Contents—GRiDManager

List of Figures and Tables

GRiDManager

This chapter contains an introduction to the GRiDManager application and an entry in alphabetical order for each command you can use with the application. If a command is used exclusively with GRiDManager, it is described in detail; if it can be used with one or more of the other GRiD Applications, you are referred to the "Common Commands" chapter for details.

About GRiDManager

The GRiDManager application provides a variety of functions to aid you in managing GRiD-OS and your worksheet, database, text, graph, and other files.

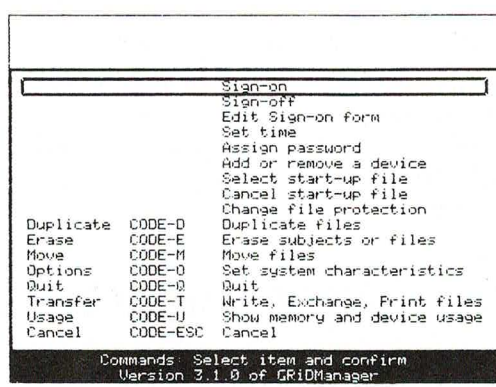
GRiDManager provides Sign-on and Sign-off commands that allow you to communicate with GRiD Central, file server devices, and other external sources.

In addition, GRiDManager provides commands that let you duplicate, erase, or move files. You can also display or print a list of the files on the devices attached to your computer.

GRiDManager becomes available when you fill in the File form, selecting and confirming GRiDManager from the Programs subject, or selecting and confirming any other file whose Kind is set to Sign-on. (See the "System Basics" chapter for information on how to fill in the File form.)

When activated, GRiDManager displays the commands and a summary of their functions (Figure 2-1). The commands are described in alphabetical order in the sections following this introduction.

Figure 2-1. *The Commands Menu*



For step-by-step instructions that introduce you to GRiDManager commands, see "Working with GRiDManager" in the *Getting Started* tutorial. Exercises there show you how to make back-up copies with the Duplicate Files command (CODE-D), erase files, and get software from GRiD Central.

Add or Remove a Device—CODE-? During start-up, the system recognizes the Hard Disk, Floppy Disk, and Portable Floppy devices that are turned on and attached to your computer. Each time the File form appears, these devices appear in the Device item's list of choices at the top of the screen.

If you attach a Hard Disk, Floppy Disk, or Portable Floppy to your computer after start-up, you must issue the Add or Remove Device command before the system will recognize it as an active device, allowing access to its files through the File form.

Likewise, if you turn off one of the devices or detach it from your computer, you should issue the Add or Remove a Device command so that the system removes it from the list of active devices.

NOTE: The Add or Remove a Device command updates the Kind list that appears as a choice when you fill out the File form. If a Kind item exists on the new device and isn't in the current list, GRiDManager adds it to the list. Conversely, when you remove a device, GRiDManager may remove Kind items from the list.

Assign Password—CODE-? The Assign Password command designates an identification item that must be typed in by anyone accessing a file. It thus restricts the use of the file to only those persons who know the password. You can also, using the same command, change an existing password.

If you do assign a password to a file, use a word that is personally meaningful, thus easy to remember, but not easily guessed by someone else.

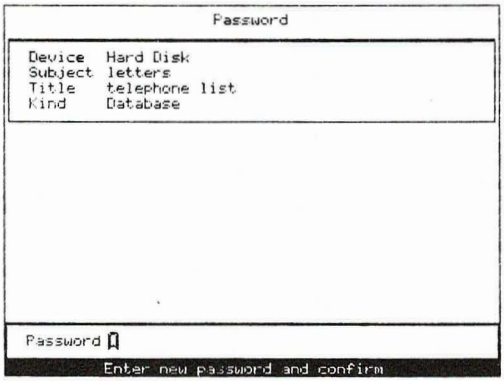
CAUTION: Don't assign a password to a file unless file security is essential. If you forget the password, you can't recover, duplicate, erase, or move the file. If you want to delete the file, you must re-initialize the device on which it resides (see the Initialize Media Utility in Appendix F). Re-initializing a device deletes all files on the device.

To Assign or Change a File Password

1. Enter the Assign Password command by pressing CODE-?, selecting the Assign Password item, and confirming. A File form appears.
2. Designate in the form the file to which the new password will apply. If a

password is already assigned to the file, you must also specify the existing password in the Password item on the form. After entering the information, confirm.

Figure 2-2. *The Password Form*



3. The Password form (Figure 2-2) appears. Enter the desired password; GRiDManager then prompts you to enter the password again. This validates that you entered the password correctly and helps you remember it in the future.

   NOTE: To remove an existing password, press and hold BACKSPACE until the blinking cursor appears.

4. When you've entered the same password identification two times in sequence and confirmed, the new password goes into effect.

Cancel—CODE-ESC See the Cancel—CODE-ESC section in the "Common Commands" chapter, which describes those commands that can be used by two or more GRiD applications.

Cancel Start-Up File—CODE-? Using the Select Start-Up File command, you can make a file available immediately after you start up your computer. The Cancel Start-Up File command cancels the start-up file; after the next start-up, instead of activating a file, the system displays the File form. For more information on the start-up file, see the Select Start-Up File—CODE-? section in this chapter.

