Hyperion™
User Guide

HYPERION USER GUIDE

MS-DOS/IN:SCRIBE/IN:TOUCH

This manual is a non-technical user's guide that describes the
Disk Operating System (DOS), the text editor IN:SCRIBE (TM),
and the communications management system IN:TOUCH (TM)
available on the Hyperion personal business computer.

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FCC Ident. CTJ7YM3000
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Disclaimer

This equipment generates and uses radio frequency energy and if not installed and used properly -- that is, in strict accordance with the manufacturer's instructions -- may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient the receiving antenna.

Relocate the computer with respect to the receiver.

Move the computer away from the receiver.

Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet, prepared by the Federal Communications Commission, helpful:

"How to Identify and Resolve Radio-TV
Interference Problems"

This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 004-000-00345-4.

FCC REQUIREMENTS

1)   The Federal Communications Commission (FCC) has established rules which permit the Hyperion to be directly connected to the telephone network. A jack is provided by the telephone company; jacks for this type of customer-provided equipment will not be provided on party lines or coin lines.

2) If the Hyperion is malfunctioning, it may also be causing
    harm to the telephone network. The Hyperion should be
    disconnected until the source of the problem can be
    determined and until repair has been made. If this is
    not done, the telephone company may temporarily
    disconnect service.

3) The telephone company may make changes in its technical
    operations and procedures. If such changes affect the
    compatibility or use of the Hyperion, the telephone
    company is required to give adequate notice of the
    changes.

COMPANY NOTIFICATION

4) Before installing the Hyperion to the telephone network,
    the telephone company must be provided with the
    following:

    a) Your telephone number

    b) The FCC registration number

    c) The ringer equivalence number

    d) The USOC jack required

    Items b, c, and d are indicated on the equipment label.

    The telephone company should also be notified when the
    Hyperion is permanently disconnected from the line.

SERVICE REQUIREMENTS

5) In the event of equipment malfunction, all repairs will
    be performed by Dynalogic Info-Tech Corporation, or an
    authorized agent of Dynalogic Info-Tech Corporation.

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INTRODUCTION

Welcome to the Hyperion.

This Hyperion User Guide is divided into three parts:

Part I   -   Start Using the Hyperion, is a tutorial section. It will guide you through a few exercises that will allow you to quickly become adept at using many of the Hyperion's capabilities.

Part II -   Reference, describes the Hyperion and its use. Each Hyperion command is described in detail. Examples are given for some of the more complex commands. The commands are listed alphabetically at the end of each subsection.

Part III -   Advanced Use of the Hyperion, describes several of the more advanced uses the Hyperion can be put to.

The user guide is one of four available Hyperion manuals:

1)   The Hyperion Setup Guide, which was the first book you read about the Hyperion, describes first-time setup procedures. The setup guide also contains a quick reference to all the Hyperion commands.

2)   This Hyperion User Guide is second in the series. It describes how to use DOS, IN:SCRIBE and IN:TOUCH.

3)   The third manual is a user guide for MULTIPLAN (TM). The Hyperion MULTIPLAN Guide contains its own tutorial and reference sections, and is a stand-alone book.

4)   A Hyperion Programmer Guide. This is a BASIC and Assembler manual and explains these sophisticated programming languages which you may wish to use when you become more familiar with your Hyperion.

Part I

START USING THE HYPERION

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Part I

Section 1
INTRODUCTION TO PART I

Fig. 1-1 - The Hyperion.

Section 1

INTRODUCTION TO PART I

Part I is your introduction to, and guide through, the Hyperion and some of its features. Following through the step-by-step procedures of this tutorial section, you will learn the necessary fundamentals needed to effectively use the Hyperion.

- Section 2 - System Startup Procedures explains computer startup, and provides your first interaction with it: accessing HELP information.

- Section 3 - Using IN:SCRIBE to Enter and Edit Text introduces the Hyperion's powerful text management tool. You will be shown a logical progression of operations, from entering text to creating a file.

- Section 4 - Using the Disk Operating System (DOS) explains Hyperion's main operating system, and how to make it work for you. You will learn techniques required to manipulate files and disks. Good file and disk management is essential to get the most out of your Hyperion.

- Section 5 - Using IN:TOUCH to Store Telephone Numbers and Place Telephone Calls teaches you how to use the Hyperion to store telephone numbers and place telephone calls.

Part I is meant to guide you through only the basic operation of each Hyperion system. The detailed use of each Hyperion command is described in Part II, and advanced uses are described in Part III.

Before beginning this tutorial session, your Hyperion should be set up as shown in Fig. 1-1, with the keyboard pulled out and the power cord plugged in.

Part I

Section 2

SYSTEM STARTUP PROCEDURE

LATCH (Press to open)

EXPOSED
MAGNETIC SURFACE

A○

B○

LABEL

PROTECTIVE
ENVELOPE
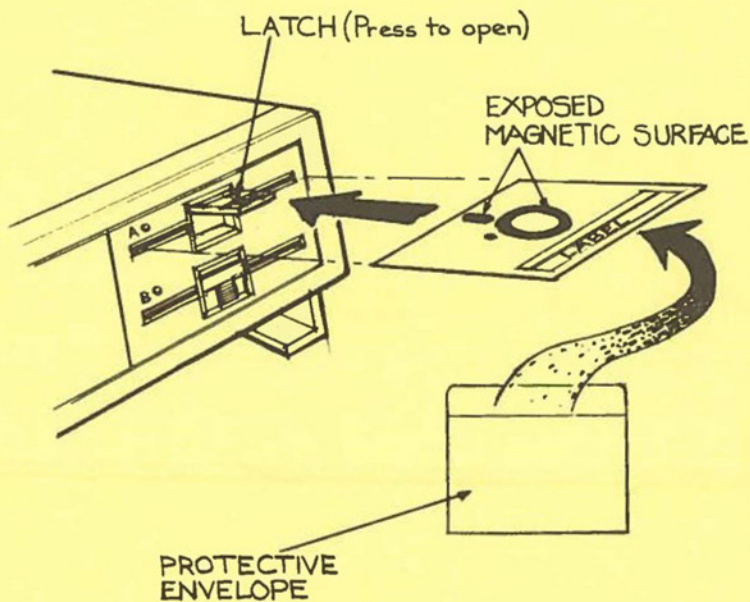
Fig. 2-1 - Inserting the Hyperion User Diskette.

Section 2

SYSTEM STARTUP PROCEDURE

2.1   INSERT THE HYPERION USER DISKETTE

In the plastic sleeve at the back of this user guide,
there are three diskettes which can be used in the Hyperion:

1. **Master** User Diskette;
2. **Master** Programmer Diskette; and
2. **Hyperion** User Diskette.

The two master diskettes can be read by the Hyperion,
but cannot be modified in any way. They are
'write-protected'. Master diskettes are not meant to be used
regularly or they will wear out and you will be left with no
replacement. Master diskettes should be copied, and the copies
used. Then, when the copy wears out, you can use the master
diskette to generate another copy.

The Hyperion User Diskette is an exact duplicate of the
Master User Diskette. It has been provided so that you will
not have to make a duplicate, before beginning this tutorial.

STEP

```
1)  Remove the Hyperion User Diskette from the back
    of the guide.

2)  Slide it out of its protective envelope. DO NOT
    TOUCH THE EXPOSED MAGNETIC SURFACE.

3)  Insert the diskette into the uppermost diskette
    drive slot (drive A) on  the  front  of  the
    Hyperion, in the following way (see Fig. 2-1):

    -   press the lower (ribbed) part of  the drive
        door latch and let it snap open.
    -   hold the diskette with  the  labels  on top
        and towards  you,  and  insert the diskette
        all the way in,
    -   press down the  drive  door  latch until it
        clicks shut.
```

BRIGHTNESS ☀

CONTRAST ◑   POWER
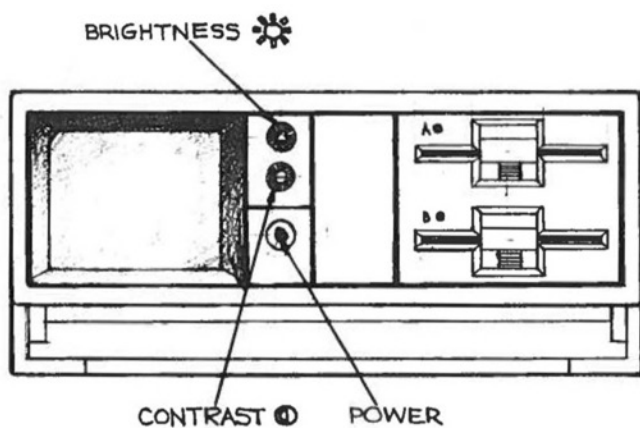
Fig. 2-2 - Turning on the Hyperion.

2.2   TURN ON THE HYPERION

Once the Hyperion User Diskette is inserted into drive
A, you can turn on the Hyperion.

STEP

```
4)  Press the  red  power button shown in Fig. 2-2.
    This button  will  light  up, to show that  the
    computer is receiving power.
```


The System Self-Test

Whenever the Hyperion is powered on, it goes through an
extensive self-test of all internal electronics. This test
takes about 30 seconds, during which time nothing is shown on
the screen.

The Wait State

As well, it is important to remember that the Hyperion
screen, after three minutes of inaction, is "powered down" to
save power and to prolong the life of the equipment. Striking
any key turns the screen back on again, to display the same
information that it was previously displaying. The wait state
does not affect any operation in process, and you will simply
"pick up where you left off".

```
MS-DOS version 1.25G
Copyright 1981,82 Microsoft, Inc.

A:copy c*.com c:
COMMAND   COM
CHKDSK    COM
         2 File(s) copied
A:copy d*.com c:
DISKCOPY COM
DISKCOMP COM
DEBUB     COM
         3 File(s) copied
A:copy format.com c:
         1 File(s) copied
A:copy mode.com c:
         1 File(s) copied
A:c:

C:date
Current date is Friday January 10, 1983
C:
C:□
LASTLN  Disks  Files  MODE  DIR/P  11:22    PHONE  EDIT  MPLAN XPLAIN HELP
```

Fig. 2-3 - System startup messages, and the system prompt.

2.3   SYSTEM STARTUP MESSAGES

As soon as the self-test is completed, the screen displays the Hyperion logo and looks for needed information on the diskette in drive A. The drive begins to whirr and click.

If there is no diskette in drive A, it looks for one in drive B. After both drives have been searched unsuccessfully several times, the message DISK FAULT is displayed. The system must be restarted, by pressing the POWER button off and then on again with a system diskette in drive A.

If there is a diskette, but without the needed information, the system displays the following message:

>   Non-System disk or disk error
>   Replace and strike any key when ready

You have inserted the wrong diskette, or have put it in improperly. Reinsert the Hyperion User Diskette and press any key on the keyboard. The system will look for the needed information again, and display the normal startup messages (shown in Fig. 2-3).

STEP

---

5) Wait until all of the startup messages have been displayed.

6) The two knobs above the power switch control

    brightness ☼ and contrast ◑ on the

    screen. Adjust them to produce the most comfortable display.

7) Look at the last line. This ▓ is called the system prompt and is followed by a blinking rectangle called the cursor.

The system prompt is your cue to type in a command. The blinking rectangle (cursor) shows where that command will appear on the screen.

SOFT KEY LINE
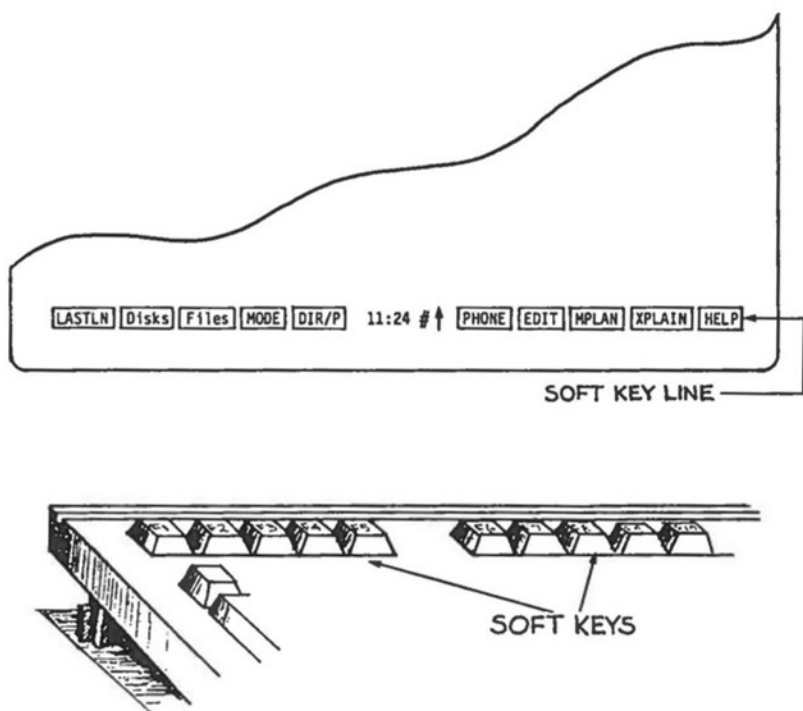
SOFT KEYS

Fig 2-4 - The soft key line, labels, and soft keys.

2.4   THE SOFT KEY LINE

When your Hyperion has finished displaying the system startup messages and system prompt, it also displays a row of 10 highlighted boxes across the bottom of the screen.

This row is called the **soft key line.**

The soft key line is divided into two groups of five by a clock displaying the current time of day.

Each highlighted box on this line contains a label. The word or label in each box describes the command or feature that can be accessed by striking a corresponding **soft key.** The soft keys are the ten uppermost keys on the Hyperion keyboard, F1 through F10.

As the soft key line labels change, the function of each soft key also changes. Soft keys are so named because their functions can change.

STEP

8) Press the soft key F3 (labelled Files). Notice that labels in the soft key line are now different. 9) Press the soft key F2 (labelled Disks). 10) Press the soft key F1 (labelled Dos).

This returns you to the same line of labels that you started from.

The underlined LOWER CASE labels enable you to access other soft key label lines. The UPPER CASE labels are for entering commands.

All the available soft key labels and soft key label lines for a system is called the **soft key map** for that system. Currently you are in the disk operating system (DOS) and this system contains three soft key lines: the DOS line, the DISKS line, and the FILES line.

```
 ┌──────────────────────────────────────────────────────────────────────┐
 │           * HELP for the soft key line called Dos.                     │
 │  ═══════════════════════════════════════════════════════════════════  │
 │  F1  LASTLN  - Retrieve all characters from the LAST command line entered,  into │
 │              the new command line.                                     │
 │  F4  MODE    - Modify certain system settings.                         │
 │  F5  DIR/P   - Display directory information from the diskette  in  a  specified │
 │              drive and/or from a specified group of files.             │
 │                                                                        │
 │  F6  PHONE   - Immediately access the IN:TOUCH communications management system. │
 │  F7  EDIT    - Immediately access the IN:SCRIBE executive text editor.  │
 │  F8  MPLAN   - Immediately access the MULTIPLAN electronic text editor. │
 │  F9  XPLAIN  - Explain the usage and action of various commands and features. │
 │  ═══════════════════════════════════════════════════════════════════  │
 │  Notes:      * Press the XPLAIN key followed by the Rtn key, to display the full │
 │              list of commands and features that can be further explained. │
 │                                                                        │
 │                                                                        │
 │                                                                        │
 │  ═══════════════════════════════════════════════════════════════════  │
 │  Resume:     * Press any key to resume activity and cancel this HELP.   │
 │  [LASTLN] [Disks] [Files] [MODE ] [DIR/P] 11:26    [PHONE] [EDIT ] [MPLAN] [XPLAIN] [HELP] │
 └──────────────────────────────────────────────────────────────────────┘
```

Fig. 2-5 - The HELP display.

2.5   ASK FOR HELP

The HELP feature enables any user to display descriptions of all the commands in the current soft key line. The soft key F10 furthest to the right is always labelled HELP

STEP

---

11) Press F10.

A "HELP" screen (shown in Fig. 2-5) is displayed. It describes the meanings of all the upper case labelled commands on the soft key line.

12) Press any key. This clears the screen and returns your original display.

13) Press F3 to access another set of soft key labels (called the Files soft key line).

14) Press F10 again.

Notice that the HELP display has changed. It now describes the new set of command labels.

15) Press any key on the keyboard. This clears the HELP display from the keyboard.

16) Press F1. This returns your original soft key line.

When a HELP screen is displayed, pressing <u>any</u> key redisplays your original screen, with the system prompt and the flashing cursor.

* DOS Soft Key Labels MAP, and other special keys used in DOS.

Name:	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Dos	LASTLN	Disks	Files	MODE	DIR/P	PHONE	EDIT	MPLAN	XPLAIN	HELP
Disks	Dos	D-NAME	Files	DATE	DIR/P	D-COPY	D-COMP	FORMAT	CHKDSK	HELP
Files	Dos	Disks	TYPE/P	DATE	DIR/P	COPY	EDIT	ERAS/P	RENAME	HELP

Rtn	Complete the entry of a Dos command line. (Return)
Esc	Cancel a Dos command line before it is entered. (Cancel)
Home,End,	Move the cursor through the command line. (Comand
Rub Out, Ins/Del	Insert / Delete command line characters. Line Editing)
Ctrl + Print	Turn print echo on/off. (Print)
Shift + Print	Print current screen contents. (Screen Print)
Ctrl + Brk	Cancel an executing Dos command. (Abort)
Ctrl + Num Lock	Temporarily suspend execution of a Dos command. (Pause)
Ctrl + Alt + Del	Perform a complete System Restart. (Restart)

Resume: * Press any key to resume activity and cancel this HELP.

Fig. 2-6 - The soft key map display, using the Ctrl + HELP
keys.

Display the Soft Key Map

The soft key map for any system can be displayed at any
time by holding down the Ctrl key and pressing F10 the HELP
soft key.

STEP

```
17)  Hold down the Ctrl key and press F10 (HELP).

     The soft key map for the  main operating system
     (DOS) is displayed as shown in Fig. 2-6.

18)  Press any  key.   This redisplays the  original
     screen.
```

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │ Explain                                                        │    │
│  └──────────────────────────────────────────────────────────────┘    │
│                     EXPLAIN                                            │
│                                                                       │
│      Entered as:  EXPLAIN  d:  command_or_feature  .Rtn               │
│                                                                       │
│      The EXPLAIN command is an extension of the on-line HELP available on the │
│      Hyperion. It allows you to query the system about any  of  the Hyperion │
│      commands, and about some of the features of the system.          │
│                                                                       │
│  1.  Entering EXPLAIN .Rtn  causes this display.                      │
│                                                                       │
│  2.  All of the explanations that can be displayed by the EXPLAIN command are │
│      saved in individual diskette files that have  the extension . They will │
│      be listed for you on the next screen.                            │
│                                                                       │
│  3.  The command EXPLAIN A:SOFTKEYS  .Rtn   displays  an  explanation of soft │
│      keys.  The  text  is  displayed  from  a  file  on  drive A:  called │
│      SOFTKEYS.EXP.                                                     │
│                                                                       │
│  4.  The EXPLAIN command is very conveniently used by pressing soft keys.  To │
│      get an explanation of the FORMAT command, for instance, you  would press │
│      the EXPLAIN key,  the  Disks  key, the FORMAT key, and then the Rtn key. │
│      In four keystrokes, you can request an explanation of any DOS command. │
│                                                                       │
│  Strike a key when ready . . .                                        │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Fig. 2-7 - First page of the EXPLAIN command display.

2.6   ASK THE SYSTEM TO EXPLAIN

The EXPLAIN command enables you to ask the system about
particular commands, and about some system features.

STEP

```
19) Look  at  the  ninth  soft  key  label.    This
    corresponds to the soft key F9.

    It is labelled in upper case letters XPLAIN.
```

Since this label is upper case, it is a command.

STEP

```
20)  Press F9.

     Notice that the  system  enters  the characters
     EXPLAIN on the screen where the cursor used   to
     be.  The cursor is now just to the right of the
     N.   Nothing has happened.  The system is still
     waiting for you to do something.

21)  Press the Rtn key.
```

The screen immediately changes to display information
about how the EXPLAIN command works (Fig. 2-7). The message:

Strike a key when ready . . .

appears at the bottom of the screen

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │ Explain                                                       │    │
│  └──────────────────────────────────────────────────────────────┘    │
│   ┌──────┐                                                            │
│   │ HELP │    EXPLAIN      ERASE      COPY      DIR        RENAME     │
│   └──────┘    CHKDSK       TIME       FORMAT    DISKCOMP   DISKCOPY   │
│    TYPE       SOFTKEYS     KEYPAD     EDIT      PRINT      MP         │
│    DATE       DISKNAME                                                │
│    PHONE                                                              │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│      Topic choice: ┌──────────┐                                      │
│                    │ HELP     │                                      │
│                    └──────────┘                                      │
│   ┌───┐ ┌───┐ ┌───┐ ┌───┐ ┌───┐  13:20  ┌─┤↑↓├─┐ ┌┤↑├┐ ┌←←┐┌→→┐ ┌───┐│
│   └───┘ └───┘ └───┘ └───┘ └───┘         └───────┘ └────┘ └──┘└──┘ └───┘│
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```
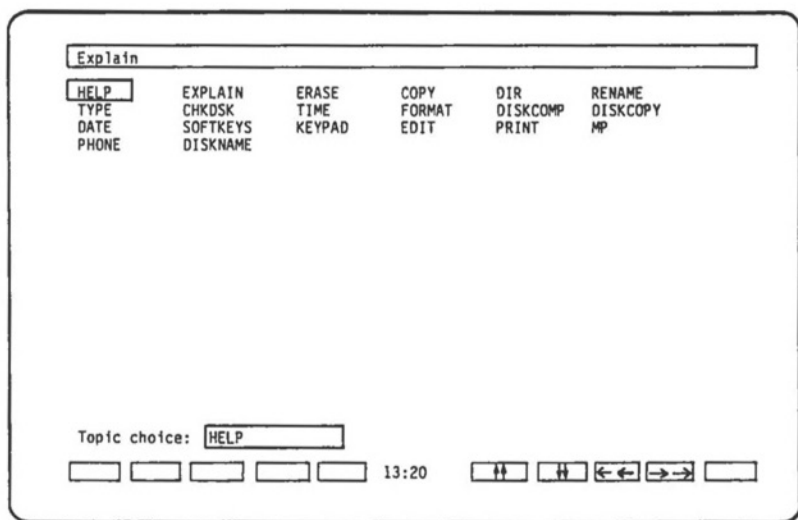
Fig. 2-8 - The second page of the EXPLAIN command
display.

STEP

22)   Press any key on the keyboard. The system description of the command EXPLAIN was too long to be displayed on one screen. Pressing any key advances you to the subsequent page of text which, in this case, is a list of commands and features that can be explained. The first feature HELP is highlighted.

At the bottom of this second, and last, 'page' you will see the message:

Topic choice: HELP

Notice, also that the soft key labels have disappeared, but for F6, F7, F8 and F9. These contain arrows. Pressing the appropriate soft key moves the highlight in the direction of the arrow to another feature. If you do not wish to query a system feature, press the Esc key. This returns you to your original screen.

STEP

23)   Using the soft keys, highlight the SOFTKEYS feature. 24)   Press the Rtn key. The system displays information about the soft keys. 25)   Press any keyboard key to display subsequent pages of information until the system prompt C: is redisplayed.

The Hyperion is ready for another instruction.

Softkeys

The soft key line is the list of ten function labels at the bottom of
the screen that corresponds to the ten F keys across the top of the
keyboard (F1 to F10). The F keys themselves are referred to as soft
keys, and each of the ten corresponding labels is a soft key label.

1. Lower case labels identify keys that can be pressed to change the soft
   key line, and to display more immediately useful soft key labels. Upper
   case labels identify actual functions that can be executed from the
   currently displayed soft key line.

2. The space between the fifth and sixth soft key labels on the bottom of
   the screen is used to display the current time of day. As well, special
   symbols are displayed to indicate keyboard status: indicates that
   the alphabetic portion of the keyboard is in upper case (Caps Lock)
   mode. An octothorpe (#) indicates that the numeric/cursor keypad is in
   numeric (Num Lock) mode.

3. The HELP key is typically the rightmost (F10) soft key: As soon as you
   press HELP, the screen clears to display a screenful of information
   describing the action of all of the other available functions.

Strike any key when ready . . .

Fig. 2-9 - An explanation of the use of the soft keys.

STEP

26) Press the F9 (XPLAIN) key again.
27) Type the word SOFTKEYS on your keyboard. (Typing mistakes may be corrected using the Rub Out key to backspace over the mistake.)
28) Press the Rtn key.

The screen will immediately clear and display information about soft keys and how they are used. This is the same screen as previously displayed (Fig. 2-9).

STEP

29) Press any key to display subsequent pages of information. When the system prompt (C:) reappears, the Hyperion will be ready for another command.

```
C:DATE
Current date is Wednesday November  2, 1983
C:DATE/p
Current date is Wednesday November  2, 1983
Enter new date (mm-dd-yy): 01-10-83

C:DATE
Current date is Monday January 10, 1983
C:time
Current time is 14:16:33.00
C:time/p
Current time is 14:19:03.00
Enter new time: 14:21
C:□


 LASTLN  DISKS  FILES  MODE   DIR/P  14:21    PHONE  EDIT   MPLAN XPLAIN  HELP
```

Fig. 2-10 - The Hyperion screen, as it should look after you
         have reset the date and time.

2.7   RESET THE DATE AND TIME

To give you some experience in using system commands,
the following steps use the DATE and TIME commands to reset
system date and time.

