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Common Commands

This chapter contains an entry in alphabetical order for each command that can be used with the GRiD Applications described in the other chapters. If you can use the command with two or more the applications, it is described in detail; if you can use it with only one application, you are referred to the chapter describing the application for details.

Add or Remove a Device—CODE-? See the Add or Remove a Device section in the “GRiDManager” chapter.

You use the Add or Remove a Device command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Assign Password—CODE-? See the Assign Password section in the “GRiDManager” chapter.

You use the Assign Password command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Axis Selection—CODE-? See the Axis Selection—CODE-? section in the “GRiDPlot” chapter.

You use the Axis Selection command exclusively with the GRiDPlot application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Begin Selection—CODE-B Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

After you issue certain commands, the message line prompts you to **select** or **make a selection**. For example, after you issue the Duplicate Cells or Text command (CODE-D), you are prompted to select the text you want to duplicate.

After you have moved the cursor to the desired location, the Begin Selection command (CODE-B) lets you mark the start of data you want to select. If the cursor is already at the desired location, you don't need to use CODE-B.

When the system prompts you to make a selection, move the cursor to the location where selection is to begin and press CODE-B. Then, select the desired cells or text by pressing the appropriate keys or issuing a command.

For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer. See the Column Selection—CODE-C and the Row Selection—CODE-R sections later in this chapter for information on the commands.

For other functions of CODE-B, see Cell Ranges under Built-In Functions in the “GRiDPlan” chapter.

Calculate—CODE-RETURN See the Calculate—CODE-RETURN section in the “GRiDPlan” chapter.

You use the Calculate command exclusively with the GRiDPlan application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Cancel—CODE-ESC Applications: All

The Cancel command (CODE-ESC) lets you exit an application without saving changes you made to the file you are working on. Likewise, any changes you just made in the Options, Properties, or other forms aren’t saved. The files and forms remain exactly as they were when you last saved the file.

See also the Cancel—CODE-ESC section in the “GRiDFile” chapter.

Cancel Start-Up File—CODE-? See the Cancel Start-Up File section in the “GRiDManager” chapter.

You use the Cancel Start-Up File command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Change File Protection—CODE-? See the Change File Protection section in the “GRiDManager” chapter.

You use the Change File Protection command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Column Selection—CODE-C Applications: GRiDFile, GRiDPlan, GRiDPlot

After you issue certain commands, the message line prompts you to select or make a selection. For example, after you issue the Duplicate Cells or Text command (CODE-D), you are prompted to select the text you want to duplicate.

The Column Selection command (CODE-C) lets you select an entire column on your worksheet, graph, or database display.

NOTE: In GRiDPlan, CODE-C doesn't work with the Move (CODE-M) or Duplicate (CODE-D) commands.

See the Column Selection—CODE-C section in the “GRiDFile” chapter for considerations when using CODE-C with a database file.

When the system prompts you to make a selection, press CODE-C, select additional columns if desired, and confirm. You select additional columns by pressing the appropriate Arrow keys. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer.

You can use the Begin Selection command (CODE-B) with CODE-C if necessary. See the Begin Selection—CODE-B section in this chapter.

Commands—CODE-? Applications: All

The Commands command (CODE-?) displays a list of all the commands available in the application you are currently using; you can also see a summary of each command function. To invoke a command, you can either press the CODE-key combination shown in the list or move the outline over the desired command and confirm.

Compress—CODE-? See the Compress—CODE-? section in the “GRiDFile” chapter.

You use the Compress command exclusively with the GRiDFile application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Confirm—CODE-RETURN Applications: All

Most commands and menu selections display messages asking you to confirm a selection or some request that you've made. Confirming assures the system that your selection or request is correct and that the system should now process it.

If you want to confirm a selection or a request, press CODE-RETURN. If you want to cancel it and start over, press ESC.

Define Cell—CODE-= See the Define Cell—CODE-= section in the “GRiDPlan” chapter.

You use the Define Cell command exclusively with the GRiDPlan application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Duplicate Cells or Text—CODE-D Applications: GRiDFile, GRiDPlot, GRiDWrite

NOTE: See the Duplicate—CODE-D section in the “GRiDPlan” chapter for information on using the Duplicate command with GRiDPlan. The functions of the command in GRiDPlan differ from those in GRiDFile, GRiDPlot, and GRiDWrite, as described below.

The Duplicate command (CODE-D) copies a selection of characters, cells, or groups of cells from one location to another. The original selection remains intact. The command works differently for GRiDPlan; see the Duplicate—CODE-D section in the GRiDPlan chapter for details.

For text files, move the cursor to a position just to the right or left of the characters or words you wish to duplicate, press CODE-D, and select the text to be duplicated.

For a cell-based file (database, graph, or worksheet), move the cell outline to the cell, row, or column you wish to duplicate, press CODE-D, and select the cell(s) to be duplicated. If you are duplicating characters within a cell, move the cursor just to the right or left of those characters before pressing CODE-D and selecting.

You can use several commands and function keys to select the data you want to duplicate. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer. For information on the commands, see this chapter's sections on Begin—CODE-B, Column Selection—CODE-C, and Row Selection—CODE-R.

See the Column Selection—CODE-C section in the “GRiDFile” chapter for considerations when using CODE-D in combination with CODE-C in a database file.

After you select the data to be duplicated, confirm. Then, move the outline to the starting point in the target area and confirm. For text files, the data is inserted into the target area starting at the cursor.

For a cell-based file (database, graph, or worksheet), the results of using CODE-D depend on how you select the data, as described below.

Selection

You select part of a cell.

Results

Selected characters are inserted beginning at the cursor position in the target cell.

You select one or more entire cells, rows, or columns with Arrow keys.

Selected cells replace the contents of the target cell(s). For GRiDPlan worksheets, the cell definition is also duplicated.

You select one or more columns or rows with CODE-C or CODE-R (not applicable for GRiDPlan).