Change File Protection—CODE-? The Change File Protection command lets you prevent a file from being changed, erased, or moved. You initiate the command by selecting it from the Commands menu and confirming; the Protection form then appears. Specify in the form the file you want to protect (or free from protection) and the appropriate setting to apply to that file.

Initial setting is Unlocked. Choices are Locked, Unlocked.

To free a previously protected (locked) file, specify Unlocked and confirm.

To protect a file, specify Locked and confirm. Subsequently, GRiD-OS displays an error message under the following conditions:

- Someone tries to erase or move the file, or
- Someone tries to save the file after making changes to it.

Duplicate Files—CODE-D The Duplicate command (CODE-D) lets you copy source files into new or existing destination files. The Duplicate command is useful in back-up—you can duplicate copies of frequently used files in case the originals are damaged or lost. After CODE-D is executed, the original file remains intact, and an identical file is created.

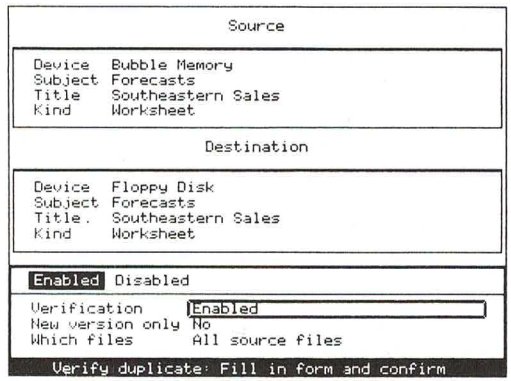
After you press CODE-D and the File form appears, type in the name of the source file(s). You can use Wildcard characters in the Subject, Title, and Kind items; this allows you to duplicate multiple files with one command. Examples of using the Wildcard character follow the description of this command.

After confirming the source file(s), you name and confirm the destination file(s) in the File form that appears. Next, the first Verify Duplicate form appears (Figure 2-3).

First Verify Duplicate Form

The first Verify Duplicate form (Figure 2-3) gives you several options in determining which files are selected for duplication.

Figure 2-3. *The First Verify Duplicate Form with Initial Settings*



The options for file selection are described on the next page.

Verification Initial setting is Enabled. Choices are Enabled, Disabled.

Enabled — This setting lets you duplicate files selectively. Before each source file is duplicated, the second Verify Duplicate form appears (Figure 2-4) so you can determine how duplication is to proceed. Enabling verification is useful when you duplicate multiple files using the Wildcard character.

Disabled — All of the source files are duplicated without further action by you.

New Version Only Initial setting is No. Choices are described below.

Yes — For a source file to be duplicated, the date and time it was last modified must be more recent than that of the destination file. If the destination file doesn't already exist, GRiDManager creates a new file and performs the duplication.

The system places a time and date in a file when it is created and each time it is modified. You can view this date by using the Transfer command. See Show Characteristics of a File under Transfer—CODE-T in the "Common Commands" chapter.

No — All of the source files are duplicated.

Which Files Initial setting is All Source Files. Choices are All Source Files, Matching Files Only.

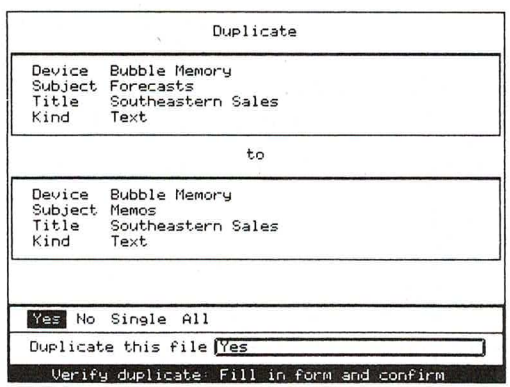
All Source Files	All source files are duplicated.
Matching Files Only	A source file is duplicated only when a destination file with the same Subject, Title, and Kind already exists.

Second Verify Duplicate Form

If you enable verification, the second Verify Duplicate form (Figure 2-4) appears before each file is duplicated. This form gives you the name of the destination and source files. The word *over* on the form indicates that the file will be duplicated over an existing file; *to* indicates that the file will be duplicated into a newly created file.

Set a choice in the form, which determines how duplication is to continue, and then confirm.

Figure 2-4. *The Second Verify Duplicate Form*



You have the following choices on the form:

Yes	The file is duplicated; the name of the next source file to be duplicated (if additional files remain) appears in the message line; you are then prompted for its disposition.
No	The file isn't duplicated; the name of the next source file to be duplicated (if additional files remain) appears in the message line; you are then prompted for its disposition.