Reset System Date

STEP

```
30)  Press the F2 (Disks) key.

31)  Press the  F4 (DATE) key. The current  date  is
     displayed.

32)  Press F1 (Dos)  to  return  to the DOS soft key
     line.

33)  Press F1 (LASTLN)  to reenter the DATE command.
     This was  the  last command which you  entered.
     The system now waits  for  you to either accept
     this command by pressing the Rtn key, or to add
     modifications (parameters) to the command.

34)  Enter /p and press Rtn.

35)  Enter a new  date  in month-day-year (mm-dd-yy)
     format, with hyphens.  Press Rtn.

36)  Press F2 to access the DISKS soft key line.

37)  Press F4 (DATE).   The  new  date is displayed.
     Note that the system also  displays the correct
     day of the week.
```

Reset System Time

STEP

```
38) Enter  the  word  time,  by  pressing  the
    appropriate alphabetic keys, and press Rtn.
    (There is no soft key for  this  command, since
    it is seldom used.)

    The system displays the current time, including
    seconds.

39) Press F1 (Dos) to access the DOS soft key line.

40) Press F1 (LASTLN) again.  The word time is
    redisplayed.

41) Enter /p and press Rtn.  The system displays
    the current time again and asks you for  a  new
    time.

42) Enter the new  time  as  hours-minutes (hh-mm),
    with the hyphen, and press Rtn. The  soft  key
    line reappears and the new time is displayed in
    the center of the line. The screen should now
    look as shown in Fig. 2-10.
```

You could have entered the seconds as well, as ss.ss.
By simply pressing Rtn the system assumed that the seconds
figure was 00.00. (The system will always reset the
hundredths of a second to 00.)

2.8   TO FORCE AN EXIT (ABORT)

Many times you may find it necessary to forcefully quit
using a system program or function.   You can do this in
several ways.

1) To cancel a command that you are entering,
   i.e., before you press the Rtn key: Press the
   Esc key. The system prompt reappears to prompt
   you for a new command.

2) To abort a command that is currently being
   processed, press Ctrl + Brk. This returns you
   to the main operating system, the Hyperion DOS.

If all else fails, you can reload the main operating
system programs. This is equivalent to turning the machine off
and then back on again. Press the POWER button off and then
on. This will restart the system. Holding down the Ctrl key
and pressing Alt then Del will also abort the current
processing and restart the system.

WARNING: IF YOU RESTART THE SYSTEM IN THE MIDST OF CERTAIN
OPERATIONS, SUCH AS A COPY, YOU MAY LEAVE DISKETTE FILES WITH
INCONSISTENT DATA.

2.9   SUMMARY OF CONCEPTS

In this section you have learned how to:

-   start up the Hyperion,
-   use the soft key line to change soft key labels,
-   use the soft key line to enter an instruction
    (HELP),
-   use the   soft key line and keyboard to enter
    commands.

You have also been introduced to the following:

-   HYPERION USER DISKETTE which you must insert
    into the Hyperion before doing anything else.

-   SYSTEM PROMPT which is the system's way of
    telling   you   it   is   ready   to   receive
    instructions.

-   SOFT KEY LINE which displays ten highlighted
    labels across the bottom of the screen.

-   SOFT KEY MAP for the main operating system.

-   SOFT KEYS to change soft key line labels and to
    enter instructions into the system.

-   UPPER CASE COMMAND LABELS to enter commands.

-   UNDERLINED LOWER CASE LABELS which change soft
    key (label) lines, and therefore enable you to
    access other commands.

-   THE EXPLAIN, DATE and TIME commands.

-   THE LASTLN INSTRUCTION which is used to recall
    the last command entered.

-   THE Rtn KEY which you use to tell the system
    that you are ready for it to begin processing
    your command.

- THE Rub Out KEY used to backspace over mistakes.

- THE Esc KEY used to cancel the entry of a command.

- THE Ctrl + Brk KEYS to cancel the processing of a command.

STEP

43) Proceed to the next section, which will show you how to create a document, and save it into a diskette file.

Part I

Section 3

USING IN:SCRIBE TO ENTER AND EDIT TEXT

SHADED STRIPS   HIGHLIGHTED TOP LINE   PAGING BAR

1:1

Quit Block/ Files Line Change 11:30   Setup Mykey Fonts GOTO? HELP

CENTRE PORTION   SOFT KEY LINE
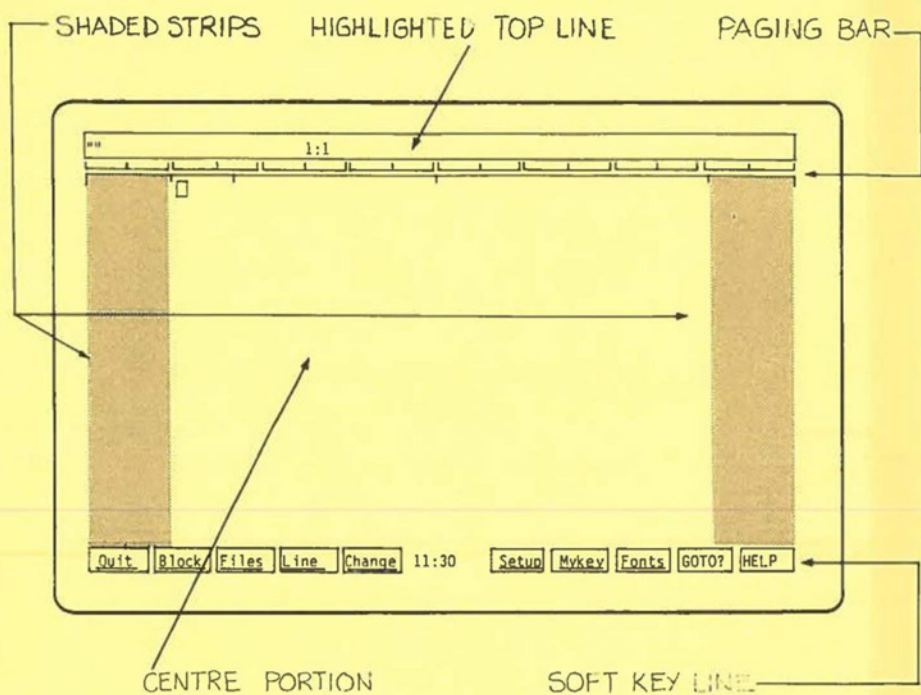
Fig. 3-1 - The IN:SCRIBE screen format.

Section 3

USING IN:SCRIBE TO ENTER AND EDIT TEXT

Much of the work you will be doing on the Hyperion will involve the entering and storing of information. You need to create files to store programs, memos, letters, reports, data.

The IN:SCRIBE executive text editor has been provided to allow you to accomplish those tasks in an easy to understand, straightforward manner.

3.1   ACCESS THE TEXT EDITOR

IN:SCRIBE is a special program that is accessed by entering the command EDIT. One of the soft keys (F7) can be used to type in this command.

STEP

```
44)  Press the soft key F7.

     The word EDIT appears on the screen at the
     cursor position.

45)  Press the Rtn key.
```

After a second or so, the screen will clear, and the IN:SCRIBE screen will appear, as shown in Fig. 3-1.

Note that the soft key labels have changed again. The editor's many soft keys and capabilities are described in Part II.

A blinking rectangular cursor waits, for input or instructions, in the upper left of the screen.

```
┌──────────────────────────────────────────────────────────────┐
│ " "                      1:14                                  │
├──────────────────────────────────────────────────────────────┤
│                                                                │
│    Welcome to the Hyperion.                                    │
│                                                                │
│    Your Hyperion is a unique computer.  In one package, you    │
│    have all the hardware and software you will likely ever     │
│    require, with expansion potential for future enhancement.   │
│    Hyperion's hardware package consists of a comfortable amber │
│    screen, twin disk drives, and a stowaway keyboard; all      │
│    providing support and/or access to Hyperion's powerful      │
│    computing components.  While the Hyperion comes in a small  │
│    package, its capabilities are limitless.                    │
│                                                                │
│    The software's main system, MS-DOS (TM), supports a text    │
│    management system (IN:SCRIBE), a communications management  │
│    system (IN:TOUCH), and an electronic worksheet for          │
│    financial planning (MULTIPLAN). As well, there are two      │
│    advanced programming languages included: BASIC and          │
│    Assembler.                                                  │
│                                                                │
│  Quit   Block  Files  Line  Change  11:30     Setup  Mykey  Fonts  GOTO?  HELP │
└──────────────────────────────────────────────────────────────┘
```

Fig. 3-2 - Text, as it looks entered onto the Hyperion
screen.

3.2   ENTER TEXT

STEP

46) Press the Rtn key once. This creates a blank
    line at the top of your document.

47) Using the alphanumeric portion of the keyboard,
    enter the text shown in Fig. 3-2 at left. Do
    not press the Rtn key when you come to the end
    of a line. Press the Rtn key only when you
    reach the end of a paragraph.

48) Do not attempt to correct any of your typing
    mistakes at this time.

You will notice that when you reach the right margin,
the cursor automatically returns to the left margin. This
'carriage return' function is automatic.

The Tab and Shift keys operate as on a regular
typewriter.

Text is shown on the IN:SCRIBE screen in the exact form
in which it will be stored and eventually printed. This
enables you to see what your final document will look like.

The number in the highlighted bar at the top of the
screen should have changed from 1:1 to approximately 1:14.
The number after the colon shows that the cursor is on the
14th line of your document.
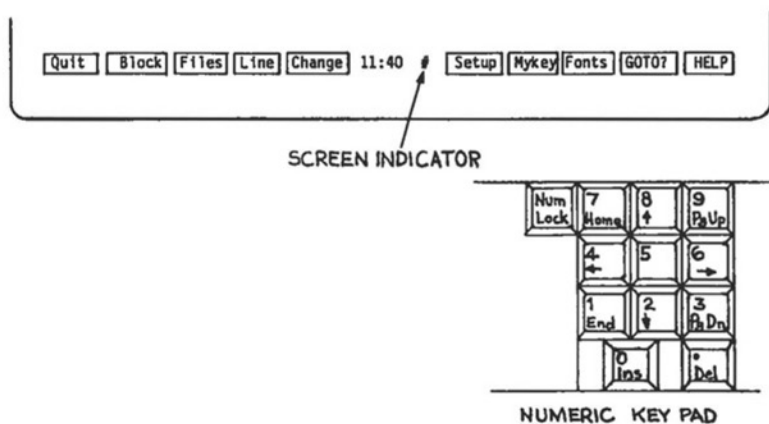
Fig. 3-3 - The numeric (cursor) keypad, the Num Lock key, and
the screen indicator.

3.3 MOVE THE CURSOR

The cursor (the flashing rectangle) not only shows where
text will be entered. The cursor also identifies the position
where the next edit (IN:SCRIBE) command is to take effect.
Many cursor movement keys are provided, so that you can
quickly move through a file.

Cursor movement is controlled by the numeric (cursor)
keypad on the right of your Hyperion keyboard. The number keys
2, 4, 6 and 8 have arrows on them, as well as numbers. Refer
to Fig. 3-3 at left.

STEP

```
49)  Press the  Num Lock key several times, and look
     at the center  of  the  soft key line while you
     are doing so.
```

You notice that, for every second time you push the Num
Lock key, a small octothorpe (#) appears in the middle of the
soft key line.

When this octothorpe is not displayed, it means that you
can use the number keypad to move the cursor about the screen.

STEP

```
50)  Press the Num Lock  key  until  the  octothorpe
     disappears.
```

The labels on the keys are self-descriptive. An arrow
pointing up moves the cursor up, an arrow pointing right moves
the cursor to the right, etc.

Character-By-Character

STEP

51) Strike, in turn, each of the cursor control keys. Notice how the cursor moves in the direction of the arrow.
52) Hold each key down for a longer period. Note how the cursor, after pausing for a second, moves rapidly in the direction indicated.

Word-By-Word

The **Ctrl** key can be used together with the cursor keypad keys, to enhance the cursor movement.

STEP

53) Hold down the Ctrl key on the left of your keyboard while pressing the left arrow key several times. Notice how the cursor jumps back word-by-word.
54) Hold down the Ctrl key and press the right arrow key several times. Note how the cursor moves to the right word-by-word.

In this manual, we use the convention "Key 1 + Key 2" as a shorthand for "Hold down Key 1 while pressing Key 2". For example, you have just used Ctrl + left arrow, and Ctrl + right arrow.

Paragraph-By-Paragraph

STEP

55) Press **Ctrl** + up arrow. Notice how the cursor moves up to the beginning of the previous paragraph. Press **Ctrl** + up arrow several times.
56) Press **Ctrl** + down arrow. Notice how the cursor moves down to the beginning of the next paragraph. Press **Ctrl** + down arrow several times.

The Home, End, and Other Keys

Several other keys are also available for you to use.

STEP

57) Press the Home key. The cursor moves to the beginning of the line.
58) Press the End key. The cursor moves to the end of the line.
59) Hold down the **Ctrl** key and press the Home key. This puts the cursor back "home" in the upper left corner of the display screen.
60) Hold down the **Ctrl** key, and press **End**. This moves the cursor to the end of the text on the currently displayed screen.

HELP for the Cursor Movement Keys

The labels on the cursor keypad describe their usual
action. Pressing the F10 (HELP) soft key displays a HELP
screen to describe the results of pressing the cursor keypad
keys in combination with the Ctrl key.

STEP

61) Press **F10** (HELP). The screen changes to display the cursor movement functions available using the **Ctrl** key. 62) Press any key to return your original display.

3.4   CORRECT YOUR TEXT

Using the numeric keypad keys, you can now correct the mistakes that you have perhaps included in your IN:SCRIBE file.

Delete Text

Press the Del key to delete the character at the cursor position.

Pressing Ctrl + Del will delete the complete line containing the cursor.

Insert Text

Pressing an alphanumeric key will normally replace the letter at the cursor position. This is an easy way of correcting typographical errors.

To insert text, you must first press the Ins key to push the other letters aside and give yourself a new character space, then you must enter the required character into that space.

Press the Ins key to insert one extra space to the right of the cursor.

If long strings of text need to be inserted, you can press Ctrl + Ins. The word "Inserting" appears in the highlighted bar at the top of the screen.

STEP

63) Press Ctrl + Ins. Note the word "Inserting" at the top of the screen.
64) Enter the words "new text". Notice how the existing text is pushed to the right as you enter the letters.

65) Press **Ctrl + Ins** again. The word "Inserting"
     disappears from the top of the screen.

66) Press the **Del** key eight times. This deletes
     the word "new text" from the text.

67) Using the cursor keypad, and the **Ctrl, Ins** and
     Del keys, go back and correct any mistakes you
     made when you originally entered the text.

3.5   ADJUST AND JUSTIFY YOUR TEXT

Adjust Text

After using the cursor keypad to make your corrections you will probably have certain lines that are too short. IN:SCRIBE can adjust your text, paragraph by paragraph.

Adjusted text is text that shows as many words as possible on each line, without going beyond the margins.

The command to adjust text is on the soft key line called CHANGE.

STEP

68) Press the soft key F5 (Change) to access the CHANGE soft key line labels.
69) Press Ctrl + Up arrow or Ctrl + Down arrow to move the cursor to the beginning of the second paragraph. We are assuming that the first paragraph "Welcome to the Hyperion." does not need adjusting.
70) Press F8 (ADJUST). The screen blanks out for an instant. When the text reappears, it has been readjusted.
71) Press F8 again. The text in the last paragraph has now been adjusted.

```
┌──────────────────────────────────────────────────────────────┐
│  ┌────────────────────────────────────────────────────────┐   │
│  │ " "                      1:14                            │   │
│  │──────────────────────────────────────────────────────── │   │
│  │                                                          │   │
│  │      Welcome to the Hyperion.                            │   │
│  │                                                          │   │
│  │      Your Hyperion is a unique computer.  In one package, you │
│  │      have all the  hardware and  software you will likely ever │
│  │      require, with expansion potential for  future  enhancement. │
│  │      Hyperion's hardware package consists of a comfortable amber │
│  │      screen, twin disk drives, and a  stowaway keyboard; all │
│  │      providing support and/or access to Hyperion's powerful │
│  │      computing components.  While the Hyperion comes in a  small │
│  │      package, its capabilities are limitless.            │
│  │                                                          │
│  │      The software's main system, MS-DOS (TM), supports a  text │
│  │      management system (IN:SCRIBE), a communications management │
│  │      system  (IN:TOUCH),   and   an   electronic  worksheet  for │
│  │      financial planning (MULTIPLAN). As  well,  there are  two │
│  │      advanced  programming  languages  included:  BASIC   and │
│  │      Assembler.                                          │
│  │                                                          │
│  │ Edit  REPEAT REPLAC  Line   FIND  11:30  PSHTAB CPYTAB ADJUST JUSTFY  HELP │
│  └────────────────────────────────────────────────────────┘   │
└──────────────────────────────────────────────────────────────┘
```

Fig. 3-4 - The text, after it has been right justified.

Right Justify Text

It is also possible to right adjust each line of a
paragraph so that a straight (justified) right margin is
produced. Spaces are automatically inserted between words to
produce this effect.

STEP

72) Press Ctrl + Home to move the cursor back up to
    the top left of your text.

73) Press F9 (JUSTFY). You will notice that no
    change has taken effect. The paragraph was too
    short to be right justified.

74) Press F9 again. When the text reappears, the
    paragraph has a straight, justified, right
    margin.

75) Press F9. The whole text should now be right
    justified, as shown in Fig. 3-4.

You may be surprised to find that your first paragraph
seems to have disappeared. It is still in the file, however.
IN:SCRIBE has simply moved it up "above" the screen.

STEP

76) Press the Pg Up key. This will bring the first
    paragraph back into view.

Most of the files you will create will be much longer
than the 24 lines available on the Hyperion screen. You can,
perhaps, consider the screen as a "window" through which you
look at your file.

The Pg Up and Pg Dn and Ctrl + Pg Up and Ctrl + Pg Dn
keys move this "window" up and down through the file so that
you can look at and edit the parts you are interested in.

STEP

> 77) Press F1 (Edit). This will return the main
>   EDIT soft key line.
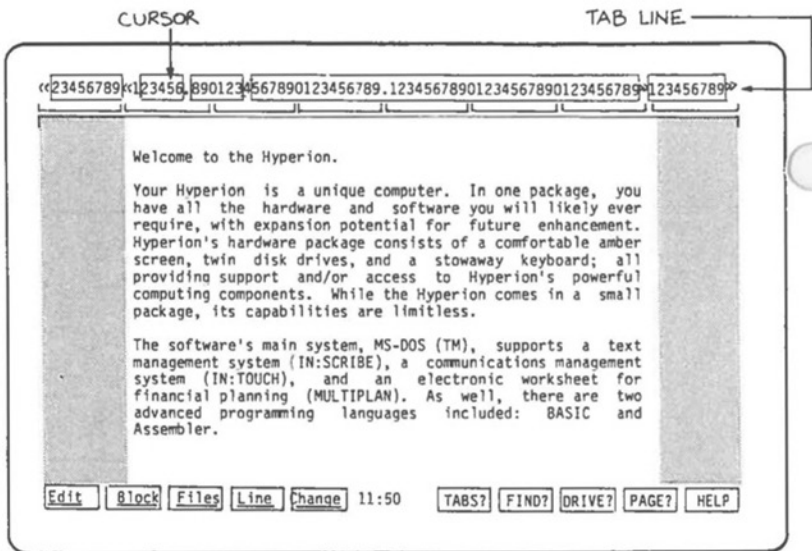
Fig. 3-5 - The tab line at the top of the IN:SCRIBE screen.

3.6   SET A NEW LEFT AND RIGHT MARGIN

STEP

```
78)  Look at  your current soft key label line.  Key
     F6 is labelled Setup.

79)  Press F6.  The  soft key labels change to those
     shown in Fig. 3-5. Key F6 is now labelled TABS?

80)  Press F6 again.
```

A numbered "tab line" will now be displayed on the top
line of the screen, and the cursor will be moved temporarily
to that line.

Currently, there will be a left margin at column 10, a
right margin at column 70, and tab stops at column 17   and 40.
A double left bracket identifies the left margin, a double
right bracket the right margin, and periods identify the tab
stops.

STEP

```
81)  Using the  left  and right arrows on the cursor
     control keypad,  move the cursor to column  17,
     and  press  any  left  bracket  key  on  your
     keyboard. A  double left bracket appears on the
     tab line in column 17.

82)  Move the  cursor  to  column 60 and  press  any
     right  bracket key. A  double  right  bracket
     appears on  the tab line at  column  70.   Note
     that you now have three sets of right brackets.
     Only the  innermost set will  effect  the  text
     margin setting.

83)  Then  press   the  Rtn  key.   The   tab   line
     disappears.
```

You have set a new left margin at column 17   and   a   new
right margin at column 60.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────┐ │
│  │ " "              │    1                                  │ │
│  │                                                         │ │
│  │            Your Hyperion is a  unique  computer.   In   │ │
│  │            one package, you have all the hardware and   │ │
│  │            software you  will  likely  ever  require,   │ │
│  │            with  expansion   potential   for   future   │ │
│  │            enhancement. Hyperion's hardware  package    │ │
│  │            consists of  a  comfortable  amber screen,   │ │
│  │            twin disk drives, and a stowaway keyboard;   │ │
│  │            all providing  support  and/or  access to    │ │
│  │            Hyperion's powerful computing  components.   │ │
│  │            While  the  Hyperion  comes  in   a  small   │ │
│  │            package, its capabilities are limitless.     │ │
│  │                                                         │ │
│  │            The software's  main system, MS-DOS (TM),    │ │
│  │            supports   a    text   management   system   │ │
│  │            (IN:SCRIBE), a  communications  management    │ │
│  │            system  (IN:TOUCH),  and   an   electronic   │ │
│  │            worksheet   for    financial    planning     │ │
│  │            (MULTIPLAN).  As   well,   there   are  two   │ │
│  │            advanced programming  languages  included:   │ │
│  │            BASIC and Assembler.                         │ │
│  │                                                         │ │
│  │ ┌────┐ ┌──────┐┌──────┐┌────┐┌────┐      ┌──────┐┌──────┐┌──────┐┌──────┐┌────┐ │
│  │ │Edit│ │REPEAT││REPLAC││Line││FIND│ 11:57│PSHTAB││CPYTAB││ADJUST││JUSTFY││HELP│ │
│  │ └────┘ └──────┘└──────┘└────┘└────┘      └──────┘└──────┘└──────┘└──────┘└────┘ │
│  └─────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

Fig. 3-6 - Text after it has been adjusted and right
            justified to the new margins.

The shaded areas to the left and right of the screen leave that part of the screen clear which will contain your text.

Adjust Your Text to the New Margins

STEP

---

84) Press F5 (Change) to access the CHANGE soft key label line.

85) Press Ctrl + Home to return the cursor to the top of the file.

86) Press F8 (ADJUST) to adjust the first paragraph.

87) Press F8 again to adjust the second paragraph.

88) Press F8 again to adjust the third paragraph.

89) Press Ctrl + Pg Up to return the cursor to the beginning of the file.

90) Right justify each paragraph (as described in Steps 72 to 76). Your text should now look like it is shown in Fig. 3-6.

3.7   NAME AND SAVE YOUR DOCUMENT

You will want to save the documents you enter into the
Hyperion, for later reference and use. Pressing the
appropriate soft keys enables you to do this.

Save Your Document

STEP

```
91)  Press the  F1  (Edit) soft key.  This  displays
     the main EDIT soft key label line.

92)  Press F1 again.  This time  the label was Quit.
     This displays a soft  key  line  used to finish
     (Quit) an edit session.

93)  Press F10, the HELP key, to display information
     about the  three  options  this  soft key  line
     offers you.
```

The HELP information for these soft keys warns you that
the NOSAV! key throws away all your text. The SAVDOC key,
though, saves the text into a permanent file. The DIR/P key is
used to look at the names of the files already saved on the
diskette.

STEP

```
94)  Press any key to clear the HELP display.

95)  Press the F3 (SAVDOC) soft key.
```

Name Your Document

    You must now give your document a name. IN:SCRIBE is
prompting you to enter the filename. The flashing cursor
waits in the top highlighted line of the screen.

STEP

96) Type the characters A:FIRST.TRY
97) Press the Rub Out key to backspace over any mistakes.
98) Press Rtn.

    Your document will be saved in its exact present form
into a file called "FIRST.TRY" on the diskette in drive A of
the Hyperion.

    The familiar system prompt C: will be redisplayed, to
indicate that the Hyperion is waiting for a command. As well,
the soft key labels being displayed are now the same as they
were before you pressed the EDIT soft key command to access
IN:SCRIBE. You have successfully completed a Hyperion edit
session.

3.8   SUMMARY OF CONCEPTS

In this section you have learned how to:

- access the IN:SCRIBE text editor,
- enter text into the system, and correct mistakes,
- move the cursor about the screen,
- set new margins,
- adjust the text to these new margins, and
- save the new document in a diskette file.

You have also gained more experience in using soft key
lines to enter commands, and have been introduced to the
following features:

- AUTOMATIC CARRIAGE RETURNS. When you are
  entering text, IN:SCRIBE automatically wraps
  the text around to the next line for you.

- CURSOR CONTROL KEYPAD and Ctrl KEY to move the
  cursor about the screen.

- PRESSING THE Rtn KEY to enter a blank line.

- INSERTING AND DELETING text.

- THE TABS LINE used to set left and right
  margins (and tabs).

- ADJUSTING TEXT to fit within newly defined
  margins.

- JUSTIFYING TEXT to create a straight right
  margin.

- Viewing the Hyperion display screen as a WINDOW
  through which you look at a file.   By pressing
  the Ctrl, Pg Up and Pg Dn keys, you can move
  this window up and down the file.

- FILE NAMING. When you save your document, you
  give it a name up to 8 characters in length,
  followed by a period and an optional name
  extension of up to 3 characters.

These are only a few of the editing commands available in IN:SCRIBE. Remember, there are 9 soft key lines, each having from two to seven commands. All are described in Part II, Section 5, of this guide.

The complete IN:SCRIBE soft key map can be displayed at any time during an IN:SCRIBE edit session, by pressing **Ctrl +** **F10.**

STEP

99) Proceed to the next section of this tutorial.

