ALTOS

Altos Office Executive

Reference Guide

Altos Office Executive

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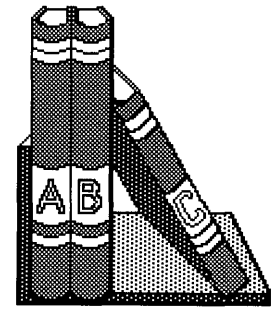
How to Use this Manual



The Altos Office Executive includes the applications programs that are central to all office tasks: word processing, financial planning, database filing, business graphics and electronic mail. With AOE, you can transfer data between these applications. In addition, AOE has commands for that are equivalent to the most frequently used XENIX commands.

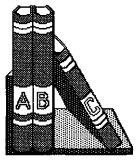
Purpose

This manual explains how to install and use AOE. Some chapters are for everyone who uses AOE; some are intended for the system administrator to use.

Which Parts to Read

Depending on how you want to use AOE, you should refer to different parts of this manual. Everyone should read the following chapters:

- Chapter 2, "Learning the Basics," for a general idea of how to use AOE commands.



- Chapter 3, "Managing Your Files and Directories," for directions on changing your password and using files and directories.

- Chapter 4, "Managing the System," to learn about special AOE commands for maintaining backup copies of data files, sending messages, and using other system utilities.

- Appendix A, "Error Messages." Refer to this section only when a message appears on the screen that you don't understand.

If you want to use an application, refer to a particular chapter:

- Chapter 6, "Communicating."

- Chapter 7, "Word Processing."

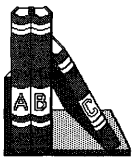
- Chapter 8, "Financial Planning." This chapter tells you how to run two applications: Multiplan and High Tech Business Graphics.

- Chapter 9, "Database Filing."

If you plan to transfer data from one application to another, refer to the instructions in:

- Chapter 5, "Transferring Data."

If you are the administrator for your system, you should be familiar with the XENIX operating system. Refer to the Introduction to XENIX manual for details on XENIX. Then read the following chapters to install the AOE system:



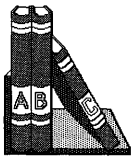
- Chapter 1, "Installing the Office Executive," for instructions on setting up the system.
- The "Adding Words to the System Dictionary," section in Chapter 7, to maximize the usefulness of the Uniplex check spelling feature.

Throughout this manual, pictures at the tops of pages help you locate the information you want. There is a different picture associated with each chapter.

Keys Used in This Manual

You can use AOE with a variety of terminals, each of which has a different keyboard. This manual uses consistent notation to represent the keys you press when you use AOE. If your terminal doesn't have one of these keys, the table below lists the alternate keys.

Key	Definition	Equivalent
RETN	Carriage return	CR
NEXT SCRN	Show next screen	n
HELP	Display help text	?
HOME	Move to upper-left	h



Related Manuals

If you have questions that this manual doesn't cover, refer to one of the following Altos manuals:

- The Setting Up Guide or Operator's Guide for your computer shows how to connect your computer and run preliminary tests.
- The Introduction to XENIX manual discusses how to install the XENIX Run-Time operating system and use the Business Shell.
- The Uniplex Primer and Uniplex User's Guide teach you how to use the Uniplex word processing program. The Uniplex System Administrator's Guide gives you details on ways you can modify the Uniplex program.
- The Microsoft Multiplan manual shows you how to use the Multiplan program to create spreadsheets.
- The High Tech Business Graphics User Guide discusses how to use the High Tech Business Graphics program to create graphs.
- The File-it! Reference Guide teaches you how to use the File-it! database program.
- The Altos Electronic Mail Reference Guide explains how to use the Electronic Mail program.

Contents

Illustrations

Chapter 1
Installing the Office Executive

Read this chapter if you are responsible for setting up the computer for others to use, and for maintaining the information on the computer's hard disk.

If someone already set up AOE on your system, skip now to Chapter 2.

Installing AOE

Before you install the Altos Office Executive and the applications, make sure you have at least 4000 blocks of disk space available on your hard disk. There are two different ways to find out how much disk space is currently available:

- If you use the Altos Business Shell, use the File Space command in the System Administration Utilities menu. Refer to the Introduction to XENIX manual for instructions.
- Type **df** and press **RETN** from the system prompt ($ or #). The number of blocks displayed to the right of **(/dev/root):** is the amount of available disk space.

If you have enough space, follow these instructions to copy the Altos Office Executive to your system:

1. Log in as root. Refer to the Introduction to XENIX for instructions.
2. Type **cd /** and press **RETN**.
3. Type **umask 0** and press **RETN**.
4. Insert the AOE disk in the floppy drive.

5. Type **tar xv** and press **RETN.** Wait until the system finishes copying files and displays the # prompt.

6. Type **/usr/aoe/install** and press **RETN.**

Installing the Applications

It takes about 30 minutes to install the applications products. You can pause between applications if you want.

Before you begin, make sure you have all of the applications disks with you. The procedures for installing Altos Electronic Mail, Multiplan, and High Tech Business Graphics are similar to those for installing AOE. Pay close attention when installing File-it! and Uniplex, as those procedures are different.

Installing Altos Electronic Mail

1. Begin from the # prompt.

2. Type **cd /** and press **RETN.**

3. Remove the AOE disk from the drive, and insert the Altos Electronic Mail disk.

4. Type **umask 0** and press **RETN.**

5. Type **tar xv** and press **RETN.** Wait until the system finishes copying files and displays the # prompt.

Installing Multiplan

1. Begin from the # prompt.
2. Type **cd /** and press **RETN**.
3. Remove the Altos Electronic Mail disk from the drive, and insert the Multiplan disk. The Multiplan disk label reads "ALTOS EXEC FP."
4. Type **umask Ø** and press **RETN**.
5. Type **tar xv** and press **RETN**. Wait until the system finishes copying files and displays the # prompt.

Installing High-Tech Business Graphics

1. Begin from the # prompt.
2. Type **cd /** and press **RETN**.
3. Remove the Multiplan disk from the drive, and insert the High Tech Business Graphics disk.
4. Type **umask Ø** and press **RETN**.
5. Type **tar xv** and press **RETN**. Wait until the system finishes copying files and displays the # prompt.

Installing File-It!

Before you begin, look at the File-it! disk labels and the Release Note. Jot down the serial number and the software serial number KEY. You will need to type these numbers soon.

1. Begin from the # prompt.

2. Type **cd /tmp** and press **RETN.**

3. Remove the Multiplan disk from the drive, and insert File-it! disk #1.

4. Type **umask Ø** and press **RETN.**

5. Type **tar xv** and press **RETN.** After a few seconds, a message appears telling you to insert the next disk.

6. Remove the File-it! disk #1 from the drive, and insert disk #2.

7. Type **y** and press **RETN.** Wait until the # prompt reappears.

8. Type **installfi** and press **RETN.** A message reminds you that you must be logged in as root. Press **RETN.** The installation procedure screen appears.

9. A message on the screen asks you for your serial number. Type the serial number and press **RETN.**

1Ø. The next message asks you for the software serial number KEY. Type the key letters exactly as written (distinguishing between uppercase and lowercase letters) and press **RETN.**

11. Messages appear telling you that files are being copied. Wait until the message **Installation of FILE-IT! completed** appears.

12. Type **rm brand installfi** and press **RETN.** This deletes files used in installation that are no longer needed.

Installing Uniplex

If you have a second hard disk, you may want to install Uniplex on it to save space on the first hard disk. For instructions, skip to "Using a Second Hard Disk" below.

To install Uniplex:

1. Begin from the # prompt.
2. Type **cd /usr** and press **RETN.**
3. Type **umask 0** and press **RETN.**
4. Remove File-it! disk #2 from the floppy drive, and insert Uniplex disk #1.
5. Type **tar xv** and press **RETN.**
6. Remove Uniplex disk #1, then insert Uniplex disk #2 (the Dictionary disk) in the floppy drive.

   If you have already used the XENIX dictionary and added words to it, you may not want to install the Uniplex Dictionary disk. If you want to preserve your own dictionary files (consisting of /usr/dict/words, /usr/dict/hlista, /usr/dict/hstop, and /usr/dict/spellhist) omit this step. Otherwise, type **tar xv** and press **RETN.**
7. Wait until the files are copied and the system displays the # prompt. Type **rm uniplex/Redirect** and press **RETN.**
8. Remove Uniplex disk #2 from the drive.
9. Don't stop here. Before you use Uniplex, complete the "Configuring Uniplex For Your Printer" section.

Using a Second Hard Disk

If you want to install Uniplex on your second hard disk, you need to use the /usr2 directory. Follow the procedure for installing Uniplex, except:

- In step 3, type **cd /usr2** and press **RETN.**
- Omit step 7.

Configuring Uniplex for Your Printer

You need to enter information so that Uniplex will work properly with your printer(s). You must do this in addition to the port configuration program described in the Introduction to XENIX.

1. Type **cd /usr/uniplex** and press **RETN.** (If you installed Uniplex on a second hard disk, type **cd /usr2/uniplex** instead.)
2. Type **install** and press **RETN.**
3. A message asks if you are using XENIX version 3.0 or greater. Type **y** or **n** according to your answer and press **RETN.** If you're not sure which version you have, you must reboot the system (logging in again is not enough). Refer to the Introduction to XENIX manual for instructions on booting from the hard disk. The screen looks like Figure 1-1.

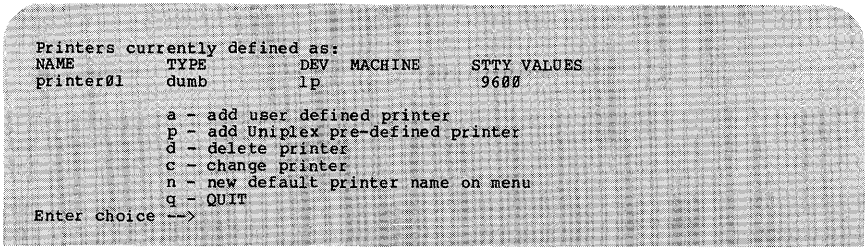


Figure 1-1. The Install Menu

The list of printers currently installed is at the top of the screen. Before you can use a printer with Uniplex, it must be listed here. Use either the **p** or **a** command to add a printer to the list.

- Try **p** to add a predefined printer first. It lets you pick your model of printer from a list of predefined printers. All of the characteristics of that model are already set so that the printer will work properly. You should check that the baud rate is correct, however.

- If your printer is not on the list, or if you want something other than the standard settings, choose **a** to add any printer. This lets you specify the characteristics of any printer on your system.

Adding a Predefined Printer

Type **p**. The list of predefined printers appears, as shown in Figure 1-2.

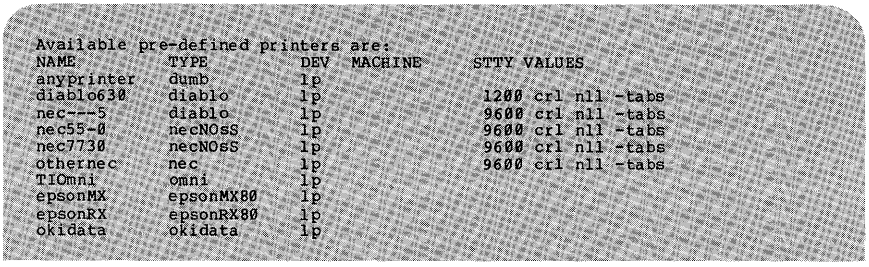


Figure 1-2. Predefined Printers

Type the name of your printer. The screen shows how that printer is defined. Then type **y** to add this printer to your list, or type **n** if you want to cancel this process. Press **RETN**. Then press any key to return to the Install menu.

Adding Any Printer

Type **a**. The screen prompts you to enter a name for the printer that will appear in the list of installed printers. Type a name and press **RETN**.

Then follow the instructions on the screen. You will be prompted to select the printer type, device, stty values, and WorkNet machine. If your printer is not on another system on your network, you don't need to enter the machine. Enter each value followed by **RETN**. To accept the default value in each case, just press **RETN**.

The **Add this printer?** message prompts you to type **y** to add this printer to your list, or type **n** if you want to cancel this process. Press **RETN**. Then press any key to return to the Install menu.

Changing Printer Characteristics

If you want to change any of the information about a printer, return to the Install menu and choose **c** (change printer). You will be prompted for printer name, type, device, stty values, and WorkNet machine. If you want to change a value, enter the new value at the prompt. If not, enter **RETN** to accept the default value.

Deleting a Printer

To remove a printer from the list of those installed, type **d**. Then type the name of the printer and press **RETN**. Confirm the deletion process by typing **y**. Press **RETN**.

Press any key to return to the Install menu. The printer you deleted is removed from the list of printers.

Setting the Default Printer

When you choose the Printing command in Uniplex, a printer name is initially listed. This printer is called the default printer.

To change the default printer, type **n**. Then enter the name of the default printer, and press **RETN**.

Leaving the Install Menu

Type **q** to return to the XENIX prompt (#). The message **The Word Processor is ready for you to use** appears.

Reconfiguring Printers

If you want to change the list of installed printers, follow the instructions for "Configuring Uniplex for Your Printer" earlier, except type **reconfig** instead of **install**. Then follow the same procedures as you did for the initial configuration process.

Setting Up Users

The Altos Office Executive can be used independently by most users. It contains simply worded commands that invoke the most frequently used XENIX commands. We advise you to give most users the AOE program as their login shell.

Refer to the Introduction to XENIX manual for instructions on using the User Administration screen to create user accounts. The User Administration screen looks like Figure 1-3. Specify the user's login shell with option **h**. The setting is initially **/bin/bsh**, which causes the Business Shell menu to appear when the user logs in.

To make the AOE menu appear when the user logs in, change the Shell to **/usr/bin/aoe**.

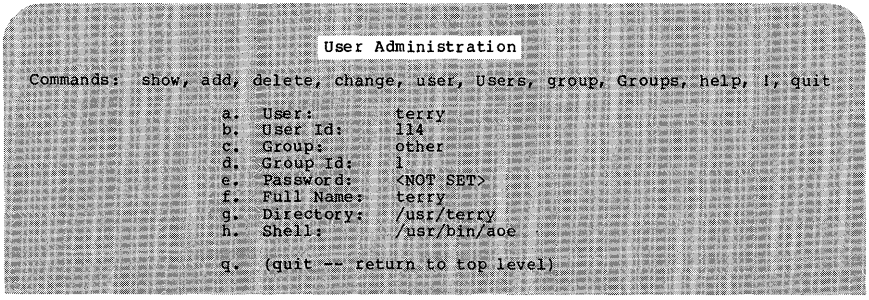
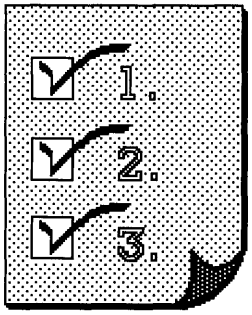


Figure 1-3. Changing a User Account



Chapter 2
Learning the Basics

Starting the Office Executive

There are two ways to start AOE.

- Log into the system by typing your user name and your password (if you have one). The AOE menu appears, as shown in Figure 2-1.
- From the XENIX prompt ($), type **aoe** and press **RETN**. The screen looks like Figure 2-1, the AOE display.