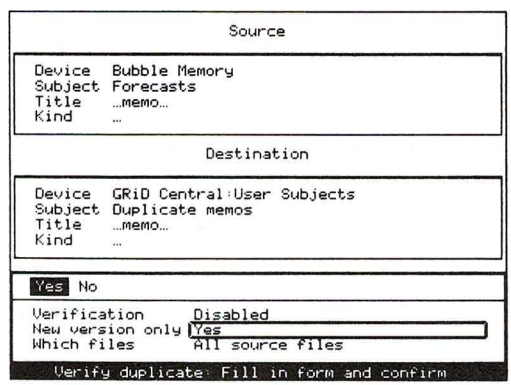
Single	After the file is duplicated, duplication halts, even if additional source files remain.
All	The source file and all remaining source files are duplicated; you aren't prompted to confirm their duplication.

Backing Up Files with CODE-D and the Wildcard Character

By using a Wildcard character in the Subject, Title, or Kind item of the File form, you can duplicate several files with only one command. See the Wildcard Character—CODE-W section of this chapter for the rules on specifying the Wildcard character.

The example in Figure 2-5 shows the completed Duplicate File form for copying each file whose title includes the word *memo*. Their destination is "User Subjects" at GRiD Central. Note that the New Version Only item is set to Yes. This ensures that *memo* files already at GRiD Central aren't needlessly transmitted unless they have been modified since their original transmission.

Figure 2-5. *Backing Up Multiple Files to GRiD Central Using the Wildcard Character*



For step-by-step instructions that introduce you to CODE-D, see "Working with GRiDManager" in the *Getting Started* tutorial.

Edit Sign-On Form—CODE-? Like the Sign-on command (CODE-?), the Edit Sign-on Form command lets you enter or change information in the Sign-on form. When you confirm the form, the changes you make take effect the next time you use the Sign-on command. However, the system doesn't try to connect you to the remote system or device as it does when you confirm the Sign-on command.

To execute the command, select Edit Sign-on Form from the Commands menu (CODE-?) and confirm. Fill in your changes and then confirm.

Erase Subjects or Files—CODE-E The Erase Subjects or Files command (CODE-E) lets you erase one or more files. After you press CODE-E and the File form appears, type in the file(s) to be erased and confirm. Using Wildcard characters in one or more of the Subject, Title, and Kind items allows you to erase multiple files with one command. See the Wildcard Character section later in this chapter.

After you type in the name of the file(s) and confirm, you are prompted to verify how the file(s) are to be erased. See Verify Duplicate Form in this chapter's section Duplicate Files—CODE-D. The choices for CODE-E are the same as for CODE-D, except data is erased instead of duplicated.

NOTE: If all the files in a subject are erased, then the Subject is erased also.

Move Files—CODE-M The Move Files command (CODE-M) lets you move source files to new or existing destination files. After CODE-M is executed, the original file disappears and an identical one is created.

After you press CODE-M and the File form appears, type in the name of the source file(s). You can use Wildcard characters in the Subject, Title, and Kind items, allowing you to move multiple files with one command. See the Wildcard Character section later in this chapter.

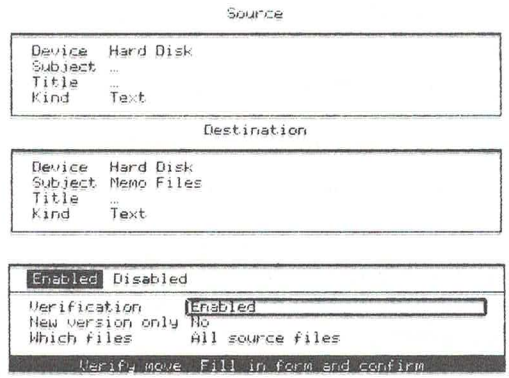
After confirming the source file(s), you select and confirm the destination file(s). You then decide how files are to be selected; see File Selection Form under Duplicate Files—CODE-D. The choices for CODE-M are the same as for CODE-D, except files are moved instead of duplicated.

NOTE: Use the Move Files command to rename a Subject by typing Wildcard characters for Title and Kind in the Source File form, and typing the new Subject name in the Destination File item; set the Verification item to No in the first Verify Move form. This moves all files in the source Subject to the destination Subject; it also erases the source Subject.

The example in Figure 2-6 shows the completed Move File form for moving all text files on hard disk to the Subject "Memo FIles." This technique is use-

ful in consolidating into one subject a group of files dispersed over several subjects.

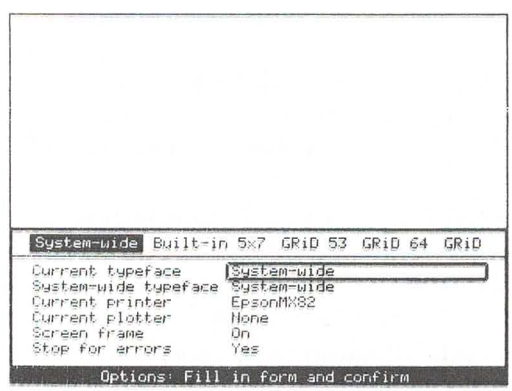
Figure 2-6. *Consolidating Files in One Subject Using the Wildcard Character*



Options (System Characteristics)—CODE-O

The Options command (CODE-O) displays the Options form on your screen (Figure 2-7).

Figure 2-7. *The Options Form with Initial Settings*



The sections that follow describe in alphabetical order the settings in the form.