Selected columns or rows are inserted into newly created columns to the left of the cursor, or newly created rows above the cursor.

In all cases, the data being duplicated remains as it was.

For GRiDFile, GRiDPlot, and GRiDWrite, you can insert copies of your selected data into multiple target areas. After duplicating the selection in the first target area, move the cursor to a second target area and confirm.

To cancel the Duplicate command, press ESC or issue another command.

Duplicate Files—CODE-D See the Duplicate Files—CODE-D section in the “GRiDManager” chapter.

You use the Duplicate Files command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Edit Sign-On Form—CODE-? See the Edit Sign-On Form section in the “GRiDManager” chapter.

You use the Edit Sign-On Form command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Erase Cells or Text—CODE-E Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Erase command (CODE-E) erases the data you select from your current file. (You can also erase one character at a time by pressing BACKSPACE, or an entire word by pressing CODE-BACKSPACE.)

To erase in text files, move the cursor to a position just to the right or left of the characters or words you wish to erase, press CODE-E, and select the data to be erased using the Arrow keys.

For a cell-based file (database, graph, or worksheet), move the cell outline to the cell, row, or column you wish to erase, press CODE-E, and select the data to be erased. If you are erasing characters within a cell, move the cursor just to the right or left of those characters before pressing CODE-E and selecting.

You can use various commands and function keys to select the data you want to erase. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer. For information on the commands, see Begin Selection—CODE-B, and, for cell-based files, Column Selection—CODE-C and Row Selection—CODE-R.

For cell-based applications, when you select the data to be erased with CODE-C (Column Selection) or CODE-R (Row Selection), the entire column or row disappears. When you select with Arrow keys, the data disappears from the column(s) or row(s); however, these property settings remain the same for erased cells.

See the Column Selection—CODE-C section in the “GRiDFile” chapter for considerations when using CODE-E in combination with CODE-C in a database file.

After selection, confirm. The data you selected disappears.

To cancel the Erase command before confirming, press ESC or issue another command.

NOTE: If you mistakenly erase cells or text you want to keep, you can restore the lost data as follows.

- ☐ Issue the Cancel command (CODE-ESC), which causes you to exit from your file without saving any changes. Then, restore the original file by filling out the File form and confirming.
- ☐ Issue a Transfer command (CODE-T), select the Write to File item, and save your current file under a new Title. Then issue the Cancel command. This method lets you save your changes and still have access to the original file with the lost data.

Erase Subjects or Files—CODE-E See the Erase Subjects or Files section in the “GRiDManager” chapter.

You use the Erase Subjects or Files command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Erase Word—CODE-BACKSPACE To erase a word, or any group of characters surrounded by at least one blank, move the cursor past the last character to be erased and press CODE-BACKSPACE. All characters between the cursor and the preceding blank disappear.

Find—CODE-F See the Find—CODE-F section in the “GRiDFile” chapter or “GRiDWrite” chapter.

You use the Find command with either the GRiDFile or GRiDWrite application. However, the function of the command differs for each application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Graph—CODE-G The Graph command causes a graph to be displayed on your screen; the graph is based on the data you enter in your graph file. You use the command exclusively with the GRiDPlot application. See the Graph—CODE-G section in the “GRiDPlot” chapter for details.

Help—CODE-? Applications: All
See the Commands—CODE-? section in this chapter.

Headings—CODE-H See the Headings—CODE-H section in the “GRiDPlan” chapter or “GRiDPlot” chapter.

You use the Headings command with either the GRiDPlan or GRiDPlot application. However, the function of the command differs for each application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Insert—CODE-I Applications: GRiDFile, GRiDPlan, GRiDPlot

The Insert command (CODE-I) lets you insert one or more new columns or rows into your current database, worksheet, or graph file.

After pressing CODE-I, you are prompted to specify whether you want to insert rows or columns. You respond by pressing CODE-C (for columns) or CODE-R (for rows). If you want to insert more than one row or column, press the appropriate Arrow key. For each new row or column you want to insert, press the Arrow key and highlight an existing row or column.

See the Column Selection—CODE-C section in the “GRiDFile” chapter for considerations when using CODE-I in combination with CODE-C in a database file.

After you confirm, the new rows or columns are inserted, equal in number to the highlighted rows or columns you selected.

New rows are inserted above the position of the outline; new columns are inserted immediately to the left of the outline.

Jump—CODE-J See the Jump to Paragraph—CODE-J section in the “GRiDWrite” chapter or the Jump to Cell—CODE-J section in the GRiDPlan chapter.

The function of the Jump command differs for GRiDWrite and GRiDPlan. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Left Axis—CODE-? See the Axis Selection—CODE-? section in the “GRiDPlot” chapter.

You use the Left Axis command exclusively with the GRiDPlot application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Move Cells or Text—CODE-M Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Move command (CODE-M) moves a selection of characters, cells, or groups of cells from one location to another. The selection is removed from its original location and reappears at its new location.

For text files, move the cursor to a position just to the right or left of the characters or words you wish to move, press CODE-M, and select the data to be moved.

For cell-based files (database, graph, or worksheet), move the cell outline to the cell, row, or column you wish to move, press CODE-M, and select the data to be moved. If you are moving characters within a cell, move the cursor just to the right or left of those characters before pressing CODE-M and selecting.

When you move cells in GRiDFile, there must be enough existing rows or columns following the target location for the selected data.

You can use various commands and function keys to aid you in selecting the data you want to move. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer. For information on the commands, see this chapter's section on Begin Selection—CODE-B, and, for cell-based files, Column Selection—CODE-C and Row Selection—CODE-R.

NOTE: In GRiDPlan, CODE-C and CODE-R don't work with the Duplicate (Code-D) and Move (CODE-M) commands.

See Column Selection—CODE-C in the "GRiDFile" chapter for considerations when using CODE-M in combination with CODE-C in a database file.

Confirm your selection of data to be moved, then move the outline to the starting point in the target area and confirm. For text files, the data is inserted into the target area starting at the cursor.