If AOE doesn't appear, ask your system administrator to set it up for you.

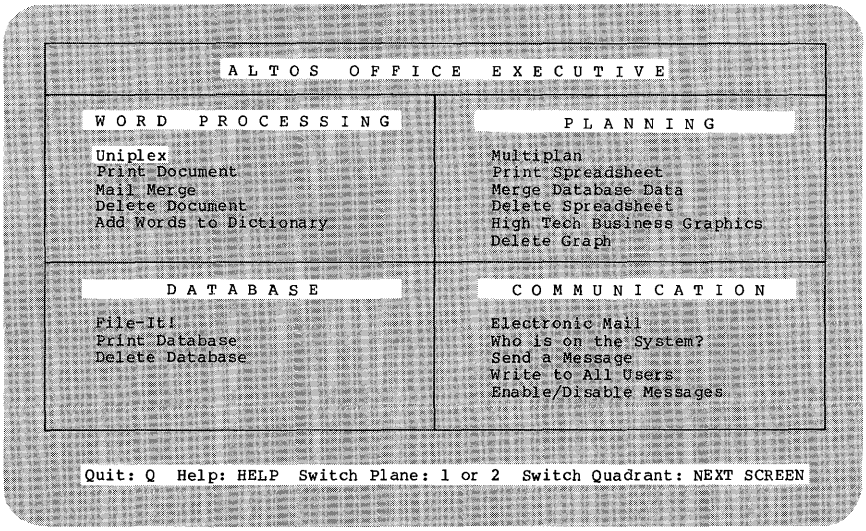
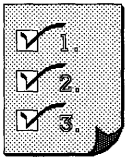


Figure 2-1. The Initial AOE Display



The Key Line

The words at the bottom of the screen, called the Key Line, tell you which keys to press to use AOE. This line changes to correspond to your terminal, so don't worry if your Key Line reads differently from the one in Figure 2-1.

If you do not have an Altos terminal, the line at the bottom of the screen is different to indicate which keys to press to get help and switch quadrants.

Throughout this manual, we'll tell you to press the Altos III terminal keys. Translate the instructions to the appropriate keys on your terminal.

Introducing the Quadrants

The screen is divided into four areas, or quadrants. Each quadrant contains a group of commands associated with an application program:

- The Word Processing quadrant contains commands to start the Uniplex word processing program and other commands related to word processing.
- The Planning quadrant has commands for starting the Multiplan program and doing other things with spreadsheets. It also has commands for starting High Tech Business Graphics and deleting graphs.
- The Database quadrant lets you select commands to start the File-it! program and print and delete database files.

- The Communication quadrant holds the command to start the Altos Electronic Mail program and other commands to send messages to other people using the computer.

These four quadrants are the first level of AOE that you see. Behind each application quadrant is another quadrant with still more commands available to you. Figure 2-2 shows all of the AOE quadrants.

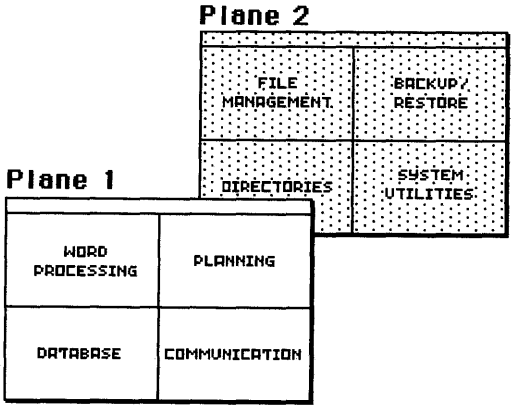


Figure 2-2. Quadrants Behind the Applications

While the first four quadrants present commands for running the applications programs, the second set of quadrants contains commands that help you manage the computer system.

We refer to the applications quadrants as **plane 1**. We call the system quadrants **plane 2**.

Switching Planes

Press **2** (the number key at the top of the keyboard or on the numeric keypad) to switch to the system quadrants. The screen now shows:

- The Directories quadrant that lets you use commands for managing directories.
- The Backup/Restore quadrant that has commands for making backup copies of files on the system.
- The System Utilities quadrant that includes general system commands.

Figure 2-3 shows plane 2 (the system quadrants).

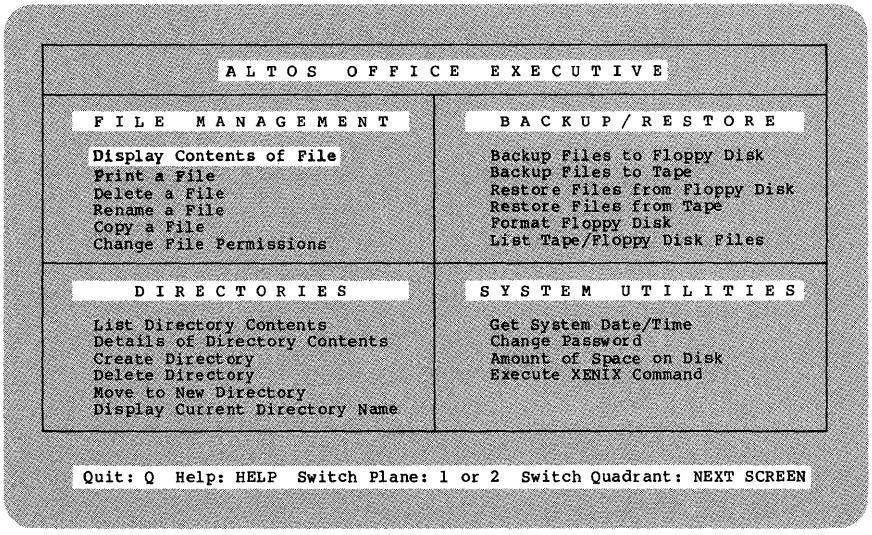
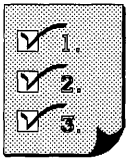


Figure 2-3. The System Quadrants

Press **1** to switch back to plane 1 (the applications quadrants). Use the 1 and 2 keys to quickly see the whole AOE picture. Every command available to you is displayed by pressing just these two keys.



If you currently have quadrants showing from both planes (as you'll learn how to do later), pressing 1 or 2 leaves some quadrants unchanged. AOE switches all quadrants to applications if you press 1 and all quadrants to system if you press 2 no matter which quadrants are currently showing.

Switching Quadrants

You can also switch one at a time, instead of switching the whole plane.

To see the quadrant behind the Word Processing quadrant, just press the **NEXT SCRN** key. The File Management quadrant appears. To switch back to the Word Processing quadrant, press **NEXT SCRN** again.

You switch each quadrant the same way: by pressing the **NEXT SCRN** key. But first, you need to move the cursor to the quadrant you want to switch.

Moving the Cursor

When you first start AOE, the Uniplex command in the Word Processing quadrant is the only command that is displayed in reverse video (dark letters on a white background).

This reverse video area surrounding the Uniplex command is called the cursor. You can move the cursor to any other command on the screen by pressing the arrow keys.

Press the **right arrow** key. Now the Multiplan command is highlighted by the cursor.

Press **down arrow** several times to move the cursor to the Communication quadrant. Then press **left arrow** to move to the Database quadrant.

Now press **down arrow** until the Delete Database command is highlighted. Press **down arrow** once more.

The cursor wraps around the top of the screen to highlight the Uniplex command.

You can wrap the cursor around either from top to bottom (with **up arrow**) or bottom to top (with **down arrow**) as shown in Figure 2-4.

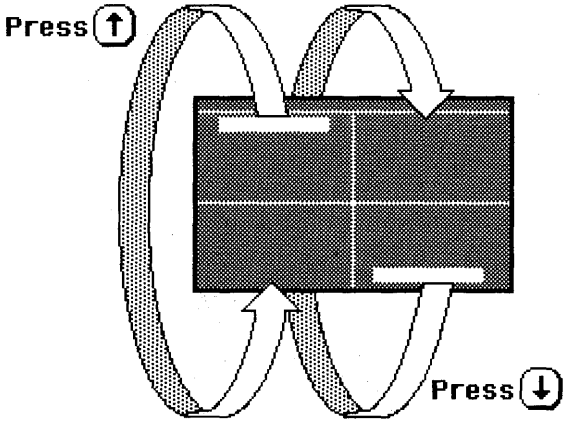


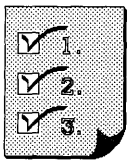
Figure 2-4. Cursor Wraparound

You can also use the **HOME** key as a quick way to move the cursor to the topmost command in the upper-left quadrant.

Selecting a Command

Each one-line phrase in a quadrant is called a command. You use a command to tell AOE to do something.

You select a command by moving the cursor to that command, and pressing **RETN**.



For example, press the **HOME** key to highlight the Display Contents of File command. (If the Word Processing quadrant is currently showing, press **NEXT SCRN** to switch quadrants.)

Now press **RETN** to select the command. The screen gives you directions on what to do next. When you are finished using the command, the AOE quadrants return to the screen.

Canceling a Command

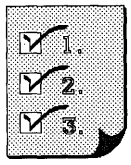
If you change your mind about using a command, you can press **ESC** to cancel the command. Press **ESC** now to cancel the Display Contents of File command.

The AOE quadrants return to the screen.

Getting Help

If you want a short description of the commands in any quadrant, press **HELP**. The top of the screen displays the overall scheme of AOE: planes 1 and 2 and their quadrants, with the current quadrant highlighted. At the bottom of the screen, there is a description of each command in the quadrant.

A message at the bottom of the screen tells you to press any key to continue reading. If you want to leave the help screen and return to the AOE quadrants, just type **Q**.

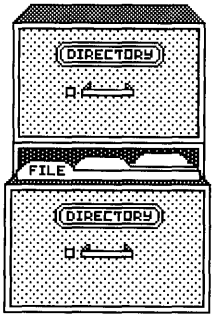


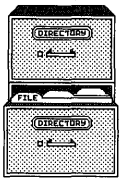
Leaving the Office Executive

Just type **q** when you want to leave AOE. The program returns you to whatever you were doing when you started AOE:

- If AOE appears when you log in, typing **q** logs you out.
- If you typed **aoe** from a system prompt to start AOE, typing **q** returns you to that system prompt.

Chapter 3
Managing Your Files and Directories





Copying the Sample Files

The AOE sample files are spreadsheets, documents, graphs, and database files. You'll use these files in this chapter and again in Chapter 5. To copy the sample files:

1. Type **2** to display the system quadrants in plane 2.

2. Select Execute XENIX Command from the System Utilities quadrant.

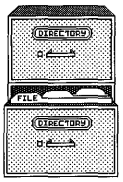
3. Type **cp /usr/aoe/samples/*** **.** being sure to type the asterisk, space, and period at the end. Check your screen against the screen shown in Figure 3-1. If you made a typing error, press the **Backspace** key until the mistake is erased, then type the correct characters.

```
Function --> Execute XENIX Command

Enter XENIX command: cp /usr/aoe/samples/* .
```

Figure 3-1. Copying the Sample Files

4. Press **RETN**. After a few seconds, the message **Press any key to continue** should appear.

   If any other message appears, such as one beginning with **cannot open** or **Usage**, press any key. Then go through steps 2 and 3 again. Be careful to type the characters exactly as shown and to press **RETN** after the final period. If you still get an unusual message, see your system administrator for help.



Picking an Item From a List

To use many of the AOE commands, you need to enter a file or directory name. You can always type the name of the item you want, but an easier way is to pick the item with the arrow keys.

For instance, select the Display Contents of File command now. A message asks you to type a file name. Instead, press **down arrow**. The list of sample files is displayed. Continue pressing **down arrow** to move the cursor down the list. To select the file you want, press **RETN**.

If the characters on the screen don't make sense to you, don't worry. The Display Contents of File command is described later in this chapter.

Using Directories

A directory is just like a file folder. You can use it to separate a group of files from your other files. A directory can also store other directories, which in turn can contain files or more directories.

When you first start AOE, you are in your home directory. If your login name were **terry**, for instance, your home directory would be called **/usr/terry**.

You can create any number of directories to organize your files. Figure 3-2 shows two of the many ways you can organize your filing system.

When you have a file that is placed down several levels of directories, you may need to refer to it by its pathname. Figure 3-2 shows some examples of pathnames. Each of your directory names is followed by a slash (/). The last name is the file name. The first system directory is named /.

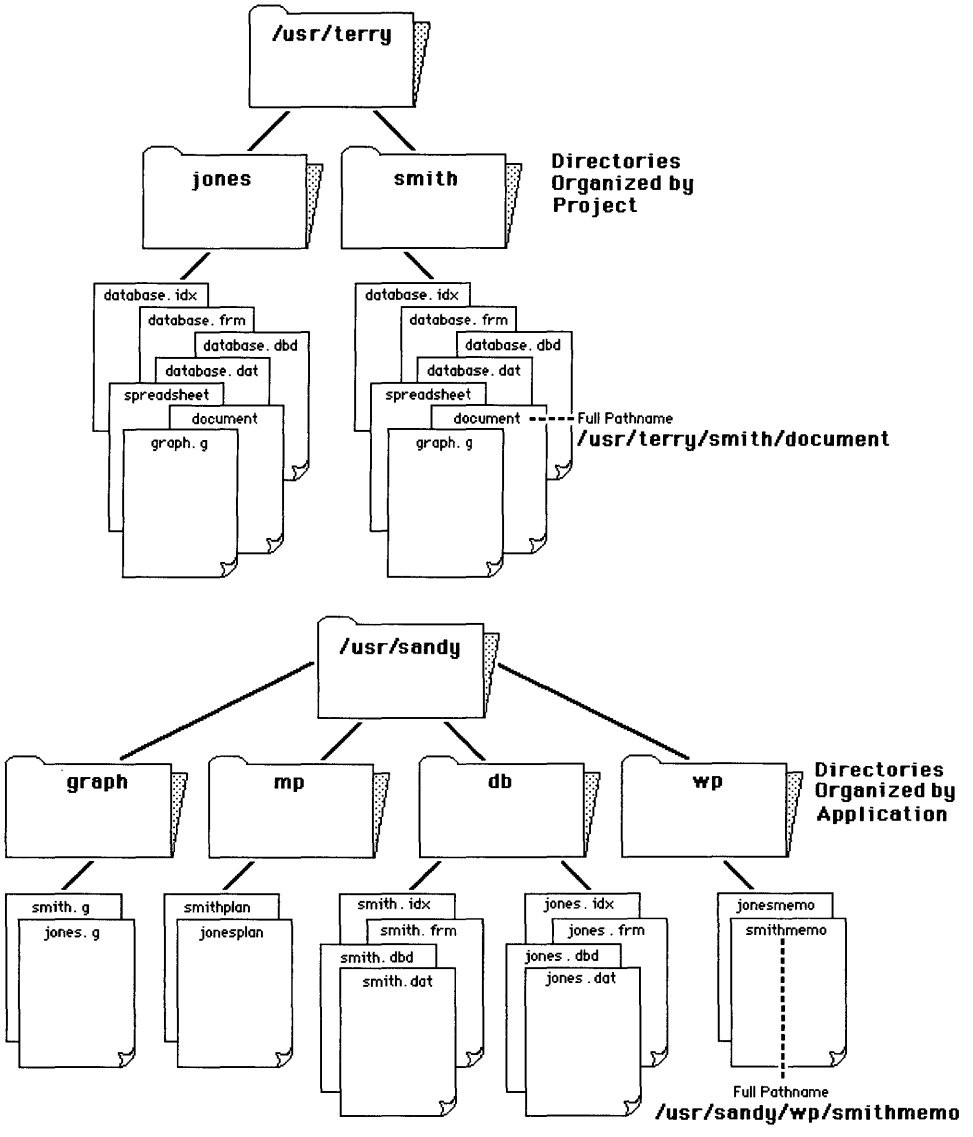
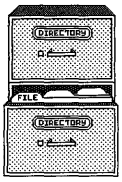


Figure 3-2. Sample Directory Structures



Creating a Directory

You'll find the commands for using directories in the Directories quadrant, shown in Figure 3-3.