Part I

Section 4

USING THE DISKETTE OPERATING SYSTEM (DOS)

```
C: DIR/P A:
Disk name: Hyperion User Diskette
COMMAND   COM    10745    3-05-82   1:45a
DISKCOPY  COM     1997   11-20-82
DISKCOMP  COM     2250   11-20-82
DEBUG     COM     6003    3-05-82   1:52a
CHKDSK    COM     1720    3-05-82   1:43a
FORMAT    COM     3194   11-23-82
EXPLAIN   COM    16255   12-09-82  10:09a
MODE      COM    25840    1-05-83   9:15a
EDIT      EXE    66433   11-26-82
EDIT      SOF     1781   11-29-82  10:16a
EDIT      DEF      796   11-29-82  10:23a
EDIT      HLP     9395   11-27-82   8:47a
MP        COM     7865   11-10-82
MP        DAT     6400   11-10-82
MP        HLP    37376   11-10-82
MP        LOD    20224   11-10-82
MP        SYS    23424   11-10-82
AUTOEXEC  BAT       81    1-08-83   4:23p
EPSON     PRN      886    1-08-83   8:28a
HELP      EXP     1348   11-12-82
EXPLAIN   EXP     1245   11-12-82
Strike a key when ready . . .
```

Fig. 4-1 - List of files on the diskette in drive A,
          your Hyperion User Diskette.

Section 4

USING THE DISKETTE OPERATING SYSTEM (DOS)

4.1   LIST ALL THE FILES ON YOUR DISKETTE

It is very easy to list the names of files stored on any diskette. The DIR (directory) command has been provided for this purpose.

STEP

```
100) Press the DIR/P soft key (F5).

101) Type A: and press the Rtn key.
```

A complete list of all files (as shown in Fig. 4-1) stored on the diskette in drive A is produced. The /P on the command line you entered told the Hyperion to pause after each screenful. Press any key to continue the listing.

As you can see, there are many files on the Hyperion User Diskette in drive A. You may even have trouble picking out your file's name among so many others. Fortunately, it is possible to make the DIR command specific enough to produce a much smaller list.

After the directory has been displayed, the system prompt C: will appear.

```
C: DIR/P A:*.TRY
Disk name: Hyperion User Diskette
FIRST    TRY      498     1-01-80  2:20p
    1 File(s)
C:□
LASTLN  Disks  Files  MODE  DIR/P  12:15     PHONE  EDIT  MPLAN  XPLAIN  HELP
```

Fig. 4-2 - Modified DIR command to list selected files.

4.2   LIST ONLY CERTAIN FILES ON YOUR DISKETTE

STEP

102) Press the soft key F1 (LASTLN).

        Your last command line (DIR/P A:) will automatically be
retyped.

STEP

103) Type *.TRY and press the Rtn key.

        You will have entered the command: "DIR/P A:*.TRY". The
list of files produced this time will be very short. This is
because your file FIRST.TRY is the only file on drive A with a
filename ending in .TRY.

        The * is a 'wildcard' character that allows
specification of a group of files instead of a single file.
The command "DIR/P A:*.TRY" could be read as "list all files
on the diskette in drive A that end with .TRY.

```
┌─────────────────────────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────────────────────────┐ │
│ │C:TYPE/P A:FIRST.TRY                                          │ │
│ └─────────────────────────────────────────────────────────────┘ │
│             Welcome to the Hyperion.                              │
│                                                                   │
│             Your Hyperion is a unique computer. In                │
│             one package, you have all the hardware and            │
│             software you will likely ever require,                │
│             with expansion potential for future                   │
│             enhancement. Hyperion's hardware package              │
│             consists of a comfortable amber screen,               │
│             twin disk drives, and a stowaway keyboard;            │
│             all providing support and/or access to               │
│             Hyperion's powerful computing components.             │
│             While the Hyperion comes in a small                   │
│             package, its capabilities are limitless.              │
│                                                                   │
│             The software's main system, MS-DOS (TM),              │
│             supports a text management system                     │
│             (IN:SCRIBE), a communications management              │
│             system (IN:TOUCH), and an electronic                  │
│             worksheet for financial planning                      │
│             (MULTIPLAN). As well, there are two                   │
│             advanced programming languages included:              │
│             BASIC and Assembler.                                  │
│                                                                   │
│ ┌────┐ ┌─────┐┌──────┐┌────┐┌─────┐      ┌────┐┌────┐┌──────┐┌──────┐┌────┐│
│ │Dos │ │Disks││TYPE/P││DATE││DIR/P│ 11:57│COPY││EDIT││ERAS/P││RENAME││HELP││
│ └────┘ └─────┘└──────┘└────┘└─────┘      └────┘└────┘└──────┘└──────┘└────┘│
└─────────────────────────────────────────────────────────────────┘
```

Fig. 4-3 - Your document on the screen, with
          the FILES soft key label line.

4.3   DISPLAY YOUR FILE ON THE SCREEN

You can of course examine your file by re-editing it
using IN:SCRIBE. However, DOS makes it possible simply to view
the contents of any diskette file on the Hyperion screen. You
cannot edit or alter a file when you are in DOS.

STEP

104) Press the Files soft key (F3).

The soft key line will change to display a set of labels
that offer several DOS file management commands.

STEP

105) Press the TYPE/P soft key (F3 again). The command word TYPE/P is displayed and the cursor waits for you to enter a parameter. 106) Type A:FIRST.TRY and press the Rtn key.

Your file will be displayed exactly as you last saw it
on the IN:SCRIBE editor screen. If necessary, you will be
asked to press any key to view subsequent screenfuls of your
file, and the system prompt C: will then be redisplayed.

4.4   MAKE A SECOND COPY OF YOUR FILE

It is often useful to make copies of a file. Often, the
copies are made onto another diskette for backup or archival
purposes.

STEP

```
107)  Press the COPY key (F8).

108)  Type A:FIRST.TRY  to  identify the file  to  be
      copied.

109)  Press the  spacebar  once. You  must  leave  at
      least one space between the two filenames.

110)  Type A:SECOND.TRY to assign a  name to the copy
      that is going to be created.

111)  Press the Rtn key.
```


After a few seconds of disk action, the following
message will be displayed, and the system prompt C: will
reappear.

1 File(s) copied

You can check that the copy command was successful by
entering the DIR/P A:*.TRY command again, or by displaying the
new copy with the command TYPE/P A:SECOND.TRY. Remember to
press the Rtn key to enter each command.

4.5   RENAME YOUR FILE

STEP

---

112)   Press the RENAME soft key (F6).

113)   Type A:SECOND.TRY to identify the file to be
       renamed.

114)   Press the spacebar once. There must be at least
       one space between the two filenames.

115)   Type NEW.TRY to assign this new name to the
       file.

116)   Press the Rtn key.

As soon as the system prompt C: is redisplayed, look at
the names of your '.TRY' files by entering the DIR/P A:*.TRY
command again.

4.6   ERASE A FILE

Your original file FIRST.TRY is obsolete: it has been
copied into SECOND.TRY, which has in turn been given the new
name NEW.TRY.

STEP

117)   Press the ERAS/P soft key (F7).
118)   Type A:FIRST.TRY to identify the file to be erased.
119)   Press the Rtn key.

You will be shown the DIR information for the file
FIRST.TRY, and asked: ERASE   Y/N ?

STEP

120)   Press Y to erase the file FIRST.TRY.

If you enter the command DIR/P A:*.TRY again, you -will.
find that FIRST.TRY no longer exists. It has been erased from
the diskette.

4.7   SUMMARY OF CONCEPTS

In this section, you have learned how to use some of the
Disk Operating System (DOS)'s disk and file management
commands to:

- list files on a diskette,
- display the contents of a file on screen,
- copy your file,
- rename a file,
- erase a file.

You have also been introduced to the following features:

- THE ASTERISK (*) WILDCARD to replace characters
  when searching for files on a diskette.

- FILENAME. Each file stored on a diskette must
  have a name.

You have so far used only some of the DOS commands that
are available. To view all the DOS commands, use the EXPLAIN
soft key. The DOS commands are described in detail in Part
II, Section 4 of this guide.

STEP

| 121) Proceed to the next section of this tutorial. |

Part I

Section 5

USING IN:TOUCH (TM) TO STORE TELEPHONE NUMBERS AND TO PLACE CALLS
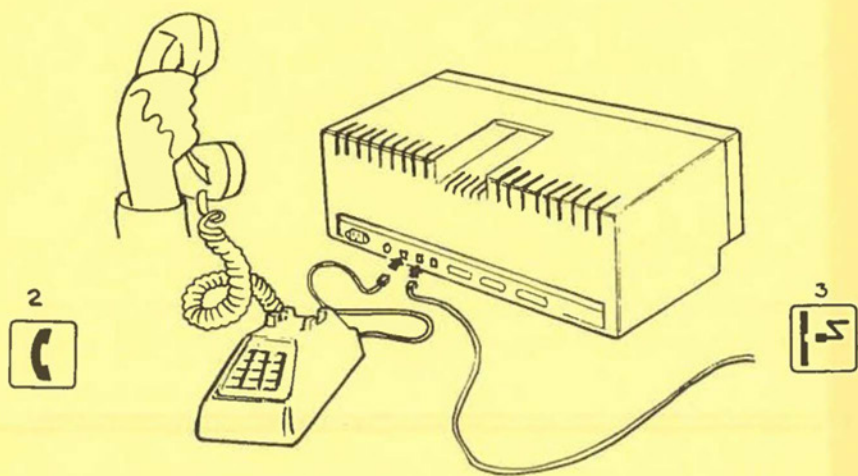
Fig. 5-1 - Connecting your Hyperion to the local telephone network.

Section 5

USING IN:TOUCH TO STORE TELEPHONE NUMBERS AND TO PLACE CALLS

5.1   INTERCONNECTION

The Hyperion is capable of communicating with a wide variety of remote devices, from the host computers of various data services to other microcomputers, including IBM personal computers and other Hyperions. With your telephone attached to the Hyperion, you can make and manage not only data calls, but voice calls as well.

STEP

122) Make sure your Hyperion is connected to the local telephone network as described in the Hyperion Setup Guide and as shown in Fig. 5-1 at left.

The IN:TOUCH communications system has been provided to make the storage and management of communications information as simple and straightforward as possible.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ │ PHONE:"                    "  Modem    Voice  Tone        00:00:00 │ │
│ └──────────────────────────────────────────────────────────────────┘ │
│   Current #: __                                                        │
│   Previous #:                                                          │
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ └──────────────────────────────────────────────────────────────────┘ │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ ┌───┐ ┌──────┐┌──────┐┌──────┐┌─────┐        ┌─────┐┌─────┐┌─────┐┌─────┐┌──────┐ │
│ │DOS│ │Dialer││Srvice││LAST_#││ SPKR│ 12:10  │ SD1 ││ SD2 ││ SD3 ││ SD4 ││ HELP │ │
│ └───┘ └──────┘└──────┘└──────┘└─────┘        └─────┘└─────┘└─────┘└─────┘└──────┘ │
└──────────────────────────────────────────────────────────────────────┘
```
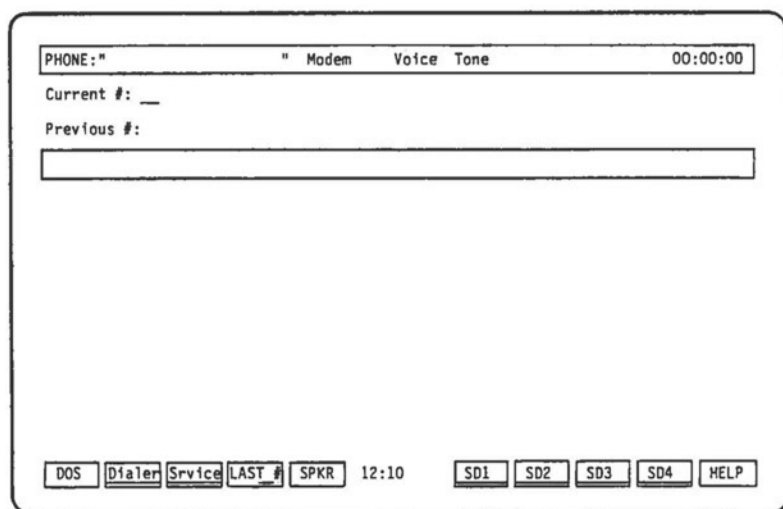
Fig. 5-2 - The main IN:TOUCH screen format.

5.2   ACCESS THE COMMUNICATIONS SYSTEM

IN:TOUCH is a special program that is accessed by
entering the command PHONE. One of the soft keys (F6) can be
used to type in this command.

STEP

---

123) Press the soft key F6.

The word PHONE appears on the screen at the
cursor position, and a carriage return is
automatically inserted.

The screen clears, and the main IN:TOUCH screen appears,
as shown in Fig. 5-2.

Note that the soft key labels have changed again. The
communication system's many soft keys and capabilities are
described in Part II.

Again, pressing Ctrl + F10 will display the full
IN:TOUCH soft key map.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ┌────────────────────────────────────────────────────────────────────────┐ │
│ │ PHONE:"                    "  Modem    Voice  Tone              00:00:00 │ │
│ └────────────────────────────────────────────────────────────────────────┘ │
│                                                                            │
│    Current #: __                                                           │
│                                                                            │
│    Previous #:                                                             │
│ ┌────────────────────────────────────────────────────────────────────────┐ │
│ │                                                                        │ │
│ └────────────────────────────────────────────────────────────────────────┘ │
│                                                                            │
│     Default Dialing Type: │Tone│ Pulse                                     │
│            Data Direction: (Modem) Serial  Acoustic                        │
│    Dialing Short Form 'A':   "          "                                  │
│    Dialing Short Form 'B':   "          "                                  │
│    Dialing Short Form 'C':   "          "                                  │
│     Seconds Pause For '+':   1                                             │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│   ┌────┐ ┌──────┐ ┌──────┐ ┌────┐ ┌────┐                  ┌──┐┌──┐┌──┐┌──┐ ┌────┐ │
│   │SAVE│ │← ←│ │→ →│ │↑↑│ │↓↓│12:19            │  ││  ││  ││  │ │HELP│ │
│   └────┘ └──────┘ └──────┘ └────┘ └────┘                  └──┘└──┘└──┘└──┘ └────┘ │
└──────────────────────────────────────────────────────────────────────────┘
```

Fig. 5-3 - The CONFIGURATION screen.

5.3   CONFIGURE TO MATCH THE TELEPHONE NETWORK

        At the top of the main IN:TOUCH screen, in the centre of
the bar of highlighting, three words appear.   These are
reminders of your current Hyperion configuration.   The third
word is either Pulse or Tone, indicating the type of dialing
currently in effect. The Hyperion can be configured to match
the type of telephone dialing available wherever you happen to
be. Both pulse (the 'clicks' for a dial system) and tone (the
'notes' for a keypad system) are available.

        If the dialing type currently in effect must be changed,
use the following procedure:

STEP
```
124)   Press F3, the SRVICE soft key.

125)   Press F8, the CONFIG soft key.
```


        The IN:TOUCH configuration table appears on the screen,
with a block cursor (bar of highlighting) located on the first
line. Notice that the soft key line contains four labels
consisting of double arrows. The associated keys control the
block cursor, moving it in the directions indicated: left,
right, up and down.

STEP
```
126)   Using the cursor control soft  keys,  move  the
       highlight to either Pulse or Tone, as required.

127)   Press F1, the SAVE soft key.

128)   Press F1, the MAIN soft key.
```


        You are now back to the main IN:TOUCH screen.   If you
changed the dialing type, notice that the third word   at the
top of the screen has also been changed accordingly.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  ┌──────────────────────────────────────────────────────────────┐     │
│  │PHONE:"Fisher, Leslie      "  Modem    Voice  Tone     00:01:22│     │
│  └──────────────────────────────────────────────────────────────┘     │
│  Current #:  5 5 5 - 1 1 3 3 _                                         │
│  Previous #:                                                          │
│  ┌──────────────────────────────────────────────────────────────┐     │
│  └──────────────────────────────────────────────────────────────┘     │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│  ┌──────┐┌──────┐┌──────┐┌──────┐┌─────┐        ┌───┐┌───┐┌───┐┌───┐┌──────┐ │
│  │HANGUP││Dialer││Srvice││LAST_#││ SPKR│ 12:40  │SD1││SD2││SD3││SD4││ HELP │ │
│  └──────┘└──────┘└──────┘└──────┘└─────┘        └───┘└───┘└───┘└───┘└──────┘ │
└─────────────────────────────────────────────────────────────────────┘
```
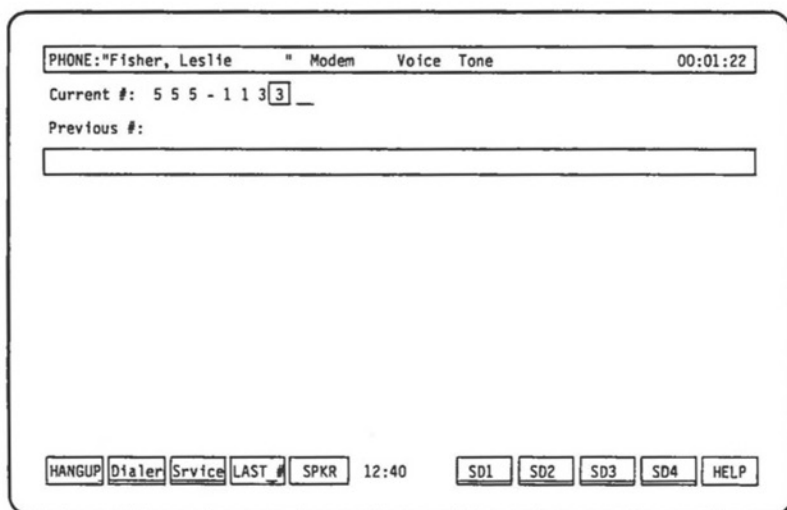
Fig. 5-4 - The MAIN screen, with a voice call in progress.

5.4   DIAL A VOICE CALL

You can continue to use your telephone in the normal manner when it is attached to the Hyperion. However, you may, if you choose, take advantage of the automatic dialing feature when placing a call.

STEP

---

129) Press the Num Lock key until the octothorpe (#) appears in the center of the soft key line.

130) Using the numeric keypad, enter a 7-digit local number.

      Digits and the hyphen are all acceptable characters in a telephone number.

131) Press F5, the SPKR soft key. You will hear the system begin dialing the number. The cursor moves across the number, highlighting each one as it is being dialed.

132) When you hear the called party answer, pick up the telephone receiver to converse.

133) When the conversation ends, replace the receiver on the telephone to disconnect the call.

Using the Hyperion While Conversing

Once your call has been connected, you may continue using the Hyperion systems via the keyboard and soft keys, as before.
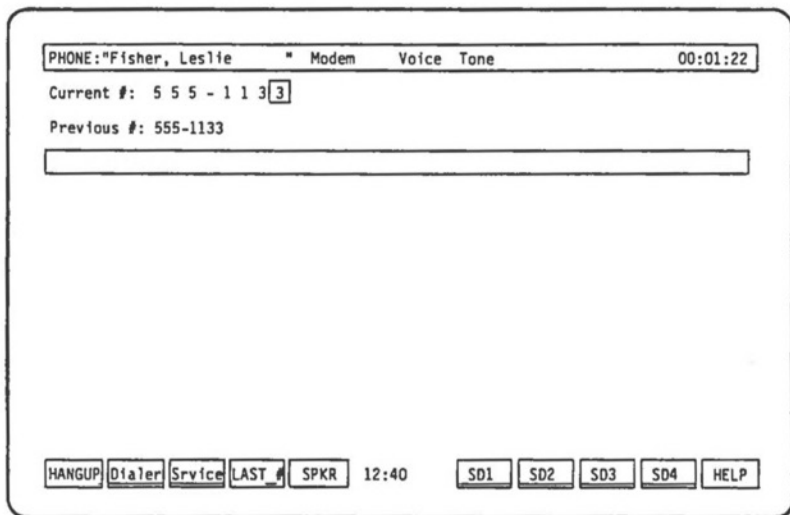
```
┌──────────────────────────────────────────────────────────────────┐
│  ┌──────────────────────────────────────────────────────────────┐ │
│  │PHONE:"Fisher, Leslie      "  Modem    Voice  Tone    00:01:22│ │
│  └──────────────────────────────────────────────────────────────┘ │
│   Current #:  5 5 5 - 1 1 3 3                                      │
│                                                                    │
│   Previous #: 555-1133                                             │
│  ┌──────────────────────────────────────────────────────────────┐ │
│  │                                                                │ │
│  └──────────────────────────────────────────────────────────────┘ │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│  ┌─────┐┌─────┐┌─────┐┌─────┐┌─────┐        ┌───┐┌───┐┌───┐┌───┐┌────┐│
│  │HANGUP││Dialer││Srvice││LAST_#││SPKR│ 12:40  │SD1││SD2││SD3││SD4││HELP││
│  └─────┘└─────┘└─────┘└─────┘└─────┘        └───┘└───┘└───┘└───┘└────┘│
└──────────────────────────────────────────────────────────────────┘
```

Fig. 5-5 - The MAIN screen with a redialed voice call
in progress.

5.5   REDIAL THE LAST NUMBER CALLED

    Whenever you   dial a telephone call using the   Hyperion,
the number you dial appears at the top of the   screen on the
"Current #:" line.   When the call is   disconnected, the
telephone number is moved to the "Previous #:" line. Calls to
the 'previous' number may be redialed by only one keystroke.

    STEPS

    ┌───┐
    │ 134) Press F4, the LAST_# soft key.   │
    │   │
    │   You will hear the system begin dialing the   │
    │   number.   │
    │   │
    │ 135) Press the F1 (HANGUP) key to disconnect the   │
    │   call before it goes through,   │
    │   │
    │   OR   │
    │   │
    │   when the called party answers, pick up the   │
    │   telephone receiver to converse.   │
    │   │
    │ 136) When the   conversation   ends, replace the   │
    │   receiver on the telephone to disconnect the   │
    │   call.   │
    └───┘

```
┌─────────────────────────────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────────────────────────────┐ │
│ │PHONE:"                  " Modem    Voice  Tone          00:00:00 │ │
│ └─────────────────────────────────────────────────────────────────┘ │
│ Current #: __                                                        │
│ Previous #:                                                          │
│ ┌─────────────────────────────────────────────────────────────────┐ │
│ │Search "                                 "                        │ │
│ └─────────────────────────────────────────────────────────────────┘ │
│    N A M E                             Number                        │
│                                                                      │
│    R y a n ,   T h e r e s a          555-1111                      │
│    S m i t h ,   J o h n              555-1234                      │
│    S m i t h s o n ,   E r i c        555-2222                      │
│    S m y t h e ,   J o a n n a        555-3333                      │
│    T h o m p s o n ,   S t e p h e n  555-4444                      │
│    V a n D o o r n ,   M i c h a e l  555-5555                      │
│   ┌────────────────────────────┐      555-6666                      │
│   │A b r a m s o n ,   G e o f f│      555-7777                      │
│   └────────────────────────────┘                                    │
│    A d a m s ,   G e o r g e          555-8888                      │
│    B r o w n ,   G a i l              555-9999                      │
│    C a r s o n ,   K a t h r y n      555-0000                      │
│    D e v l i n ,   R o n              555-1122                      │
│    E g a n ,   L i n d a              555-1133                      │
│    F i s h e r ,   L e s l i e                                      │
│                                                                      │
│  ┌────┐┌────┐┌─────┐┌─────┐┌────┐       ┌────┐ ┌────┐ ┌────┐┌───┐┌────┐│
│  │Main││FIND││Srvice││START││SPKR│ 12:17 │ ↑↑ │ │ ↓↓ │ │Edit││Add││HELP││
│  └────┘└────┘└─────┘└─────┘└────┘       └────┘ └────┘ └────┘└───┘└────┘│
└─────────────────────────────────────────────────────────────────────┘
```

Fig. 5-6 - The dialer file displayed.

5.6   CREATE A DIALER FILE ENTRY

IN:TOUCH allows you to create a personal telephone directory, called a dialer file, in which you can store telephone numbers for reference and automatic dialing. Each name and telephone number you place in your dialer file is called an entry.

STEP

137)   Press F2, the DIALER soft key to display your current dialer file (Fig. 5-6).

138)   Press F9, the ADD soft key.

Your dialer file disappears, and you are presented with a blank line on which to type the new entry. The block cursor highlights the name field of this blank line.

139)   Using the alphanumeric keys, enter a name.

140)   Press F9 →→ to move the cursor one field to the right.

141)   Using the numeric keypad, enter the corresponding telephone number.

142)   Press F1, the SAVE soft key to save the new entry.

You are returned to the dialer file. The name and telephone number you have just entered are positioned at the block cursor.

143)   Press F5, the SPKR soft key. This activates the Hyperion speaker and begins dialing the number just entered.

```
┌────────────────────────────────────────────────────────────────────┐
│  PHONE:"                    "  Modem    Voice  Tone          00:00:00 │
│  Current #: __                                                        │
│  Previous #:                                                          │
│  ┌──────────────────────────────────────────────────────────────────┐ │
│  └──────────────────────────────────────────────────────────────────┘ │
│     N A M E                          Number                           │
│                                                                        │
│  F1  M a s o n ,   T o n y           555-2211                         │
│  F2                                                                    │
│  F3  F i s h e r ,   L e s l i e     555-1133                         │
│  F4                                                                    │
│  F5  S m i t h ,   J o h n           555-1234                         │
│  F6                                                                    │
│  F7  A b r a m s o n ,   G e o f f   555-6666                         │
│  F8                                                                    │
│  F9  O v e r t o n ,   N e i l       555-2244                         │
│  F10 R y a n ,   T h e r e s a       555-1111                         │
│  ESC cancels request for this speed dialer.                           │
│  Mason, │ F2 │Fisher│ F4 │Smith,│ 12:36    │ F6 │Abrams│ F8 │Overto│Ryan, │
└────────────────────────────────────────────────────────────────────┘
```

Fig. 5-7 - A speed dialer screen with entry added.

5.7   ADD A DIALER FILE ENTRY TO A SPEED DIALER

Speed dialers are short lists of dialer file entries. Numbers stored in speed dialers are more quickly accessed than those stored in the main dialer file. Consequently, frequently-called numbers should be listed in one of the 4 available speed dialers.

To copy a number from the dialer file into a speed dialer, you must first highlight the number in the dialer file. Currently the entry just created should be one highlighted on the screen.

STEP

```
144)  Press F8, the EDIT soft key.

      Your dialer file disappears, and the  entry  at
      the cursor position (which you  just  added  to
      the file) is isolated.


145)  Press F6, the SD1 soft key,  to display  Speed
      Dialer 1.

      Notice that by pressing F7, F8 or F9, you could
      have accessed any of the other  three  possible
      speed dialers.