For a cell-based file (database, worksheet, and graph), the results depend on how you select the data, as described below.

Selection	Results
You select part of a cell.	Selected characters are moved to the cursor position in the target cell. Any data in the target cells is overwritten.
You select one or more entire cells, rows, or columns with Arrow keys.	Selected cells re-place the contents of the target cell(s). For GRiDPlan worksheets, the cell definition is also moved. Any data in the target cells is overwritten.
You select one or more columns or rows with CODE-C or CODE-R (not applicable for GRiDPlan).	Selected columns or rows are inserted into newly created columns to the left of the cursor, or newly created rows above the cursor.

To cancel the Move command before confirming, press ESC, issue another command, or type any character.

Move Files—CODE-M See the Move Files—CODE-M section in the “GRiD-Manager” chapter.

You use the Move Files command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Options—CODE-O This section provides reference information on those options that are common to two or more of the GRiD products described in other chapters in this book.

For information on options not covered below, see the Options—CODE-O section in any of these chapters: “GRiDManager,” “GRiDFile,” “GRiDPlan,” “GRiDPlot,” or “GRiDWrite.”

In most cases, the standard settings described in this section can be changed for individual cells in your worksheet, graph, or database file. See the Properties—CODE-P section for a detailed example of changing the standard settings.

The following sections describe the options in alphabetical order.

Current Typeface

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

By changing the size of the display characters, the Current Typeface option lets you increase or decrease the number of columns that appear on your screen. When you increase the number of columns, you increase the amount of information that appears.

The settings correspond to titles of one or more files that reside in the “Programs” subject and whose Kind is set to Font. The initial setting is System-wide; choices presently supplied by GRiD Systems are described below.

System-wide The System-wide setting for Typeface set in the GRiD-Manager Options form applies.

Built-in 5×7 This setting provides the most efficient use of main memory (RAM) and is the same as GRiD 53. GRiD 64 and GRiD 80 use approximately 2,000 additional characters (bytes) of memory.

GRiD 53/ This setting provides the typeface size shown to scale in the
PC 53 display of the sample worksheet below.

	A	B	C	
1		Actual	Planned	Pla
2		1983	1984	1
3	Sales (000)	475000	533000	6
4	Net Earnings	5900	7000	
5	Net Earnings as a % of			
6	Sales	1.24	1.31	
7	Average Assets	9.63	10.39	
8	Average Equity	19.87	21.43	

GRiD 64/ This setting provides the typeface size shown in the display
PC 64 of the sample worksheet below.

	A	B	C	D	
3	Sales (000)	475000	533000	613000	70
4	Net Earnings	5900	7000	8200	
5	Net Earnings as a % of				
6	Sales	1.24	1.31	1.34	
7	Average Assets	9.63	10.39	11.59	1
8	Average Equity	19.87	21.43	22.82	2
9	Market Value Per Share	33.00	39.60	47.52	5
10	Book Value Per Share	19.59	21.16	22.85	2

GRiD 80/ This setting provides the typeface size shown in the display
PC 80 of the sample worksheet below.

	A	B	C	D	E	F
3	Sales (000)	475000	533000	613000	700000	794000
4	Net Earnings	5900	7000	8200	9500	10900
5	Net Earnings as a % of					
6	Sales	1.24	1.31	1.34	1.36	1.37
7	Average Assets	9.63	10.39	11.59	12.78	13.97
8	Average Equity	19.87	21.43	22.82	24.03	25.07
9	Market Value Per Share	33.00	39.60	47.52	57.02	68.43
10	Book Value Per Share	19.59	21.16	22.85	24.68	26.65

Standard Alignment

Applications: GRiDFile, GRiDPlan, GRiDPlot

The Standard Alignment option controls the horizontal placement of characters in cells not individually set with the Properties command (CODE-P).

Initial setting is Right. Choices for this option are the following:

- | | |
|--------|--|
| Left | The content of each cell is left-justified. |
| Center | The content of each cell is centered. |
| Right | The content of each cell is right-justified. |

Standard Column Width

Applications: GRiDFile, GRiDPlan, GRiDPlot

Initial setting is 8. Choices are: 0—250.

The Standard Column Width option controls the width of all columns not individually set with the Properties command (CODE-P). Type a number between 0 and 250 representing the number of characters you want the column to hold.

Standard Format

Applications: GRiDFile, GRiDPlan, GRiDPlot

The Standard Format option determines whether decimal places are displayed in cells not individually set with CODE-P. The format setting doesn't alter the value of numbers; it changes only the number of decimal places that are displayed. For display, all numbers are rounded off to the number of decimal places you type in.

Initial setting is \$. Choices for this option are shown below.

- | | |
|----------------|---|
| Decimal Places | Numbers are displayed as you specify. Type any number from 0 through 15 to represent the number of digits you want to appear to the right of the decimal point. |
| Integer | Numbers are displayed with no digits to the right of the decimal point. Numbers calculated as real numbers are rounded to integers on the display. |
| \$ | Numbers are displayed with two digits to the right of the decimal point. |

GRiDPlan Considerations All values are stored and calculated at the numerical precision specified by the Precision option. For display, they are rounded to the desired number of decimal places you specify in the Standard Format option.

Pointer—CODE- = See the Pointer—CODE- = section of the “GRiDPlan” chapter.

You use the Pointer command exclusively with either GRiDFile or GRiDPlan. However, the function of the command differs for each application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Properties—CODE-P This section provides reference information on those properties that are common to two or more of the GRiD products described in other sections of this book. See the Properties—CODE-P sections in the GRiDFile, GRiDPlan, or GRiDPlot chapters for information on properties not covered in this section.

The Alignment, Format, and Column Width items are initially set to Standard. This means their respective settings have been determined in the Options form. You can change the settings for individual columns that require special formatting. For example, for the first column in the worksheet below, the Alignment and the Column settings were changed to enhance readability.