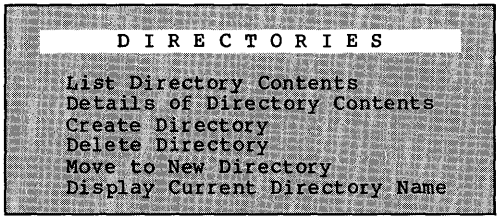


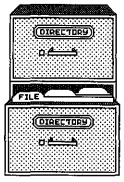
Figure 3-3. The Directories Quadrant

To create a directory, select the Create Directory command. Then type the name for the directory you want to create, and press **RETN**.

The name can be up to 14 characters long, but it is usually easier to keep the name short. You can use any characters you want, except the following:

* (asterisk)	[(left square bracket)
, (comma)	] (right square bracket)
; (semicolon)	/ (slash)
: (colon)	\ (backslash)
? (question mark)	` (left single quote)
! (exclamation point)	' (right single quote)
((left parenthesis)	" (double quote)
) (right parenthesis)	(space)

To use the directory, you need to move into it.



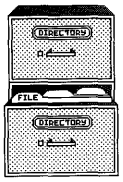
Moving into a New Directory

There are several ways to move into a new directory. First, select the Move to New Directory command. The current directory name is displayed at the top center of the screen. Then:

- To move to a directory contained by the current directory (one directory down), press **down arrow**; then pick the directory from the list.
- To move more than one directory down, type the portion of the directory's pathname beginning from the current directory. For instance, if the jones directory in Figure 3-2 contains a directory named phasel, and if you were in **/usr/terry**, you would type **jones/phasel** to move two directories down.
- To move one directory up, type .. (two periods).
- To move two directories up, type ../.. (two periods, a slash, and two periods).
- To move up and over to another directory, type ../ followed by the directory name. For instance, from **/usr/terry/jones**, type **../smith** to move to the **/usr/terry/smith** directory.

If you prefer, you can always type the full pathname of any directory to move to it.

End your entry by pressing **RETN**. A message displays the name of the directory you moved to.



Listing the File Names in any Directory

To see a list of the directory and file names in a directory, select List Directory Contents. Type . to see the current directory list. To see the contents of any other directory, specify the directory the same way you would if you used the Move to New Directory command.

Press **RETN** to complete your entry. After a few seconds, the screen displays a list of names. These names can be directories and/or files.

If the list of names is too long to fit on one screen, a message tells you to press the **space bar** to display more of the list, or to press the Rubout (**BREAK** or **DEL**) key to stop the listing and return to the AOE quadrants.

Listing Details About the Files in any Directory

The Details of Directory Contents command tells you more about the files in a directory.

Select the directory by the same methods as those described for the List Directory Contents command.

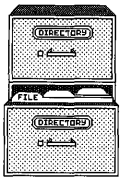


Figure 3-4 shows the details of the sample files.

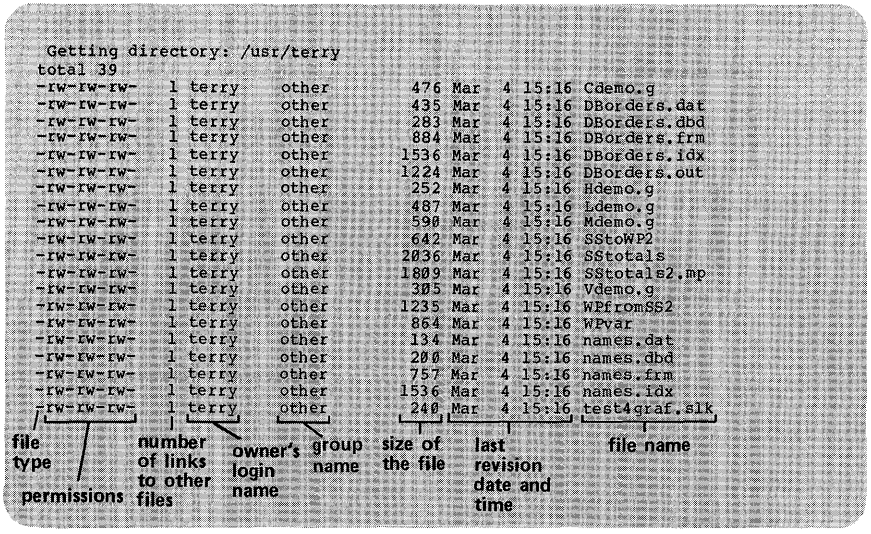
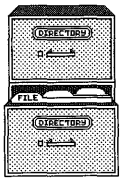


Figure 3-4. Detailed Directory Listing

The **file type** character (the leftmost in the line) is usually a dash, which means the item is a file. If the character is a **d**, the item is a directory. The **permissions** characters are:

- **r** (read) - being able to look at the contents of the file or directory.
- **w** (write) - being able to change the file or directory contents.
- **x** (execute) - being able to run the program (if this is a file) or move to the directory (if this is a directory).



- \- (no permission) - this capability is not permitted.

The permissions characters are arranged in three sets of three. Each of the nine character positions answers a question:

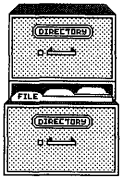
- The first three characters, in order, answer "Can the owner of this item read it, write it, or execute it?" The characters **rwx** mean yes for all three, but a dash in any position means no permission for that capability. For example, **r-x** means you can read and execute that file, but you can't write to it.
- The second three characters apply to users who are in the owner's group. User groups are set up by the system administrator.
- The third three characters are the permissions for any other user.

You can change the permissions for any file or directory with the Change File Permissions command, explained later in this chapter.

The number of **links** for a file are important mainly for programmers. If you're interested in linking files, refer to the Introduction to XENIX manual for a description of the **ln** command.

The **owner's name** is the name of the user who created the file. You create a file within one of the application programs, or by copying the file from another user.

The **group name** of the owner of this file is displayed next. The group name is **other** unless the system administrator changes it.



The **size** of the file is in bytes. Each byte is roughly equivalent to a character.

The **last revision date and time** are determined by the system time when the file was last changed. The time is shown in 24-hour time.

The **file name** (or directory name) is the last item.

Displaying the Name of the Current Directory

If you ever forget where you are, select Display Current Directory Name. A message displays the full pathname of the current directory.

Deleting a Directory

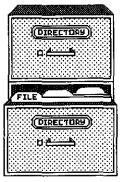
Before you delete a directory, you must delete all of the files or directories it contains. Then select the Delete Directory command. Pick the directory name from the list. If the directory isn't in the list, type the full pathname of the directory.

A message asks you to confirm that you want to delete the directory. Type y to continue, or type n to cancel the deletion. Press **RETN**.

If a message appears saying that the directory isn't empty, the directory wasn't deleted.

Managing Files

Every spreadsheet, document, or graph is stored on the hard disk as a separate file. Each database is divided into several files for storage on disk. You can save, load, copy, and delete files within each application program, but AOE also lets you manipulate all the files from one place, regardless of their origin.



Use the File Management quadrant, shown in Figure 3-5, to manage your files.

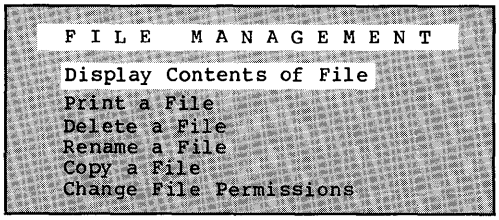


Figure 3-5. The File Management Quadrant

You can display, print, or copy only the files that you own or that someone else has authorized you to read. You can rename or delete a file only if you have permission to change it.

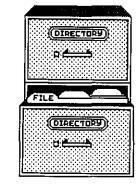
If you get the message **no file found** when you try to use one of the commands in the File Management quadrant, it may be because you do not own the files, you don't have permission to read them, or they don't exist.

Looking at the Contents of any File

If you've forgotten what a file contains, a quick way to look at it is with the Display Contents of File command.

After you select the Display Contents of File command, pick the file from the list or type its name. You can look at a file in another directory by typing the file's pathname.

A word processing document (such as the **WPvar** sample file) looks almost like it does in Uniplex.



You can tell if a file is a spreadsheet (such as the **SStotals2.mp** sample file) because of the quantity of unusual special characters displayed. You'll be able to pick out some of the text from the spreadsheet, but not much else.

For a quick look at the data in a database, look at either the **.dat**, **.out** or **.trn** file for the database. The other database files (those with other suffixes) won't make much sense to you.

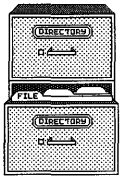
You can identify a particular High Tech graph file (with a .g suffix) because the text of the graph's labels and titles are legible. The screen also displays columns of numbers from the graph.

Printing any File

If you know the contents of a file and want to print it without any modifications, use the Print a File command. You can print database **.out** or **.trn** files or any system text files.

After you select Print a File, pick the file name from the list or type its name, then press **RETN**. If your system has more than one printer, a message asks you to type the name of the printer to use. Press **RETN**. A few seconds later, the file begins printing.

You can also use the Print a File command to print a Multiplan spreadsheet on another printer than the default printer. First, use the Multiplan Print File command to save on disk a version of the spreadsheet in print format. Then select the Print a File command and enter the print file name. Select the printer you want to use.



Copying any File

You can copy a file from the current directory or from any other directory. You can also copy files from other users, as long as you have read permission for the other user's file.

Use the Details of Directory Contents command (explained earlier in this chapter) to see what the permissions are for a file. Use the Change File Permissions command (explained later in this chapter) to change the permissions for any of your own files.

To copy a file:

1. Select the Copy a File command.

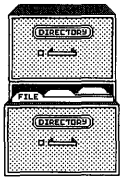
2. Pick the name of the file if it is in the current directory. If the file is in another directory, type the file's pathname. Press **RETN.**

3. A message asks you for the name to copy the file to. Type the file name to place the file in the current directory. Type a pathname to put the file in another directory.

4. Press **RETN.** If any message besides **File copied** is displayed, the copy wasn't made. Try the command again, being sure to type the correct name for the file to copy from. If you type a pathname for the name to copy to, make sure that directory exists. If you still have trouble, see your system administrator for help.

Renaming any File

Renaming a file is similar to copying it, except you finish with only one copy of the file, under the new name. You must have write permission for a file to rename it.



Select the Rename a File command, then follow the instructions for copying a file, as explained above.

Deleting any File

You must have write permission to delete a file.

Select the Delete a File command. Then pick the file from the list or type its name (or its pathname, if necessary). Press **RETN**.

A message asks you to confirm that you want to delete this file. Type **y** to continue with the deletion, or type **n** to cancel it. Press **RETN**.

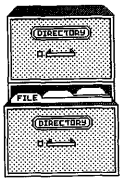
If you get a message other than **File deleted**, the file wasn't deleted. Either you mistyped the name of the file, or you aren't authorized to delete it.

Changing Who is Permitted to Use a File

You must own a file or directory (or be the system administrator) to change its permissions.

There are three categories of permission for a file:

- Read (look at its contents)
- Write (change its contents)
- Run (use the file as a XENIX command) or search (move into the directory)



After you select the Change File Permissions command, type the name of the file, or pick it from the list; then press **RETN**. If you own the file, the screen looks much like Figure 3-6.

```
Function --> Change File Permissions of DBorders.dat

Currently DBorders.dat has the following permissions:

Read  : all users
Write : owner only
Run   : nobody

The following definitions apply below:

'o' means owner only
'g' means group and owner
'a' means all users
'n' means nobody

Who should be able to read this file (o, g, a, n)?
```

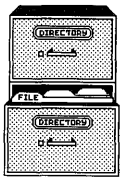
Figure 3-6. Changing File Permissions

The lower portion tells you which characters signify which sorts of users. The person who created or copied the file is the owner. If there are other users in your group, your system administrator can tell you who they are. All users mean anyone who logs into the system.

You change the permissions of the file by answering the questions as they are displayed one at a time at the bottom of the screen.

The first is **Who should be able to read this file?**

- You may want to change the permissions from all users to group or owner. Type the letter corresponding to the answer you want.



The second is **Who should be able to write this file?**

- You probably don't want to change this from owner only (yourself). If you want another user to change your file, it's probably better to have that person copy the file from you. Type **o** if you want to leave the setting at owner. Type **g** or **a** if you want others to change it.

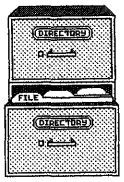
  If this is a valuable file, and you want to protect it from accidental deletion or change, type **n**.

The last is **Who should be able to run this file?**

- If this is a data file (not a program), type **n** to leave this setting at nobody. If this is a directory, type **o** or **g** to restrict who can move into your directory.

Changing Your Password

The only way the computer knows who you are is by your login name. Everyone in your company could know your login name, so you can set up a password, known only by you, when you log in.



You can use the Change Password command to create a password or change your current one. You'll find the Change Password Command in the System Utilities quadrant, as shown in Figure 3-7.

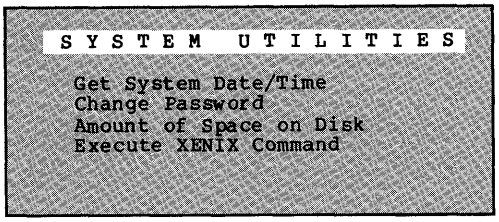


Figure 3-7. The System Utilities Quadrant

After you select Change Password:

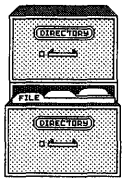
1. The screen displays messages saying that it is ready to create or change your password. If you already have a password, the message **Old password:** appears. Type your current password, and press **RETN**.

2. The **New password:** message appears, asking you to type what you want for your new password.

3. Type your new password. It must be at least six characters long. You can use any keys on the keyboard. Choose a sequence of keys that are easy for you to remember but difficult for someone else to guess.

4. Press **RETN**.

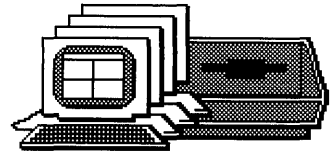
5. A message asks you to retype your new password. Enter your password again exactly as in step 3. Press **RETN**.

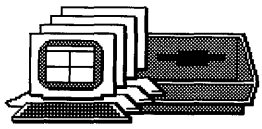


6. Press any key to return to the AOE quadrants.

Follow any messages you get during the course of changing your password. You must type the old password exactly, and you must type the new password the same way twice.