146)  Press F1, to add the current name and telephone
      number to line 1 in  Speed Dialer 1.  The speed
      dialer display disappears.


147)  Press F1, the SAVE soft key.


148)  Press F1, the MAIN soft key.
```

5.8   SPEED DIAL A CALL

Pressing just one key accesses a speed dialer containing
up to ten telephone numbers. The names associated with each
number are displayed, each as a soft key label. Pressing the
appropriate soft key then automatically dials the
corresponding speed dialer number.

STEP

149)   Press F6, the SD1 soft key to display speed
       dialer 1.

       The soft key label line assigns a soft key to
       each of ten possible speed dialer entries. The
       name you have just designated as a speed dialer
       entry is label 1.

150)   Press F1. The system automatically dials your
       call.

151)   Pick up the telephone receiver to converse, or
       press F1 (HANGUP) to disconnect the call before
       it is completed.

152)   When the call ends, replace the receiver on the
       telephone to disconnect the call.

5.9   DIFFERENCE BETWEEN VOICE AND DATA CALLS

During a voice call, you lift the telephone receiver and converse with whomever you have dialed. During a data call, the Hyperion is "conversing" with a remote device. The nature of the signals being exchanged by the machines demands special handling.

The telephone receiver should not be lifted during a data call. Lifting the receiver interferes with the signals being exchanged. You do, however, hear the data call as it is being dialed and answered - via the Hyperion speaker.

Once a carrier (high-pitched 'whistle') is detected, however, the speaker is automatically turned off. The IN:TOUCH screen displays the first of a series of soft key lines used for data call management. There is no reason to audibly monitor the data signal.

Communication between the Hyperion and a remote device requires the use of a modem (modulator demodulator) to manage the signals being exchanged. The Hyperion has a built-in modem which can be set to handle the signal characteristics of almost any data service or device. External signal lines may be connected directly to the Hyperion or through (optional) accoustic cups.

The steps involved in dialing and managing a data call depend heavily on the nature of the remote device; therefore, a general case cannot be demonstrated here. For complete details on how to use IN:TOUCH for your data communications requirements, consult Part II, Section 6.10.

5.10   SUMMARY OF CONCEPTS

In this section you have learned how to:

- access the IN:TOUCH telephone communications system.
- match the Hyperion dialing configuration to match the local telephone network.
- dial a voice call,
- redial a previous number,
- create a dialer file entry,
- add an entry to a speed dialer, and
- speed dial a call.

You have also gained more experience in using soft key lines to enter commands, and have been introduced to the following features:

- CURSOR CONTROL of the block cursor.

- CURRENT CONFIGURATION REMINDER LINE. You always know the direction of output signals, the call type and dialing type.

- AUTOMATIC DIALING from the keyboard/numeric pad, from the dialer file, and from a speed dialer.

These are only a few of the commands and features available in IN:TOUCH. Remember, there are 12 soft key lines, each having from two to ten commands. Pressing Ctrl + F10 will display the IN:TOUCH soft key map.

All commands and features are described in Part II, Section 6 of this user guide.

LAST STEPS

153) Press F1 (DOS) from the main soft key line.

      The system asks: Are you sure?

154) Press F6 (YES).

      The system exits from IN:TOUCH and redisplays
      the DOS soft key line. You are now back in the
      disk operating system.

Now you can begin to use the Hyperion to help you with
your daily work.

Part II of this guide contains a description of each
command and parameter for three of the systems available for
your Hyperion. Part II will provide more in-depth information
on the Hyperion's capabilities and systems.

Part II

REFERENCE: DOS, IN:SCRIBE, IN:TOUCH

TABLE OF CONTENTS

Part II

Section 1

INTRODUCTION TO PART II

Section 1

INTRODUCTION TO PART II

This part, Part II, of the user guide, is a non-technical description of the Hyperion, the command entry procedure, and three of the software systems available for your Hyperion.

The software systems described here are the Disk Operating System (DOS), the Hyperion text editor (IN:SCRIBE), and the communications management system (IN:TOUCH).

This part of the user guide is organized in the following way:

- Section 1 introduces you to the Hyperion and its software;

- Section 2 describes the Hyperion hardware, including diskettes and files;

- Section 3 describes how to enter commands and instructions;

- Section 4 describes each of the Disk Operating System (DOS) commands individually;

- Section 5 describes how to use the text editing system, IN:SCRIBE (TM); and

- Section 6 describes the communications management system, IN TOUCH (TM).

DOS
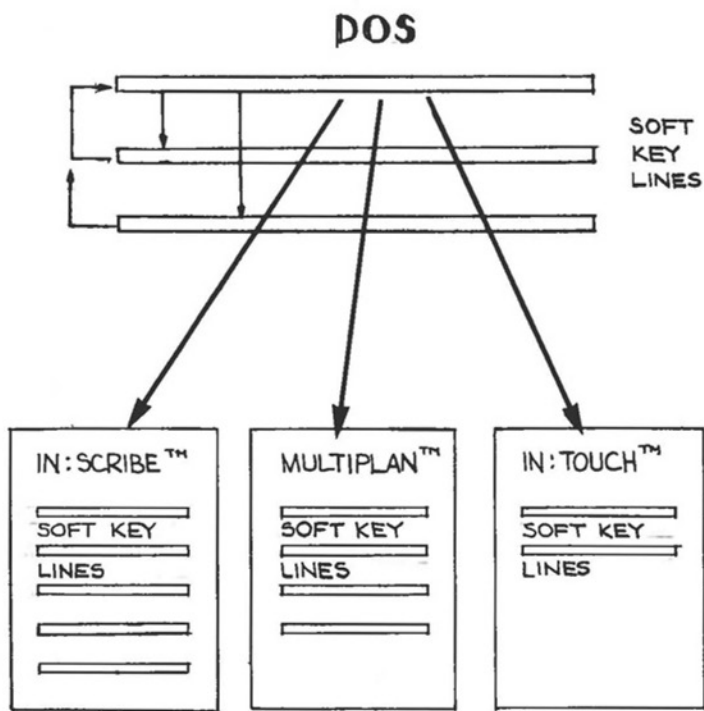
Fig. 1-1 - What DOS is used for.

1.1   INTRODUCTION TO THE DISK OPERATING SYSTEM - DOS

The Hyperion uses MS-DOS (TM) as its diskette operating system. This operating system, from Microsoft Corporation, is currently defining a new standard for 16-bit microcomputers: The Hyperion is thus a member of a rapidly growing family of MS-DOS (TM) based systems, which includes the IBM Personal Computer.

From a user's (your) point of view, the Hyperion's Disk Operating System (DOS) is a collection of commands that enable you:

1)   to access the other available software systems such as IN:SCRIBE and IN:TOUCH;

2)   to set certain system parameters;

3)   to intelligently manage the diskettes used to store information:
       -    prepare a new diskette for use,
       -    give your diskette a name,
       -    duplicate and compare diskettes,
       -    find out how much free space is left on a diskette;

4)   to manipulate the files stored on a diskette:
       -    list the contents of a diskette,
       -    display, copy, erase, and rename files on a diskette.

Floppy diskettes and files are described in Part II, Section 2 of this guide. DOS, itself, is described in Sections 3 and 4.
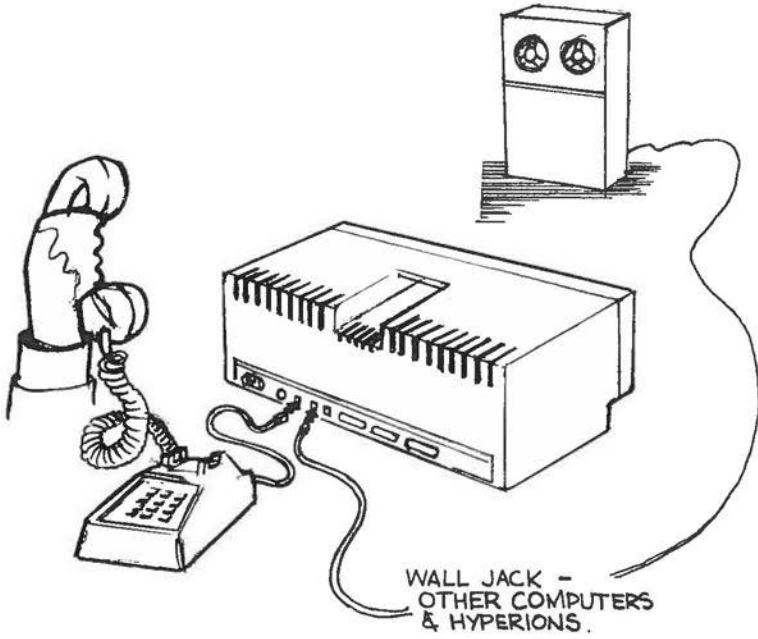
Fig. 1-2 - The role of the communications management system
IN:TOUCH and its features.

1.2   INTRODUCTION TO THE TEXT EDITOR - IN:SCRIBE (TM)

        The IN:SCRIBE executive text editor provides Hyperion
users with an extremely powerful text manipulation tool.
IN:SCRIBE is your main means of entering and storing text in
the Hyperion.   The text editor can be used to write memos,
reports, letters, and longer documents. Programmers can use
the same editor to create data files and programs.

        Documents prepared using IN:SCRIBE are displayed on the
screen exactly as they will be printed out.   The editing
instructions that you enter take effect immediately.

        Part II, Section 5 describes the text editing commands,
how to enter them, and what they do.

1.3   INTRODUCTION TO THE COMMUNICATIONS
        MANAGEMENT SYSTEM - IN:TOUCH (TM)

        The IN:TOUCH communications   management   system was
written at Dynalogic to make full use of the communications
hardware available on the Hyperion.

        It   allows Hyperion users   to maintain directories
of commonly called telephone numbers, and will actually
perform automatic telephone dialing at the press of a button.
It can also search a directory for a desired number before
dialing.

        IN:TOUCH is also used to connect the Hyperion through
either a telephone cable or a dedicated link, to another
Hyperion or any other 'host' computer.

        Part II, Section 6 of this guide describes the
communications management system and how to use it.
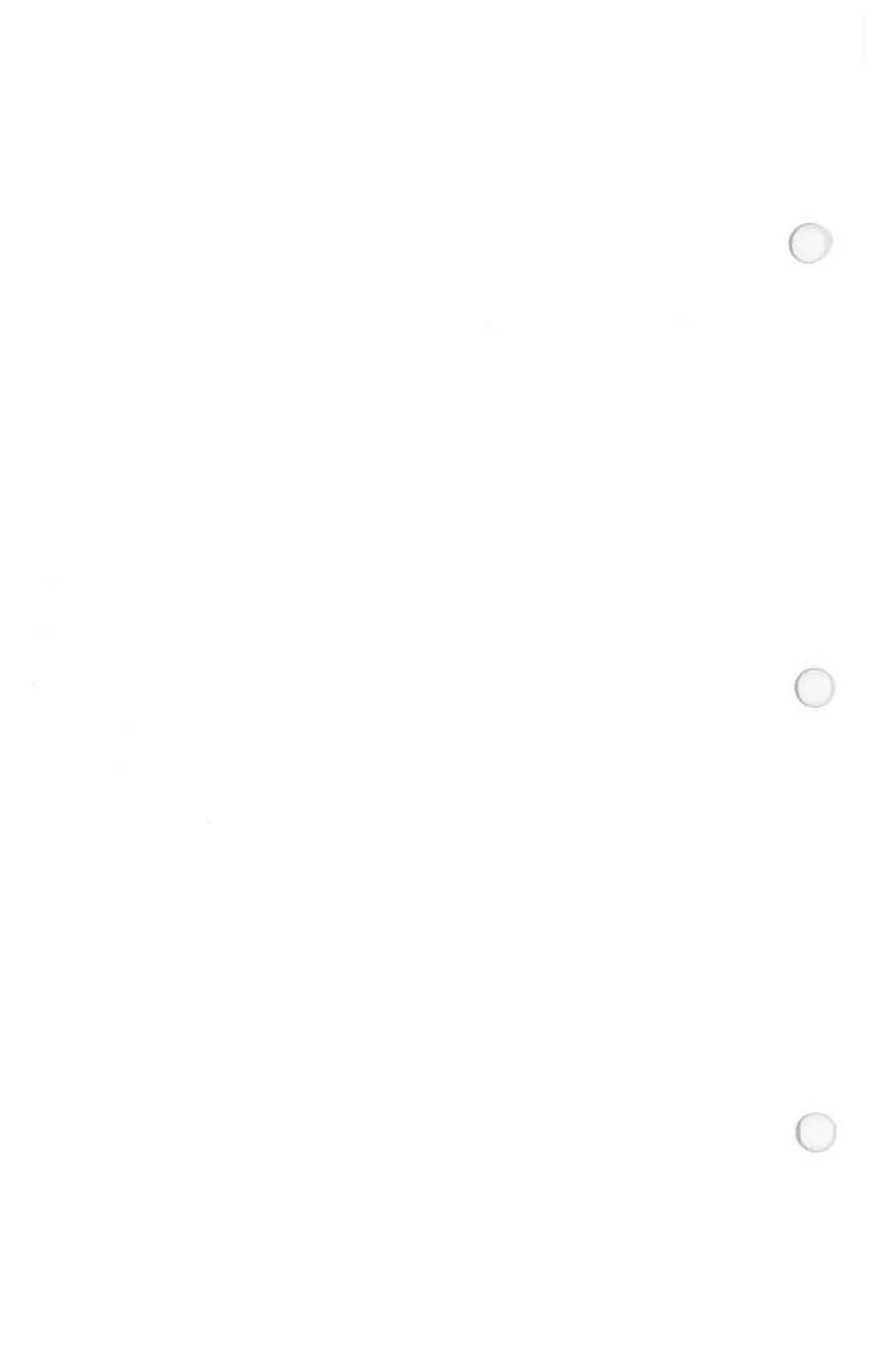
Part II

Section 2

THE HYPERION HARDWARE

DISPLAY SCREEN   DISKETTE DRIVES

KEYBOARD

FLOPPY DISKETTE
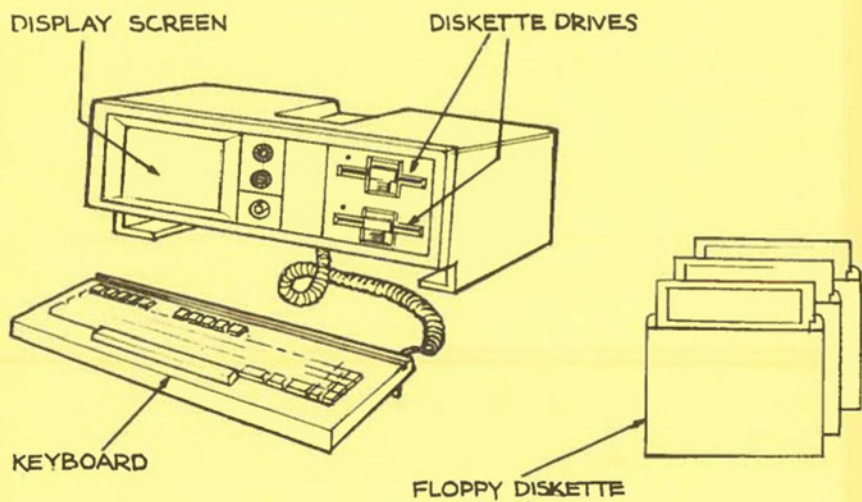
Fig. 2-1 - The Hyperion hardware.

Section 2

THE HYPERION HARDWARE

2.1   THE COMPONENT PARTS

        Your Hyperion is composed of   several   pieces   of
equipment.   These are shown in Fig. 2-1.

The Display Screen

        The screen, with its amber display, is the Hyperion's
means of communicating with you.   It prompts you to enter
commands and   instructions by displaying a flashing underline
called the cursor.   In turn, anything you enter into the
system is displayed on the screen.

Floppy Diskettes

        The 5-1/4 inch floppy diskettes are your main means of
storing information. Each diskette can contain up to 327,680
characters. Your handling of these diskettes is   important.
Section 2.2 describes the floppy diskette.

        The system automatically organizes information into
diskette files, and requires that you give each file a
filename for identification. Files and file naming   are
described in Sections 2.3 and 2.4.

Diskette Drives

        The information in a diskette file is accessible only
when the diskette is inserted into one of the diskette drives
on the front of the Hyperion. Section 2.5 describes the
diskette drives.

The Keyboard

        Finally, there is the keyboard which enables you to
communicate with the Hyperion by pressing keys to enter
characters and instructions. This keyboard slips into the
bottom of the main unit when not in use. Section 2.6 describes
the keyboard.

WRITE PROTECT TAPE
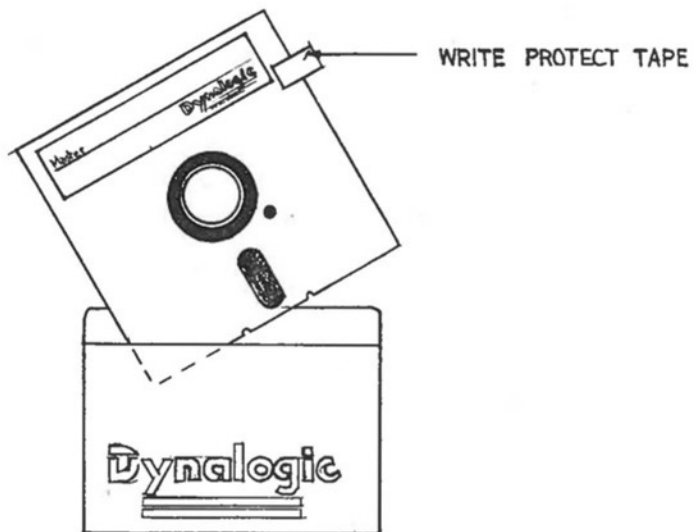
Fig. 2-2 - The floppy diskette. Note the write-enable notch.

2.2   FLOPPY DISKETTES

The floppy diskette is a storage medium, with the ability to hold a lot (327,680 characters) of information. For the purposes of this section, a diskette is viewed as an organized series of permanent storage locations, referred to as "files". An analogy may be helpful in understanding the organization. As an organized series of permanent storage locations, a diskette is similar to a drawer in a filing cabinet. Each file on the diskette stores information as would a file in a drawer.

A detailed physical description of floppy diskettes and the diskette drives is also presented in the setup guide.

Master Diskettes

Two of the three diskettes supplied with the Hyperion are labelled Master User Diskette and Master Programmer Diskette. These diskettes have no write-enable notch (see Fig. 2-2) and are therefore automatically protected from accidental change or erasure.

The Master User Diskette contains the software you will need - the DOS, IN:SCRIBE, and IN:TOUCH. You should use this master diskette only to transfer all systems onto another diskette, i.e., to create another 'master' diskette. This second diskette is the one you should use when operating the Hyperion in order to save your master diskettes.

We have already copied the contents of the Master User Diskette onto your Hyperion User Diskette. As described in Part I, the Hyperion User Diskette is the one you insert when starting up the Hyperion.

Protecting Diskettes from Erasure

It is important to understand the ability to write-protect diskettes. Only those Hyperion diskettes that have an uncovered write-enable notch on the upper right side (see Fig. 2-2) can be erased or written on in any way. Diskettes may be write-protected by covering this notch with an opaque adhesive tab. Some diskettes such as the two Hyperion master diskettes supplied with your Hyperion, have no notch and are therefore automatically write-protected.

Labelling a Diskette

A permanent label exists in the upper left corner of every diskette, and temporary labels may be applied at any time. These labels can be marked with a soft felt-tip pen with a name or other information to help the user with external diskette organization. The procedures for labelling diskettes are described in the setup guide. This is highly recommended reading for first-time users.

Creating Backup Copies

Backup and diskette organization methodologies are a personal decision of every computer user. Typically, users make backup copies of important diskettes on a regular and frequent basis, to avoid potential data losses. Backup procedures are also described in the setup guide.

2.3   FILES

All information is stored on the diskettes in the form of files.

A file is any named collection of related information stored on a diskette. Up to 112 of these files can be stored on each dual-sided diskette, or up to 64 on a single-sided diskette.

The files on a diskette can be any size, and are automatically expanded (or shrunk) as you enter information into, or remove information from, them. The only limitation, of course, is that the total size of all files on a diskette cannot exceed the storage capacity of the diskette. To get back to the filing cabinet analogy, individual folders can be as small or as large as desired, as long as the total space in a drawer is not exceeded.

Hidden Files

DOS diskettes often contain 'hidden files', whose
directory records cannot be displayed by the user. The system
does keep track of these hidden files, however, and the limit
of 112 (or 64) files per diskette includes any hidden files on
the diskettes.

2.4   FILE NAMING

Every file on a DOS diskette must have a name. The
filename itself is between 1 and 8 characters long. There is
also (optionally) a filename extension of between 1 and
3 characters. The uniqueness of a file's identification (also
called specification) requires only that one or more of the
11 characters used be different from any other 11-character
file specification. Thus two files might have the same
filename, but different filename extensions.

Filenames

The filename is any collection of up to 8 characters you
select to name your file. Only the following characters can
be used for filenames: A-Z 0-9 $&#@!%'()-<>{}_\^~¡` . Any other
characters are invalid. Lower case letters are accepted, but
the system will convert them to upper case: entering a lower
case letter is the same as entering an upper case letter.

Filename Extensions

The filename extension is an optional extension of 1 to
3 characters, preceded by a period, directly following the
filename. It is used to segregate particular types of files
into recognizable groups.

Through intelligent use of the filename extensions, you
will minimize confusion about your files. You should define
your own firm standards for filename extension use, and use
them on every diskette. This procedure has several benefits,
particularly in 'wildcarded' filename searches, when searching
for files with similar characteristics.

Filespec (File Specification) Examples

The filename + extension = the filespec. The filename is separated from the extension by a period. All characters in the filespec must be consecutive, i.e., there can be no spaces in the filespec. Some examples of files are:

```
Text Files:    LETTER.TXT
               RESUME.TXT
               AUG15.TXT
Data File:     AUG15.DTA
```

When displaying filespecs on the Hyperion screen, the system will display the filename and extension separated by a space, rather than a period.

The choice of extension is up to you. You do not need to label text files as .TXT or data files as .DTA
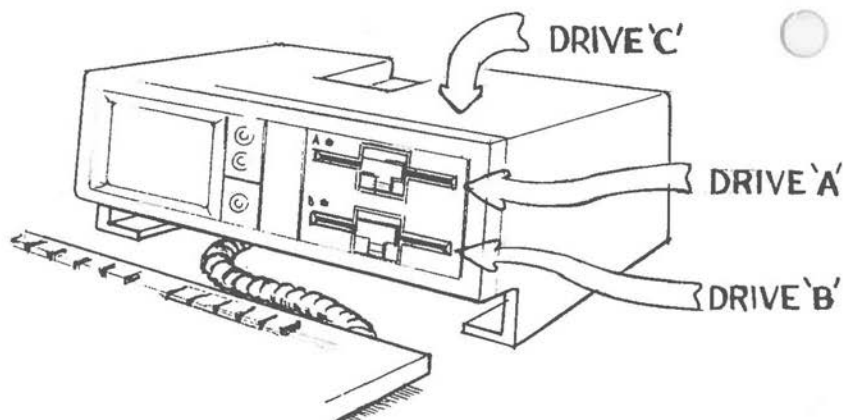
Fig. 2-3 - The three drives.

2.5   THE THREE DRIVES

A disk drive is the part of the Hyperion which holds the
diskettes, reads the information stored in them, and writes
new information on them. The Hyperion has three drives, two
diskette drives labelled drive A and drive B, and the third
drive, C.

Drives A and B

Drives A and B are located on the front of the Hyperion,
at the right-hand side. We have described the operation of
inserting and removing diskettes from these drives in Part I.
A further discussion of this procedure is available in
Appendix A of the setup guide.

Drive C

Drive C is located inside the Hyperion. It does not use
a diskette to read and write information: it is a section of
memory which has been instructed to behave like a diskette
drive. Drive C is much faster than drives A and B. When you
load your system, DOS places some files and programs on drive
C, so that it can respond quickly to your commands.

Drive C is _not_ permanent. Any files stored on drive C
are lost when the Hyperion is turned off. For this reason,
you should always store files on either drive A or drive B.

Current Drive

The current drive is the designation for the drive that
you are currently working on: either A, B, or C. This is the
location DOS will either retrieve information from, or put
information into.

When you start the Hyperion, the system automatically
accesses drive C, which becomes your current drive. The
prompt displayed on the screen will be C:_.

2.6   THE KEYBOARD AND SPECIAL KEYS

The Hyperion keyboard (shown in Fig. 2-4 below) is the same as a regular typewriter keyboard, except for the addition of special keys. These keys are used to enter commands and instructions into the Hyperion.

The special keys and their usual functions are given below. When their functions change during operation of a particular software system, the change is documented separately.
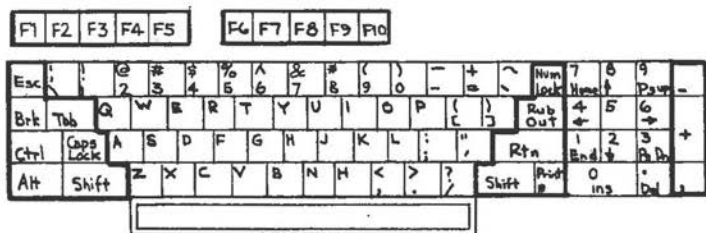
Fig. 2-4 - The Hyperion keyboard. Note the positions of the special (white) keys.

Table 2-A
SPECIAL KEYBOARD KEYS (WHITE)

```
------------------------------------------------------------------
SPECIAL KEY                    FUNCTION
------------------------------------------------------------------
```

Soft keys F1
to F10   Enter soft key line commands.

Esc   Cancel a command line before processing.

Ctrl/Alt
/Brk   Used in conjunction with other keys to modify
                 their normal use.

Caps Lock   Pushing this key once will lock the keyboard
                 into an upper or lower case mode: Any
                 letter you press will be entered either as
                 lower case or upper case. Using the Caps
                 Lock key does not effect the numbers or
                 symbols entered. An upwards arrow (↑) is
                 displayed in the bottom middle of the screen
                 (see Section 3.6) whenever the Caps Lock key
                 has been used to lock the alphabetic
                 keyboard into upper case.

Num Lock   Locks the number pad either into a number
                 mode, or into a function mode to move the
                 cursor about the screen. An octothorpe (#)
                 is displayed in the bottom middle of the
                 screen (see Section 3.6) whenever the Num
                 Lock key has been used to lock the number
                 pad into numeric mode.

Rub Out   Backspaces over and deletes previous character
                 entered.

Rtn   Used to signal the system that an instruction
                 (or command line) is ready to be processed.

Shift   Enables you to enter upper case letters and
                 symbols, as well as being used together with
                 other special keys as shown below. If the
                 keyboard is in the upper case mode, pressing
                 the Shift key enables you to enter lower
                 case letters.