	A	B	C	
3	Sales (000)	475000	533000	6
4	Net Earnings	5900	7000	
5	Net Earnings as a % of			
6	Sales	1.24	1.31	
7	Average Assets	9.63	10.39	
8	Average Equity	19.87	21.43	
9	Market Value Per Share	33.00	39.60	
10	Book Value Per Share	19.59	21.16	
11	Sales Per Share	693	778	
12	Cash Flow Per Share	13.89	16.35	
13	Net Earnings Per Share	8.32	1.73	
14	Dividends Per Share	1.72	2.01	
No. of characters Standard Don't change				
Alignment Left				
Format Don't change				
Column width 125				
Properties Fill in form and confirm				

Alignment

Applications: GRiDFile, GRiDPlan, GRiDPlot

The Alignment property controls the horizontal placement of contents within cells. The alignment you assign to cell(s) in the Properties form overrides the Standard Alignment specified in the Options form.

Choices are the following:

Left	Left-justified
Center	Centered
Right	Right-justified
Standard	The alignment is determined by the Standard Alignment you set in the Options form.
Don't Change	The alignment for each cell remains as it was (GRiDPlan and GRiDPlot only).

Column Width

Applications: GRiDFile, GRiDPlan, GRiDPlot

The Column Width property controls the width of columns. The column width you assign in the Properties form overrides the Standard Column Width setting you specified in the Options form. For information on how the Current Typeface setting affects the Column Width setting, see Current Typeface under Options—CODE-O in this chapter.

Choices are the following:

No. of characters	The cursor appears within the outline. Type a number between 0 and 250. The number you type represents the number of characters you want in the column.
Standard	The setting is the Standard Column Width setting you specified in the Options form.
Don't Change	The width of each column remains as it was (GRiDPlan and GRiDPlot only).

Column Width and Overflow Display The number of digits displayed depends on the width of the column in which they appear. The fractional digits of non-integer numbers too wide to fit in a column are truncated without rounding. Asterisks are displayed in place of any integer too wide to fit the column width. To see the actual contents of a cell, increase the column width.

The table below shows some representative cell displays for different column widths.

Column Width	Actual Value	Integer Display	\$ Display
9	906544	906544	906544.00
8	906544	906544	906544.0
7	906544	906544	906544.
6	906544	906544	906544
5	906544	*****	*****
4	906544	****	****
6	721.165	721	721.17
5	721.165	721	721.1
4	721.165	721	721.
3	721.165	721	721
2	721.165	**	**

Format

Applications: GRiDFile, GRiDPlan, GRiDPlot

The Format property controls the numeric format of numbers in cells. The format you assign to cell(s) in the Properties form overrides the Standard Format setting you specify in the Options form.

Choices are the following:

Decimal Places	The cursor appears in the outline. Type the number of digits that you want displayed to the right of the decimal point.
Integer	Numbers are displayed with no digits to the right of the decimal point. If GRiDPlan or GRiDFile calculates the values as real numbers, it rounds them to integers for the display.
\$	Numbers are displayed with two digits to the right of the decimal point.
Standard	The setting is determined by the Standard Format setting you chose in the Options form.
Don't Change	The format for each cell remains as it was (GRiDPlan and GRiDPlot only).

The Format property setting doesn't alter the value of numbers; it changes only the number of decimal places that are displayed.

For GRiDPlan, all values are stored and calculated at the numerical precision you specified for the Precision option. For display, they are rounded off to the desired number of decimal places. If GRiDPlan displays more decimal places than it uses to calculate, it may display incorrect values.

Quit—CODE-Q Applications: All

The Quit command (CODE-Q) lets you exit an application and save any changes you make to your file since you last saved it. Likewise, any changes you make to the Options, Properties, or other forms are saved.

See also the Quit—CODE-Q section in the “GRiDFile” chapter.

Recalculate—CODE-RETURN See the Calculate—CODE-RETURN section in the “GRiDPlan” chapter.

You use the Calculate command exclusively with the GRiDPlan application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Report—CODE-? See the Report—CODE-? section in the “GRiDFile” chapter.

You use the Report command exclusively with the GRiDFile application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Row Selection—CODE-R Applications: GRiDFile, GRiDPlan, GRiDPlot

After you issue certain commands, the message line prompts you with a message to select or make a selection. For example, after you issue the Duplicate Cells or Text command (CODE-D), you are prompted to select the text you want to duplicate.

The Row Selection command (CODE-R) lets you select an entire row on your worksheet, graph, or database display.

NOTE: In GRiDPlan, CODE-R doesn't work with the Duplicate (CODE-D) and Move (CODE-M) commands.

When the system prompts you to make a selection, press CODE-R, select additional rows if desired, and confirm. You select additional rows by pressing the appropriate Arrow keys. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer.

You can use the Begin Selection command with CODE-R if necessary. See the Begin Selection—CODE-B section earlier in this chapter.

Right Axis—CODE-? See the Axis Selection—CODE-? section in the “GRiD-Plot” chapter.

You use the Right Axis command exclusively with the GRiDPlot application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Select Start-Up File—CODE-? See the Select Start-Up File section in the “GRiDManager” chapter.

You use the Select Start-Up File command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Set Time—CODE-? See the Set Time section in the “GRiDManager” chapter.

You use the Set Time command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Sign-Off—CODE-? See the Sign-Off section in the “GRiDManager” chapter.

You use the Sign-Off command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Sign-On—CODE-? See the Sign-On section in the “GRiDManager” chapter.

You use the Sign-On command exclusively with GRiDManager. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Substitute—CODE-S Applications: GRiDFile, GRiDWrite

See also the Substitute—CODE-S section in the “GRiDFile” chapter.

The Substitute command (CODE-S) finds one character or sequence of characters and substitutes another sequence for them. The text you want to find is called the *original text*; the text you want to substitute is called the *replacement text*.