Chapter 4
Managing the System





This chapter explains how to manage your system and describes tasks such as keeping backup copies of files, broadcasting short messages over the system when necessary, and running XENIX commands.

Keeping Backup Copies of Files

As a precaution against loss of files, you can copy your files onto a floppy disk or tape. Backing up files also enables you to make a copy of a file for transferring into another system. You can back up entire directories or just a few files.

If you want to back up a large quantity of files, you'll find it's much quicker to back up to tape. If you want to copy a few files from your system to load into another system, it's usually easier to back up to a floppy disk.

The commands for copying files to and from tape or disk are in the Backup/Restore quadrant, shown in Figure 4-1.

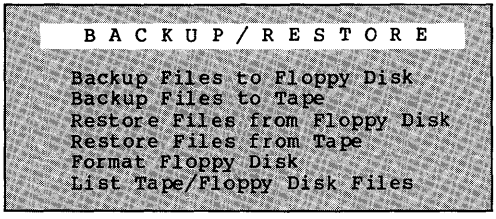
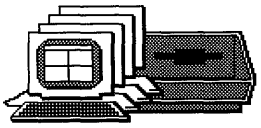


Figure 4-1. The Backup/Restore Quadrant



Formatting a Floppy Disk

Before you can back up files to a floppy disk, it must be formatted. The formatting process prepares a disk to receive data and deletes any information currently recorded on the disk.

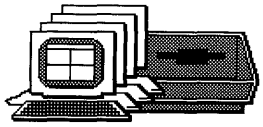
Before you begin, make sure there is no write-protect tab on the disk.

1. Select the Format Floppy Disk command.
2. Type **1** to choose the **format floppy disk** option. Press **RETN**.
3. Insert the floppy disk in the drive. Make sure the disk contains no information you value. Press **RETN**.
4. Periods are displayed across the screen as the disk is formatted. When the process is finished, the formatting choices are displayed again. If you want to format another disk, repeat steps 2 through 4.
5. If you don't want to format any more disks, select the quit option. Then press **RETN**.

Backing Up Files to Floppy Disk

Before you begin backing up, think about how you will want to restore the files:

- If you will restore files into another directory either on your own system or another one, move into the directory containing the files. This way you can restore the files into any directory you choose.

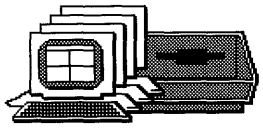


- If you will want to restore the entire system all at once or if you want to make sure the files retain their full pathnames when restored, move into the root (/) directory.

To back up files:

1. Make sure you have enough floppy disks to contain the files. If you run out, you'll have to cancel the Backup command to format more disks. A floppy disk holds about 395,000 bytes.
2. Move into the appropriate directory, as explained above.
3. Select the Backup Files to Floppy Disk command.
4. Insert the disk in the drive, and press any key.
5. Enter the names of the files to back up. You can type the full pathname if you didn't move into the current directory. You can do this in several ways:

    - To back up the current directory and the contents of all its files and directories, type * (an asterisk) and press **RETN**.
    - To back up one file, type its name and press **RETN**.
    - To backup a directory and all its contents, type the directory name and press **RETN**.



- To back up several files at a time, use wildcard characters. Refer to "Using Wildcard Characters" just after this section for instructions.
- You can type the full pathname if you didn't move into the current directory.

6. Press **RETN**. Type **a**, **b**, or **c** depending on the type of backup you're making:

   - Append files if you want to add the file(s) you chose to the end of the disk. The existing files on the disk aren't disturbed. If one of the files you're appending has the same name as an existing file, the latest appended version will be the one restored later.
   - Update files if you want to copy any new files or any files that have changed since you last backed up to this disk.
   - Create a new disk if you want to erase the contents of the disk and start over with the current files you chose.

7. The files are listed on the screen as they are copied. If you copy so many files that you fill up the disk, a message tells you to take out the disk and insert a formatted disk. Type **y** and press **RETN** to continue.

If you need more than one disk to back up a series of files or directories, note the sequence of the backup. Use a felt-tip pen on the disk label to record the sequence. When you restore the files, you must restore them in the order you backed them up.

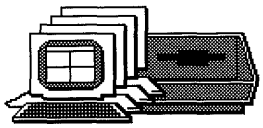
A message tells you to press any key when the backup is finished.

Using Wildcard Characters

When you back up or restore files, you may not want to use the * character alone, because it copies all the files from the current directory and from all directories below. If you type each file name separately, the process may take a long time.

There are three sorts of wildcard characters you can use:

- * (the asterisk), which stands for any number of any characters, or no characters at all. For instance, entering ***out** copies all files whose names end with the characters **out**.
- ? (the question mark), which stands for any one character. For instance, entering **???out** copies all six character file names ending in **out**.
- [] (left and right brackets), which enclose a list or range of single characters. Entering **[abc]out** copies files named **aout**, **bout**, and **cout**. Entering **[d-g]out** copies files named **dout**, **eout**, **fout**, and **gout**. Entering single characters between the brackets is a list, and entering two characters separated by a hyphen is a range.



You can use the wildcard characters in combination:

???out*2 copies the following files, among others:

```
135outjkjkjk2
jkjoutj2
```

***[1-5]out** copies these files, among others:

```
jkjkj2out
r4out
```

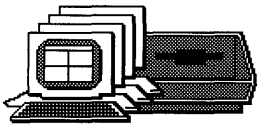
out[s4c]? copies files including:

```
outs3
out4u
```

An asterisk at the end will copy files from subdirectories. For instance, **out*** copies all of these files, and more:

```
out.dbd
outside/more
outside/document/jones
out
```

If a wildcard combination matches a directory name, the entire contents of that directory will be backed up.



Listing Which Files are on a Tape or Floppy Disk

To check the contents of a disk or tape, follow these steps:

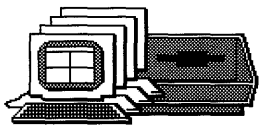
1. Select the List Tape/Floppy Disk Files command.
2. Type **a** for a tape, or **b** for a floppy disk.
3. Then insert the tape or disk in the drive. Press any key to continue.
4. The contents of the tape or disk are displayed.

Restoring Files From Floppy Disk

Before you restore files from a disk, check its contents with the List Tape/Floppy Disk Files command.

If the names in the list begin with / (a slash), they will be restored with their full pathnames from the root directory. Be careful which files you restore, because any files with the same pathnames will be overwritten by the restored files.

Otherwise, decide into which directory you want to copy the files. If files with the same names already exist in the directory you choose, they will be overwritten. If the disk you're restoring from contains files with partial or full pathnames, new directories will be created if they don't already exist.



To restore files:

1. Move to the directory into which you want to copy the files.

2. Select the Restore Files from Floppy Disk command.

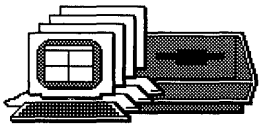
3. Insert the disk you want to restore from if it isn't already inserted. If you are restoring from a series of backup disks, begin with the first disk. A message will tell you when to insert the next disk. Then press any key.

4. Just as for backing up files, you can enter either:

   - o * (an asterisk) to restore all of the files from the disk.
   - o A file name to restore just one file.

   You cannot use wildcard combinations for restoring files.

5. After completing your entry, press **RETN**. After a few seconds, the names of the files being restored are listed on the screen.



Backing Up Files to Tape

Follow the same procedure as for backing up to a floppy disk, except:

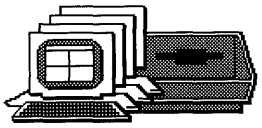
- Set the tape unit's power switch to ON.
- There is no need to format a tape before using it.
- A tape has no write-protect notch; instead, make sure the arrow is not set to SAFE.
- Select the Backup Files to Tape command.

Note

You can use the procedures for backing up and restoring files with partial pathnames on only some tape units. Some units require you to backup and restore the entire directory system. Check the manual that came with your tape unit for details.

Restoring Files from Tape

The procedure for restoring files from tape is the same as restoring them from floppy disk. Make sure the tape unit is turned on, and select the Restore Files from Tape command.



Sending Messages

The commands for sending and receiving messages are included in the Communication quadrant, shown in Figure 4-2.

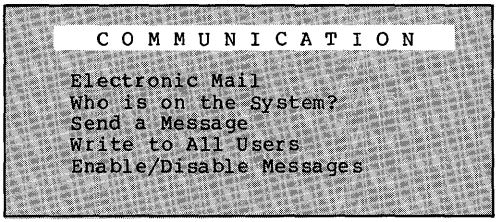
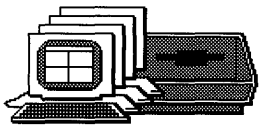


Figure 4-2. The Communication Quadrant

Sending a message over the system is different from sending mail with Altos Electronic Mail. A message interrupts whatever other users are doing and displays wherever the cursor is positioned on their screens. A piece of mail is stored in another user's inbox. Users are notified that they have received mail only when they log in, or when they select the Electronic Mail command.

If you have an urgent message to send, use the Send a Message, or Write to All Users commands.



Checking to See Who is Logged In

You cannot send a message to a user who isn't logged in. To see who is logged in, select the Who is on the System? command.

After a few seconds, the list of users appears on your screen. The categories tell you each user's login name, the terminal they are using, and the time they logged in.

Press any key to return to the AOE quadrants.

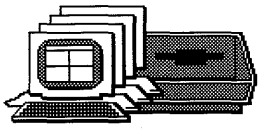
Sending a Message to One User

To send a message to one user, select the Send a Message command.

Type the name of the user you want to send to. Be prepared to type your message immediately. As soon as you press **RETN**, the user's terminal beeps and displays a message saying that a message will be arriving from you. Whatever the other user was doing is interrupted.

Press **RETN** and type your message. Press **RETN** before you reach the end of the line, or the text may wrap to the next line in the middle of a word. Each time you press **RETN**, that portion of your message is displayed on the other user's terminal.

When you are finished with your message, press **RETN** to move the cursor to the beginning of the next line, then press **CTRL d**.



Note

If you get the message **Permission denied** just after entering the user's name, that user has disabled messages. To send a message to that person, that user must enable messages, as explained later under "Allowing or Disallowing Messages."

Sending a Message to All Users

To send a message to all users who are currently logged in, select the Write to All Users command.

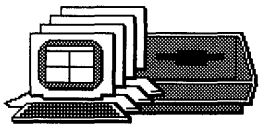
With this command, you have as much time as you need to compose your message. Type the message you want to send. When you are finished, press **RETN**, then press **CTRL d**.

When you press **CTRL d**, all users are notified that a broadcast message is arriving. Then your message is displayed.

Clearing a Message From Your Screen

A message that you receive has no effect on the contents of the file you're using or on the command you're using. But to unclutter your screen, here are instructions for clearing the message from your screen:

- If you're using an AOE command, press **ESC** to get out of it. Then reselect the command.
- If you have the AOE quadrants displayed, select **HELP**, then type **q** to return to the quadrants.



- If you're editing a document in Uniplex, select the Refresh command. Otherwise, type **?** to select HELP, then press **ESC** to return to the menus.
- If you're running File-it!, press **CTRL w** to select HELP, then type **R** to resume using File -it!
- If you're running Multiplan, type **H** to select the Help command, then type **R** to resume using the spreadsheet.
- If you're running Electronic Mail, use the Refresh command if you're editing a file. Otherwise, type **q** to exit Electronic Mail.
- If you're running High Tech Business Graphics, use the Refresh command to redraw the graph.

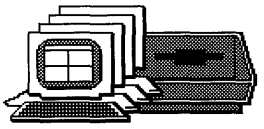
Allowing or Disallowing Messages

If you don't want to be interrupted by any messages, you can disable messages. You are initially set to have messages allowed (enabled).

To disable messages:

1. Select the Enable/Disable Messages command.
2. Type **a**. A message tells you that messages are disabled.
3. Press any key to return to the AOE quadrants.

To enable messages again, just type **b** in step 2.



Using System Utilities

To verify the system time, to check the amount of free space on disk, or to use any XENIX command, use the commands in the System Utilities quadrant, shown in Figure 4-3.

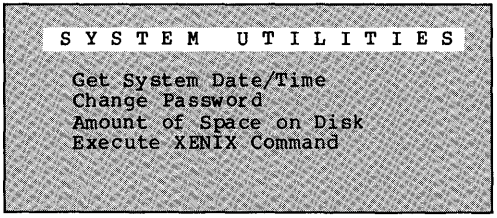


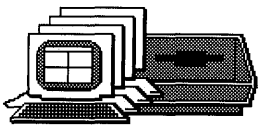
Figure 4-3. The System Utilities Quadrant

Verifying the System Time

The last revision dates and times on files will be determined by the system time. To check the system time, select the Get System Date/Time command.

The date and time are displayed in the System Utilities quadrant. To return to the AOE quadrants, press any key.

To change the system time, you must be logged in as root or admin. Then use the XENIX date command to change the date and time. Refer to Appendix A in the Introduction to XENIX manual for instructions on using the date command.



Checking the Amount of Space on the Hard Disk

To see how much free space is available on the system's hard disk, select the Amount of Space on Disk command. After several seconds, a message displays **/dev/root** followed by a number of blocks.

Each block contains 512 bytes. Every character is the equivalent of a byte, including special characters that don't display on the screen like line feeds, and carriage returns.
This gives you an idea of how much room is left on the disk.

If the figure is below 500 blocks, it's time to get more space by deleting files you no longer need.

Executing a XENIX Command

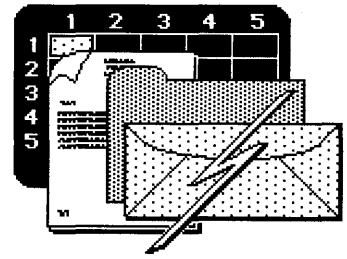
To use any XENIX command that would ordinarily be typed from the system prompt ($ or #), use Execute XENIX Command.

You can select Execute XENIX Command in two ways:

- Type **!** from any of the AOE quadrants.
- Move the cursor to the command and press **RETN**.

You can type one command at a time. If you want to execute more than one command, type them on the same line, separating each command from the next with a semicolon.

If you want to go to the Altos Business Shell, type **bsh**. Using the Business Shell is explained in the Introduction to XENIX manual.



Chapter 5
Transferring Data

With AOE you can transfer data to and from most applications. Figure 5-1 shows you which directions you can move data.