```
------------------------------------------------------------------
```

Special Key Combinations

        Certain special keys can be used in combination with
others to modify their normal use.

        In this manual we use the convention "Key 1 + Key 2" as
a shorthand for "Hold down Key 1 while pressing Key 2". For
example, Ctrl + Brk means: hold down the Ctrl key, then press
the Brk key.

2.7   PRINTING

        The Hyperion may be connected, as shown in the Hyperion
Setup Guide, to serial or line printers.

        If your Hyperion is connected to the printer, then using
the Shift, Ctrl and Print keys in combination will send, or
stop sending, information from the Hyperion to the printer
(refer to Table 2-B)

        You may also print files using a special form of the
COPY command (page II-69):

        COPY filespec PRN

        The MODE command (page II-41) is used to tell the
Hyperion how to 'talk to' your printer.

Table 2-B
SPECIAL KEY COMBINATIONS

```
-------------------------------------------------------------------
KEY COMB.                      FUNCTION
-------------------------------------------------------------------
```

STOPPING A PROCESS:

Ctrl
. + NumLock   Stops system processing so that you can review
               output. Pressing any key resumes the operation
               that was interrupted.

QUITTING A PROGRAM OR SYSTEM:

Ctrl + Brk   Completely stops the processing of a command or
               function (such as the printing or display of a
               long document), and redisplays the system prompt
               for the entry of a new command.

               In some cases, Ctrl + Brk does not immediately
               stop a command. This is normal.   When the
               command does stop, the system prompt reappears.

               When the system prompt appears, check to see
               that the current drive indicated is the one you
               want. If not, change the current drive by
               entering the drivespec (letter + colon) of the
               one you wish, and pressing Rtn.

Ctrl + Alt
+ Del   Aborts any current process and restarts the
               system. Anything in drive C and in the machine
               memory is deleted, and the system disk is
               reloaded into memory.

PRINTING:

Shift
+ Print   Causes the current contents of the screen to be
               sent to an external printer. If the printer is
               on, the contents of the screen are printed.

Ctrl
+ Print   Causes the printer to act as a typewriter. The
               printer prints out whatever is being generated
               or entered onto the screen.

               Pressing Ctrl + Print a second time suppresses
               this typewriter mode.
```
-------------------------------------------------------------------
```

Part II

Section 3

HOW TO ENTER COMMANDS

```
┌────────────────────────────────────────────┐
│                                            │
│                                            │
│                                            │
│                                            │
│                                            │
│   C:COMMAND PARAMETER□                      │
│                                            │
│                                            │
│                                            │
│                                            │
│                                            │
└────────────────────────────────────────────┘
```

Fig. 3-1 - The command line, as it is displayed on the screen.

Section 3

HOW TO ENTER COMMANDS

3.1   INTRODUCTION

You use the keyboard to enter instructions into the Hyperion. To enter an instruction, you:

1) Press a 'soft' function key F1 to F10 on the keyboard; OR

2) Type in a command line and press Rtn; OR

3) Combine the two methods by using a soft key to enter a command word, and typing in parameters to that command.

DOS is the only system in which you are actually required to enter command lines. IN:SCRIBE and IN:TOUCH are both controlled by pressing soft keys only.

System Prompt

When entering a command into the computer, you are responding to a system prompt, which tells you that the system is ready and waiting for you to enter instructions. The system prompt is explained in Section 3.2.

System Aids

The Hyperion has two ways of helping you, by enabling you to request for HELP, and by displaying error messages. These are described in Section 3.3.

The DOS Command Line

In DOS, the command line consists of command words and parameters. The command line and parameters, and how to enter and edit them, are described in Sections 3.4 and 3.5.

Soft Key Lines

Pressing a soft key can enter command words displayed on the bottom of the screen in highlighted boxes. This display is called a soft key line. Use of the soft key line is described in Section 3.6.

CURRENT DRIVE IS 'C'.

C:

LASTLN Disks Files MODE DIR/P   11:22   PHONE EDIT MPLAN XPLAIN HELP

THE CURSOR   THE HELP KEY
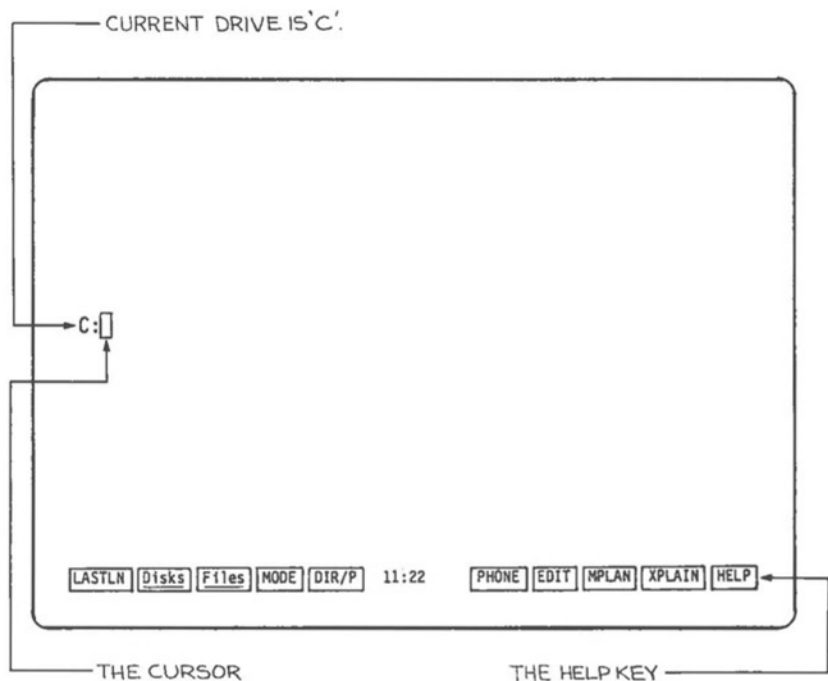
Fig. 3-2 - The DOS system prompt. The letter identifies
          the diskette drive currently accessed. The colon
          identifies the DOS.

3.2   SYSTEM PROMPT

A "prompt" in general is any letters or symbols
displayed at the left of the display screen to indicate system
readiness to receive commands. Usually the letter identifies
the current drive being accessed, and the symbol following the
letter identifies the system currently being used. For
example, the colon (:) indicates that you are currently in the
DOS.

DOS has three prompts: A:, B:, and C:. These identify
your current drive and indicate that DOS is ready and waiting
for you to enter an instruction.

3.3   SYSTEM AIDS

The HELP Key

The HELP key is available on every soft key line. As
soon as you press HELP, the screen clears to display
information describing the action of all of the soft key
functions available on that soft key line. (Soft key lines
are introduced in Part I, and described in Section 3.6.) If
the soft key line changes, the contents of the HELP screens
change to match.

When you are in DOS, the HELP keys on each soft key line
are enhanced by an EXPLAIN key. This command allows you to
ask for further information about specific commands or
Hyperion features.

Ctrl + HELP

Pressing the Ctrl plus HELP keys simultaneously displays
all the soft key lines for the system you are currently in.
This display is called the soft key map for the system.

Error Messages

If the system cannot respond properly to a command, it
displays an error message on the screen. This message is an
aid to help you proceed, detailing where possible the problem
area. Some error messages, such as "Bad command or file name",
are simply the result of typing errors.

Error messages vary according to the command entered,
and the system (DOS, IN:SCRIBE, MULTIPLAN, etc.) being used.
The error messages you can expect to get are described in the
appropriate sections of this user guide.

3.4   THE COMMAND LINE IN DOS

In DOS you enter instructions into the system by using
the keyboard to prepare command lines.   Each command line is
entered after a system prompt, which indicates that the
Hyperion is ready for instructions.

The command line consists of a command word, which
directs the nature of the computer's efforts; and parameters,
which define the scope of the command's impact.

COMMAND [parameter] [parameter]

Fig. 3-3 - The command line. Note that parameters enclosed
           in square brackets are optional.

The Command Word

The command word is the first word in the command line.
It identifies the command.   To enter a command word, either
press the appropriate soft key F1 to F10 or type in the
command word.

Drivespec

The drivespec is short for 'drive specification'. It is
the letter identifying the drive that the system is currently
interested in.   There are three drives, A, B and C.
Consequently, there are three drivespecs, A:, B: and C:. A
drivespec is used as the system prompt to remind you which
drive is currently active.

The command line you enter will usually apply only to
the drivespec indicated by the system prompt.   For certain
commands, however, you can enter a drivespec before a
parameter. This tells the system to search a given drive (A, B
or C) for that parameter.

Parameters

You may follow certain command words with other words
which may qualify how the system is to interpret the command.
For example, following the command word EXPLAIN with another
command word instructs the system to display information about
one particular command, and not about all the commands. These
qualifying words are known as 'parameters'.

Filespecs

Most parameters are used to identify diskette files. This is done by entering the filespec (file specification) as a parameter. Filespecs are composed of a filename (1-8 characters) and an optional filename extension (0-3 characters). The filename and extension must be separated by a period, and may not contain spaces.

Wildcarding

When entering filespecs (filename + extension) as parameters to certain commands, you may not remember the exact filespec, or you may want to refer to several similar filespecs at one time. In that case, substituting a 'wildcard' for a character, or sequence of characters, instructs the system to search for all the files which have the remaining characters the same as those entered but which may have different characters in place of the wildcard character. DOS allows two wildcard characters, the question mark and the asterisk.

A ? in a filename or extension is a single character wildcard: DOS will find any file that matches all other characters in the filespec, and that has <u>any character</u> in the character position where the ? is typed.

An * in a filename or extension is a multiple character wildcard: DOS will find any file that matches all other characters in the filespec, and that has <u>between zero and eight other characters</u> in the position where the * is typed. Characters after *, but before the end of the filename or filename extension are ignored.

EXAMPLES: *.TXT identifies all files that have the extension .TXT.

AF*.T?? identifies all files that begin with the letters AF, and that have extensions beginning with T.

**Reserved Filenames and Reserved
Filename Extensions**

Normally, DOS attaches no importance or special
significance to filenames and their extensions. However,
there are exceptions. DOS has reserved certain filenames for
its own use. The reserved filenames are CON, AUX, COM1, LPT1,
PRN, and NUL. If you attempt to assign one of these names to a
new file, DOS will complain, or react in an unexpected way.
You may use these devices instead of using files, in some
cases.

Similarly, DOS makes assumptions about certain filename
extensions. Filename.COM is assumed to be a command.
Filename.EXE is assumed by DOS to be an executable program.
Filename.BAT is assumed to be a DOS batch file. Batch files
are described in Part III of this manual. These filename
extensions should not be used except as expected by DOS.

3.5   EDITING THE COMMAND LINE IN DOS

A DOS command is not accepted for processing until you
have pressed the Rtn key. You can therefore change the
characters on the command line until you are satisfied with
them.

The Cursor

The flashing rectangle you see on the screen is called a
cursor. It identifies where the next character you enter (by
pressing a key) is going to appear on the screen.

Editing Keys

Moving the cursor back and forth along the command line,
makes it possible for you to insert or change the characters
in the command line. Certain keys on the Hyperion keyboard,
listed in Table 3-A, enable you to edit the command line.

Table 3-A
KEYS USED TO EDIT THE COMMAND LINE IN DOS

KEY(S)   EDITING FUNCTIONS

KEY(S)	EDITING FUNCTIONS
Rub Out	Rubs out and backspaces over the character directly to the left of the cursor.
←	Moves the cursor to the left one position.
→	Moves the cursor to the right one position.
Home	Brings the cursor to the beginning of the command line.
End	Moves the cursor to the end of the command line.
Ins	Inserts a space at the cursor, shifting following characters right one position.
Del	Deletes character at cursor, shifting following characters left one position.
CTRL + ←	Moves the cursor to previous start of word.
CTRL + →	Moves the cursor to next start of word.
Esc	Cancels the command line. Places backslash at end of line (to indicate cancelled command) and redisplays a new system prompt in preparation for the entry of a new command line.
Rtn	Submits the entire command line in its presently displayed form. No command is processed in DOS until the Rtn key is pressed.
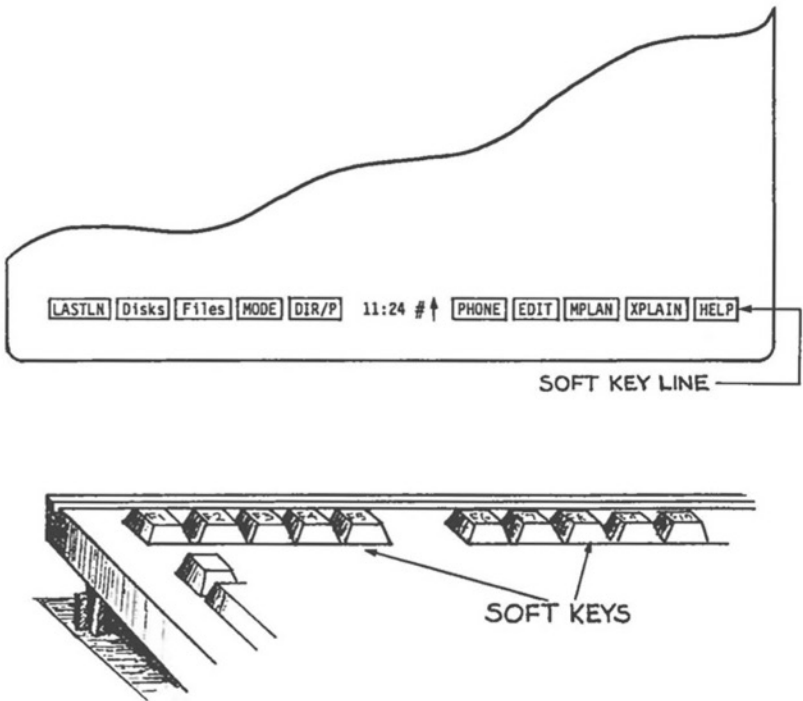
Fig. 3-4 - A DOS soft key line on the screen, and the corresponding soft keys. Note that the alphabetic keyboard is in 'caps lock' (↑), and the numeric keypad is in numeric (#) mode.

Recalling the Last Command Line

Pressing the LASTLN soft key (F1) brings back the previously entered command line. It automatically brings back any sequence of characters that you have entered. You can then accept these characters as part of the current entry, and edit them as necessary. LASTLN can be a very useful aid to command entry.

3.6   THE SOFT KEY LINE

During typical use of the Hyperion, a soft key label line appears at the bottom of the screen. See Fig. 3-4. Each highlighted label indicates a function that the system will enter or execute when you press the corresponding 'soft' function key F1 to F10. These functions change as different levels of DOS, or other systems, are accessed. Hence the term 'soft' keys.

Soft key labels displayed in lower case letters are references to other soft key lines. Pressing the corresponding soft key changes the soft key line, so that other function labels are made available.

Soft key labels displayed in upper case letters are actual functions.

In DOS, pressing one of the 'soft' keys types part (or all) of a DOS command line. In IN:SCRIBE and IN:TOUCH, pressing a soft key with an upper case label causes immediate execution of a particular command.

System Time and Keyboard Indicators

As you can see in Fig. 3-4, the ten soft keys are separated into two groups of five. Within this space is displayed the system time, and possibly two indicators: These indicators are displayed when the Caps Lock key has been used to lock the alphabetic keyboard into upper case ($\dagger$), and when the Num Lock key has been used to lock the number keypad into number mode (#).

Part II

Section 4

THE DISK OPERATING SYSTEM - DOS

Section 4

THE DISK OPERATING SYSTEM - DOS

4.1   INTRODUCTION

The Disk Operating System (DOS) controls your access to
all other systems supported by the Hyperion. It also provides
a set of diskette and file management commands.

Each of   the   other systems   available, the   editor
(IN:SCRIBE), the communications management system (IN:TOUCH),
and MULTIPLAN (TM), do nothing more than create special files
which are then stored on the diskettes. DOS tells the system
what to do with these files.

4.2   ENTERING DOS COMMANDS

The soft key lines within DOS are an aid to the entry of
command lines. Pressing the soft keys   enters   command words
onto the screen. In some cases, the system then waits for you
to enter parameters to the command word, and to complete the
command line by pressing the Rtn key. In other cases, where no
parameters are required, the soft key immediately invokes   the
command.

The three DOS soft key lines are shown in Fig.   4-1.
Their commands can be classified under four categories:

      -    overall system control,
      -    file management commands, and
      -    diskette management commands.

The system control commands are described in Section
4.4. File management commands are described in Section 4.5,
and diskette management commands are described in Section 4.6.
A summary of DOS commands is given in Section 4.7.

4.3   COMMAND DESCRIPTIONS

The commands described on the following pages are all presented in a standard way: command entry, command description, command format, command parameters, warnings, user interaction, error messages, reference, and examples. Parameters shown in square brackets are optional. Parameters preceeded by a slash (i.e., /) may be inserted in any order after the command word.

The DOS soft key line:

LASTLN [Disks] [Files] MODE DIR/P :   [PHONE] [EDIT] [MPLAN] XPLAIN [HELP]

                                        IN:TOUCH
                                              IN:SCRIBE
The FILES soft key line: MULTIPLAN

Dos   Disks TYPE/P DATE DIR/P :   COPY   EDIT   ERAS/P RENAME HELP

The DISKS soft key line:

Dos   D-NAME Files DATE DIR/P :   D-COPY D-COMP FORMAT CHKDSK HELP
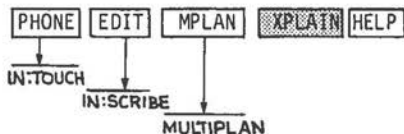
Fig. 4-1 - The system configuration command word locations on
           the soft key lines. Note that TIME is also a system
           configuration command; it is not available on the
           soft keys.

4.4   OVERALL SYSTEM CONTROL

When you first start up the Hyperion, or after you return to DOS from IN:SCRIBE, IN:TOUCH or MULTIPLAN, the soft key line called DOS is displayed on the screen.

Pressing the appropriate soft key F1 to F10 will instruct the system to do any of 10 system tasks, as listed below. All references are to Part II of this guide.

SELECTIONS

F1)   Press F1 (LASTLN) to recall and display the last command line entered. This allows you to rapidly reenter and edit previously entered commands.

F2)   Press F2 (Disks) to access the DISKS soft key line. This will enable you to manipulate the diskettes. Go to Section 4.6 to continue.

F3)   Press F3 (Files) to access the FILES soft key line. This will enable you to manipulate the files on a diskette. Go to Section 4.5 to continue.

F4)   Press F4 (MODE) to change certain system configuration settings. Go to Page II-41 to continue.

F5)   Press F5 (DIR/P) to display the contents of a diskette. DIR is a file management command, described in Section 4.5.

F6)   Press F6 (PHONE) to access the communications management system (IN:TOUCH). Go to Section 6 to continue.

F7)   Press F7 (EDIT) to access the text editor (IN:SCRIBE). Go to Section 5 to continue.

F8)   Press F8 (MPLAN) to access the MULTIPLAN system. Go to the Hyperion MULTIPLAN Guide to continue.

F9)   Press F9 (XPLAIN) to display explanations about how to use the system. Go to Page II-55 to continue.

F10)   Press F10 (HELP) to display a narrative describing how to use this DOS soft key line.

There are two other system control commands, DATE and
TIME. TIME is not available on any soft key line; DATE is
available from either the DISKS or FILES soft key line.

DATE - Display or Modify System Date

ENTERING THE COMMAND

STEP

From the soft key line:

```
1,2) Press the soft  key  F4 from the DISKS or FILES
     soft key line.
```

From the keyboard:

```
1)   Enter the word DATE

2)   Press Rtn

                        OR

     enter the  parameters, edit the command line if
     necessary, then press Rtn.
```

(STEPS are continued under USER INTERACTION)

COMMAND DESCRIPTION

The Hyperion contains a clock that is maintained at all
times by a built-in self-recharging battery. When the
Hyperion is shipped from the factory, the clock is set to the
correct date and time. Of course, as the Hyperion crosses
into various time zones, the time and/or date may become
incorrect. The DATE and TIME commands allow the user to
display the current values being used by the Hyperion, and to
reset them.

COMMAND FORMAT

DATE $\left[\text{mm-dd-yy}\right]\left[\text{/P}\right]$

OPTIONAL PARAMETERS

DATE

Not entering a parameter makes the system
simply display the date.

mm-dd-yy   New date. Must be entered using hyphens or
dashes as mm-dd-yy or mm/dd/yy. Mm is the
month of the year (1 to 12); dd is the day
of the month (1 to 31); yy is the year of
this century (80 to 99) or can be a 4-digit
number (1980-2099).

/P   Tells DOS to display the date and to ask for
a new date.

WARNINGS

It is very important to keep accurate time and date
values. DOS uses them to maintain the last change date and
time information in each diskette's directory.   As well,
certain programs may use these values in other ways.

USER INTERACTION

If a new date is entered on the command line, the system
resets the date and redisplays the system prompt in readiness
for the next command.

Pressing the Rtn key without entering a parameter, makes
the system display the current date. Entering the /P option
and then pressing Rtn makes the system display the current
date and prompt for a new value:

Current date is day-of-week mm-dd-yy
Enter new date:

STEP

```
3)  Press Rtn

                         OR

    enter a new date, and press Rtn.
```

DATE

The system prompt reappears, in preparation for the entry of a new command line.

Day-of-week is displayed as an extra memory aid, for date verification by the user. When a new date is being entered, the day of the week must not be typed.

ERROR MESSAGES

Possible error messages are:

-   Invalid date

SEE ALSO

The TIME command is used to reset the internal clock time of day. This command is not available on any soft key line since it would probably be used only very infrequently.

DATE

TIME - Display or Modify System Time

ENTERING THE COMMAND

There is no soft key for this command.

STEP

```
1)  Enter the word TIME on the keyboard.

2)  Press Rtn

                        OR

    enter the parameters, edit the  command line if
    necessary, then press Rtn.
```

(STEPS are continued under USER INTERACTION)

COMMAND DESCRIPTION

The Hyperion contains a clock that is maintained at all
times by a built-in self-recharging battery.   When the
Hyperion is shipped from the factory, the clock is set to the
correct date and time.   Of course, as the Hyperion crosses
into various time zones, the time and/or date may become
incorrect. The DATE and TIME commands allow the user to
display the current values being used by the Hyperion, and to
reset them.

COMMAND FORMAT

TIME [hh:mm:ss] [/P]

OPTIONAL PARAMETERS

    -            Not entering a parameter causes the system
                 to display the time only.

  hh:mm:ss   New time. Must be entered in the form
                 hh:mm:ss. Hh is the hour (0-23); mm is the
                 minutes (0-59); ss is the seconds (0-59).
                 Note that the colons must appear exactly as
                 shown.

                 It is not necessary to always enter the full
                 time definition. If any portion is entered,
                 the rest is assumed to be zeros. For
                 example, if only hours are entered, the
                 minutes and seconds are set to 0.

  /P   Displays time and prompts for a new time.

WARNINGS

    It is very important to keep accurate time and date
values. DOS uses them to maintain the last change date and
time information in each diskette's directory. As well,
certain programs may use these values in other ways.

USER INTERACTION

    If a new time is entered on the command line, the system
resets the time and redisplays the system prompt in readiness
for the next command.

    Pressing the Rtn key without entering a parameter, makes
the system display the current time only. Entering the
parameter /P and then pressing Rtn makes the system prompt for
a new value:

                 Current time is hh:mm:ss
                 Enter new time:

STEP

```
3)  Press Rtn

                        OR

    enter a  new time, edit  the  command  line  if
    necessary, and then press Rtn.
```

The system prompt reappears, in preparation for the
entry of a new command line.

SPECIAL NOTE. To synchronize the Hyperion clock with an
external time, enter a time a few seconds into the future,
then press Rtn as soon as the time is reached.   The Hyperion
clock is reset the moment you press the Rtn key.

TIME

ERROR MESSAGES

Possible error messages are:

-   Invalid time

SEE ALSO

The DATE command is used to reset the   internal clock
day, month, and year.

TIME

MODE - Modify Certain System Settings

COMMAND DESCRIPTION

MODE is used to temporarily or permanently modify certain system settings of DOS itself. It can be used interactively, in which case you select the setting options from mini-menus displayed on the screen. The MODE command can also be used directly, by entering parameters after the command word. The current system settings can be displayed by entering the command MODE SHOW.

SPECIAL NOTE

The MODE command is not of interest unless you are:

*   hooking up a printer or an external communications device for the first time, or

*   running a non-Dynalogic program that makes assumptions about MODE settings.

The description of each mode setting is brief, as the requirement for any changes to these settings will make the meaning of the setting clear.

The MODE command can:

1) Display all current system settings.

2) Set the display screen options.

3) Direct printer output to the parallel port at the back of the Hyperion (connector 6), and set printer options.

4) Direct printer output to the serial communications port (connector 5) and set serial port communications options.

5) Change the size of internal drive C memory.

6) Save all current settings onto diskette memory.

ENTERING THE COMMAND

STEP

```
┌─────────────────────────────────────────────────┐
│ 1a) Press the soft key F4 from the DOS soft key │
│     line, or enter the word MODE and press Rtn. │
│                                                 │
│     This displays a menu on the screen and      │
│     enables you to select MODE options          │
│     interactively. The USER INTERACTION         │
│     section continues the step-by-step          │
│     procedure.                                  │
│                                                 │
│                      OR                         │
│                                                 │
│ 1b) Enter the word MODE followed by the special │
│     parameters described in the COMMAND FORMATS │
│     AND PARAMETERS section that follows the     │
│     user interaction section. Edit the command  │
│     line if necessary, then press the Rtn key.  │
└─────────────────────────────────────────────────┘
```

MODE

WARNINGS

The MODE settings are described in this user guide as an indication of how the Hyperion can interface with various external devices. This command should be used with extreme care, however, and only when absolutely needed.

No MODE settings are permanent until the **MODE SAVE** command is used to store them on a diskette, usually the Hyperion User Diskette. The changed settings are then automatically loaded into the Hyperion when a system restart is performed with that diskette.

USER INTERACTION (INTERACTIVE MODE)

If you press the MODE soft key, or enter MODE and press
Rtn without entering any parameters, the soft key line
displays a mini-menu (the main MODE menu) of options, as shown
in Fig. 4-2. The soft key line displayed at the bottom of the
screen also changes to display a sequence of MODE commands. By
pressing the appropriate soft keys and special keys you can
select the MODE options you wish.