When you press CODE-S, the Substitute form appears (Figure 3-1). After you fill out the form and confirm, the original text is replaced according to the settings you choose in the Substitute form. You can cancel the Substitute command by pressing ESC or issuing another command.

Figure 3-1. *The Substitute Form with Initial Settings*

TO THE CONGRESS OF THE UNITED STATES:	
One year ago, in my first address to the country, I went before the American people to report on the condition of our economy. It was not a happy occasion.	
Inflation, interest, and unemployment rates were at painfully high levels, while real growth, job creation, new investment, personal savings, and productivity gains had virtually ceased. Our economy was staggering under the burden of excessive tax rates, double-digit inflation, runaway Government spending, counter-productive regulations, and unwise money supply growth. The	
Search for	
Replace with	
Verification	Yes
Match	Independent of case
Direction	Forward
Substitute. Fill in form and confirm	

When the command cannot find any further occurrences in the search area, the following message appears:

```
No further matches to text specified  
or  
n (for number) substitutions made
```

If you see this message but you think there are further substitutions to be made, check the Direction setting (GRiDWrite only) to make sure the command is searching in the appropriate part of the file.

Substitution Techniques

You can erase text with CODE-S by typing the original text and leaving the replacement text blank. The command removes the original text and, in GRiDWrite, reformats the paragraph.

When you exchange a GRiDWrite text file for another text file (see the Transfer—CODE-T section in this chapter), the Substitute form retains its current settings. This is useful if you want to make the same substitution throughout several text or database files.

For GRiDWrite, if you want to make substitutions throughout the entire document, before starting the substitution, place the cursor at the beginning (for the Forward setting) or the end (for the Backward setting) of the document. The settings in the Substitute form are described in the pages that follow. See also the Substitute—CODE-S section in the “GRiDFile” chapter.

Search For and Replace With

No initial setting.

Type the original text as the setting for the Search For item. Type the replacement text as the setting for the Replace With item. For either setting you can type any character or group of characters that fit in the outline.

NOTE: To type in the carriage return-line feed character (CR-LF), press CTRL-M. To type the tab characters, press CTRL-TAB.

For GRiDWrite, if the replacement text is longer or shorter than the original text, the paragraph is automatically reformatted to fit the new text.

The command substitutes every occurrence of the original text (for upper- and lowercase considerations, see Match, below). Note that the command treats a space like any other character. This means you should include a space after a sequence of characters that you want to be treated as a separate word.

For example, if you were to substitute *target* for *mark* without including a space after *mark* in the outline, the words in the left column below would be found and replaced by the words in the right column.

mark	target
marketing	targeteting
remarkable	retargetable

Match

The Match setting determines whether the command finds the text exactly as you typed it in the outline, or without regard to upper- or lowercase.

Initial setting is Independent of Case. Choices are the following:

Exactly	Finds for substitution only those occurrences that are exact matches to the original text.
Independent of case	Finds for substitution each occurrence of the text without regard to upper- or lowercase.

For example, with the following settings

Search for market survey

Replace with survey

Verification Yes

Match Independent of case

Direction Forward

Substitute: Fill in form and confirm

the command finds all of the following in the file:

market survey

MARKET SURVEY

Market Survey

MArKet SURvey

Verification

The Verification item lets you determine whether you want to look at a substitution before it is made. The settings are described below.

Initial setting is Yes. Choices are the following:

- | | |
|-----|---|
| Yes | When the Verification choice is Yes, the command lets you look at and confirm each substitution before it is made. When you confirm the Substitute form, the command highlights each occurrence of the original text and displays the Verify Substitution form (Figure 3-2). For GRiDWrite, the command highlights each occurrence one by one in the direction you've chosen. |
| No | When the Verification choice is set to No, the command substitutes all occurrences of the original text with the replacement text without asking for verification. The message line tells you the number of substitutions made. |

Figure 3-2. *The Verify Substitution Form*

before us is whether the second year of this Congress will bring forward equal determination, courage, and wisdom. Clearly, there is a great deal more to be done.

Some seek **instant** relief from the economic problems we face. There is no panacea. Our program began October 1, and it cannot solve 4 months problems that have been building for more than four decades. All the quick fixes tried in the past not only failed to solve but actually aggravated our economic difficulties. They simply ensured a new cycle of boom and bust, of exaggerated hopes and eventual disappointment.

We did not promise the American people a miracle. We did promise them progress, and progress they will get.

Substitute this occurrence of the text

Verify substitution. Fill in form and confirm

You are given several choices in the Verify Substitution form before a sequence of characters is replaced. These choices are described below.

- | | |
|-----|---|
| Yes | (Initial setting.) The command substitutes the original text with the replacement text and goes on to the next occurrence of the original text. |
| No | The command doesn't substitute the original text, but goes on to the next occurrence of the original text. |

Single	The command replaces only the currently highlighted occurrence of the original text. No further substitutions are made; the cursor appears at the end of the substituted text.
All	The command substitutes, without further verification, all occurrences of the original text (for GRiDWrite, either to the start or end of the document).

Direction

In GRiDWrite (only) the Direction setting determines the direction of the search.

Initial setting is Forward. Choices are the following.

Forward	Searches from the cursor position when you pressed CODE-S toward the end of the document
Backward	Searches from the cursor position when you pressed CODE-S toward the beginning of the document

Tab Set/Delete—CODE-TAB See the Tab Set/Delete—CODE-TAB section in the “GRiDWrite” chapter.

This command is used exclusively for text files in the GRiDWrite application. Only those commands that apply to two or more of the GRiD applications are covered in this chapter.

Transfer—CODE-T This section provides reference information on Transfer command functions that are common to two or more of the GRiD applications described in other sections of this book.

For information on command functions not covered below, see the Transfer—CODE-T section in the reference chapter for each individual application.

Append to a File

Applications: GRiDFile, GRiDPlan, GRiDWrite

The Append to a File item performs the same function as Write to a File except that the data you transfer is appended at the end of any data (if present) in the destination file.