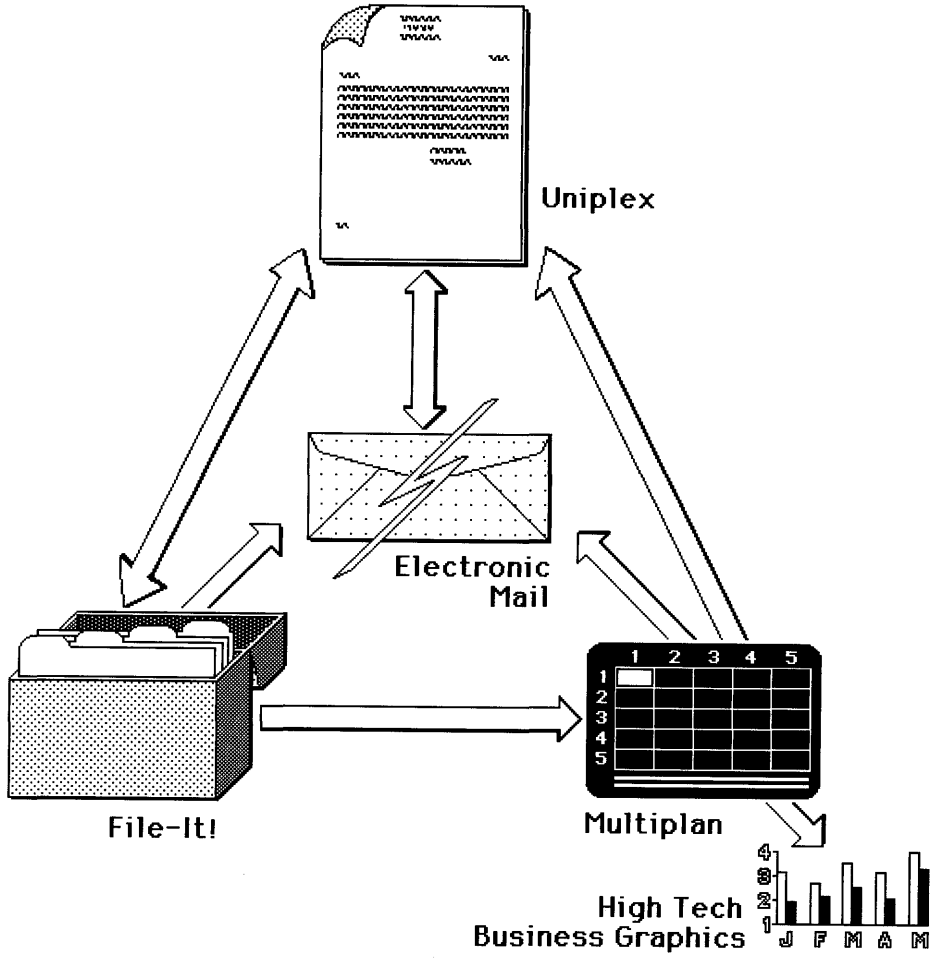
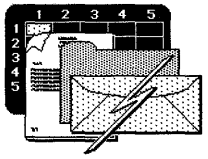


Figure 5-1. Directions You Can Transfer



Trying the Examples

To become familiar with transferring data, we recommend you copy the AOE sample files to your own directory. Then you can follow the examples in this chapter to see exactly how to transfer data. If you haven't already done so, follow the instructions in Chapter 3 under "Copying the Sample Files."

You can use the Summary: section after each example as a guide when you want to transfer your own files.

Transferring From File-It!

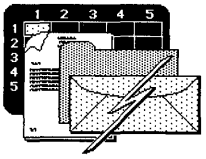
Before you transfer data from File-it! to any other application, you need to create a Transfer output file.

Creating a Transfer File

The Transfer option is part of the File-it! program. The File-it! Reference Guide explains the two other kinds to create output files: form and report. The transfer output format is explained here.

Example:

1. Select the File-it! command from the Database quadrant to start File-it!.
2. Pick the **DBorders** database or your own database.
3. Type **D** to select the Data option.
4. Type **O** to select the Output option.
5. Type **T** to select the Transfer option.



6. Type **E** to select the Entire-File option to transfer all the records in the database. When you create your own transfer files, you can choose to transfer only some of the records. See the Summary for instructions.

7. The transfer file is named **DBorders.trn.** Press **RETN** to accept the name and create the file.

8. Then type **E** to select Exit, and type B to leave File-it!.

The contents of the DBorders database is shown in Figure 5-2. This is the sample information that you will be transferring to Uniplex and to Multiplan.

Summary:

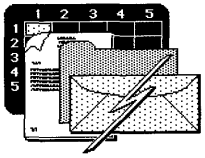
A. Run **File-it!** and select your database.

B. Select **Data.** To transfer all the records in the database, go on to step C. To transfer only some of them, use the Query option to select records. The records you select become the Current List. Querying techniques are described in Chapter 4 of the File-it! Reference Guide.

C. Select **Output**, then **Transfer.** If you queried the database in step B, select **Current-list.** Otherwise, select **Entire-File.**

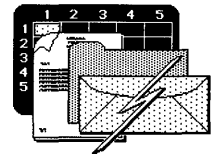
D. The name of the transfer file is your database name followed by **.trn** unless you type another name. Press **RETN.**

The transfer file isn't updated automatically when you make changes to the database. To be sure the transfer file is up to date, always create a new one before transferring.




```
order_date          [11/15/84]
title               [Mr. ]
first_name          [David     ]
last_name           [Wallace              ]
address             [1455 Scott Road                ]
city                [Evanston             ]
state               [IL]
zip                 [60204]
item_description    [Travel Irons                         ]
quantity            [2     ]
unit_price          [$39.00          ]

order_date          [11/15/84]
title               [Ms. ]
first_name          [Helen     ]
last_name           [Morrison             ]
address             [545 Wesley Drive               ]
city                [Oakland              ]
state               [CA]
zip                 [94615]
item_description    [Air Purifier                         ]
quantity            [1     ]
unit_price          [$99.00          ]

order_date          [11/15/84]
title               [Ms. ]
first_name          [Nancy     ]
last_name           [Carmichael           ]
address             [155 Blue Jay Way               ]
city                [Babylon              ]
state               [NY]
zip                 [11702]
item_description    [Telephone Answering Machine          ]
quantity            [1     ]
unit_price          [$249.00         ]
```

Figure 5-2. The DBorders Database



To Uniplex

Transferring all or part of a database to Uniplex is useful for making form letters. In this example, you'll take three names and addresses from a File-it! database and create three personalized letters.

Example:

1. Select the Uniplex command from the Word Processing quadrant.

2. Type **1** to select the Word Processing menu, then type **2** to edit an existing file. Type **WPvar** to look at the sample variable fields document.

   Instructions for creating a variable fields document are in the Uniplex User's Guide. The **WPvar** document is shown in Figure 5-3.

   The list of items at the top of the document correspond to fields in the DBorders database. The words within the document that are each preceded by a single underline (_) are where the information from each field in the database will be placed.

3. Use the Quit No Save command to leave the document intact. Then exit Uniplex.

4. Select the Mail Merge command from the Word Processing quadrant.

5. Press **down arrow** to see the list of files in the directory. Pick the **WPvar** document from the list.

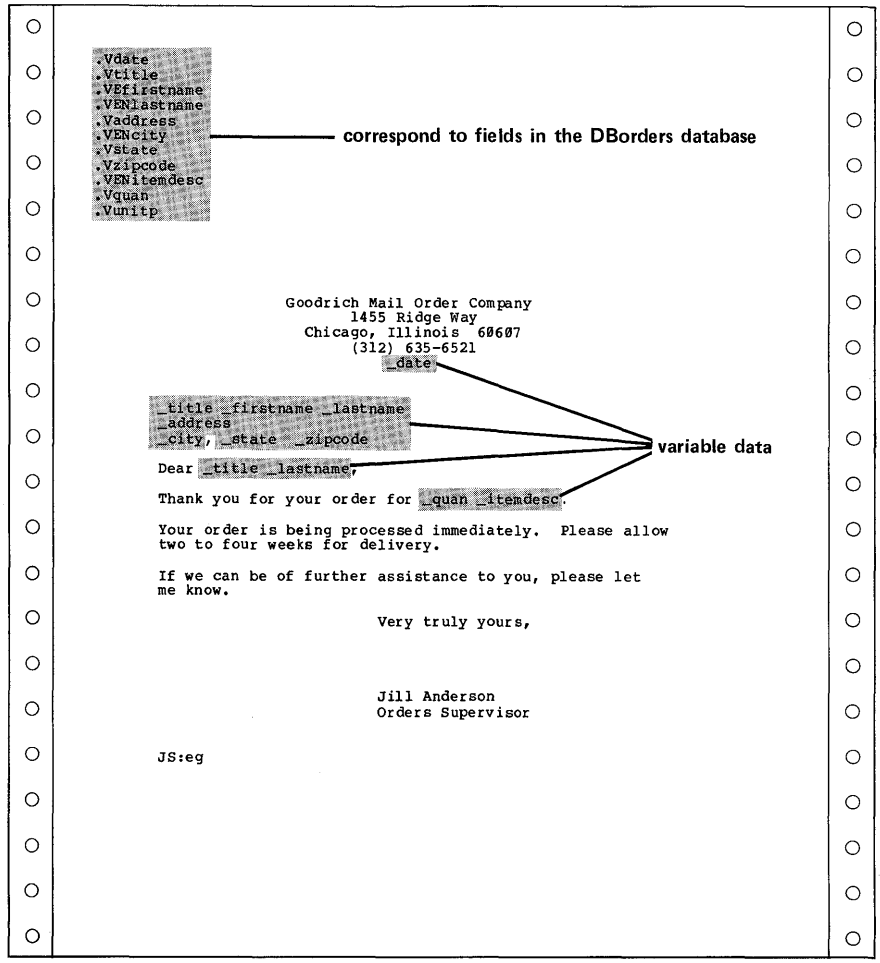


Figure 5-3. Variable Fields Document

6. The Mail Merge menu appears. This is where you tell AOE which files to put together to create the personalized form letters. You need to

answer the five questions in the menu. Type the responses as shown in Figure 5-4. Use **down arrow** to move the cursor down the menu.

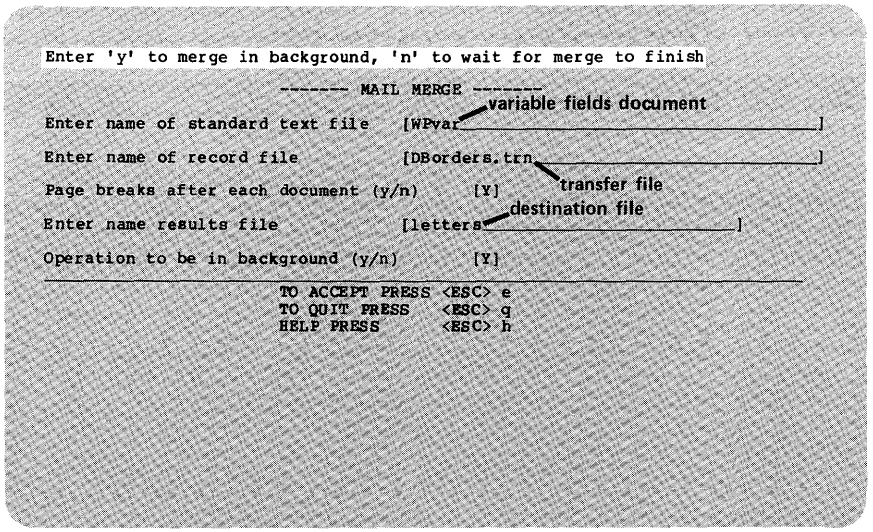
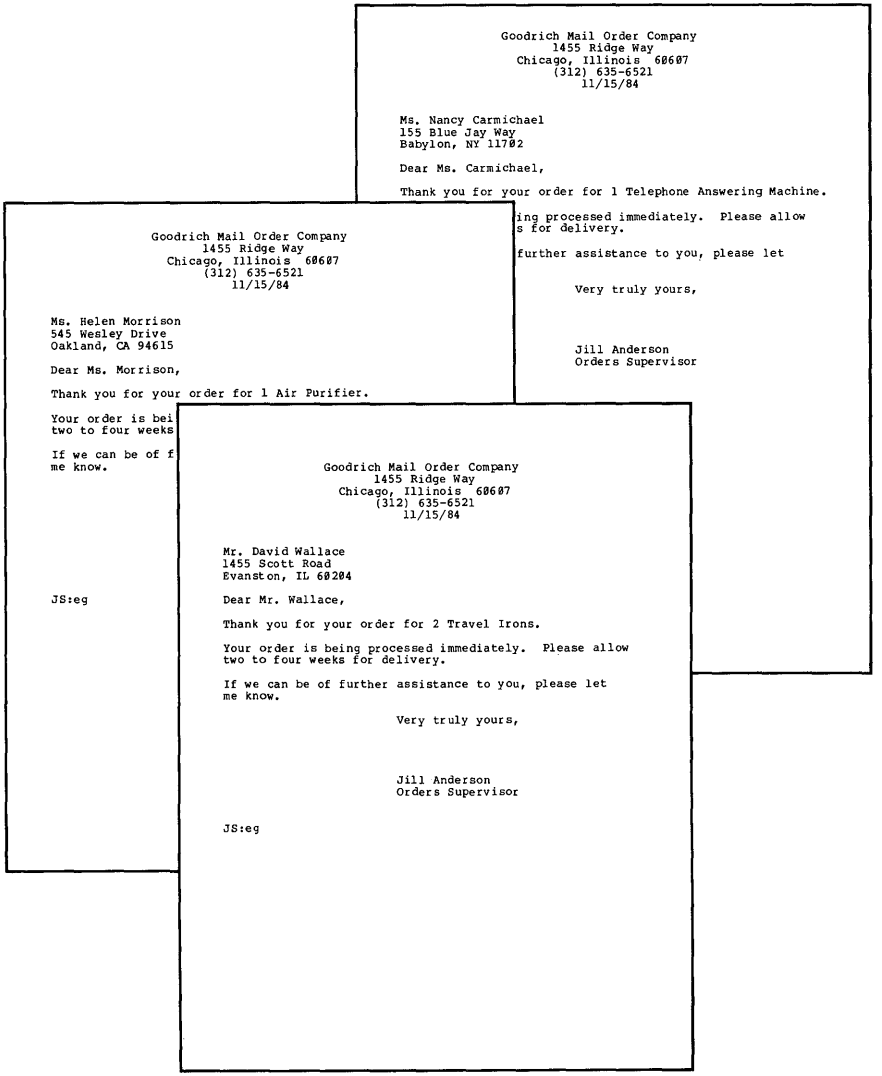


Figure 5-4. The Mail Merge Menu

7. Press **ESC** then type **e** to create the letters.

8. When the program has finished creating the file, select the Display Contents of File command from the File Management menu, and select the **letters** file. Figure 5-5 shows how the letters should look.



Goodrich Mail Order Company
1455 Ridge Way
Chicago, Illinois 60607
(312) 635-6521
11/15/84

Ms. Nancy Carmichael
155 Blue Jay Way
Babylon, NY 11702

Dear Ms. Carmichael,

Thank you for your order for 1 Telephone Answering Machine.

ing processed immediately. Please allow
s for delivery.

further assistance to you, please let

Very truly yours,

Jill Anderson
Orders Supervisor

Goodrich Mail Order Company
1455 Ridge Way
Chicago, Illinois 60607
(312) 635-6521
11/15/84

Ms. Helen Morrison
545 Wesley Drive
Oakland, CA 94615

Dear Ms. Morrison,

Thank you for your order for 1 Air Purifier.

Your order is bei
two to four weeks

If we can be of f
me know.