```
┌─────────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────────┐ │
│  │MODE                                                         │ │
│  └─────────────────────────────────────────────────────────────┘ │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│  Request:                                                         │
│  Request: ┌──────┐ Cancel  Screen  LPT1:  COM1:  C:               │
│           │Update│                                                │
│           └──────┘                                                │
│                                                                   │
│                                                                   │
│  ┌──┐┌──┐┌──┐┌──┐┌──┐ 11:26   ┌──┐ ┌──┐ ┌───┐ ┌───┐ ┌────┐        │
│  └──┘└──┘└──┘└──┘└──┘         │↑↑│ │↓↓│ │←←│ │→→│ │HELP│        │
│                               └──┘ └──┘ └───┘ └───┘ └────┘        │
└─────────────────────────────────────────────────────────────────┘
```
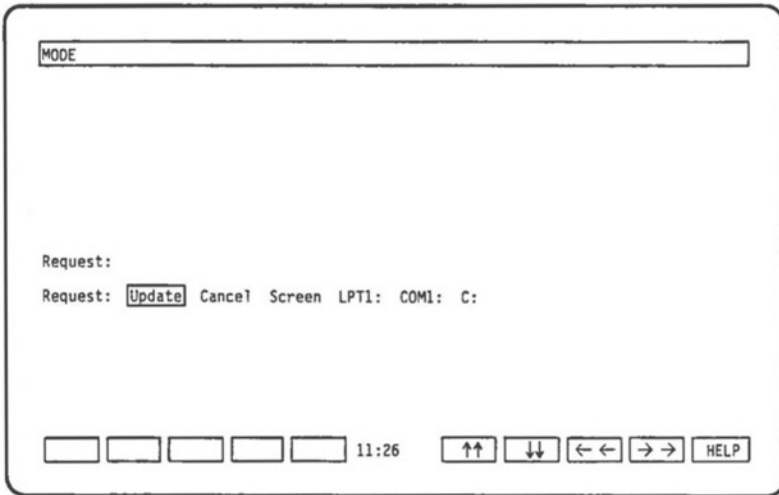
MODE

Fig. 4-2 - The main MODE mini-menu.

Selecting the Type of Setting

STEP

```
┌───────────────────────────────────────────────────────┐
│ 2)  Press the  space  bar  at  the  bottom of  your   │
│     keyboard  to  move  the  highlighting  to  the    │
│     desired MODE option (see the list of selections   │
│     on the following page).                           │
│                                                        │
│ 3)  Press Rtn to display  the possible settings for   │
│     that option.                                      │
└───────────────────────────────────────────────────────┘
```

Six options are available from this menu. They are:

SELECTIONS

Update   Displays an exit menu as shown in Fig. 4-7.

Cancel   Displays a cancel menu as shown in Fig. 4-8.

Screen   Displays screen option selection menu as shown in Fig. 4-3.

LPT1:   Displays parallel printer options menu as shown in Fig. 4-4.

COM1:   Displays serial connector options menu as shown in Fig. 4-5.

C: Displays memory size menu as shown in Fig. 4-6.

MODE

Choosing the System Settings

STEP

```
4)  Use the  special keys or soft  keys  to  select
    options  and  return  you  to  the  main   MODE
    mini-menu.

5)  Return to Step 2 to select another setting.
```

Once an   option is selected, it is   enclosed   in
parentheses.

Note that certain selections enable you to   enter
filenames. These identify files you can set up to control
type font interpretations.

The soft key line identifies the special keys you use to
select the options from the various menus. These are:

```
--------------------------------------------------
KEYS                        EFFECT
--------------------------------------------------
```

spacebar,
→→ or F9   Moves right to next item.

←← or F8   Moves left to previous item.

↟↟ or F6   Moves up to next line

↡↡ or F7   Moves down to next line

Rtn   Makes   a   selection   and   displays
            appropriate menu.

```
--------------------------------------------------
```

MODE

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────┐ │
│  │ MODE                                                    │ │
│  └─────────────────────────────────────────────────────────┘ │
│                                                               │
│                                                               │
│                                                               │
│   Screen:                                                     │
│                                                               │
│   Column width              :  40  [80]                       │
│   Attribute interpretation  :  Normal (IBM)                   │
│   IBM Screen Board Imitation:  Monochrome (Color)             │
│   Attribute translation     :  OFF  IBM (ANSI) External       │
│   Command line environment  :  (Hyperion-KEY=ON) IBM-KEY=OFF  │
│   Screen wait state         :  (WAIT=YES) WAIT=NO             │
│                                                               │
│                                                               │
│   ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐  11:28  ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐│
│   └──┘ └──┘ └──┘ └──┘ └──┘          │ ↑↑ │ │ ↓↓ │ │← ←│ │→ →│ │HELP││
│                                     └────┘ └────┘ └────┘ └────┘ └────┘│
└─────────────────────────────────────────────────────────────┘
```

Fig. 4-3 - Screen option selections.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────┐ │
│  │ MODE                                                    │ │
│  └─────────────────────────────────────────────────────────┘ │
│                                                               │
│                                                               │
│                                                               │
│   LPT1:  (Printer)                                            │
│                                                               │
│   Character width horizontal spacing: [Normal/80] Compressed/132│
│   Lines per inch vertical spacing   : (6)  8                  │
│   Output translation                :  OFF (STRIP) External   │
│   Redirection through external port : (Parallel [II]) Serial/COM1 [ǃ]│
│                                                               │
│                                                               │
│   ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐  11:30  ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐│
│   └──┘ └──┘ └──┘ └──┘ └──┘          │ ↑↑ │ │ ↓↓ │ │← ←│ │→ →│ │HELP││
│                                     └────┘ └────┘ └────┘ └────┘ └────┘│
└─────────────────────────────────────────────────────────────┘
```

Fig. 4-4 - Parallel printer option selections.

SCREEN: Define screen use.

The defined settings for the Hyperion should normally
not be changed. They are:

- Column Width: 80
- Attribute Interpretation: IBM
- IBM Screen Board Imitation: Color
- Attribute Translation: ANSI
- Command Line Environment: Hyperion-Key = On
- Screen wait state: WAIT=YES

Screen wait state should <u>not</u> be set permanently to NO.
If it is set to NO, then the screen will remain permanently on
and the screen life may suffer.

LPT1: Define printer use

These settings should be set to correspond with the
abilities of the printer connected to the Hyperion. Once they
are correctly set, they should be **SAVE**d.

The "character width" question only affects printing on
certain printers that respond to pre-defined commands to
perform compressed print, and to fit 132 columns on 8 1/2"
wide paper.

The "redirection" question allows you to specify that
your printer is connected to the serial   connector number
6 on the back of the Hyperion.

The "output translation" question refers to special
fonts you may enter into your text files using the IN:SCRIBE
editor. If your printer is not capable of underlining,
boldfacing, superscripting, <u>and</u> subscripting, you should use
the **STRIP** setting. This removes special fonts for printing
purposes, but leaves them in the file for display purposes.

The delivered settings for the printer are

- Lines per Inch: 6
- Character Width: Normal/80
- Redirection: Parallel
- Output Translation: Strip

MODE

MODE

```
MODE


    COM1: (Serial Communications [¦])

    Baud Rate      :  110  150  300  600  1200  2400  4800  9600
    Parity         :  (None)  Odd  Even
    Data Bits      :  7 (8)
    Stop Bits      :  (1) 2
    Retry on Timeout:  Yes (No)


    ┌──┐┌──┐┌──┐┌──┐┌──┐  11:32   ↑↑   ↓↓   ←←   →→   HELP
```
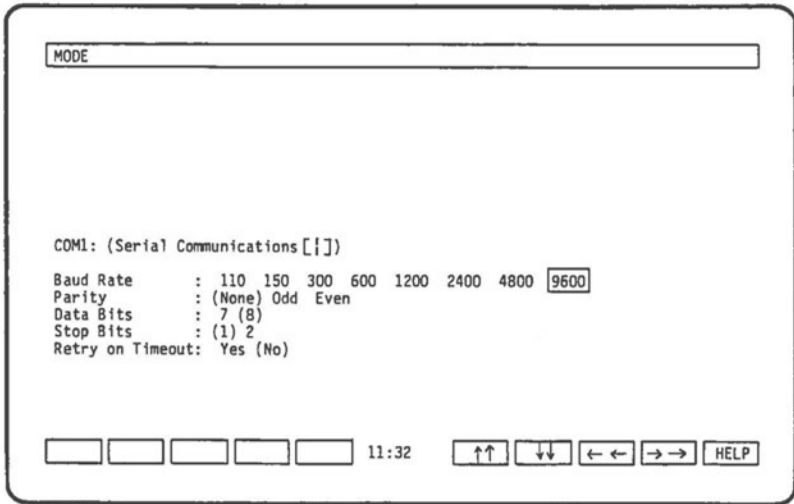
Fig. 4-5 - Serial communications port option
selection.

```
MODE


    C:  (Memory Disk)

    Logical Disk Size:  0  40  50  60  70  80  90  100  110  120  130  140  150  160



    System restart after SAVE required to implement change.
    ┌──┐┌──┐┌──┐┌──┐┌──┐  11:36   ↑↑   ↓↓   ←←   →→   HELP
```
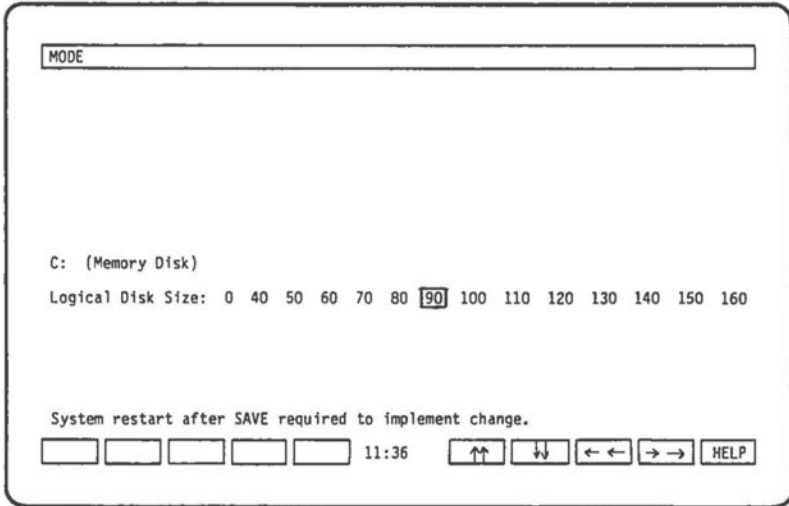
Fig. 4-6 - Internal memory (drive C) size option
selection.

COM1: (Serial Communications)

        The serial output standard supported by the Hyperion is
highly flexible, to allow use of many different printers and
other serial devices.

        These settings must be set to match the settings of the
external serial device.

        The "baud rate" is the data transfer speed, in bits per
second. The "Parity" is a data verification scheme. The "Data
Bits" refers to the number of bits that are transferred per
character. The "Stop Bits" are part of the communications
synchronization.

        The "Retry or Timeout" question is asking whether the
Hyperion should retry if it gets no response from the
connected device within a certain number of seconds.

        The delivered Serial Communications Settings are:

        -    Baud Rate: 9600
        -    Parity: None
        -    Data Bits: 8
        -    Stop Bits:1
        -    Retry: No

C: Set size of internal Drive C.

        When the Hyperion is delivered, drive C is set to use 90
K of the 256 Kbytes of internal memory.   You can reset this,
to remove drive C completely, to decrease its size, or to
increase its size.

        Any change to the drive C does not take effect until you
SAVE the new setting, and restart the Hyperion.

        The normal Hyperion operating environment is changed
when drive C is removed. The drive C setting should not be
changed without good reason.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────┐ │
│  │ MODE                                                    │ │
│  └─────────────────────────────────────────────────────────┘ │
│                                                               │
│                                                               │
│                                                               │
│   Exit                                                        │
│   Save parameter settings to drive: │DOS│ SaveA:  SaveB:      │
│                                                               │
│                                                               │
│   Mode settings have been updated for this session only.      │
│   Save to diskette for future sessions.                       │
│  ┌──┐┌──┐┌──┐┌──┐┌──┐ 11:40  │ ↑↑ ││ ↓↓ ││←←││→→│ │HELP│      │
│  └──┘└──┘└──┘└──┘└──┘                                         │
└─────────────────────────────────────────────────────────────┘
```
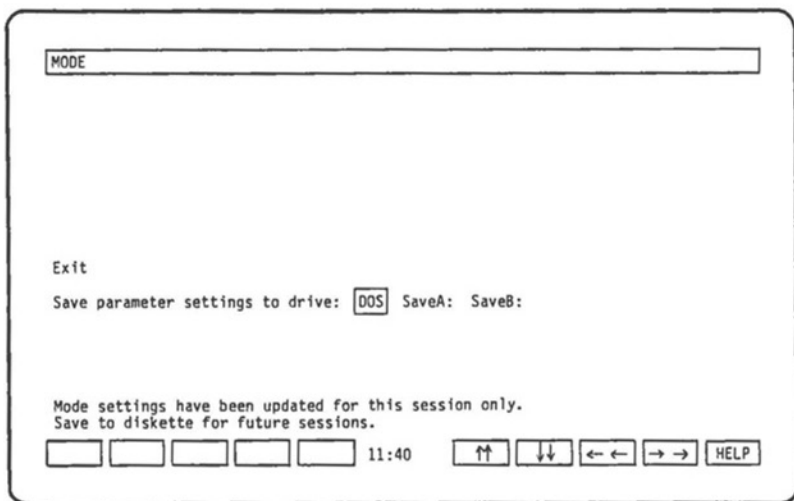
Fig. 4-7 - Exiting option selections.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────┐ │
│  │ MODE                                                    │ │
│  └─────────────────────────────────────────────────────────┘ │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│   Cancel:                                                     │
│   Exit without settings parameters: │Cancel│ MODE             │
│                                                               │
│                                                               │
│  ┌──┐┌──┐┌──┐┌──┐┌──┐ 11:44  │ ↑↑ ││ ↓↓ ││←←││→→│ │HELP│      │
│  └──┘└──┘└──┘└──┘└──┘                                         │
└─────────────────────────────────────────────────────────────┘
```
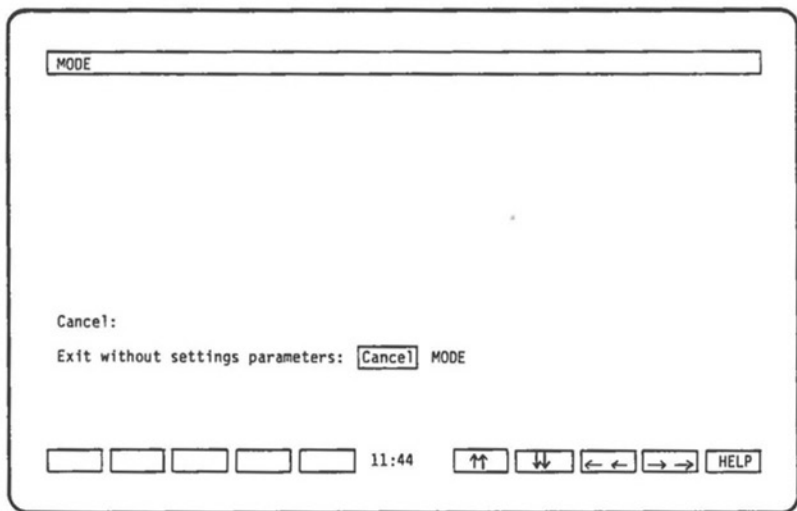
Fig. 4-8 - Cancel option selections.

To Exit from MODE

STEP

6) Select either the Cancel or Exit options from the main MODE mini-menu. These display the corresponding selection menus as shown in Fig. 4-7 and 4-8.

7) Make the selections explained below.

SELECTION   EFFECT

SaveA   Saves the current settings onto the diskette in drive A. Inserting this diskette for the next system restart will reset the Hyperion to these new values.

SaveB   Saves the current settings onto the diskette in drive B.

MODE   Returns to the main MODE menu.

Dos   Exits from the MODE selection procedure back into DOS. The system prompt is displayed in preparation for the entry of another DOS command. If you have not saved the settings, they will remain in effect for the current session, but will be erased once you turn off the Hyperion or perform a system restart.

Cancel Exits from the MODE selection procedure back into DOS. The settings, if they have been changed, are returned to previously set values. Any changes you have made are cancelled for the current session. Any changes you have saved will take effect when you use the appropriate diskette for a system restart.

MODE

COMMAND FORMATS AND PARAMETERS

        The MODE command can be used directly: it has several
formats, depending on the system modifications you wish to
make.

1) To display current system settings, enter:

                    MODE SHOW

2) To set display screen options, enter:

                MODE n $\left[\,\left[\,t\,\right],\left[\,b\,\right]\left[\,,\text{TRANS=s}\,\right]\,\right]$

    n   Characters per line. N can be 40 or 80.

    t   Attribute understanding. Used together with the
         TRANS parameter. T can be I for IBM, or H for
         Hyperion.

    b   IBM Screen board imitation.   Can   be   M   for
         monochrome, or C for colorgraphics.

    s   TRANS parameter. S can be:

         OFF for no character translation;

         IBM to set the screen filter to emulate an IBM
             personal computer;

         ANSI to set the screen filter to understand ANSI
             attribute escape sequences; or

         a filename, a file which you create to contain your
             own character translation. The creation of these
             files requires some programming knowledge, and
             is described in the Hyperion Programmer Guide.

3) To set printer options, enter:

MODE LPT1:[n][,[m][,TRANS=s]]

n   Sets print size. N can be 80 (normal sized print),
     or 132 (compressed print). This only affects the
     output to a few printers such as the IBM (TM) dot
     matrix printer.

m   Can be 6 (lines per inch), or 8 (lines per inch).

s   TRANS parameter. S can be:

     OFF for no character translation;

     STRIP to absorb ANSI attribute escape sequences and
        pass everything else; or

     a filename, a file which you create to contain your
        own character translation. Again, the creation
        of these files is described in the Hyperion
        Programmer Guide.

MODE

4) To direct printer output to the serial port, enter:

MODE LPT1:=COM1

5) To set serial communications options, enter:

   MODE COM1: baud   ,parity ,databits ,stopbits

   baud   Rate of character transfer = 110,   150, 300,
                 600, 1200, 2400, 4800, 9600, 19200 bits per
                 second (you may enter only the first two
                 digits).

   Parity   Setting must match that of external device =
                 N (none), O (odd), E (even), M (mark), S
                 (space).

   Databits   These too must match the settings of the
                 external device = 5, 6, 7 or 8.

   Stopbits   = 1 or 2 (If baud is set to 110, the
                 stopbits are automatically set to 2. For all
                 other character transfer rates, stopbits are
                 set to 1. You may override those assumed
                 values.

6) To change size of internal drive C memory, enter:

   MODE C:=n

   n   N can be 0 or 40 to 160 (K), in increments of 10.
       The size of the internal drive is not changed unless
       this parameter is saved to disk and the system
       restarted (refer to the Hyperion Programmer Guide).

7) To save all current settings, enter:

   MODE SAVE=[d:]

   d: Drivespec. Can be A: or B:, and identifies the
       diskette where the current settings are to be
       stored.

EXPLAIN - Explain Hyperion Commands or Features

ENTERING THE COMMAND

STEP

```
1)  Press the  soft  key  F9  (XPLAIN) or enter the word
    EXPLAIN.

2)  Enter the feature or command  to be explained, using
    the soft key line, or the keyboard.

3)  Press Rtn.
```

COMMAND DESCRIPTION

EXPLAIN displays information on all DOS commands and some
features of the Hyperion. This information provides, in effect, a
quick reference guide inside the computer.

COMMAND FORMAT

EXPLAIN [command or feature name]

PARAMETER

The command or feature name you enter prompts the system to
display a description of that command or Hyperion feature.

Entering no parameter displays a description of the EXPLAIN
command.

USER INTERACTION

Many of the available explanations are longer than the 24
lines of the Hyperion screen. To continue the explanation, strike
any key on the keyboard. When there is no more information to be
displayed, the system prompt reappears.

EXPLAIN

EXPLAIN

4.5   FILE MANAGEMENT COMMANDS

The DOS File Management Commands are used to:

1)   display a file (TYPE command),
2)   list files (DIR command),
3)   copy files (COPY command),
4)   erase files (ERASE command), and
5)   rename files (RENAME command).

When used in conjunction with IN:SCRIBE and DOS, the file management commands provide complete file creation and manipulation capability.

Command Format

The commands described on the following pages are all presented in a standard way: command word followed by command parameters. Parameters shown in square brackets are optional. Parameters preceded by a slash (e.g., /P) may be inserted in any order.

Filespecs are often used as parameters (Wildcarding)

Remember that substituting a question mark (?) for a character in a filespec, when using that filespec as a parameter to a command, will find any file that matches all other characters in the filespec, and that has <u>any character</u> in the character position where the ? is typed.

Also, an asterisk (*) in a filename or extension is a multiple character wildcard: DOS will find any file that matches all other characters in the filespec, and that has <u>between zero and eight other characters</u> in the position where the * is typed.

Accessing the FILES Soft Key Line

Pressing F3 from any of the other two DOS soft key lines displays the FILES soft key line as shown in Fig. 4-9.

→The DOS soft key line:

LASTLN Disks Files MODE DIR/P :   PHONE EDIT   MPLAN   XPLAIN HELP

                                            IN:SCRIBE

The FILES soft key line:

| Dos | | Disks | | TYPE/P | DATE | DIR/P | : | | COPY | EDIT | | ERAS/P | | RENAME | HELP |

The DISKS soft key line:

Dos   D-NAME Files DATE DIR/P :   D-COPY D-COMP FORMAT CHKDSK HELP
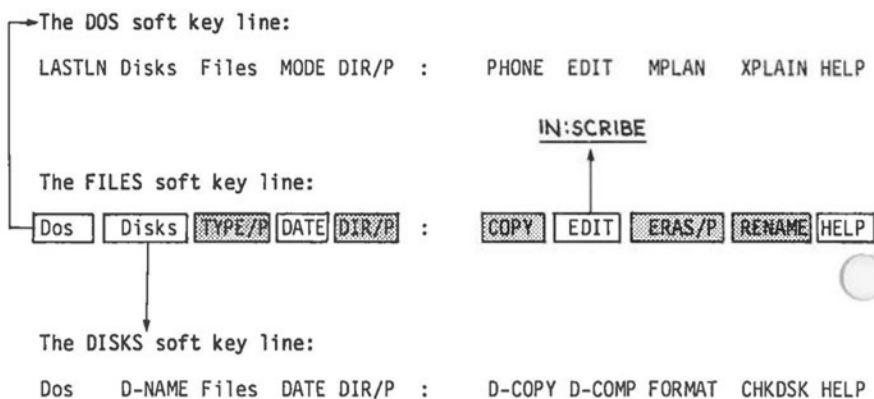
Fig. 4-9 - The DOS file management commands on the FILES
soft key line.

Using the FILES Soft Key Line

Pressing the appropriate soft key F1 to F10 instructs the system to do any of 10 tasks, as listed below and described on the following pages. All references are to Part II of this guide.

SELECTIONS

F1) Press F1 (Dos) to redisplay the DOS soft key line. Overall system control commands are described in Section 4.4.

F2) Press F2 (Disks) to display the DISKS soft key line. Diskette management commands are described in Section 4.6

F3) Press F3 (TYPE/P) to display the contents of a file. Go to Page II-61 to continue.

F4) Press F4 (DATE) to display the system date. This is a system control command, described in Section 4.4.

F5) Press F5 (DIR/P) to list the names of files on a diskette. Go to Page II-65 to continue.

F6) Press F6 (COPY) to copy a file. Go to Page II-69 to continue.

F7) Press F7 (EDIT) to access the text editor (IN:SCRIBE). Go to Section 5 to continue.

F8) Press F8 (ERASE/P) to erase a file. Go to Page II-73 to continue.

F9) Press F9 (RENAME) to rename a file. Go to Page II-77 to continue.

F10) Press F10 (HELP) to display a narrative describing how to use this FILES soft key line.

Remember that you can also type in these commands directly from the keyboard.

TYPE

DIR

COPY

ERASE

RENAME

TYPE - Display/Print the Contents of a File

ENTERING THE COMMAND

STEP

1) Press the soft key F3 (TYPE/P) from the FILES soft key line or enter the word TYPE.

2) Press Ctrl + Print if you wish to print out what will be displayed on the screen.

3) Enter a parameter, edit the command line if necessary, then press Rtn.

The system displays (and prints) the file, as specified by the parameters entered, then redisplays the system prompt in preparation for the entry of a new command.

Note that using the soft key enters TYPE/P onto the screen, automatically adding the parameter /P.

COMMAND DESCRIPTION

This command tells DOS to display the contents of a file on the Hyperion screen. It can also be used to print the file, if Ctrl + Print keys are pressed. The action of the Print key is described in Section 2.7 of this guide.

Only files that contain text (ASCII coded files) can be properly displayed using this command. The contents of files that contain programs and program generated data (binary files) can not be properly displayed.

COMMAND FORMAT

TYPE [/P] [d:] filespec

PARAMETERS

TYPE

/P   Pause. Instructs the system to pause after
              the screen has been completely filled with
              information. Pressing any key after the
              pause continues the TYPEing (and printing)
              process.

d: Drivespec. The letter d stands for the
              drive where the file is to be found. The
              file can be found on diskette drive A, B or
              C. Note that there is no space between this
              parameter and the filespec.

filespec   Filename   plus   filename   extension.
              Identifies the file that is going to be
              displayed/printed.

WARNINGS

        Some files are not legible when displayed using the type
command. They contain characters that cannot be displayed on
the screen.

        Unless /P is entered, large files are displayed so
quickly that it is impossible to read them.   Be prepared
to use the Ctrl + NumLock keys to tell the Hyperion to pause,
if you have not used the /P option on the command line.

USER INTERACTION

        When the /P option is entered the system pauses after
each screenful of information and prompts you. Press any key
to continue.

        The Ctrl + NumLock keys may be pressed at any time to
suspend operation until   any other key is pressed.   This
allows you to stop/start the display. Note that the system
does not prompt you to press a key when you perform a Ctrl +
NumLock pause.

If the Ctrl + Print keys were used to simultaneously print the document while TYPEing it, remember to press Ctrl + Print again to turn off the printer.

ERROR MESSAGES

Possible error messages are:

- Invalid drive specification
- Invalid parameter

SEE ALSO

The **Print** key is described in Section 2.6. The **COPY** command provides a more convenient way of printing files (COPY filespec PRN).

DIR

FILENAMES   FILENAME EXTENSIONS   FILE SIZES