See Write to a File later in this section.

Erase a File

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

Using CODE-T and the Erase a File item lets you delete files as you work within a file; you don't have to stop work, save your file, and enter GRiD-Manager. The Erase a File item is especially useful when you receive the device full message and need to create additional space to store your current file.

After you select and confirm Erase a File, the File form appears. You then specify the file you want to erase. After you confirm, the file is erased and you return to your current file.

You should use the Erase Subjects or Files command together with the Wildcard character when you eliminate blocks of files from your devices. This command and the Wildcard character are available when you use GRiD-Manager. See the Erase Subjects or File—CODE-E and the Wildcard Character—CODE-W sections in the "GRiDManager" chapter.

Exchange for Another File

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Exchange for Another File item lets you exit, save (at your option), and transfer, from the current file to the destination file you select.

The Next Action item, explained below, lets you bring a destination file into your current application. You can then edit the file. When you exit with the Quit command, the file is then saved with the changes you made under the original Subject, Title, and Kind.

After you select and confirm Exchange for Another File, the File form (Figure 3-3) appears.

Figure 3-3. *The File Form with Initial Settings for Exchange for Another File*

A	B	C
Petty Cash		Text
Device	Bubble Memory	
Subject	Expenses	
Title		
Kind	Worksheet	
Password		
Next action	Get new file and its application	
Save changes	Before getting new file	
Exchange Fill in form and confirm		

In the form, specify the Subject and Title of the exchange file. If necessary, set the Next Action and Save Changes items as described below. After confirming the File form, the new file appears on your display.

Next Action Initial setting is Get New File and Its Application. Choices are described below.

The Next Action item determines whether both a file and its corresponding application, or just the file, is made available after the exchange is performed.

Get New File and Its Application	Both the file and the corresponding application are made available. The application is determined by the Kind of the file you specify. For example, if you exchange a worksheet file for a graph file, the GRiDPlot application and graph file (which will appear on the screen) are brought into main memory for you. Figure 3-7 in the Write to a File section illustrates this process.
----------------------------------	--

Get New File Only	Only the file is made available. For example, if you exchange a file with Kind set to Worksheet for another file, GRiDPlan remains in memory, the old file is removed, and the new file is brought in for you to work on as a worksheet. Figure 3-8 in the Write to a File section illustrates this process.
-------------------	--

Save Changes Initial setting is Before Retrieving New File. Choices are described below. This item appears only when a file has been changed; it does not appear in GRiDFile, where changes are saved as they are entered.

Before Retrieving New File	After the exchange is made, the current file, including any changes you've made, is saved.
----------------------------	--

No	After the exchange is made, any changes made to the current file since it was last saved, are lost.
----	---

Format

Applications: GRiDWrite

See the Transfer—CODE-T (Format) section in Part I of the “GRiDWrite” chapter. You use this item exclusively with the Transfer command in the GRiDWrite application.

Include a File

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Include a File item lets you copy an existing file into your current file.

After you select and confirm Include a File, the File form appears. You specify and confirm the file to be included. You then move the cursor to the point where the data is to be included and confirm.

If your current file has Kind set to Text, the data is inserted at the cursor position. The original text remains intact.

If your current file has Kind set to Worksheet or Graph, the included file makes room for itself by overwriting data, beginning at the cursor in the current file. If you want to avoid destroying data in the current file, point to a destination below or to the right of the existing data before confirming; or insert as many blank rows or columns as necessary at the insertion point prior to including the file.

In GRiDFile, new records are added to a database file without overwriting existing data. You aren't prompted to select a target cell; the incoming data is automatically included at the end of the current data.

Plot Graph on Plotter

Applications: GRiDPlot

See the Transfer—CODE-T section in the “GRiDPlot” chapter. You use this item exclusively with the Transfer command in the GRiDPlot application.

Print

Applications: GRiDFile, GRiDPlan, GRiDWrite

See also the section Transfer—CODE-T in the “GRiDPlot” chapter and the section Transfer (Print)—CODE-T in the “GRiDManager” section.

To print all or part of your file, select the Print item and confirm. The Print menu appears; see the Transfer—CODE-T (Print) section in this chapter for an explanation of the items on the menu.

Print Graph on Printer

Applications: GRiDPlot

See the Transfer—CODE-T section in the “GRiDPlot” chapter. You use this item exclusively with the Transfer command in the GRiDPlot application.

Save This File

Applications: GRiDFile, GRiDManager, GRiDPlot, GRiDWrite

The Save This File item stores a copy of the current file in place of the original file you retrieved. The entire file (not just the changes) as well as the

current settings on the Options, Properties, and other forms are saved on the permanent storage device assigned to the file.

See the section on Backup and Recovery in the “System Basics” chapter for information on the importance of saving your files often as you work.

NOTE: In graph, text, and worksheet files, if you want to throw away any changes you’ve made to a file since last retrieving it, use the Escape command (CODE-ESC). You can then start over.

Show Characteristics of a File

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

See also Show Characteristics of File in the Transfer—CODE-T section of the “GRiDManager” section.

The Show Characteristics of a File item displays a report (Figure 3-4) giving you information on a file. After you select and confirm Show Characteristics of a File, the File form appears. Specify the desired file and then confirm.

Figure 3-4. *File Characteristics Report*

Device	Bubble Memory		
Subject	Programs		
Title	GRIDWRITE		
Kind	Run Text		
Version	3.0.0		
Length	46255		
Created	Friday	22-Jul-83	2:37 pm
Modified	Friday	29-Jul-83	11:28 am
File Characteristics			

If you’re working in GRiDManager, you can use the Wildcard character as part of Subject, Title, and Kind, allowing the characteristics of multiple files to be displayed with one command. See the Transfer—CODE-T section in the “GRiDManager” chapter for an example of this usage.