JS:eg

Goodrich Mail Order Company
1455 Ridge Way
Chicago, Illinois 60607
(312) 635-6521
11/15/84

Mr. David Wallace
1455 Scott Road
Evanston, IL 60204

Dear Mr. Wallace,

Thank you for your order for 2 Travel Irons.

Your order is being processed immediately. Please allow
two to four weeks for delivery.

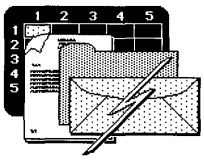
If we can be of further assistance to you, please let
me know.

Very truly yours,

Jill Anderson
Orders Supervisor

JS:eg

Figure 5-5. Personalized Letters



Summary:

A. Run **Uniplex** and create a variable fields document. Exit and Save the file.

B. Exit Uniplex and select **Mail Merge.** Enter the name of your variable fields document.

C. Enter the transfer file name and the destination file name in the Mail Merge menu.

D. Press **ESC e.**

To Multiplan

You can transfer data from a File-it! database to Multiplan and make calculations. In the example below, Multiplan was used to calculate total prices, sales tax, invoice totals and daily totals.

Before you begin, make sure you create a transfer output file from the DBorders database as described earlier in this chapter under "Creating a Transfer File."

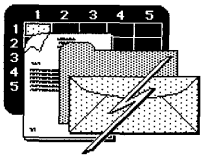
Example:

1. Select the Multiplan command from the Planning quadrant.

2. Type **TL** to select the Transfer Load command.

3. Load the **SStotals** file by typing the name or by picking that file with the arrow keys. Press **RETN.**

   This is the spreadsheet into which you'll load the database records. Figure 5-6 shows the entire spreadsheet. It has room for all the fields in the database. The portion you're seeing now is the right side of the spreadsheet.



This portion contains the cells used to make calculations with the quantity and unit price data.

The columns are widened to accommodate the width of each field from the database. You must transfer every field in the selected records to Multiplan. If you transfer data that isn't useful to you in the spreadsheet, you can always delete the columns later.

The worksheet contains enough rows to hold ten records from the database. If you had more than ten records to transfer, you could copy the rows to add more. If you transfer fewer than ten, it's easy to delete the extra rows.

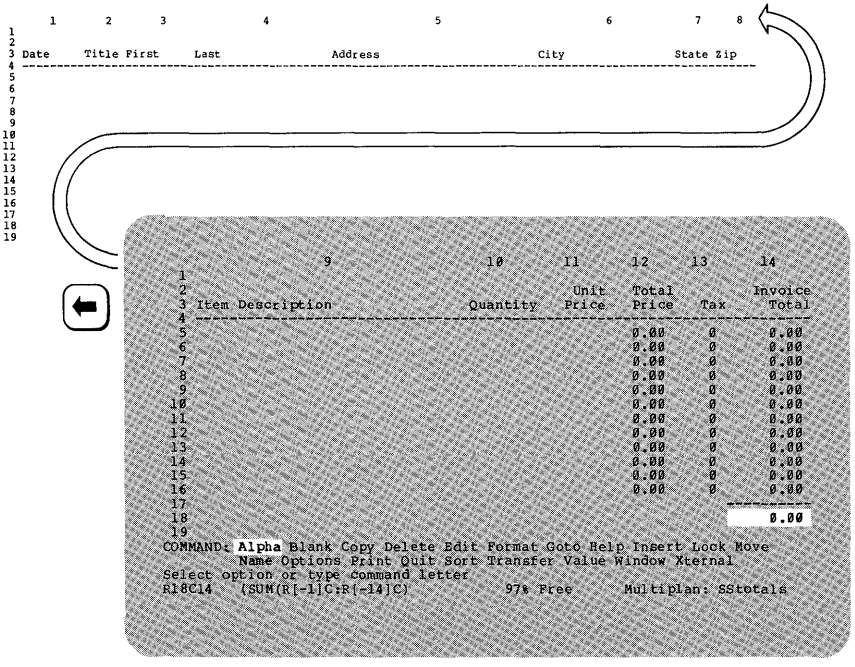
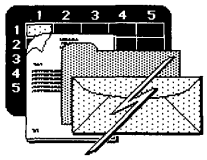


Figure 5-6. The Totalling Spreadsheet



4. Exit Multiplan by typing **QY**.

5. Select the Merge Database Data option from the Planning quadrant.

6. The message asks you for the spreadsheet to merge. Pick the **SStotals** file from the list or type its name. Press **RETN**.

7. The next message asks you for the name of the database to merge. Pick the **DBorders** database from the list, or type its name. Press **RETN**.

8. AOE is initially set to place the data into the spreadsheet beginning with the cell at row 2 and column 2. Each data record will occupy a row. The **Change default?** message lets you change the placement. Type **y**.

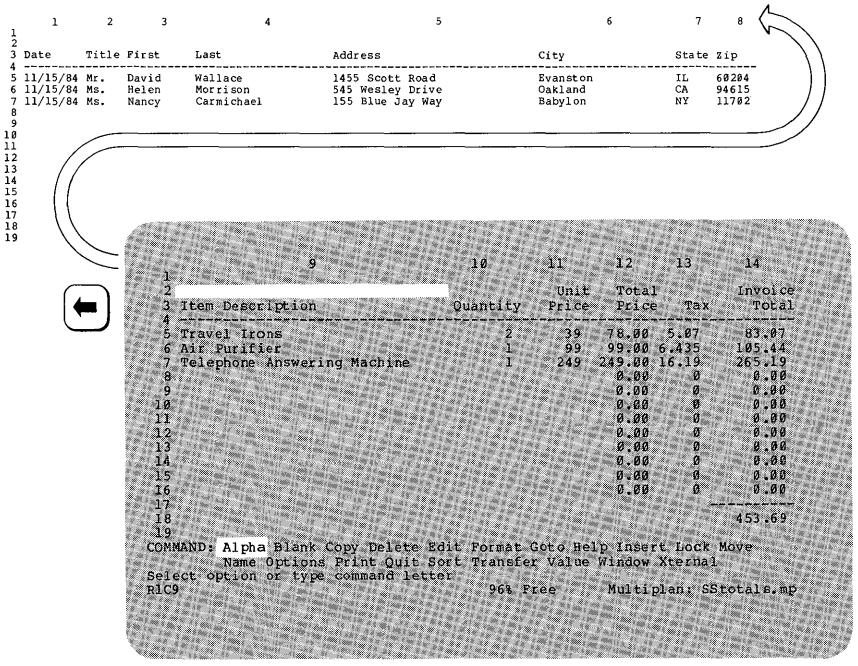
9. AOE asks you for the starting row. Type **5** and press **RETN** for row 5. Type **1** and press **RETN** for column 1.

10. After a minute or so, a message tells you to press any key. AOE has finished transferring the data to the spreadsheet. Press a key to return to the AOE quadrants.

11. Select the Multiplan command from the spreadsheet quadrant.

12. Type **TL** to select the Transfer Load command.

13. Load the **SStotals.mp** file by typing the name or by picking that file with the arrow keys. Press **RETN**. Figure 5-7 shows the merged spreadsheet.



Date	Title	First	Last	Address	City	State	Zip
11/15/84	Mr.	David	Wallace	1455 Scott Road	Evanston	IL	60204
11/15/84	Ms.	Helen	Morrison	545 Wesley Drive	Oakland	CA	94615
11/15/84	Ms.	Nancy	Carmichael	155 Blue Jay Way	Babylon	NY	11702

Item Description	Quantity	Unit Price	Total Price	Tax	Invoice Total
Travel Irons	2	39	78.00	5.07	83.07
Air Purifier	1	99	99.00	6.435	105.44
Telephone Answering Machine	1	249	249.00	16.19	265.19
			0.00	0	0.00
			0.00	0	0.00
			0.00	0	0.00
			0.00	0	0.00
			0.00	0	0.00
			0.00	0	0.00
			0.00	0	0.00
			0.00	0	0.00
					453.69

COMMAND: Alpha Blank Copy Delete Edit Format Goto Help Insert Lock Move
Name Options Print Quit Sort Transfer Value Window Xternal
Select option or type command letter
R1C9 96% Free Multiplan: SStotals.mp

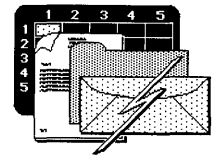
Figure 5-7. Spreadsheet With Transferred File-it! Data

14. Delete the extra totalling rows (rows 8 through 16). Move the cursor to row 8 and type **DR** for Delete Row. Type **9** for the number of rows and press **RETN**.

15. Type **TS** and press **RETN** to save the new version of the SStotals.mp spreadsheet.

16. Type **y** when asked if you want to overwrite the existing file.

17. Type **QY** to exit Multiplan.



Summary:

A. Create a transfer output file from the database.

B. Run **Multiplan.** Create a spreadsheet to accommodate the database fields. Exit Multiplan.

C. Select **Merge Database Data.** Enter the spreadsheet name and the database name. Enter the starting row and column.

D. Run **Multiplan** and load the sheet with the transferred data: the spreadsheet name followed by **.mp.**

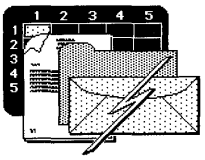
To Electronic Mail

You can transfer records from File-it! to Electronic Mail. In the following example, you send yourself a list of the day's orders for inventory control.

Example:

1. Create an output file from File-it!. This could be a transfer output file, as described at the beginning of this chapter, or a report or form output file. Chapter 4 in the File-it! Reference Guide tells you how to write records to a report output or form output file. A form output file has the advantage of containing the field names with the data, while a transfer output file contains only the data. A report output file has even more variations, as explained in Chapter 6 in the File-it! Reference Guide. The DBorders.out file is provided as one of the sample files for your convenience.

2. Select the Electronic Mail command from the Communication quadrant.



3. Type **s** to select the Send command.

4. Type **DBorders.out** and press **RETN**. After a few seconds, the screen shows the electronic mail headings. The first record appears below the headings.

5. Enter your login name after **To:** so that this mail will be sent to yourself.

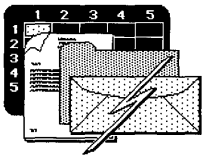
6. Now delete lines out of the body of the file until it looks like Figure 5-8. If this memo were going to a person reponsible for tracking inventory, the only relevant fields would be order_date, item_description, quantity, and unit_price.

```
To: sandy
Subject: Today's Orders
cc:
Archive-A-Copy (y/n): n


order_date          [11/15/84]
item_description    [Travel Irons                    ]
quantity            [2     ]
unit_price          [$39.00          ]


order_date          [11/15/84]
item_description    [Air Purifier                    ]
quantity            [1     ]
unit_price          [$99.00          ]


order_date          [11/15/84]
item_description    [Telephone Answering Machine     ]
quantity            [1     ]
unit_price          [$249.00         ]
```

Figure 5-8. Electronic Mail From the Database

7. Use the Exit and Save command. Electronic Mail sends the mail.

8. Type **q** to exit Electronic Mail.



Summary:

A. Create an output file from your database--either a report or form output file (**.out**) or a transfer output file (**.trn**).

B. Run **Electronic Mail**.

C. Select **send** and enter your output file name.

D. Enter the electronic mail heading information and edit the file as you want it to look.

E. Select the Exit and Save function key command. Electronic Mail sends the mail.

Transferring From Multiplan

You can transfer all or part of a spreadsheet to Uniplex or to Electronic Mail. You can use these techniques to communicate spreadsheet calculations electronically to those on your system, or on paper to offsite employees.

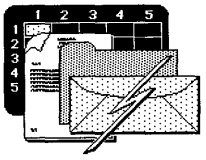
You can also transfer data from Multiplan to High Tech Business Graphics. The procedure is explained in the High Tech Business Graphics User Guide.

To Uniplex

Use the example below to transfer the totals figures to Uniplex and prepare a memo to send off site.

Example:

1. Select the Multiplan command from the Planning quadrant.



2. Type **TL**, then type the **SStotals.mp** file name, or pick it from the list of names. This is the file you created when you transferred File-it! data to Multiplan. If you didn't complete that procedure, load the **SStotals2.mp** file instead.

3. Press **RETN**. The spreadsheet appears. You want to transfer only a portion of the spreadsheet to Uniplex.

4. You'll print this spreadsheet to a file that can be read by Uniplex, but first you need to define the area to be saved in the file. Type **PO** to select the Print Options command.

5. Press **down arrow** once to make the first cell in the area read **R2C9**. Type **:** (a colon), then move the cursor to highlight the cell at the lower-right of the screen that contains the value **453.69**. Press **RETN**.

6. Now type **M** to select the Print Margins command. Type **Ø** to widen the left margin, then press **TAB** twice to move to the print width option. Type **8Ø**, then press **RETN**.

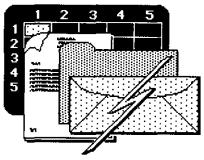
7. Type **F** to select the Print File command. Type **SStoWP** and press **RETN**.

8. Type **QY** to exit Multiplan.

9. Select the Uniplex command from the Word Processing quadrant.

1Ø. Type **1** to select the Word Processing menu, then type **1** to create a new file. Call it **WPfromSS** and press **RETN**.

11. Use the Merge Insert command to load the spreadsheet portion. Type **ESC m i**. Type the name of the file: **SStoWP** and press **RETN**.



12. Move to the top of the file to see the spreadsheet data. Figure 5-9 shows a sample letter. You can use Uniplex to add text and edit the spreadsheet data any way you want.

To: Jim Green, Warehouse Manager

From: Jill Anderson, Orders Supervisor

Date: November 15, 1984

Re: Today's Orders

Here is the summary of today's orders. You should receive the paperwork for these by Tuesday.

Item Description	Quantity	Unit Price	Total Price	Tax	Invoice Total
Travel Irons	2	39	78.00	5.07	83.07
Air Purifier	1	99	99.00	6.435	105.44
Telephone Answering Machine	1	249	249.00	16.19	265.19
					453.69

Figure 5-9. Uniplex Letter With Spreadsheet Data

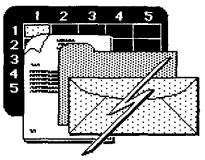
13. Select the Exit and Save function key command. Then exit Uniplex.

Summary:

A. Run **Multiplan**. Load the spreadsheet you want to transfer.

B. Use the **Print Options** command to define the area of the spreadsheet to transfer. Use the **Print Margins** command, if necessary, to change the dimensions of the saved pages. Then use the **Print File** command to save a copy of the spreadsheet on disk in print format.

C. Exit Multiplan.



D. Run **Uniplex.** Create a new file. Use the Merge Insert command (**ESC m i**) to load the spreadsheet file.

E. Go to the top of the file to see the spreadsheet data.

To Electronic Mail

The example below sends the same spreadsheet portion to Electronic Mail instead of to Uniplex.

Example:

1. Select the Electronic Mail command from the Communications quadrant.

2. Type **s** to select the Send command. Type **SStoWP**, the name of the spreadsheet file you want to mail. If you didn't complete the steps in the last section to create this file, type **SStoWP2** instead. Press **RETN.**

3. Send this mail to yourself by typing your login name in the **To:** line. Edit the spreadsheet data in any way you want. Figure 5-1Ø shows an example. Select the Exit and Save function key command. Electronic Mail sends the mail.