```
C: DIR/P A:

COMMAND   COM    4847     3-05-82   1:45a
JUNK      TXT     498     1-01-80   2:20p
HELP      TXT    1633     1-01-80   2:27p
EDIT      BAT    2908     2-12-81   3:52p
EXP       TXT    1840     1-01-80   2:42p
SOFT      EXP    1118    16-08-82  10:24a
NUM       TXT    1291     1-01-80   2:50p
DIR       TXT     887     1-01-80   3:02p
DISK      TXT    1080     1-01-80   3:15p
SCRE      HLP    1519    12-05-81   9:12a
KEY       COM    4495    22-02-82   6:45p
PRINT     COM    1289     5-08-82   2:22p
TYPE      BAT    3456    18-08-82  11:27a
REN       TXT     911     1-01-80   3:30p
ERASE     COM     800     3-07-82   9:29a
TO-DO     TXT     664     1-01-80   3:45p
          17 File(s)

C:_

[LASTLN] [Disks] [Files] [MODE] [DIR/P]  12:07    [PHONE] [EDIT] [MPLAN] [XPLAIN] [HELP]
```

                        DATES   TIMES

Fig. 4-10 - A typical directory listing. Note the filenames,
           filename extensions, file sizes, dates and times.

DIR - List the Names of Files on a Diskette

ENTERING THE COMMAND

> STEP
>
> | |
> | --- |
> | 1) Press the soft key F5 (DIR/P) or enter the word DIR. |
> | 2) Press Rtn |
> | OR |
> | enter the parameters, edit the command line if necessary, and then press Rtn. |

    The system lists the files, as specified by the
parameter entered, then redisplays the system prompt in
preparation for the entry of a new command.

    Note that using the soft key F5 enters DIR/P onto the
screen, automatically adding the parameter /P.

COMMAND DESCRIPTION

    This command is used to list the filespecs for files on
a diskette. See Fig. 4-10 at left for a sample listing.

COMMAND FORMAT

$$\text{DIR } [/P][d:][\text{filespec}][/W]$$

OPTIONAL PARAMETERS

DIR

-          Not entering a parameter (i.e., pressing **Rtn** without entering a parameter) instructs the system to list all files on the diskette in the current drive.

/P   Pause. Instructs the system to pause after the screen has been completely filled. Pressing any key after the pause, continues the directory display.

d: Drivespec. The letter d stands for the drive where the files are to be found. The drivespec can be A:, B: or C:. Note that there is no space between this parameter and the filespec, if a filespec is also entered.

           If no drivespec is entered, the system looks at the current drive identified by the system prompt.

filespec   Filespec. Substituting an asterisk (*) for any sequence of letters in a filename or filename extension will display all files whose filespecs match the previous characters.

           Substituting a question mark (?) for a single character in the filespec will display all files whose filespecs match the other characters.

/W   Wide. Limits extent of display. Only filenames and extensions are displayed; no other information on each file. This allows the system to list five files per line, so that all files on a diskette can be displayed in any one screenful.

EXAMPLES

Example 1) - <u>Listing files with the same extensions</u>:

The command DIR A:*.TXT lists all files on the current drive that have the extension TXT:

> LETTER.TXT
> CHAPTER1.TXT
> ...

Example 2) - <u>Listing files with similar filenames</u>:

The command DIR B:MY*.DTA lists all files on drive B that begin with MY and have the extension DTA.

> MYGL.DTA
> MYTAX.DTA
> MYPLAN.DTA
> ...

Example 3) - <u>Listing files with similar filenames</u>:

The command DIR A:MYFILE?.* lists all files on drive A that begin with MYFILE, that have exactly one subsequent character in their filenames, and that have any or even no extensions.

> MYFILE1.TXT
> MYFILE1.DTA
> MYFILEZ.DOC
> ...

Example 4) - <u>Using the /W option</u>:

The command DIR A: /W lists all the files on the diskette in drive A, five to a line, without their size or last change date information.

DIR

COPY - Copy Files

ENTERING THE COMMAND

STEP

1) Press the soft key **F6** or enter the word COPY from the FILES soft key line.

2) Enter the parameters, edit the command line if necessary, then press the **Rtn** key.

The system copies the files, as specified by the parameters chosen, and redisplays the system prompt in preparation for the entry of a new command.

COMMAND DESCRIPTION

COPY is used to copy diskette files into other files, onto other diskettes, or onto external system devices. It is also used to make complete backups of all files on a given diskette. Because the same command performs so many different functions, and is used so frequently, it is important to understand all of its capabilities.

COMMAND FORMAT

COPY [d:] filespec1 [d:][filespec2]

PARAMETERS

d: Drivespec. Location of the diskette from which the file is going to be copied: can be A: B: or C:. If this is left blank, the system assumes the file is from the current drive shown in the system prompt.

COPY

filespec1[+filespec+filespec+...]

> Source file. This is the file that is
> being copied. If additional files are
> specified preceded by plus signs as
> shown, then all these source files are
> put together and copied as one file. If
> any wildcards (asterisks or question
> marks) are included in the filespecs,
> then the system copies all files that
> match the wildcarded filespec. See
> example 4.

d: filespec2   Destination drivespec and filespec.
> Drivespec identifies the location of the
> diskette where the file is going to go.
> If the drivespec is left blank, the
> system assumes the current drive shown
> in the prompt.

> Filespec2 is the name the system will
> give to the new file. If an existing
> filespec is specified, its contents will
> be erased and replaced with what is
> being copied. If filespec2 is left blank
> a new file with the original filename is
> created.

> If wildcards are included in filespec2,
> the system will substitute the
> corresponding characters from filespec1.
> See examples 3, 4, 5 and 6.

COPY

WARNINGS

Because of the many options available within the
COPY command, it is important to use extreme caution
when entering the command line. If wildcarding is going to
be used, the DIR command (Page II-65) should be used
first to find out exactly what files will match the wildcard
pattern.

The contents of the target files in any copy
operation are replaced by the contents of the source files.
Even if a drive is specified as the target, any files on
that drive that have the same names as any of the source
files, will be replaced.

When using wildcard patterns to identify source files
for concatenation, be sure the target file is not one of
the files that will match the source pattern. This will cause
an error message, but will be too late to save the contents
of the target file.

USER INTERACTION

Most user interaction with the copy command takes place
at command entry time, and has therefore already been
described. After COPY has finished performing the requested
file copies, the following message is displayed:

N files Copied

and the system prompt reappears.

ERROR MESSAGES

Possible error messages are:

- Invalid drive specification
- Invalid parameter

SEE ALSO

Use DIR to verify wildcard pattern selections before
applying them to the COPY command.

When copying all of the files on a diskette to
another diskette, it may be useful to use FORMAT to
clear the diskette first. FORMAT/S will also move DOS onto a
target diskette. DISKCOPY can be used to create an exact
diskette copy, in place of using the COPY command followed by
the parameter *.*.

COPY

EXAMPLES

Example 1) - Copying a group of files onto another diskette:

The command COPY A:*.TXT B: copies all files on drive A that have the extension TXT onto drive B.

Example 2) - Copying all files on a diskette:

The command COPY A:*.* B: copies all files on the diskette in drive A onto the diskette in drive B.

Example 3) - Copying a file into a file with a different name:

The command COPY A:ANYFILE.EXT B:*.BAK copies the file ANYFILE.EXT from the diskette in drive A into a file called ANYFILE.BAK on drive B. Note that when COPY copies one file into another in this way, the two files can be on the same drive if desired.

Example 4) - Copying several files into one:

The command COPY A:MYNAME.TXT+*.BAK A:BACKUP.BIG Copies MYNAME.TXT into BACKUP.BIG first. Then, all files that have the extension .BAK are also copied into BACKUP.BIG, in alphabetical order.

Example 5) - Performing several file copies at once:

The command COPY A:*.TXT A:*.BAK copies each file with the extension .TXT into a file with the same filename, but the extension .BAK.

Example 6) - Joining several files together and copying onto other files in one step:

The command COPY A:*.INX + A:*.TXT A:*.BAK will join each file with the extension .INX, to a file with the same name but the extension .TXT, and copy both into a file with the same name but the extension .BAK.

ERASE - Remove a File from Disk

ENTERING THE COMMAND

STEP

1) Press the soft key **F8** (ERAS/P) or enter the
   word ERASE.

2) Enter the parameters, edit the command line if
   necessary, then press the **Rtn** key.

(STEPS continued under USER INTERACTION)

Note that using the soft key F8 enters ERASE/P onto the
screen, automatically adding the parameter /P.

COMMAND DESCRIPTION

This command completely removes a file or files from
disk. In fact, it removes all of DOS' references to the file
in both the directory and the storage allocation table on
the diskette. It is <u>impossible</u> to recover a file after it has
been erased.

ERASE

COMMAND FORMAT

ERASE $\left[/P\right]$ $\left[d:\right]$ filespec

PARAMETERS

/P   Pause. System pauses before erasing each
                    file, displays the directory line for that
                    file, and prompts you for permission to
                    erase.

d: Drivespec. Location of the diskette from
                  which the file is going to be erased.   Can
                  be A:, B: or C:. If no drivespec is entered,
                  the current drive is assumed. Note that
                  there is no space between the drivespec and
                  the filespec.

Filespec   Filename   plus   filename   extension.
                  Identifies the file(s) to be erased.

                  Wildcards may be used within the supplied
                  filespec. All files that match will be
                  erased from the specified diskette.

WARNINGS

An erased file can not be recovered. Use extreme caution
if using wildcards in the filespec supplied on the
command line. In this case, using the /P parameter allows you
to review each selected filename before it is erased.

Certain DOS system files cannot be erased, even if
the filespec pattern matches their own.

USER INTERACTION

If the parameter /P is supplied, ERASE prompts you with
the following before erasing each file:

> Erase [Y/N] ?

STEP

3) Enter N for no, or Y for yes.

If Y is typed, the file is erased. Typing N (or
anything else) cancels the ERASE request for that file. After
all files have been processed, the system prompt is
redisplayed in preparation for another command line.

ERASE

ERROR MESSAGES

Possible error messages are:

- Invalid drive specification
- Invalid parameter
- File not found
- Missing filename

SEE ALSO

FORMAT/C can be used to remove all files from a diskette. It removes even non-erasable files, and should be used with extreme caution.

ERASE

ERASE

RENAME - Rename a File

ENTERING THE COMMAND

STEP

1) Press the soft key F6 (RENAME) or enter the word RENAME.

2) Enter two parameters, edit the command line if necessary, and press the Rtn key.

The system renames the file or files, as specified by the parameters chosen, and redisplays the system prompt in preparation for the entry of a new command.

COMMAND DESCRIPTION

This file management command is used to give existing files a new filename and/or extension. It can be used in the short form REN, or in the long form RENAME.

COMMAND FORMAT

REN[AME] [d:]filespec1 filespec2

PARAMETERS

d: Drivespec. Location of the file. Can be A:, B: or C:. If the drivespec is left blank the current diskette drive, as shown by the system prompt, is assumed. There is no need to repeat the drivespec for filespec2.

filespec1   Filename plus filename extension of the file whose filespec is going to be changed. You may include wildcards (asterisks and question marks) in this filespec in certain cases. See example 2.

RENAME

filespec2   Filename plus filename extension. New
             filespec that is going to be assigned to the
             file. You may include wildcards in this
             filespec (asterisks and question marks).
             They will match corresponding characters in
             filespec1. See examples 1 and 2.

ERROR MESSAGES

Possible error messages are:

-   Invalid drive specification
-   Invalid parameter

SEE ALSO

The COPY command (Page II-69) can also be used to create
a new copy of any file, with a new name. The original
version would still exist, of course.

EXAMPLES

Example 1) - Wildcarding the new name:

Entering the command line REN B:LETTER.TXT *.OLD
gives the file LETTER.TXT on drive B the new name
LETTER.OLD. Note that the wildcard in filespec2
(*.OLD) was used to repeat the filename.

Example 2) - Renaming a sequence of files:

Entering the command line RENAME A:L*.TXT E*.BTY
turns all files on drive A beginning with the letter
L and having the filename extension TXT into files
beginning with the letter E and having the filename
extension BTY.

RENAME

4.6   DISKETTE MANAGEMENT COMMANDS

The DOS Diskette Management Commands are used to:

1) display or rename a diskette (DISKNAME),
2) check the status of diskettes (CHKDSK),
3) prepare a new diskette for use (FORMAT),
4) duplicate a diskette (DISKCOPY),
5) compare two diskettes (DISKCOMP).

The diskette management commands are provided so that you can intelligently use and backup your own diskettes. Diskette organization and   the   rationale   for   frequent backups, are discussed in Part III of this User Guide.

Command Descriptions

The commands described on the following pages are all presented in a standard way: command word followed by command parameters. Parameters shown in square brackets are optional. Parameters preceded by a slash (e.g., /P) may be inserted in any order.   Drivespecs are often used as parameters.

Accessing the DISKS Soft Key Line

Pressing F2 from any of the other two DOS soft key lines displays the DISKS soft key line as shown in Fig. 4-11.

DISKNAME

DIR

DISKCOPY

DISKCOMP

FORMAT

CHKDSK

The DOS soft key line:

 LASTLN Disks Files MODE DIR/P :   PHONE EDIT   MPLAN   XPLAIN HELP

The FILES soft key line:

 Dos   Disks TYPE/P DATE DIR/P :   COPY   EDIT   ERAS/P RENAME HELP

The DISKS soft key line:

 Dos   D-NAME Files DATE DIR/P :   D-COPY D-COMP FORMAT CHKDSK HELP
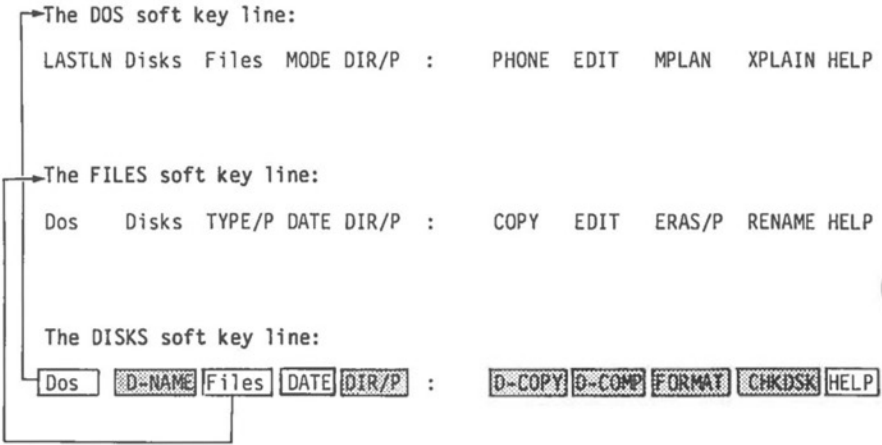
Fig. 4-11 - The diskette management commands.

Using the DISKS Soft Key Line

Pressing the appropriate soft key F1 to F10 will then instruct the system to do any of 10 tasks, as listed below and described on the following pages.

All references are to Part II of this guide.

SELECTIONS

F1)   Press F1 (Dos) to redisplay the DOS soft key line. Overall system control is described in Section 4.4.

F2)   Press F2 (D-NAME) to name a diskette. Go to Page II-83 to continue.

F3)   Press F3 (Files) to access the FILES soft key line. This will enable you to manipulate the files on a diskette. Go to Section 4.5 to continue.

F4)   Press F4 (DATE) to display the system date. This is a system configuration command, described in Section 4.4.

F5)   Press F5 (DIR/P) to list the names of files on a diskette. DIR is a file management command and is described in Section 4.5.

F6)   Press F6 (D-COPY) to copy the contents of one diskette onto another. Go to Page II-87 to continue.

F7)   Press F7 (D-COMP) to compare the contents of one diskette to another. Go to Page II-93 to continue.

F8)   Press F8 (FORMAT) to prepare a new diskette for use. Go to Page II-97 to continue.

F9)   Press F9 (CHKDSK) to check the status of a diskette. Go to Page II-101 to continue.

F10)   Press F10 (HELP) to display a narrative describing how to use this DISKS soft key line.

Remember that you can also type in these commands directly from the keyboard.

DISKNAME - Display a Diskette Name, or Rename a Diskette

ENTERING THE COMMAND

STEP

> 1) Press the soft key F2 (D-NAME) from the Disks
>   soft key line, or enter the word DISKNAME.
>
> 2) Press Rtn
>
>   OR
>
>   enter the parameter, edit the command line if
>   necessary, then press Rtn.

After displaying or resetting a diskette name, the system redisplays the system prompt in preparation for the entry of a new command.

COMMAND DESCRIPTION

This command allows you to display a disk name for reference, or to assign a name to your diskette.

While Hyperion does not enforce use of the DISKNAME command, regular use of the command is a highly recommended practice. The DIR command displays the disk name of a diskette if a name has been previously assigned.

COMMAND FORMAT

DISKNAME [d:] [newname]

PARAMETERS

DISKNAME

- When the DISKNAME command is entered without any parameters, it displays the previously set names of the diskettes in <u>both</u> drive A and B of the Hyperion.

d: Drivespec. Can be A: or B:. Identifies the location of the diskette whose name is to be displayed or renamed.

newname   Newname is a name of up to 30 characters that is to be assigned to the diskette in the specified drive.

DIR - List the Names of Files on a Diskette

ENTERING THE COMMAND

> STEP
>
> 1) Enter the word DIR or press the soft key F5 from the FILES soft key line.
>
> 2) Press Rtn
>
> <div align="center">OR</div>
>
> enter the parameters, edit the command line if necessary, and then press Rtn.

DIR

The system lists the files, as specified by the parameter entered, then redisplays the system prompt in preparation for the entry of a new command.

Note that using the soft key enters DIR/P onto the screen, automatically adding the parameter /P.

COMMAND DESCRIPTION

Refer to Section 4.5, File Management Commands, for a complete description of this command, its format and parameters.

DIR

DISKCOPY - Duplicate a Diskette

ENTERING THE COMMAND

STEP

1) Press the soft key F6 (D-COPY) or enter the word DISKCOPY.
2) Press Rtn
OR
enter the parameters, edit the command line if necessary, and then press Rtn.

(STEPS continue under USER INTERACTION)

Note that using the soft key F6 to enter DISKCOPY automatically enters a Rtn after the command. The system then assumes that the diskette in drive A is to be copied onto the diskette in drive B.

COMMAND DESCRIPTION

This command is used to make backup copies of diskettes. It works with a 'source drive' and a 'target drive'. All information on the diskette mounted in the source drive is exactly duplicated onto the diskette mounted in the target drive.

COMMAND FORMAT

DISKCOPY [sourced: targetd:]

PARAMETERS

- If no parameters are entered, DISKCOPY assumes the source drivespec is A: and the target drivespec is B:.

sourced: Source drivespec. Can be A: or B:. Identifies the diskette to be copied from. If a source drivespec is specified, then the target drivespec MUST also be provided.

targetd: Target drivespec. Identifies the diskette to be copied onto. The sourcedrive and targetdrive can be the same if desired. This capability has been provided so that backups can be made even if a hardware problem has temporarily put one drive out of commission.

WARNINGS

DISKCOPY destroys any files that were present on the target diskette prior to diskcopying.

USER INTERACTION

DISKCOPY always displays the following message on the screen; where X and Y are the two drivespecs entered on the command line, or A and B respectively if no drivespecs were entered.

Insert source diskette in drive x:
Insert target diskette in drive y:
and strike any key when ready

STEP

> 3) Make sure that the target diskette does not
>   contain any needed files, and that it is
>   write-enabled (no write-protect sticker).
>
> 4) Insert the source diskette into drive X.
>
> 5) Insert the target diskette into drive Y.
>
> 6) Press any key on the keyboard, to start the
>   copying.
>
>   OR
>
> Press Ctrl + Brk to cancel the copying request.

        At this time, the user must make absolutely sure that
the diskette in the target drive does not contain any
needed files: They will be destroyed, as soon as any key is
struck. To cancel the DISKCOPY command at this point, enter
Ctrl + Brk. DOS will report an error, and then prompt for a
new command.

        DISKCOPY automatically detects whether one or two sides
are being used on the source diskette, and proceeds
accordingly. The command informs the user by displaying the
following message:

                    Copying N sides.

        In the case of a single drive DISKCOPY, where source
and target diskettes are to occupy the same drive, the user
is prompted to swap between source and target diskettes
during the DISKCOPY. These swap instructions must be followed
very carefully, to avoid copying diskettes backwards.

DISKCOPY

When the first diskette copy is completed, DISKCOPY informs the user, and asks whether more diskette copies are to be made:

> Copy Complete
> Copy Another (Y/N)?

STEP

---

7) Enter Y for yes, and return to Step 3,

<u>OR</u>

enter N for no.

DISKCOPY

If Y is typed, the complete sequence is repeated using the same source and target drives. If N (or anything else) is typed, DISKCOPY terminates, and DOS prompts for another command.

ERROR MESSAGES

Possible error messages are:

- Invalid drive specification
- Invalid parameter
- Attempted write-protect violation:
- Not ready error reading drive x
        Correct, then strike any key
- Not ready error writing drive x
        Correct, then strike any key
- Target diskette may be unsuitable
- Target diskette write protected
        Correct, then strike any key
- Unrecoverable format error on target
- Target diskette unusable
- Unrecoverable read error on source
        Track NN, side N
- Unrecoverable verify error on target
        Track NN, side N
- Unrecoverable write error on target
        Track NN, side N

SEE ALSO

The COPY command can also be used to make backup diskettes - on a file-by-file basis. Using COPY offers an advantage, in fact: Files are copied into contiguous areas on the diskette, whereas DISKCOPY duplicates diskettes exactly:

During day to day use, DOS shrinks and expands files as needed. Often, a file is expanded by allocating storage space that is not directly beside the space previously allocated to the file. This means that a diskette file can be spread over many different areas of the diskette. Using COPY restructures each file into one physical area. Using DISKCOPY does not.

DISKCOPY

DISKCOPY

DISKCOMP - Compare Two Diskettes

ENTERING THE COMMAND

STEP

---

1) Press the soft key F7 (D-COMP) or enter the word DISKCOMP.

2) Press Rtn

OR

enter the parameters, edit the command line if necessary, and then press Rtn

---

(STEPS continued under USER INTERACTIO)

Note that using the soft key F7 to enter DISKCOMP automatically enters a Rtn after the command. The system then assumes that the two diskettes to be compared are to be found in drives A and B.

COMMAND DESCRIPTION

This command does a direct comparison of two diskettes, on a use-of-location basis, NOT on a file by file basis.

Note that a diskette copy that is made using the file oriented COPY command would probably NOT compare with its parent diskette. This is because of internal changes to file allocations on the diskette that may occur when the file COPY command is used.

COMMAND FORMAT

DISKCOMP [d1: d2:]

PARAMETERS

      d1: d2: Drivespecs.   Identifies   the   disk   drives
             containing the diskettes to be compared.   Note
             that DISKCOMP   assumes drives A and B are to be
             used, if no   drivespecs   are entered on the
             command line. The   same drive specification
             may be   given   for both diskettes: DISKCOMP
             then operates by asking the user to swap between
             diskettes at certain intervals.

WARNINGS

     Two diskettes will normally be   reported as being
identical only if they are DISKCOPYs of each other, or if
they were both generated in exactly the same way.   Two
diskettes containing identical files will not necessarily be
reported as comparable, because of   different   internal
allocations of storage space to files.

USER INTERACTION

     When the DISKCOMP command line is entered, the system
prompts you to:

               Insert first diskette in drive x :
               Insert second diskette in drive y :
               and hit any key when ready

DISKCOMP

STEP

> 3) Insert the first diskette into drive x.
>
> 4) Insert the second diskette into drive y.
>
> 5) Press any key on the keyboard to start
>   comparing,
>
>   OR
>
> Press Ctrl + Brk to cancel the compare request.

To cancel the DISKCOMP command at this point, enter Ctrl + Brk. DOS will display an error message, and then prompt for another command.

DISKCOMP automatically detects whether one or two sides should be compared. It informs the user by displaying the following message:

    Comparing N sides

If the two diskettes are not identical, this is followed by messages of the following form, where track numbers vary between 0 and 39, and the side number is 0 or 1.

        Compare Errors on
        Track NN, side N

If the two diskettes are identical, however, DISKCOMP reports successful comparison:

    Diskettes compare OK

After each diskette comparison is completed, DISKCOMP asks:

    Compare more diskettes (Y/N)?

DISKCOMP

STEP

6) Enter Y for yes, and return to Step 3,
OR
enter N for no.

If Y is typed, the complete sequence is repeated for another pair of diskettes. If N (or anything else) is typed, DISKCOMP terminates and DOS prompts for a new command.

ERROR MESSAGES

Possible error messages are:

- Invalid drive specification
- Invalid parameter
- Compare error on
  Track NN, side N
- Incompatible diskette or drive types
- Unrecoverable read error on drive x
  Track NN, side N
- Not ready error reading drive x
  Correct, then strike any key

FORMAT - Prepare a Diskette for Use

ENTERING THE COMMAND

STEP

1) Press the soft key F8 (FORMAT) or enter the word FORMAT.

2) Enter the parameters, edit the command line, if necessary, and then press Rtn.

(STEPS continued under USER INTERACTION)

Note that using the soft key F8 enters FORMAT/S onto the screen, automatically adding the parameter /S.

COMMAND DESCRIPTION

When a diskette leaves the manufacturer's plant, it typically contains a useless random magnetic pattern. Every computer system provides a diskette formatting capability that replaces this random pattern with an organized and recognizable pattern, and prepares special diskette areas as later required.

With DOS on the Hyperion, the FORMAT command performs three functions: First, it writes a recognizable magnetic pattern onto the diskette, including addressing information. Then it creates an empty "directory" and "space allocation table" on the diskette.

The third step is optionally performed only if the /S option is selected on the command line: A copy of DOS itself is placed onto the diskette.

COMMAND FORMAT

FORMAT $[/C][/S][/1]$ d:

FORMAT

PARAMETERS

/C   Clears the diskette of all files but keeps the
original format. This is quicker than
reformatting the diskette.

/S   If the /S option is selected on the command
line, DOS copies certain files onto the
specified diskette from the diskette in the
current drive: They are IO.SYS, MSDOS.SYS, and
COMMAND.COM, in that order. This option should
be entered, in most cases, so that the new
diskette can be used for a system restart.

/1   If the /1 option is selected, the target
diskette will be formatted for single-sided
use even if it is a double-sided diskette. <u>This
feature should seldom be used</u>, but could be
useful if there were many defective areas on the
second side of a diskette.

d: Drivespec. Can be A: or B:. Identifies the
drive in which the diskette is to be formatted.

WARNINGS

FORMAT destroys any files that were present on the
target diskette before formatting.

USER INTERACTION

Entering the FORMAT command line always displays the
following message on the screen; where d: is the drive
specified on the command line:

Insert new diskette for drive d:
and strike any key when ready

STEP

> 3) Make sure that the new diskette does not contain any needed files, and that it is write-enabled (the write-protect tab is off).
>
> 4) Insert the new diskette into the appropriate disk drive.
>
> 5) Press any key on the keyboard.
>
> <div align="center">OR</div>
>
> Press Ctrl + Brk to cancel the formatting.

At this time, the user must make absolutely sure that the diskette in the specified Hyperion drive does not contain any needed files: They will be destroyed, as soon as any key is struck. To cancel the FORMAT command at this point, enter Ctrl + Brk. DOS will report an error, and then prompt for a new command.

If the /S option was selected, hidden DOS files must be copied onto the target diskette. As these hidden files are not present on drive C:, the system asks you where to find them:

Find hidden DOS files for /S on what drive [AB]?

STEP

> 6) Enter A: or B: and press Rtn.

If the hidden files are not found on the diskette in that drive, the system will then request:

Insert DOS disk in drive x:
and strike any key when ready

STEP

> 7) Insert a diskette containing DOS (any diskette that was formatted using the /S option) into the suggested drive X.
>
> 8) Press any key on the keyboard.

After a few seconds, the following message appears on the screen:

System Transferred

When a diskette format is completed, a status report is displayed in the following form:

NNNNNN bytes total disk space
NNNNNN bytes used by system
NNNNNN bytes in bad sectors
NNNNNN bytes available on disk

More diskettes can then be formatted. The system prompts you with the message:

Format Another (Y/N)?

STEP

```
8) Enter Y for yes, and return to Step 3.

