINT is finished, or if you press N, DOS will return you to the prompt.

Printer Status

There are three messages that may appear in the status field. These are:

- ✧ **READY**—The printer is printing or awaiting a command to print.
- ✧ **HOLDING**—Printing is halted because the printer is waiting for a form change or someone has used the /H switch in the PRINT command.
- ✧ **NOT READY**—The printer itself has a problem. It could be off-line, out of paper, out of ribbon, a cable may be disconnected, or some other malfunction may have occurred. Consult the printer manual.

USING THE DISKETTE DRIVE

- Introduction** The diskette drive allows you to copy files back and forth between diskettes and your fixed disk drives. Here are some examples of why you may want to use the diskette drive:
- ☆ To copy files previously stored on diskettes. If you created files with applications on an IBM PC/XT computer system, and the manager installed these same applications on this system, you can now copy the files into your drives.
 - ☆ To store rarely-used files on diskettes if your drive is becoming full.
 - ☆ To make "backup" copies of files stored on fixed disk drives.

How to Use Diskette Drives

Only one person can use the diskette drive at a time. To use the drive, you must request it. Type

REQUEST D[Retrn]

If the drive is in use, a message appears with the username and workstation number. If it is free, DOS assigns it to you.

As soon as you're done with the drive, release it by typing

RELEASE D[Retrn]

so that others can use it. You can do this before or after removing the diskette you were using but don't forget to remove your diskette. Otherwise, another person could request the diskette drive and then accidentally destroy the files on your diskette. If you forget to release the diskette drive while you're working on the system, it will be automatically released when you sign off.

Instructions for using drive B, the simulated second diskette drive, are in the DOS Manual.

RESTARTING A WORKSTATION

Problems

You may have a problem with a program which causes your workstation to stop working. Remember that some programs appear to have stopped, but are only taking a long time to complete an operation. If you think you have a problem, consult the system manager and the program manual. If you cannot recover from the problem, there are two ways to restart your workstation so you can use it again.

★ ★ CAUTION ★ ★

Restarting a workstation can be destructive. Don't restart it unless you have a problem.

How to Restart

First try to restart the workstation by pressing three keys. Hold down **[Ctrl]** and **[Alt]** while pressing **[Del]**. This should produce the sign-on screen on the display.

If the display doesn't respond, the workstation can be restarted from another workstation with the **RESTART** command. Enlist someone using another workstation to type

RESTART {workstation number}{username}[Retrn]

using your workstation number and username. This should produce the sign-on screen on your display. Once the sign-on screen appears, you can use the workstation again.

★ ★ CAUTION ★ ★

*If you accidentally use **RESTART** on an active workstation, the person using that workstation could lose the file he or she is working with at the time. Make sure you type the correct workstation number and username. If you aren't sure what they are, use the **USERS** command (described in the *DOS Manual*) to find out.*

GLOSSARY

Application	A <i>program</i> that performs a specific task, such as word processing or accounts payable. See page 1-12.
Byte	The basic unit of storage in a computer system; capable of storing one character (letter, number or symbol). See page 3-9.
Central Module	The main unit of the system. See page 1-2.
Command	A <i>program</i> which is part of <i>DOS</i> . See page 1-12.
Current Printer	The printer that is assigned to each user. See page 5-7.
Cursor	The character “=” that marks your place in a screen display.
Default	The value always assumed by a <i>program</i> if you don't specify another value.
Default Drive	The <i>drive</i> in which <i>DOS</i> or an <i>application</i> will search for a <i>file</i> or <i>program</i> , unless directed to another drive. See page 3-6.
Diskette	A thin, flexible, magnetic storage medium. See page 1-2.
Diskette Drive	A device that reads information from and writes information onto <i>diskettes</i> . One diskette drive is located in the <i>central module</i> . See page 1-2.
DOS	The DIMENSION <i>operating system</i> . See page 1-12.
Drive	A portion of the <i>fixed disk</i> that stores program and data files. See page 3-1.
Drive C	The drive which contains <i>programs</i> shared by everyone working on the system. See page 3-2.

GLOSSARY

(cont.)

- Drive Letter** A letter from A to P that identifies the *diskette drive* or a *fixed disk drive*. See page 3-2.
- Field** A defined area of a screen display in which a piece of information appears, or an entry is typed.
- File** Information stored under a unique filename.
- Filename** With *DOS*, a filename can be one to eight letters, numbers or the symbols:
- | | | | | |
|---|----|---|---|---|
| / | @ | % | (| } |
| ~ | # | ^ |) | } |
| ! | \$ | & | - | ' |
- It can be followed by an extension of one to three letters, numbers or symbols. The filename and extension are separated by a period.
- Fixed Disk** A high-capacity storage device located in the central module. Also called a hard disk. See page 1-2.
- Hardware** The machinery parts of a computer system, such as printers, video displays and keyboards.
- Kilobyte** 1024 *bytes*, abbreviated Kbyte or K. See page 3-9.
- Local Printer** A printer connected to a workstation. See page 1-4.
- Mailgram** A message sent electronically from one user to another through the MAIL program. See page 4-1.
- Menu** A screen produced by a *program* which presents a choice of operations to perform. See page 4-2.
- Modem** A device that allows a workstation/computer to send data over a phone line to another workstation/computer. See page 1-4.

Mouse	A device that is used to move the cursor around a video display screen. See page 1-4.
Multi-user	A system or <i>program</i> designed to be used simultaneously by two or more people. See pages 1-2 and 3-3.
Operating System	The series of <i>programs</i> which support and manage a computer system. See page 1-12.
Password	A confidential name of up to 20 characters that identifies a user to the system. See page 1-14.
Personal Drive	A drive that stores one user's files. See page 3-3.
Program	A series of instructions to the computer to carry out one or more tasks.
Prompt	A screen display which indicates that the system is ready for a typed <i>command</i> .
Public Drive	A drive that stores programs. See page 3-2.
Shared Drive	A drive that may be used by more than one user at a time. See pages 3-3 and 5-5.
Shared Printer	A printer connected to the central module. See page 1-2.
Sign On	To type a valid <i>username</i> and <i>password</i> in order to access the system. See page 2-3.
Software	The series of <i>programs</i> that direct the operations of a computer.

GLOSSARY

(cont.)

Stand-alone	A stand-alone computer that operates without a connection to another computer.
System Manager	The person(s) responsible for installing and maintaining the system.
User	A person, group or function using a computer system. See page 1-14.
Username	A name of up to 20 characters that identifies a user to the system. See page 1-14.
Video Display	A computer terminal that displays information generated by a <i>program</i> . See page 1-4.
Workstation	A workstation in this system is composed of a connected <i>video display</i> , keyboard, and their associated cables. See page 1-4.
Workstation Cable	The cable connecting a workstation to the central module. See page 1-4.





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Please use this post-paid mailer to make us aware of the strengths and weakness of this North Star Manual. We will carefully consider your comments and try to incorporate your suggestions in future editions.

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