4. Type **q** to exit Electronic Mail.

Summary:

A. Run **Electronic Mail.**

B. Select the **send** command and enter the name of the spreadsheet you want to mail.

C. Edit the mail as needed.

```
To: sandy
Subject: Orders Information
cc:
Archive-A-Copy (y/n): n

Here is the accounting information you wanted.  Let me know if I can be of
further help.


                                                    Unit   Total            Invoice
Item Description                          Quantity  Price  Price    Tax       Total
-----------------------------------------------------------------------------------
Travel Irons                                  2      39   78.00  5.07       83.07
Air Purifier                                  1      99   99.00 6.435      105.44
Telephone Answering Machine                   1     249  249.00 16.19      265.19
                                                                        ----------
                                                                          453.69
```

Figure 5-10. Spreadsheet Data Sent Through Electronic Mail

D. Select the Exit and Save function key command. Electronic Mail sends the mail.

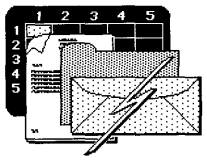
Transferring From Uniplex

You can transfer Uniplex documents to Electronic Mail and to File-it!.

To File-It!

Before transferring into File-it!, you need to have a database prepared for receiving the data. You need to know how many fields are in each record and what their data types and limitations are (character vs. integer, field length, and so on).

The example below shows you how to move data from the DBorders database to the names database. At the beginning of this chapter, you moved data from the DBorders database into Uniplex. You'll take that Uniplex file, edit it, and send it back into File-it!, but into the names database this time.



If you didn't create the DBorders.trn transfer output file as described under "Transferring From File-it!" earlier in this chapter, go back now and do so.

Example:

1. Select the File-it! command from the Database quadrant.

2. Press **down arrow** until the **names** database is highlighted, then press **RETN.**

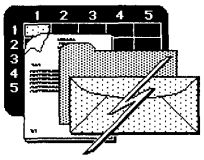
3. Type **S** to select the Schema-design option. The Schema-design menu for the names database appears as shown in Figure 5-11.

```
SCHEMA-DESIGN:  Add  Change  Remove  Screen  Exit
Adds fields to the database schema above the line with the highlight.
                                                    Record size:  129
----- Page 1 of 1 ----- names ------------------ Press CONTROL-W for Help ----

 Data Field Name                 Type              Length   Index  Duplicates

 first_name                      Character             10
 last_name                       Character             15
 address1                        Character             30
 address2                        Character             30
 city                            Character             25
 state                           Character              2
 zip                             Character              5
 phone                           Character             12
```

Figure 5-11. The Names Database Structure

The data you transfer from Uniplex must fit into the design shown in the Schema-design menu. All of the fields are character type, so there are no restraints on the type of data allowed. But some fields are short, such as city and state.

4. Leave the File-it! program without changing the schema by typing **E** to exit, **K** to keep the old schema, and **B** to return to the AOE quadrants.



5. Now select the Uniplex command from the Word Processing menu.

6. Type **2** to select the File Management menu. You will be editing the DBorders.trn file, but leave it intact by first making a copy of the file:

   - Type **1** to select the Copy a File command, then type **DBorders.trn**. Press **RETN**. You've selected the file to be copied.
   - Type **WPtoDB** and press **RETN** for the name of the copy.
   - Return to the Uniplex Main menu.

7. Type **1** to select the Word Processing menu, then type **2** to select the Edit a File command. Type the name **WPtoDB** or pick it from the list. Press **RETN**.

8. The data from the DBorders database appears. You need to edit this data to make it fit into the names database. The names database uses names and addresses only; so you can delete other information from this file. Delete the lines as shown in Figure 5-12.

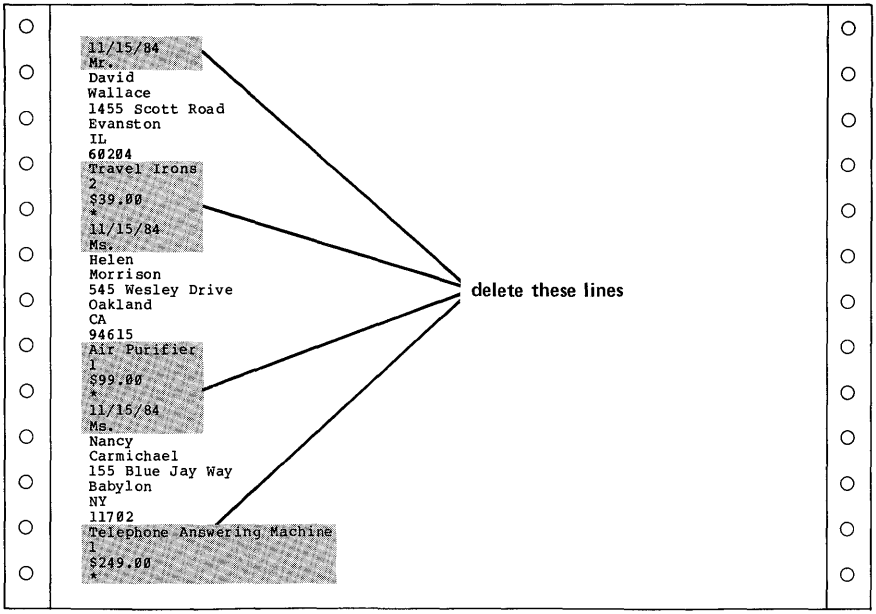
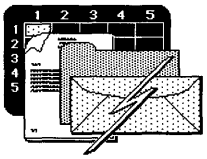


Figure 5-12. Editing the WPtoDB File

9. Now add the boundary, or **delimiter** characters. File-it! needs to know where the data for each field ends and the next begins. Use the ¦ character (the broken vertical bar), because it doesn't appear in the data. To add the delimiter characters:

   a. Select the function key to go into Insert mode and type a ¦ at the beginning of each line except the first. Type a ¦ at the end of the last record. This separates the data for each field.



b. Move the cursor to the H in Helen. Press **RETN** twice. This puts a blank line between the first and second records. Then move the cursor to the N in Nancy and press **RETN** twice to separate the second and third records. Use the Format Paragraph command on the three paragraphs (one for each record). Go through the lines and delete the extra blank spaces before each ¦ character.

c. This file contains no data for two fields in the names database (address2 and phone). You need to indicate that these fields should be blank in each record. Do so by inserting an extra ¦ between each address and city field, and at the end of each record.

d. Finally, use the **Del Line** key to delete the blank lines between the records. Your screen should look like Figure 5-13.

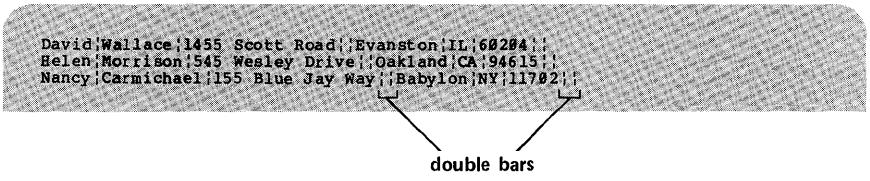
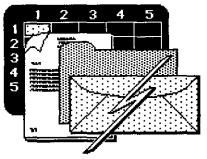


Figure 5-13. Document Ready to Transfer to File-it!

10. Select the Exit and Save function key command. Then exit Uniplex.

11. Select the File-it! command from the database quadrant.

12. Pick the **names** database from the list.



13. Now you need to use the Character Load feature of File-it!, which is explained in Chapter 7 of the File-it! Reference Guide. Briefly, to load the characters:

    a. Type **U** to select the Utility option.

    b. Type **L** to select the Load option.

    c. Type **C** to select the Character option.

    d. A message asks you for the delimiter character. Type ¦ and press **RETN.**

    e. Type the filename **WPtoDB** and press **RETN.** A message tells you when the file has finished loading. Press any key to continue.

14. Check to see that the data was successfully transferred:

    a. Type **E** to exit to the Top-Level menu.

    b. Type **D** to select the Data option.

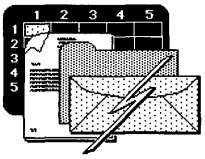
    c. Query the entire database by typing **Q** and pressing **ESC.**

    d. Step through the records by selecting the Next option.

15. Exit File-it! by typing **EB.**

Summary:

A. Run **File-it!.** Select the database you want to transfer into, or create a new one.



B. Select **Schema-design.** Note the number of records, the types of data allowed in each field, and the length of each field. The data in your Uniplex document must conform to these limits. Exit File-it!

C. Run **Uniplex.** Edit the document that contains the data you want to transfer to File-it!. Put the data for each record on a separate line. Make sure each field entry conforms to the database schema.

D. Choose any single character that appears nowhere in your data, such as ¦ or **@.** That character is the delimiter. Type the delimiter (with no spaces) between each field entry. Type the delimiter as the last character in each record, just before the carriage return.

E. Exit and Save the document. Exit Uniplex.

F. Run **File-it** and select the database to load into. Select **Utility, Load,** and **Character.** Enter the delimiter, then enter the name of the Uniplex file.

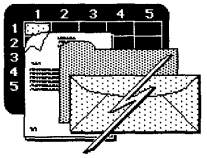
G. When the transfer is finished, exit to the Top-Level menu and query the database to see the transferred records.

To Electronic Mail

Transferring from Uniplex to Electronic Mail is easy because you use the Uniplex editor in both programs. The example below shows how to send a word processing document through the mail to another user.

Example:

1. Select the Electronic Mail command from the Communication quadrant.



2. Type **s** to select the Send command.

3. Type **WPfromSS** (the name of the document to be mailed) and press **RETN**. This is the document containing information you transferred earlier from Multiplan. If you didn't complete that example, load the **SStoWP2** file instead.

4. After a few seconds, the memo you made earlier is displayed. Fill in the To: line with your own login name to send this mail to yourself.

5. To send the mail, select the Exit and Save function key command.

6. Type **q** to exit Electronic Mail.

Summary:

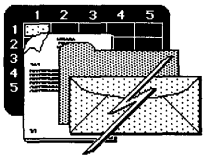
A. Run **Electronic Mail**. Select the **send** command and enter the name of the Uniplex document you want to mail.

B. Fill in the electronic mail heading information. Edit the file as necessary.

C. Select the Exit and Save command to send the mail.

Transferring From Electronic Mail to Uniplex

You may want to transfer mail from your inbox to Uniplex for editing.



Example:

1. Select the Electronic Mail command from the Communication quadrant.

2. Open your inbox by typing **ol** and pressing **RETN**.

3. To make changes to the letter, type **e**. Type the number of one of the pieces of mail in the list, then press **RETN**.

4. Use the Uniplex capabilities to edit the document any way you want. You'll probably want to delete the mail information from the top of the document.

5. Then use the Save to File command to save this revised mail as a Uniplex document. Before you type the file name, decide where you want to save the document. If you want it in your home directory (/usr/sandy), just type a file name. If you want to save the document anywhere else, type the full pathname (/usr/sandy/WP/smithmemo, for instance).

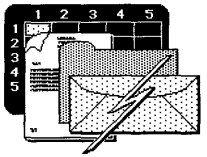
6. To exit Uniplex and leave the mail intact in your inbox, use the Quit No Save command.

7. Type **q** to exit Electronic Mail.

Summary:

A. Run **Electronic Mail**. Select the **open box** command and enter the inbox.

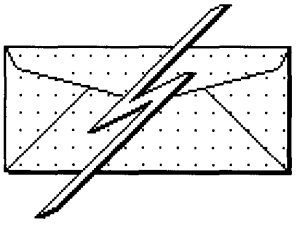
B. Select the mail you want to retrieve.

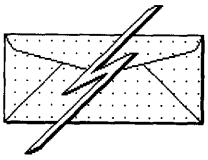


C. Edit the document as necessary. Use the Save to File command to save as a Uniplex document. Typing just the file name saves this in your home directory. To save in any other directory, type the full pathname of the file.

D. Use the Quit No Save command to leave the mail intact.

Chapter 6
Communicating





Running Electronic Mail

This chapter describes how to start the Altos Electronic Mail program from AOE. Directions for using Altos Electronic Mail itself are in the Altos Electronic Mail Reference Guide.

You start Altos Electronic Mail by selecting the Electronic Mail command in the Communication quadrant, shown in Figure 6-1.

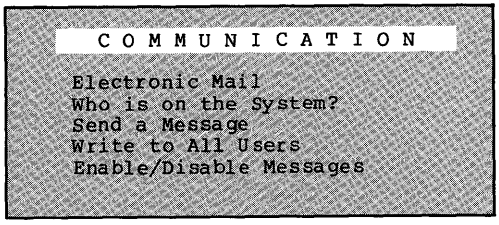
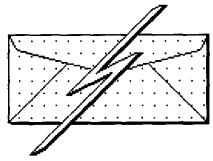


Figure 6-1. The Communication Quadrant

This quadrant has other commands for sending messages over the system to other users. These commands are explained in Chapter 4, "Managing the System."

You can make a short, one-time message display on another user's screen by sending a message. With Altos Electronic Mail, you can send word processor documents to other users, keep copies for yourself, and keep copies of mail other users send to you.

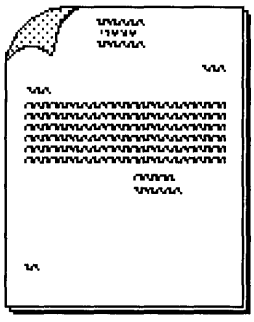


Deleting Backup Files

As you use Altos Electronic Mail, mail you send and receive is filed in boxes within Altos Electronic Mail. In addition, Altos Electronic Mail saves back-up files in the current AOE directory.

Backup files are always named with a number followed by **.backup.** The number corresponds to the file number of mail in your inbox or outbox. For instance, if you edit the sixth piece of mail in your outbox, its backup file is called **6.backup.**

To unclutter your directory, use the Delete a File command in the File Management menu to delete these backup files periodically. To save copies of mail you send, always include yourself in the cc: line or enter **y** after the archive line in your mail.



Chapter 7
Word Processing

Use the Word Processing quadrant, shown in Figure 7-1, to run the Uniplex word processing program and use commands associated with word processing.

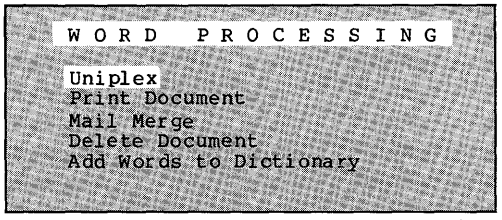


Figure 7-1. The Word Processing Quadrant

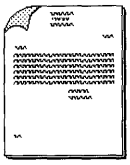
This chapter describes all of the commands in the quadrant except Mail Merge. You use the Mail Merge command to transfer File-it! data into a Uniplex document. Mail Merge is described in Chapter 5 under "Transferring From File-it!"

Running Uniplex

To run Uniplex, select the Uniplex command. After several seconds, the top level Uniplex Menu appears.

Refer to the Uniplex Primer and the Uniplex User's Guide for instructions on using the Uniplex program.

Later, when you exit Uniplex, the AOE quadrants reappear with the Uniplex command highlighted. If you moved to another directory while you were in Uniplex, AOE ignores it. AOE returns you to the directory you were using when you selected the Uniplex command.