NOTE: The Length item in the form gives the number of characters in the file. Using the Usage command (CODE-U), you may want to determine if enough space is free on a particular device to store your file. In comparing the Length item and the CODE-U statistics, remember that the statistics displayed by the Usage command (Figure 3-10) are given in thousands of characters, while the Length item in Figure 3-4 is the actual number of characters.

Write Graph to File

See the Transfer—CODE-T section in the “GRiDPlot” chapter. You use this item exclusively with the Transfer command in the GRiDPlot application.

Write to a File

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Write to a File item lets you write all or part of the current file to any destination file you specify. You can also exchange with the destination file as you write to it, and then work with it in main memory (RAM), as explained in the Next Action section that follows.

After you select and confirm Write to a File, you are prompted to select the text or cells to be written to the destination file, as follows:

- ☐ By confirming, you can specify that the entire file be written.
- ☐ You can select the cells or text to be written. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer. For information on the commands, see Begin Selection—CODE-B, and, for cell-based files, Column Selection—CODE-C and Row Selection—CODE-R.

After you confirm your selection, the File form appears (Figure 3-5). You specify and then confirm the destination file.

Figure 3-5. *The File Form with Initial Settings for Write to a File*

Petty Cash		Text
Device	Bubble Memory	
Subject	Expenses	
Title		
Kind	Text	
Password		
Next action	Keep current file	
Save changes	Before getting new file	
Write: Fill in form and confirm		

The following sections explain the Next Action and Save Changes items in the File form.

Next Action Initial setting is Keep Current File. The result of each choice, described in detail below, is illustrated in Figures 3-6, 3-7, and 3-8. The Next Action item lets you both write and exchange to a file within the same command.

Keep Current File The data is written to the file you specify in the application File form. No exchange takes place; the current file and application remain in main memory (Figure 3-6A).

Get New File and Its Application The destination file and its application are made available. The application is determined by the Kind setting you specify in the File form. For example, if you are currently working on a file with Kind set to Worksheet, and you write to a file with Kind set to Graph, the following events occur:

- ☐ The GRiDPlot application is brought into main memory (RAM) and is available for you to use.
- ☐ The cells you selected to write remain in main memory and on your screen, ready for you to plot (Figure 3-7).

You may plot the data as you would any other graph file.

Get New File Only Only the destination file is made available. For example, if you are currently working on a file with Kind set to Worksheet, the GRiDPlan application remains in main memory. The cells you write remain in main memory and on the screen (Figure 3-8), ready for you to work on as a new worksheet. When you exit with the Quit command (CODE-Q), the data is saved in the destination file.

	A	B	C	D	E
1		1983	1984	1985	1986
2	Lo Sales	475000	533000	613000	780000
3	Hi Sales	663000	773000	813000	900000
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

E2

Write: Make a selection and confirm

[illegible][illegible]

After confirming the File form, the file is written to the destination file; the graph table (the destination file) with the transferred data appear on the screen; GRiDPlot is now in main memory.

Save Changes Initial setting is Before Retrieving New File. Choices are described below.

Before Retrieving New File	Before the exchange is made, the current file, including any changes you've made, are saved.
No	After the exchange is made, any changes made to the current file since it was last saved, are lost.

Write Sign-On Form to a File

See the Transfer—CODE-T section in the “GRiDManager” chapter. You use this item exclusively with the Transfer command in GRiDManager.

Transfer (Print)—CODE-T This section describes the choices in the Print menu, which appears after you select and confirm Print in the Transfer menu. See the Transfer—CODE-T section in this chapter for information on the other items in the original Transfer menu.

NOTE: Press ESC to halt printing.

Append Printer Copy to a File

Applications: GRiDFile, GRiDPlan, GRiDWrite

The Append Printer Copy to a File item performs the same function as Write Printer Copy to a File except the data you transfer is appended at the end of any data already present in the destination file.

Print Definitions

Applications: GRiDPlan

The Print Definitions item lets you print out the cell definitions included in your worksheet. You can selectively print out the definition by cells, or you can print out all the definitions, by making the appropriate selection when prompted.

See the Define Cell—CODE-? section in the “GRiDPlan” chapter for detailed information on cell definitions.

Print Query Conditions

Applications: GRiDFile

The Print Query Conditions item lets you print out the conditional statements in the Find form. See the Find (Query Database)—CODE-F section in the “GRiDFile” chapter for detailed information on the Find form.

Print This File

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Print This File item causes all or selected portions of your current screen to be printed out by the printer. The format of the printed data is determined by either the initial options or the options you have selected in the Print Options form. See Set Printing Options, below.

Set Printing Options

Applications: GRiDFile, GRiDPlan, GRiDPlot, GRiDWrite

The Set Printing Options item determines the format and appearance of your current file when you print or write it using one of the following CODE-T selections:

Append Printer Copy to a File

Print This File

Write Printer Copy to a File

When you select the Set Printing Options item and confirm, the Print Options form appears on screen. The form in Figure 3-9 appears when you're processing a text file under GRiDWrite; the options and their initial settings that are shown in this form may vary for GRiDFile, GRiDPlan, and GRiDPlot.

Figure 3-9. *The Print Options Form*

None First page only Not first page All	
Headings	None
Heading text	
Top margin at	5
Bottom margin at	57
Left margin at	15
Right margin at	30
Print size	Normal
Form feed at	End
Print options: Fill in form and confirm	

The printing options are explained in alphabetical order in the following sections.

Bottom Margin At The Bottom Margin At item lets you select the line number of the last line to be printed on each page.

Initial setting varies among applications. Type in a valid line number (1-250) of your choice.

Column Headings The Column Headings item gives you the same choices as the Headings item described in this section, except the information is for column headers in database and worksheet files.

Column Spacing (GRiDPlan only) The Column Spacing item determines if a space is to separate each column in a printed copy of the worksheet. Setting the spacing to 0 permits you to print more columns on a page. Initial setting is 1. Choices are 1, 0.