Current Plotter

The Current Plotter item activates the graph plotter device attached to your computer. The item corresponds to a "Programs" file with a Kind set to

Plotter. The file provides information between GRiD-OS and the make and model of the plotter attached to your computer.

The choices are None or correspond to the titles of one or more files that reside in the "Programs" subject and whose Kind is set to Plotter. Either select None or the title of the plotter file that corresponds to the device attached to your computer.

Use the None choice if you don't intend to use a plotter device. This choice increases the amount of main memory (RAM) available when you are working with a file, and it lessens the chance for an `out of memory` message.

Current Printer

The Current Printer item activates the printer attached to your computer. The item corresponds to a "Programs" file with a Kind set to Printer. The file provides information between GRiD-OS and the make and model of the printer attached to your computer.

The choices are None or correspond to the titles of one or more files that reside in the "Programs" subject and whose Kind is set to Printer. Either select None or the title of the printer file that corresponds to the device attached to your computer.

Use the None choice if you don't intend to use a printer. This choice increases the amount of main memory (RAM) available when you are working with a file, and it lessens the chance for an `out of memory` message.

Current Typeface

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

NOTE: The Current Typeface item in the GRiDManager Options form affects only GRiDManager screens; this is in contrast to the System-wide Typeface items (described later), which can affect the number of columns displayed in the screens of other GRiD applications.

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 setting in the System-wide Typeface items (described below) applies.
Built-In 5x7	Displays 53 columns of data. This setting provides the most efficient use of main memory (RAM) and is the same as GRiD 53. Grid 64 and GRiD 80 each use approximately 2,000 additional characters (bytes) of memory.
GRiD 53/PC 53	Displays 53 columns of data.
GRiD 64/PC 64	Displays 64 columns of data.
GRiD 80/PC 80	Displays 80 columns of data.

Screen Frame

Initial setting is On. Choices are On, Off.

The Screen Frame item determines whether the highlighted box surrounding your screen appears.

Stop for Errors

The Stop for Errors item is initially set to Yes. This means that when you duplicate or erase multiple files and a system error occurs, GRiDManager stops processing data and prompts you before it can resume.

Setting this option to No is useful when you are duplicating or moving many files at one time to GRiD Central and you don't want to remain at your computer to respond to possible error prompts. If an error occurs while duplicating or moving a file, but the system can procede without your intervention, it automatically tries to process the next file.

System-Wide Typeface

The Options form of each GRiD application has a Current Typeface option with a System-wide choice. The System-wide Typeface item in the GRiDManager Options form determines the typeface for those applications whose Current Typeface is set to System-wide. (The initial setting for Current Typeface in every GRiD application is System-wide.)

Using GRiDManager's System-wide Typeface option is a quick, simple, one-command way to change the typeface for all the applications. You can then change the Options form for individual applications when they require a typeface different from your System-wide setting.

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.

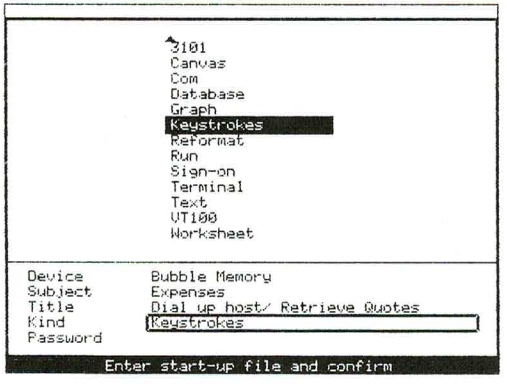
System-wide	Same as Built-In 5×7.
Built-In 5×7	Displays 53 columns of data in GRiD applications whose Current Typeface items are set to System-wide. Built-In 5×7 provides the most efficient use of main memory (RAM). GRiD 64 and GRiD 80 use approximately 2,000 additional characters (bytes) of memory.
GRiD 53/PC 53	Same as Built-In 5×7.
GRiD 64/PC 64	Displays 64 columns of data in GRiD applications whose Current Typeface items are set to System-wide.
GRiD 80/PC 80	Displays 80 columns of data in GRiD applications Current Typeface items are set to System-wide.

Select Start-Up File—CODE-? The Select Start-Up File command makes a file and application available to you immediately after start-up. Instead of seeing the File form on the first screen, you see the first display of the application you name as the start-up file.

You can change the start-up file with this command or cancel it altogether with the Cancel Start-Up File command.

After you confirm Select Start-Up File and the File form appears (Figure 2-8), specify the desired file and confirm. The file becomes active after the next start-up.

Figure 2-8. *Example of File Form for Select Start-Up File*

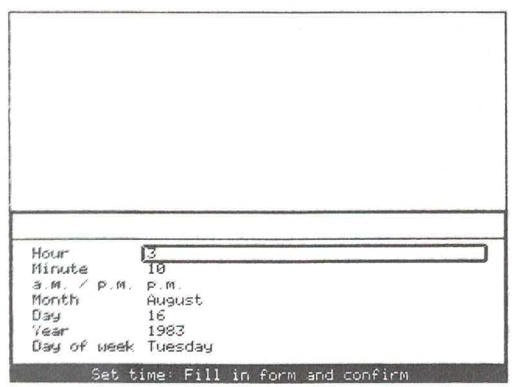


In the File form shown in Figure 2-8, Kind is set to Keystrokes, designating a GRiDPlayback file. After the next start-up, the keystrokes and commands in the file are executed.