Quickly Printing a Uniplex Document

The Print Document command is identical to the Printing command within Uniplex. If you are in the AOE quadrants, the Print Document command is quicker to use. It saves you from having to wait for Uniplex to load.

Of course, if you are already in Uniplex, use the Printing command within Uniplex.

After you select either the AOE Print Document command or the Uniplex Printing command:

1. A message asks you for the name of the file to print. Type the file name or pick it from the list. Press **RETN**.

2. The screen displays the Uniplex Print Set-Up menu, as shown in Figure 7-2.

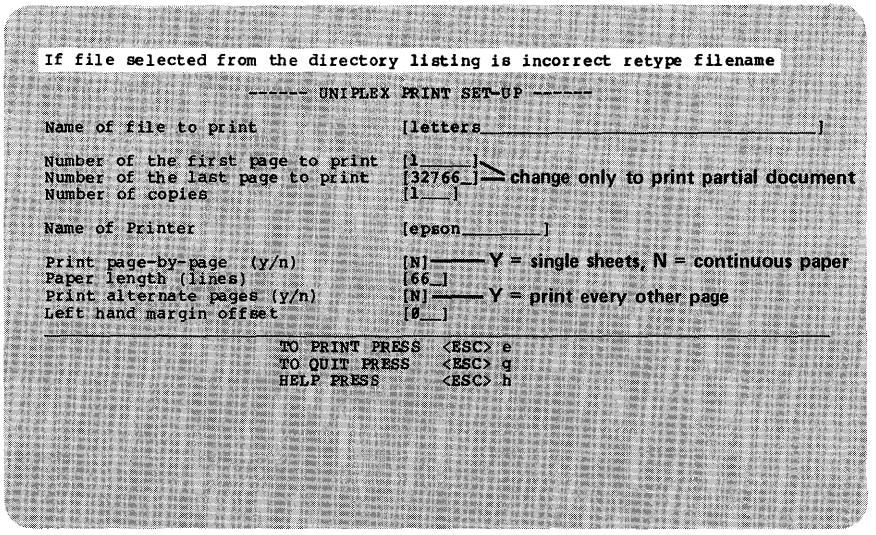
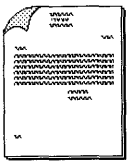


Figure 7-2. Preparing to Print a Document

3. Under most conditions you won't need to change any of the responses in the menu. As you move the cursor down the menu, the line in reverse video at the top of the screen changes. That line explains each response in the menu.

4. When you are ready to print, press **ESC**, then type **e**.

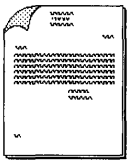


Deleting a Uniplex Document

Use the Delete Document command to delete files while you are in the Word Processing quadrant. The command works just like the Delete a File command in the File Management quadrant.

To delete a file:

1. Select Delete Document.
2. Type the name of the file to delete, or pick its name from the list. Press **RETN**.
3. A message displays the file name you selected. It waits for you to confirm that you want to delete the file. Check the name carefully; you cannot retrieve a file once it is deleted.
4. If you want to delete the file, type **y**; otherwise type **n**. Then press **RETN**.



Adding Words to the System Dictionary

You must log in as root or admin to use the Add Words to Dictionary command.

The XENIX system dictionary is used with the Uniplex Spell command. The Spell command (ESC $) is described in the Uniplex User's Guide.

If you (or other users) find that the spelling checker is stopping for words or abbreviations that you use often, you can add these words to the dictionary.

Make sure you are logged in as root or admin, then:

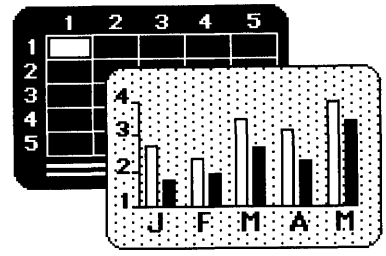
1. Select the Add Words to Dictionary command.

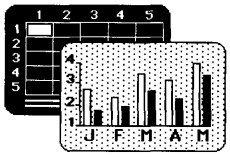
2. Follow the instructions on the screen. Type each word you want to add on a separate line, flush with the left margin. Press **RETN** after the last word in the list.

3. If you change your mind about adding words, press **DEL**. Otherwise, press **CTRL d** to proceed (while holding down the CTRL key, type d once, then release both keys).

4. Press any key to continue. Run Uniplex and try using the Uniplex Spell command again. Test that the program no longer stops for the words you just added.

Chapter 8
Financial Planning





This chapter tells you how to run Multiplan, how to run High Tech Business Graphics and how to use the commands in the Planning quadrant, shown in Figure 8-1.

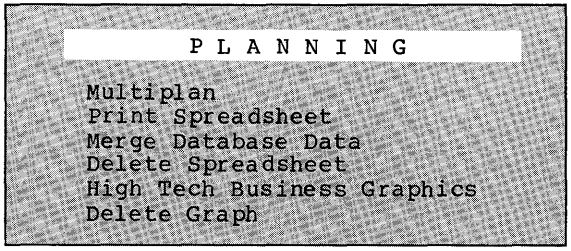
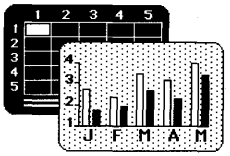


Figure 8-1. The Planning Quadrant

The Merge Database Data command is the only one in this quadrant not explained in this chapter. You use that command to transfer data from File-it! to Multiplan. The procedures for transferring data are explained in Chapter 5.

Running Multiplan

To start the Multiplan program, select the Multiplan command from the Planning quadrant. Refer to Part 1 "Using Multiplan" in the Microsoft Multiplan manual to learn how to use Multiplan.



Quickly Printing a Spreadsheet

If you are in the AOE quadrants, use the Print Spreadsheet command to print a spreadsheet file. It saves you the time of running Multiplan and loading the spreadsheet to be printed.

The file is printed exactly as you last saved it, including any special characteristics set with the Print Margins or Print Options commands.

To print a spreadsheet without running Multiplan:

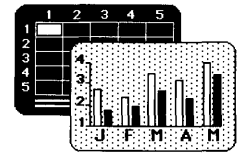
1. Select the Print Spreadsheet command from the Planning quadrant.

2. Select the name of the spreadsheet from the list. The list includes all the files in the directory, except database files. Press **RETN** after you select the file you want.

3. A message appears telling you that the spreadsheet is being prepared for printing. Wait a few seconds.

4. If the file you selected is not a spreadsheet, a message displays and the command is canceled. Otherwise, a message tells you the names of the printers on your system. Type the name of the printer you want to use and press **RETN**.

5. After a few seconds, the spreadsheet begins printing.



Deleting a Spreadsheet

You can use the Delete Spreadsheet command to erase any application file in the current directory except a database file. The command works the same way as the Delete a File command in the File Management quadrant.

1. Select the Delete Spreadsheet command from the Planning quadrant.

2. Pick the file that you want to delete, or type its name. Press **RETN**.

3. A message appears asking you to confirm whether you want to delete the file you selected. Type **n** to cancel the deletion, otherwise type **y** to proceed with the deletion. Press **RETN**.

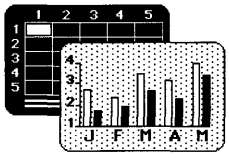
Running High-Tech Business Graphics

Select the High Tech Business Graphics command from the Planning quadrant. To learn how to use the program, refer to the High Tech Business Graphics User Guide.

Deleting A Graph

You can use the Delete Graph command to erase a High Tech graph file from the current directory.

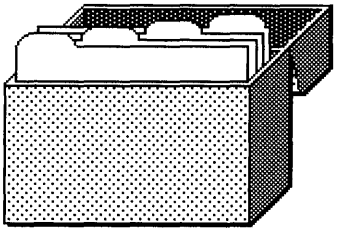
1. Select the Delete Graph command from the Planning quadrant.

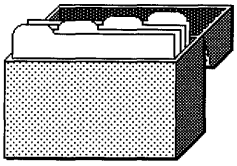


2. Pick the file that you want to delete, or type its name. Press **RETN**.

3. A message asks you to confirm that you want to delete the file you selected. Type **n** to cancel the deletion, or type **y** to proceed with the deletion. Press **RETN**.

Chapter 9
Database Filing





This chapter explains how to use the commands in the Database quadrant, shown in Figure 9-1.

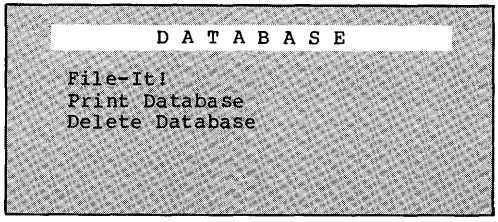


Figure 9-1. The Database Quadrant

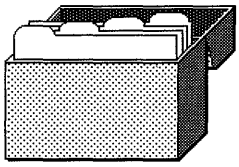
Running File-It!

To run File-it!, just select the File-it! command. Then turn to the File-it! Reference Guide for instructions on using the File-it! program.

The File-it! Reference Guide contains examples using a database called **names.** Before you can use the names database, you need to copy the sample files to your directory. Instructions for doing this are in this manual in Chapter 3 under "Copying the Sample Files."

Quickly Printing a Database Report

If you already designed a report or a form within File-it!, you can easily print it from the AOE quadrants. This saves you the time of waiting to run File-it!, and stepping through the menus to print the file.



The Print Database command prints the **.out** file from your database. There are three kinds of output files from File-it!: Form, Report, and Transfer. The Form or Report output files are saved as an **.out** file. Creating a Form or Report output file is described is Chapter 4 of the File-it! Reference Guide.

The third kind of output file, a transfer file, is saved as a **.trn** file. Creating a transfer file is described in Chapter 5 in this manual.

To print the **.out** file from a database:

1. Select the Print Database command from the Database menu.
2. Pick the name of the database to use, or type its name. Press **RETN**.
3. If you have more than one printer configured in your system, a message asks you to type the name of the printer to use. Press **RETN** after typing the name.
4. After a few seconds, the report begins printing.

Deleting a Database

If you want to delete all of the files associated with a database, use the Delete Database command. As the File-it! Reference Guide explains, each database is actually composed of a minimum of four and a maximum of seven files. The files are named beginning with the database name followed by a variety of suffixes.

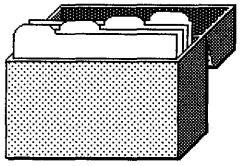


Figure 9-2 shows all the possible files associated with a database called **Customers.** The Delete Database command deletes all these files at once.

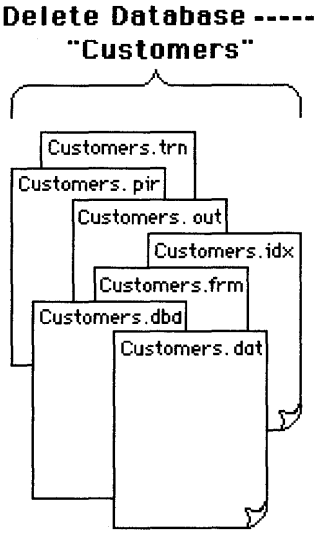


Figure 9-2. Deleting a Database

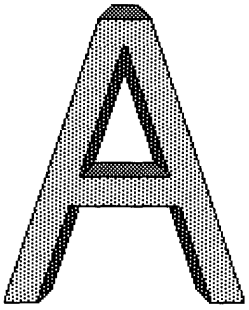
To delete a database:

1. Select the Delete Database command from the Database quadrant.

2. Pick the name of the database from the list, or type its name. Press **RETN.**

3. A message asks you to confirm the deletion. To cancel the command, type **n.** To proceed with the deletion, type **y.** Press **RETN.**

Appendix A



If a message appears on your screen that you don't understand, consult this alphabetical list. Each description tells you why the message appeared, and what to do about it.

Cannot read directory (directory name)

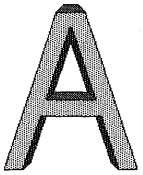
You tried to look at the contents of a directory you don't own. If you need to see the contents, ask the owner to change the directory's permissions.

Directory already exists: (directory name)

You tried to create a new directory that already exists. Select the Create Directory command again and type another name.

File Not Found

The current directory has no files in it, or you are not authorized to read the files in this directory. Change directories, or ask the owner to change the permissions on the files.



Help file not found: (file name)

Someone has deleted the AOE help files from your system. See your system administrator for help.

Mismatch - password unchanged.

You didn't type your password exactly the same way twice while using the Change Password command. Select the command again and try again.

No (document, spreadsheet, graph or database) found

You selected a command to use a specific type of file, and tried to pick a file from the list. There are no documents, spreadsheets, graphs, or database files (depending on which command you chose) available. Move to the directory that contains the file you want.

No file found

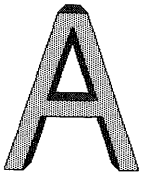
You tried to pick a file from the list. There are no files in this directory. Move to the directory that contains the file you want.

No directory found

You tried to pick a directory from the list. There are no directories contained in the current directory. Move to the directory that you want.

Please use a longer password.

You typed a new password that is shorter than six characters. Type a longer password.



Please use at least one non-numeric character.

You typed a new password with only numbers in it. Type a new password with at least one letter in it.

Sorry.

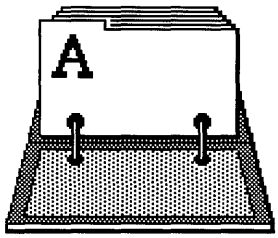
You selected the Change Password command and didn't type the correct characters for the old password. Select the command again.

Specified file is a directory: (file name)

You tried to copy a file to a directory name. Select the command again, and type another name for the destination file.

You cannot open this file

Someone changed the permissions for the help files. See your system administrator for help.



Index

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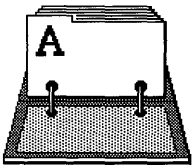

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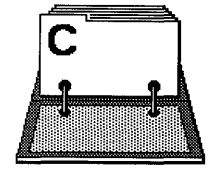

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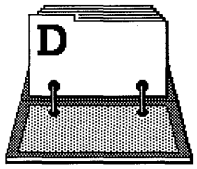

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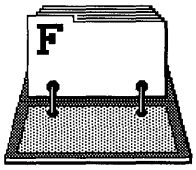

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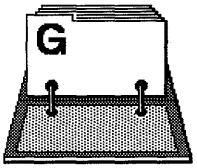

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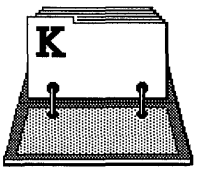

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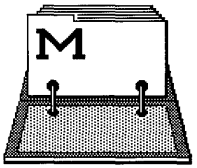

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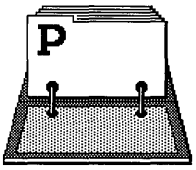

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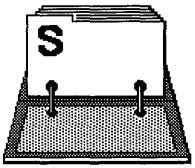

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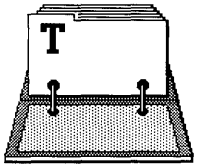

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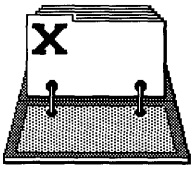

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