Form Feed At The Form Feed At setting determines if the pages or forms in the printer are ejected before and after printing your document.

Initial setting is End. Choices are the following:

- | | |
|-----------|--|
| Beginning | Before printing, the paper or forms are ejected, and the first line of your document is printed at the line determined by the Top Margin setting. |
| End | After printing, the paper or forms are ejected. |
| Both | The paper or forms are ejected before and after printing. |
| Neither | The pages aren't ejected either before or after printing. Each successive document you print follows the preceding one. The Top Margin setting determines the first line number of each successive printed document. |

Headings The Headings item determines on which pages, if any, your specification for the Heading Text item appears.

Initial setting is None. Choices are the following:

- | | |
|-----------------|---|
| None | The heading doesn't appear on any page. |
| First Page Only | The heading appears only on the first page. |
| Not First Page | The heading appears on all pages except the first page. |
| All Pages | The heading appears on all pages. |

Heading Text Initial setting is blank. Type in text and the control characters described below at your option.

The Heading Text item is the header you specify to be printed at the top of the pages in your document. The header is centered at the top of those pages you specify in the Headings item.

You can enter the following special characters as part of the heading text:

Character	Appearance of Heading Text
-----------	----------------------------

^p	The page number appears in the text where you type ^p.
^d	The current date appears in the text where you type ^d.
^t	The time of day appears in the text where you type ^t.

Left Margin At Initial setting varies among applications. Type in a valid line number (1-250) of your choice.

The Left Margin At item determines the number of characters from the left side of the page where a printed line is to start.

Print Size The Print Size item determines the typeface used by the printer to print your document.

Initial setting is Normal. Choices are: Normal, Condensed, Enlarged, Boldface, and Enlarged & Boldface. The result of each choice is shown below.

Normal

Condensed

Enlarged

Boldface

Enlarged & Boldface

Before attempting to use one of these options, consult Appendix G to determine if your printer has it.

Right Margin At Initial setting varies among applications. Type in a valid line number (1-250) of your choice.

The Right Margin At item determines the number of columns from the left side of the page where a printed line is to end.

Row Headings The Row Headings item determines whether row numbers in worksheets are printed. Setting this item to Yes means that row numbers are printed.

Initial setting is Yes. Choices are Yes, No.

Top Margin At Initial setting varies among applications. Type in a valid line number (1-250) of your choice.

The Top Margin At item lets you select the number of lines from the top of the page where you want the first printed line to appear. If you specify a heading, it appears as the first print line, followed by a blank line and then text.

Write Printer Copy to a File

Applications: GRiDFile, GRiDPlan, GRiDWrite

The Write Printer Copy to a File item lets you put a formatted copy of your database, worksheet, or text file into a text file you specify. When you retrieve your file, it appears on the display in the same format as it would appear on a printed page. The copy you see on your display reflects any settings you make in the Print Options form. See Set Printing Options, earlier in this section.

The Write Printer Copy to a File has the following advantages:

- ☐ You can write (or append) a printer copy of a database or worksheet file into a text file, letting you easily include all or portions of worksheets and databases within memos and other documents.
- ☐ Writing a printer copy to a file before actually printing it can save you time. You can write the printer copy repeatedly, adjusting the print options each time, until the format and appearance of the document suit you; then, you can print a clean document with the Print File selection.

When you select and confirm Write Printer Copy to a File, you are prompted to select all or part of the current file that is to be written to the destination file. For information on the keys, go to Appendix G and read the Selection section that describes the keys on your computer. For information on selection commands, see Begin Selection—CODE-B, and, for cell-based files, Column Selection—CODE-C and Row Selection—CODE-R.

After you confirm your selection, the File form appears. Type in the destination file; the Kind for this file should be set to Text. The choices for the Next Action item are the same as those described under Write Text to a File earlier in this section.

See also Append Printer Copy to a File, earlier in this section.

Usage—CODE-U The Usage command (CODE-U) displays a report (Figure 3-10) that shows the space usage both in main memory (RAM, or Random Access Memory) and on the permanent storage devices (such as Bubble Memory, Hard Disk, and Floppy Disk) currently attached to your computer. In the report, the usage of the permanent storage device is shown at the top, and the usage of main memory (RAM) is shown in the highlighted message strip at the bottom of the display.

This command helps determine whether adequate space is available on a device for a new file or the file you're currently working on. Use CODE-U before you create a new file and/or save your current file. If space is scarce on your primary storage device, you may want to delete unnecessary files, or move them to GRiD Central, Floppy or some other permanent storage device.

Figure 3-10. *The Usage Report*

Tuesday 16-Aug-83 5:32 pm				
Device	Bubble Memory			
Subject	Expenses			
Title	Petty Cash			
Kind	Text			
Bubble Memory	286	In Use	101	Free
Hard Disk	4753	In Use	490	Free
Floppy Disk	Not Active			
System: 160 Application: 52 Data: 1 Free: 49				
Usage (in 1000s of characters)				

Note that the amount of storage in use and available is shown in thousands of characters (one character is equivalent to one byte). The usage is shown for all permanent storage devices currently attached to your computer, if a device isn't attached, the notation *Not Active* appears next to its name.

The usage for main memory, which appears at the bottom of the screen, is explained below.

System	The amount of main memory used by GRiD-OS.
Applications	The ammount of main memory occupied by the application you're currently using.
Date	The amount of main memory occupied as follows: ☐ For GRiDFile: the number of bytes occupied by the data retrieved with the last Find Command (Code-F). ☐ For GRiDPlan, GRiDPlot, and GRiDWrite: the number of bytes occupied by the current worksheet, graph, or text file.
Free	The number of bytes (in thousands) not in use.

To remove the form from your screen, press ESC or issue another command.

Wildcard Character—CODE-W You use the Wildcard Character exclusively with GRiDManager or GRiDFile. However, the function of the command differs for each application. See the Wildcard Character section in the “GRiDManager” and “GRiDFile” chapters.