Set Time—CODE-? The Set Time command lets you set the time and date on the internal clock of your computer. The command determines the time and date the system notes in the file directory (see Figure 2-17), as well as the time and date displayed on your screen, and the date used in heading commands for printed text. See Set Printing Options in the Transfer (Print)—CODE-T section in the "Common Commands" chapter or the Headers and Footers section in Part II of the "GRiDWrite" chapter.

To execute the command, select Set Time from the Commands menu and confirm. The Set Time form (Figure 2-9) appears, which you fill in and then confirm.

Figure 2-9. *The Set Time Form*

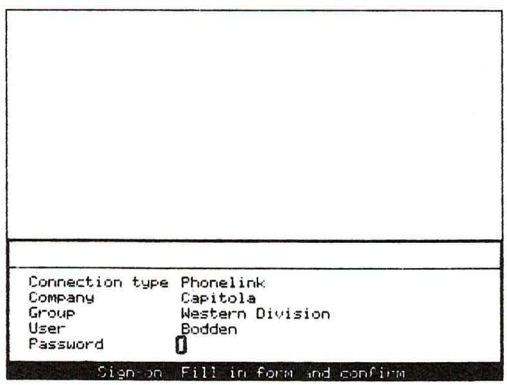


Sign-Off—CODE-? The Sign-Off command disconnects you from GRiD Central or file server device. You initiate the command by selecting it from the Commands menu and confirming. You then select and confirm the Connection Type you used when signing on (GRiDLink or PhoneLink).

NOTE: GRiD-OS uses additional main memory when you are signed on to an external device. Signing off thus makes additional space available for your work at hand.

Sign-On—CODE-? The Sign-on command allows you to connect to GRiD Central, or an external file server device. You initiate the command by selecting it from the Commands menu and confirming; the Sign-on form then appears (Figure 2-10).

Figure 2-10. *The Sign-On Form—User Information*



You must fill in the appropriate names for the Company, Group, User, and Password items shown in the figure. You or your company's GRiD administrator receive these names when your computer is purchased. If you don't know these names, contact either the GRiD administrator within your company or a representative or dealer for GRiD Systems.

NOTE: If you know your password to GRiD Central and want to change it, see the UserSentry utility section in Appendix F.

For step-by-step instructions that introduce you to signing on to and copying software from GRiD Central, see "Working with GRiDManager" in the *Getting Started* tutorial.

Initial setting is Phonelink. Choices are described below.

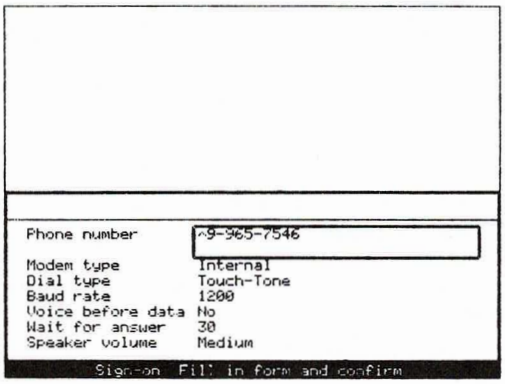
GRiDLink	Connection is to a file server device via a cable.
Phonelink	Connection is to either a file server device or GRiD Central over a telephone line.

If you select Phonelink you're prompted to fill in the phone link information portion of the Sign-on form (Figure 2-11) before the connection is made.

After filling in the form, save it for future use by pressing CODE-T and selecting Write Sign-on Form to a File. Select any Device, Subject, and Title for the file; Kind must be set to Sign-on.

Thereafter, when you select this file, GRiDManager is activated and the Sign-on form appears, complete with the information you gave it. To connect, you need only fill in the password and confirm.

Figure 2-11. *The Sign-On Form—Phone Link Information*



The following sections describe the Sign-on form items (Figure 2-11) in alphabetical order.

Baud Rate

Initial setting is 1200 bits per second. Choices are 300, 1200.

Baud Rate is the speed at which data is transmitted and received. Choosing 300 bits per second makes your system compatible with a Bell 103 modem; choosing 1200 bits per second allows you to communicate with a Bell 212A modem.

CAUTION: Some host systems can accommodate more than one baud rate. See the literature provided by the host system to find out which baud rate to use.

Dial Type

Initial setting is Touch-Tone™. Choices are Pulse, Touch-Tone.

You indicate whether your telephone system uses rotary (pulse) dialing or Touch-Tone.

You specify Touch-Tone for most modern, digital telephone installations. For older, nondigital equipment, set the Dial Type to Pulse.

Modem Type

Initial setting is Internal. Choices are External, Internal.

A modem is the device by which a computer transmits data over phone lines. Select Internal if you intend to use the modem built into your computer; select External if you have a separate modem or an internal modem without the auto-dialing feature.

Phone Number

No initial setting

The Phone Number setting is the telephone number of the host system that you want to dial. The functions of various keys are explained below.

Entry	Functions
0-9, *, #	These characters perform the same functions as those on your telephone dial.
.	Each period adds a 1-second delay.
^	The system will wait up to 15 seconds for a dial tone.
space, comma, parentheses, hyphen.	Use any of these to edit characters for readiblity. They don't affect dialing.

Examples:

```
^242
```

This tells the system to wait for a dial tone, then dial an extension 242.

```
..9^555-1212
```

The system waits two seconds, dials 9 to reach an outside line, waits for a dial tone, then dials 555-1212.

```
..9^(408)-555-1212
```

This number waits two seconds, dials 9 to reach an outside line, waits for a dial tone, and dials the long-distance number. The parentheses, spaces, and hyphens are for appearance only; they have no effect on dialing speed.

```
^9^555-1212.....00000(213)-555-1212
```

This instruction is for a long-distance common carrier line (in this example, MCI). Your computer waits for an internal dial tone, then dials 9 to reach an outside line. It waits for an outside dial tone and dials the local number of the common carrier. After waiting eleven seconds while the local number rings, it dials a five-digit access number followed by the ten-digit long-distance number that you are trying to call. (You must substitute your own access number for the five zeros.)

Speaker Volume

Initial setting is Medium. Choices are Off, Low, Medium, High.

The Speaker Volume setting controls the loudness of the speaker on some computers. The speaker stays on as the telephone number is dialed; it is turned off after you are connected.

With the speaker on, you can hear whether the telephone line is busy, ringing, or disconnected.

Voice Before Data

Initial setting is No. Choices are Yes, No.

When in voice mode, you can talk to someone over the telephone. When you're in data mode, only data can be transmitted and received. You're always in voice mode while dialing. With the Voice Before Data item, you choose whether to enter data mode immediately after dialing, or to remain in voice mode.

Remaining in voice mode has several uses. When making a credit card call, you can dial the number and talk to an operator before entering data mode to start communications. Likewise, when you're calling from a hotel, you can give your room number to an operator, if necessary.

Initial setting is No. The choices are described below.

Yes	You remain in voice mode until you press CODE-RETURN.
No	You enter data mode immediately after dialing.

Wait for Answer

Initial setting is 30 seconds.

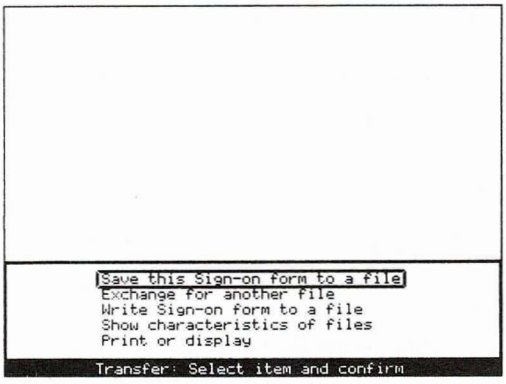
After changing from voice mode to data mode, your computer waits for a carrier signal from the host system. The Wait for Answer setting determines how long the system waits for this carrier signal. If there's no signal from the carrier by the end of the period you specify, the system disconnects the line.

To change the Wait for Answer setting, type an integer representing the maximum number of seconds that the system is to wait before disconnecting.

Transfer—CODE-T

The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 2-12).

Figure 2-12. *The Transfer Menu*



The items on the Transfer menu are described in alphabetical order in the sections that follow.

Exchange for Another File

See the Transfer—CODE-T section in the "Common Commands" chapter, which describes those commands that can be used by two or more GRiD applications.

Print or Display

See the next section, Transfer (Print or Display)—CODE-T.

Save This Sign-On Form to a File

The Save This Sign-on Form to a File item lets you save the Sign-on form in your *current* file. After you select and confirm this item, one of the following actions occurs.

- If you activated GRiDManager by selecting and confirming a file with Kind set to Sign-on, the Sign-on form is saved in the file you activated and you can resume work.
- If you activated GRiDManager directly from Programs, the File form appears. After you specify a file with Kind set to Sign-on, the Sign-on form is saved in that file and you can resume work.

Show Characteristics of a File

The Show Characteristics of File item displays a report (Figure 2-13) giving you information on a file. After you select and confirm Show Characteristics of File and the File form appears, you specify the desired file and then confirm.

You can use the Wildcard character as part of Subject, Title, and Kind, allowing the characteristics of multiple files to be displayed using one command. The characteristics of each file are displayed sequentially; after viewing the characteristics of one file, you confirm, and information on the next file then appears.

The File form below, when confirmed, causes the characteristics of all text files in the Memos subject to be displayed sequentially.

Figure 2-13. *The File Form for Displaying Characteristics on Multiple Files*

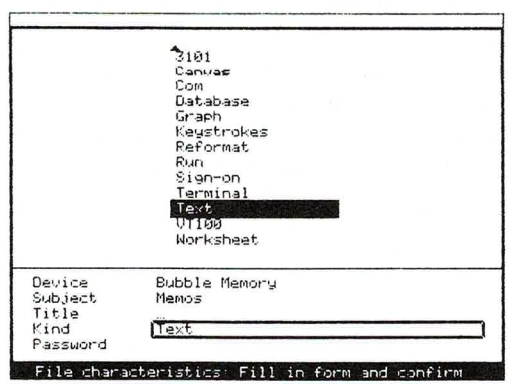
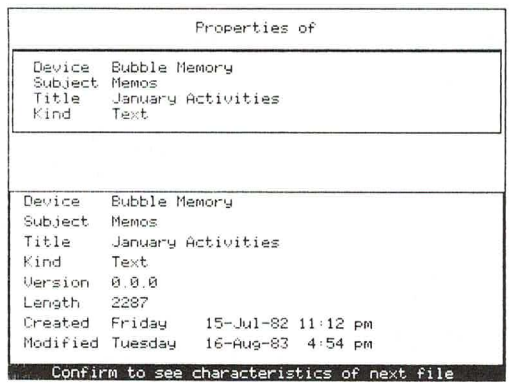


Figure 2-14 shows the screen after the File form in Figure 2-13 is confirmed.

Figure 2-14. *File Characteristics Report*



The Length item in the form in Figure 2-14 gives the number of characters in the file. You may want to determine, using the Usage command (CODE-U), if enough space is free on a particular device to duplicate or move a file. In comparing the Length item and the CODE-U statistics, remember that the statistics displayed by the Usage command (Figure 3-11) are given in thousands of characters (bytes), while the Length item in Figure 3-10 is the actual number of characters.

Write Sign-On Form to a File

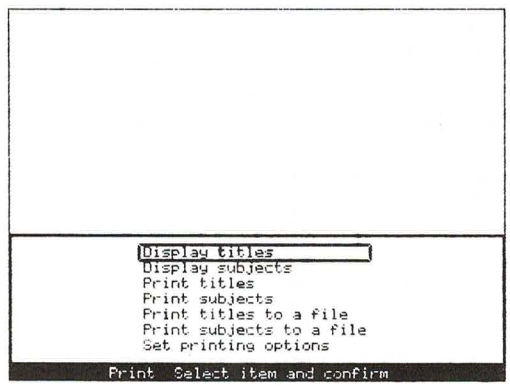
The Write Sign-on Form to a File item lets you save your Sign-on form in either an existing file or a new file whose Kind is set to Sign-on.

After you select this item and confirm, the File form appears. Type in the name of the destination file and confirm. Thereafter, when you select this file, GRiDManager is activated and the Sign-on form appears, complete with the information you gave it. To connect, you need only fill in the password and confirm.

Transfer (Print or Display)—CODE-T

When you select and confirm Print or Display in the Transfer form, the Print menu appears (Figure 2-15). The items in the Print menu are explained in the following sections.

Figure 2-15. *The Print Menu*



Display Titles

Selecting the Display Titles item displays a directory (a list of titles and pertinent information). The directory contains the following information for the titles on any storage device connected to your computer:

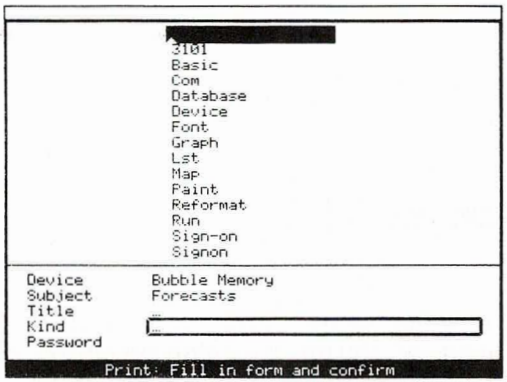
- Title of file
- Kind (Graph, Text, Database, Worksheet, etc.)
- The number of characters (bytes) the file occupies in storage
- The date and time of the last modification for one or more Titles

After you select Display Titles, the File form appears. You determine the Title names that appear in the directory by what you type in the Subject, Title, and Kind items on the form. You must fill in all three items on the form. When you complete the form and confirm, the information is scrolled onto the screen.

If you want to stop scrolling and inspect the screen, press CTRL-S. To resume scrolling, press CTRL-S again.

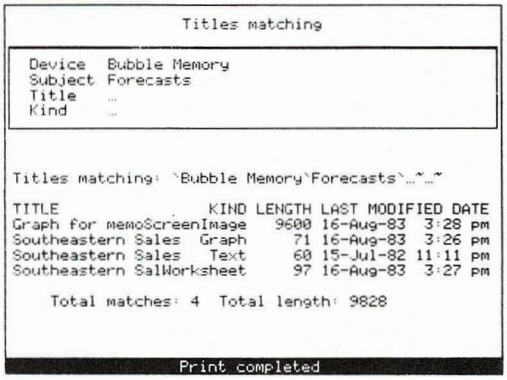
You can use the Wildcard character (described in detail in this chapter's Wildcard Character section) as all or part of the Subject, Title, and Kind names. This is useful in producing a directory for a generic group of Titles. For example, to see information on all the Titles within one Subject, enter the desired Device and Subject names on the form; then, enter a Wildcard character for Title and Kind, as shown in Figure 2-16.

Figure 2-16. *Example File Form for Display Titles*



An example of a directory produced by the form in Figure 2-16 is shown in Figure 2-17.

Figure 2-17. *File Directory Produced by Display Titles*



Display Subjects

Using the Display Subjects item causes a directory of Subjects (a list of Subjects with information about each) to appear on your screen. The directory contains the following information for the Subjects on any storage device connected to your computer.

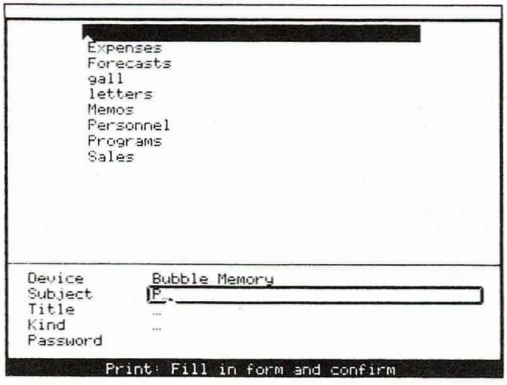
- Subject names
- Count, the number of Titles in the Subject
- Length, the number of characters (bytes) of storage occupied by the Subject on the permanent storage device
- Last Modified Date, the date and time of the most recent change made to a Title in the Subject.

After you select Display Subjects, the File form appears. You determine the Subject names that appear in the directory by what you type in the Subject, Title, and Kind items on the form. You must fill in all three items on the form. When you complete the form and confirm, the information is scrolled onto the screen.

If you want to stop scrolling and inspect the screen, press CTRL-S. To resume scrolling, press CTRL-S again.

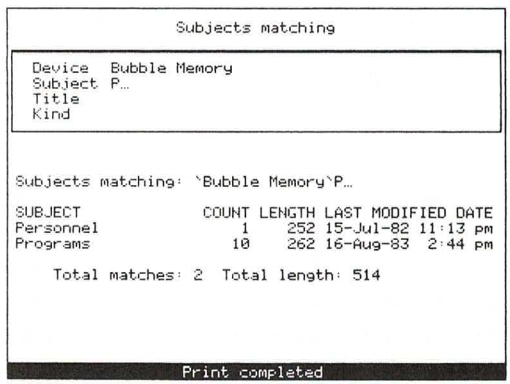
You can use the Wildcard character (described in detail in this chapter's Wildcard Character section) part of the Subject name. This is useful in producing a directory for a generic group of Subjects. For example, to see information on all the Subjects in Bubble Memory beginning with the letter *p*, enter the information shown in Figure 2-18.

Figure 2-18. *Example of File Form for Display Subjects*



An example of a directory produced by the form in Figure 2-18 is shown in Figure 2-19.

Figure 2-19. *File Directory Produced by Display Subjects*



Print Titles

The Print Titles item performs the same function as Display Titles (described earlier), except that the Titles are printed rather than scrolled on the screen and a version number of each file is printed.

Print Titles to a File

The Print Titles to a File item performs the same function as Display Titles (described earlier), except that the Titles are inserted into a file (along with the version number) rather than scrolled on the screen.

Print Subjects

The Print Subjects item performs the same function as Display Subjects (described earlier), except that the Subject names are printed rather than scrolled on the screen.

Print Subjects to a File

The Print Subjects to a File item performs the same function as Display Subjects (described earlier), except that the Subject names are inserted into a file rather than scrolled on the screen.

Set Printing Options

See the Transfer (Print)—CODE-T section in the "Common Commands" chapter, which describes those commands that can be used by two or more GRiD applications.

Usage—CODE-U The Usage command provides information on the amount of free memory and storage available to your programs and files. See Usage—CODE-U in the "Common Commands" chapter for details.

Wildcard Character—CODE-W The Wildcard character lets you either duplicate, erase, move, or retrieve information on multiple files with just one command.

The rules for using Wildcard characters are given below, along with the effects on file selection when these commands are executed.

- The Wildcard character is entered by pressing the CODE-W.
- You can specify a Wildcard character in the Subject, Title, or Kind and use it with any one of the following commands in GRiDManager:

  Duplicate Files or Text—CODE-D
  Erase Files or Subjects—CODE-E
  Move Files—CODE-M
  Transfer—CODE-T

  You can also use the Wildcard character in the Find command (CODE-F) of GRiDFile.
- You can use the Wildcard character either alone or with other characters.
- The Wildcard character and the other characters, if any, determine which files are selected.

For example, typing A . . . (. . . represents the Wildcard character inserted by pressing CODE-W) as the Title and Subject, and . . . as Kind, you instruct the system to select all files on the current device under a Subject and Title beginning with *A*, regardless of Kind.

If you type a lone Wildcard character for Subject, Title, and Kind, you would cause all files on the current device to be selected.

If you type . . . memo . . . as the Title, all files whose Titles include the characters *memo* are selected. Typing . . . memo results in the selection of all files whose Titles end with those characters.

See the Duplicate Files—CODE-D section earlier in this chapter for examples of using the Wildcard character in backing up files.