                        OR

   enter N.
```

If Y is then typed, the complete sequence is repeated. If N (or anything else) is typed, FORMAT terminates, and DOS prompts for another command.

ERROR MESSAGES

Possible error messages are:

- Invalid drive specification
- Invalid parameter
- Attempted write-protect violation:
- Disk unsuitable for system disk
- Format failure
- Track 0 bad-disk unusable
- Unable to write BOOT

CHKDSK - Produce a Diskette and Memory Status Report

ENTERING THE COMMAND

STEP

1) Press the soft key F9 (CHKDSK) or enter the word CHKDSK.

2) Press Rtn

OR

enter a drivespec, edit the command line if necessary, and then press Rtn.

After the diskette status report is displayed on the screen, the system redisplays the prompt in preparation for the entry of a new command.

COMMAND DESCRIPTION

CHKDSK examines both the directory and the storage allocation table on a diskette, and produces a status report. It also reports the amount of internal (RAM) memory that is available within the Hyperion main unit.

COMMAND FORMAT

CHKDSK [d:]

CHKDSK

PARAMETERS

-   Not entering a parameter (i.e., not entering the
    letter of a disk drive followed by a colon) will
    produce a diskette and memory status report for the
    current drive.

d: Otherwise, entering the parameter A:, B: or C: will
    produce a status report on the diskette in the
    specified drive. Note that a CHKDSK of drive C will
    work, even though no real diskette exists in that
    imaginary drive.

WARNINGS

If a parameter is entered, CHKDSK temporarily makes that
drive become the current drive. If an error causes CHKDSK to
terminate prematurely, therefore, the current drive may not
be correctly reset. You should check the system prompt upon
termination of this command to ensure that the current
drive is as expected.

Unlike FORMAT, DISKCOPY, and DISKCOMP, the CHKDSK
command does not wait for the user to insert a
diskette. The diskette should be ready for checking, then,
when the RTN key is pressed to initiate the DSKCHK command.

USER INTERACTION

The status report that is displayed by the CHKDSK
command is of the following form, although not all lines are
always shown:

                NNNNNN bytes disk space freed

                NNNNNN bytes total disk space
                NNNNNN bytes in N hidden files
                NNNNNN bytes in N user files
                NNNNNN bytes in bad sectors
                NNNNNN bytes available on disk

                NNNNNNN bytes total memory
                NNNNNNN bytes free

The first line appears in certain cases when the CHKDSK command succeeds in freeing up diskette space by an internal reorganization.

The next five lines describe the state of the diskette in the specified drive. One byte is approximately equivalent to one typed character of storage. If a large percentage of the bytes are in bad sectors, it is wise to consider replacing and discarding the diskette.

The last two lines refer to the internal (RAM) memory within the Hyperion main unit. The number of bytes free will always be less than the amount of total memory, as a part of DOS itself is stored in this internal memory.

The total amount of internal memory reported by CHKDSK does not include the part of memory used for drive C.

ERROR MESSAGES

- Invalid drive specification
- Invalid parameter
- Allocation error for file: filespec
- Directory error - file: filespec
- Diskette not initialised
- File size error for file: filespec
- Files cross-linked: filespec and filespec

CHKDSK

CHKDSK

4.7   ALPHABETICAL LIST OF DOS COMMANDS

The disk operating system commands available in the
Hyperion DOS are:

```
------------------------------------------------------------
DOS COMMAND                                         PAGE
------------------------------------------------------------

CHKDSK         Checks and displays the status
                 of a diskette.                     II-101
COPY           Copies the contents of a
                 file into another file.            II-69
DATE           Displays and changes system date.    II-33
DIR            Lists all the files on a diskette.    II-65
DISKCOMP       Compares two diskettes.              II-93

DISKCOPY       Duplicates a diskette.               II-87
DISKNAME       Displays or changes the
                 name of a diskette.                II-83
ERASE          Erases a file from a diskette.        II-73
EXPLAIN        Enables you to display information
                 about the system.                  II-55
FORMAT         Prepares a new diskette for use.      II-97

MODE           Sets system configuration.           II-41
RENAME         Renames a file on a diskette.         II-77
TIME           Displays and changes system time.    II-37
TYPE           Displays and prints out the
                 contents of a file.                II-61

------------------------------------------------------------
```

Part II

Section 5

THE TEXT EDITOR - IN:SCRIBE (TM)

Section 5

THE TEXT EDITOR - IN:SCRIBE (TM)

5.1   INTRODUCTION

IN:SCRIBE (TM) provides Hyperion users with an extremely powerful text manipulation tool. It can be used to write memos, reports and letters. Programmers may use IN:SCRIBE to create both programs and data files. Text editing is best known as 'word processing'.

What You See Is What You Get

The document you create and edit is displayed on the screen in exactly the same form in which it is stored and printed. Each edit command you enter changes the screen. With IN:SCRIBE, unlike most text processors, you see what you are creating as you create it.

Accessing IN:SCRIBE (TM) from DOS

> STEP

+---+
| 1) Press the soft key F7 (EDIT) from the DOS or |
| FILES soft key lines. |
| |
| This enters the command word EDIT onto the |
| screen. Your are still in DOS. The system |
| waits for you to enter parameters to this |
| command. |
| |
| 2) Press Rtn. |
| OR |
| |
| enter the parameters, edit the command line if |
| necessary, and then press Rtn. |
+---+

You can enter two parameters. The first is the filespec of the file you are going to edit. This can be a new file. The second parameter is the filespec of the file that the edited text is to be stored in. If you do not specify a second filespec, the system automatically stores the edited text in the first file.

To and From DOS

Entering the above EDIT command line loads the IN:SCRIBE software from the master diskette (or copy) into the Hyperion's internal memory. Once this is done, the screen shown in Fig. 5-1 appears. The first IN:SCRIBE soft key line, the EDIT soft key line, is displayed at the bottom of the screen. You are then prompted to begin entering edit commands.

After you finish editing the file, entering the appropriate IN:SCRIBE command stores your edited information in a file, and returns you to DOS. Using DOS file management commands, you can then display or print the file.

Entering IN:SCRIBE Commands

Edit instructions are entered via the special keys on the keyboard. Certain keys move the cursor about the screen. Other keys provide special functions, such as accessing the printer. The soft keys F1 to F10 are the most important, since they allow you, with single keystrokes, to use highlighted IN:SCRIBE commands displayed along the bottom of the screen.

In all, the organization of soft keys and special keys makes it easy to create and edit files. You will appreciate this the more you use this Hyperion editor.

Organization of this Section

This reference section is organized to best present the Hyperion IN:SCRIBE text editor:

* The display screen and IN:SCRIBE status indicators are described in Section 5.2 and 5.3.

* Control of cursor movement is covered in Section 5.4.

* Use of special keyboard keys is described in Section 5.5.

* The soft key lines are shown and described in general in Section 5.7.

* The IN:SCRIBE commands are described one-by-one, on a soft key line basis, in Sections 5.8 to 5.16.

* And, Section 5.17 summarizes briefly all the edit commands in alphabetic order.

5.2   THE IN:SCRIBE DISPLAY SCREEN

The display screen in IN:SCRIBE provides all of the
information needed when editing text:

*   The highlighted line at the top of the screen
    displays:

    -   the name of the file being edited, if one
        is already known to the editor.
    -   the actual page and line numbers in the
        document that you are currently accessing.
    -   several IN:SCRIBE status indicators, as
        described in Section 5.3 below.

    Note that during some IN:SCRIBE commands, this
    line is used to display specific questions and
    your responses.

*   The center portion of the screen displays the
    portion of the file you are working with. A
    complete screenful of the file is always
    displayed, in the form in which it will later
    be stored and printed.

*   The center portion of the screen also is
    bounded on the right and left by a shaded
    vertical strip. These indicate the left and
    right margins of the text.

*   From time to time a line of double bars appears
    across the screen. It has tick marks every
    five columns across the top, and tickmarks at
    every tab stop across the bottom. This double
    bar is a 'paging' bar. It provides a firm
    visual indication of where one page will end
    and the next will begin when you print the file
    being edited.

*   The line of highlighted boxes across the bottom
    of the screen is, as in DOS, the soft key line.
    In IN:SCRIBE, this soft key line contains text
    editing commands. Pressing the appropriate
    soft key F1 to F10 immediately executes the
    command shown in the highlighted box. You do
    not need to press Rtn.
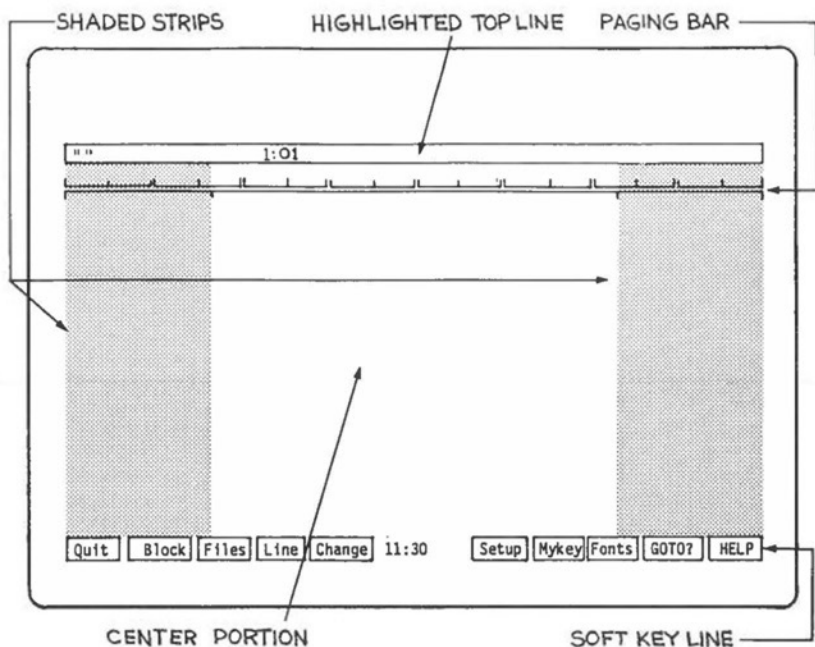
Fig. 5-1 - The display screen, as it appears when you first access IN:SCRIBE (TM).

5.3   THE IN:SCRIBE STATUS INDICATORS

The top line of the IN:SCRIBE screen is used to inform
the user that various modes of operation are in force. The
modes and status indicators are:

*   Inserting.

    Every new character that is entered on a line
    will push all subsequent characters on that
    line to the right. This mode is turned on (or
    off) by using the Ctrl + Ins keys (Autoinsert
    function).

*   Defining Block.

    You have started defining a block, but have not
    finished defining it.   (See DEFINE on the
    BLOCKS soft key line.)

*   Block Defined.

    A block has been completely defined.

*   Learn n.

    You have started defining a Mykey, but have not
    finished defining it. (See LEARN on the MYKEY
    soft key line.)

*   Mykey n.

    You are executing a learned Mykey. 'N' is the
    Mykey number (between 1 and 8).

*   Searching.

    IN:SCRIBE is looking for the next occurrence of
    the FIND string. (See FIND and REPLACE on the
    CHANGE soft key line.)

*   No Wrap.

    No right margin is currently set, and automatic
    wraparound of words that touch the right margin
    is therefore turned off.   Use the   TABS?
    function on the SETUP soft key line to correct
    this situation, if it is not what you want.
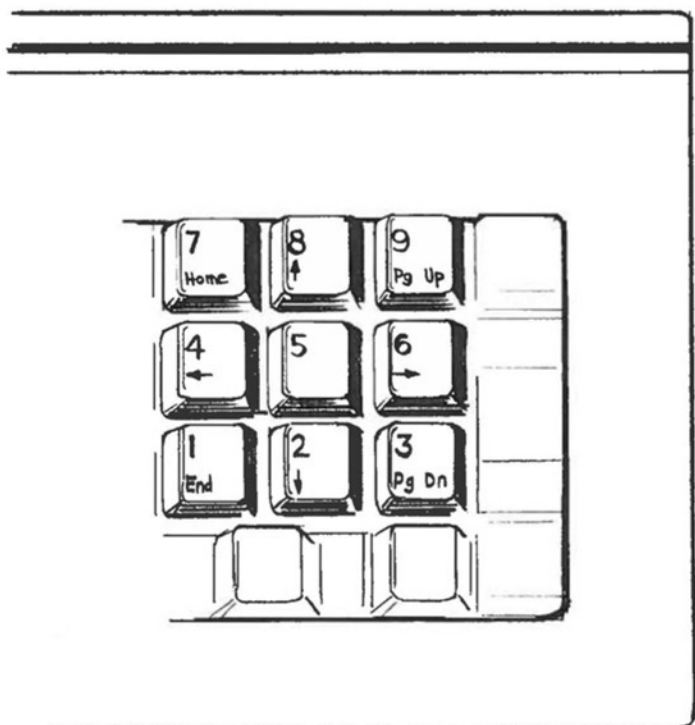
Fig. 5-2 - The numeric keypad is used to move the cursor about
the screen.

5.4   MOVING THE CURSOR ABOUT THE SCREEN

The flashing rectangle on the screen is called the cursor. It is the point of reference. Many edit commands use the cursor position to begin their action. Also, when entering text, the characters appear on the screen at the cursor position.

You therefore need to be able to move this cursor about on the screen so that you can tell the system where you want the edit commands to take effect. The cursor control keypad provides many special keys for moving the cursor. It is also useful in IN:SCRIBE as a numeric keypad for entry of numeric values. You switch between the cursor control and numeric entry roles of the keypad by pressing the Num Lock key.

To put the keypad into numeric mode, you may press the Num Lock key. An octothorpe (#) then appears in the centre of the soft key label line on the bottom of the screen. To access cursor control functions, you may press the Num Lock key again. The octothorpe disappears and subsequent use of the keypad will move the cursor.

Alternatively, you may leave the keypad in cursor control mode, and use the Shift key to access the numbers. For instance, when the octothorpe is not on the screen, pressing Shift while pressing the up arrow key will type an 8 on the screen.

Numeric Keypad (Cursor Keypad) Keys

```
---------------------------------------------------------
KEY                            FUNCTION
---------------------------------------------------------

→          Move the cursor to the next character on the
           current line. If the cursor is at the
           right margin, move it to the first
           character from the left margin on the
           next line. (Next Character)

←          Move the cursor to the previous
           character on the current line. If the
           cursor is at the left margin, move it to the
           first blank character to the right of the
           last word on the previous line. (Previous
           Character)
---------------------------------------------------------
                                       ...continued
```

Numeric Keypad (Cursor Keypad) Keys (cont)

KEY	FUNCTION

↑	Move the cursor up one line through the document. (Previous Line)
↓	Move the cursor down one line through the document. (Next Line)
Home	Move the cursor to the left margin of the current line. (Front of Line)
End	Move the cursor to the first blank character to the right of the last word in the current line. (End of Line)
Pg Up	Move the cursor to the first line after the previous paging bar. (Previous Page)
Pg Dn	Move the cursor to the first line after the next paging bar. (Next Page)
Del	Delete the character at the current cursor position, pulling all subsequent characters on this line to the left. (Delete Character)
Ins	Insert a space at the current cursor position pushing all subsequent characters on this line to the right. (Insert Space)

Ctrl + Numeric Keypad

```
----------------------------------------------------------
KEY                             FUNCTION
----------------------------------------------------------
```

Ctrl + →   Move the cursor to the next start of
            word. (Next Word)

Ctrl + ←   Move the cursor to the previous start of
            word, which may of course be the start of
            the current word. (Previous Word)

Ctrl + ↑   Move the cursor to the previous start of
            paragraph. (Previous Paragraph)

Ctrl + ↓   Move the cursor to the next start of
            paragraph. (Next Paragraph)

Ctrl + Home Move the cursor to the left margin of the
            top-most currently displayed line of the
            document. (Upper Left)

Ctrl + End Move the cursor to the first blank
            character to the right of the last word in
            the last currently displayed line of the
            document. (Lower Right)

Ctrl +
Pg Up   Move the cursor to the first character in
            the document. Stops at marked lines. (Top)

Ctrl +
Pg Dn   Move the cursor to the left margin of the
            line immediately following the last word in
            the document. Stops at marked lines.
            (Bottom)

Ctrl + Del Line delete. Deletes line at cursor
            position, pulling all subsequent text up one
            line.

Ctrl + Ins Enter/Exit insert mode. (Insert Mode)

```
----------------------------------------------------------
```
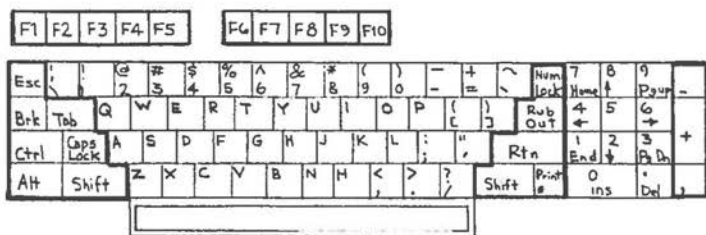
Fig. 5-3 - The Hyperion keyboard, showing the special keys.

5.5   SPECIAL KEYS USED WITHIN IN:SCRIBE

The Hyperion keyboard is your means of entering text and then entering the IN:SCRIBE commands to manipulate this text. The special keys (shown in Fig. 5-3) are used to enter commands, and enhance and/or alter the functions of other keys.

These special keys are gathered in three groups: to the left of, to the right of, and above the alphanumeric section of the keyboard.

Above the Alphanumeric Keyboard

```
--------------------------------------------------------------
KEY                             FUNCTION
--------------------------------------------------------------
```

F1
to F10 The soft keys. These keys perform many functions, depending on the soft key line displayed at the bottom of the screen. Those corresponding to highlighted boxes with upper case labels enter commands. Keys corresponding to lower case labels are used to move you to different soft key lines, which have different sets of commands.

```
--------------------------------------------------------------
```

Left-Hand Special Keys

```
--------------------------------------------------------------
KEY                             FUNCTION
--------------------------------------------------------------
```

Esc   Cancels some operations. It is also used in IN:SCRIBE to allow input of unusual characters. Use this key with caution.

Brk   Cancels many operations. It is used in IN:SCRIBE to quickly stop an operation in progress such as GETFIL, or REPLACE. Use this key with extreme caution!

```
--------------------------------------------------------------
```

Left-Hand Special Keys (cont)

```
-------------------------------------------------------------
KEY                            FUNCTION
-------------------------------------------------------------
```

Ctrl   This key is used in conjunction with other keys
        to provide new meanings and enhancement to the
        other keys. In IN:SCRIBE, for instance, Ctrl +
        Rtn is an "upwards return". Ctrl is a
        "supershift" key.

Alt   Alt(ernate) is used in conjunction with other
        keys to provide new meaning to those keys. After
        the Esc key has been pressed, the ASCII code for
        any character may be typed in on the numeric
        keypad while the Alt key is being held down.
        The appropriate character is then generated as
        soon as the Alt key is let up. Alt is another
        "supershift" key.

Tab   Tab is used to move the cursor to the next tab
        stop along a line. Note that there is no
        backtab key. A backtab is entered by holding
        down the Shift key and pressing the Tab key.

Caps
Lock   Cap(itals) Lock is used to switch the alphabetic
        keys (only) on the keyboard between upper and
        lower case. It is analogous to the shift lock
        key found on most typewriters, but has been
        renamed because only alphabetic characters are
        affected. The punctuation and numeric keys are
        not affected. When upper case lock is in effect,
        an upwards arrow appears next to the time on the
        bottom line of the screen.

Shift   This key enters the shifted value for any other
        key. When the keyboard is in normal (lower
        case) mode, holding the Shift key while pressing
        an alphabetic character enters the upper case
        value for that character. When the Caps Lock key
        has been used to force upper case operation,
        holding the shift key while pressing an
        alphabetic character enters the lower case
        value.

        The Shift key has the same effect when used in
        conjunction with the keys in the numeric keypad.

```
-------------------------------------------------------------
```

Right-Hand Special Keys

```
--------------------------------------------------------------
KEY                              FUNCTION
--------------------------------------------------------------
```

Num
Lock   This key is used with the numeric keypad for the
              control of cursor movement. See Section 5.3, for
              more information.

Rub Out This key backspaces and erases the character
            directly to the left of the cursor. If the
            cursor is at the left margin, striking this key
            has no effect.

Rtn   When text is being entered, pressing **Rtn**
             ends the entry on the current line and moves
             the cursor to the beginning of the next line.
             This "carriage return" is done automatically
             when the text being entered reaches the right
             margin. During editing, **Rtn** is also used to
             insert a line in the middle of text.

             For some IN:SCRIBE commands, **Rtn** signals the end
             of input on the command line (the top line of
             the screen) and tells the computer to respond
             to the command.

Print
*   This key enters an asterisk when used in
             IN:SCRIBE. To print the contents of a file, use
             the DOS commands TYPE or (preferably) COPY.

```
--------------------------------------------------------------
```

5.6   ENTERING TEXT

Overstrike

        When you type any characters from your keyboard into the
IN:SCRIBE screen, they appear at the cursor position.
Normally, any new characters you type will replace existing
characters. This is referred to as character **Overstrike.**

        The easiest way to correct a misspelled word is to
overstrike the incorrect characters in the word. For example,
if the word "mastake" was typed, it could be corrected by
moving the cursor to the first "a", and typing an "i".

Autowrap and No Wrap

        In this normal typing mode, IN:SCRIBE automatically
performs carriage returns, if a right margin shading strip of
at least one space wide is shown on the screen. This is known
as **autowrap.**

        If the right margin is removed, though, the right of the
screen itself becomes the right "margin". Normal autowrapping
of words that reach the right edge of the screen is turned off
in this case, and the words **No Wrap** appear at the top of the
screen as a warning.

Insertion, Deletion and Automatic Insertion (Ctrl + Ins)

        Often, the Ins and Del keys at the bottom of the number
keypad, are used to correct typing errors: For example, if the
word "mstake" was typed, it could be corrected by moving the
cursor to the "s", pressing the Ins key, and typing an "i".
If "misstake" was typed, it would be corrected by moving the
cursor to the first (or second) "s", and pressing the Del Key.

        A second typing method is available to IN:SCRIBE users,
that allows entry of new characters without overstriking
existing characters.   This method is referred to as
autoinsert.

Pressing **Ctrl + Ins** turns autoinsert typing on and off. When auto-insert is in effect, the message Inserting appears on the top line of the screen. Any characters entered from the keyboard simply push all other text on the line along as they are entered.

Note that autoinsert mode is automatically turned off if any cursor movement key is used to move the cursor away from the current line.

Entering Special Characters

It is possible to type characters into the IN:SCRIBE screen that do not even appear on the Hyperion keyboard.

The Hyperion Programmer Guide contains a table of all possible characters, with corresponding numeric codes.

These characters can be entered by first pressing the Esc key, and then holding down the Alt key while typing the numeric code on the Hyperion's numeric keypad.

Most of these characters cannot be printed and are therefore of limited value.
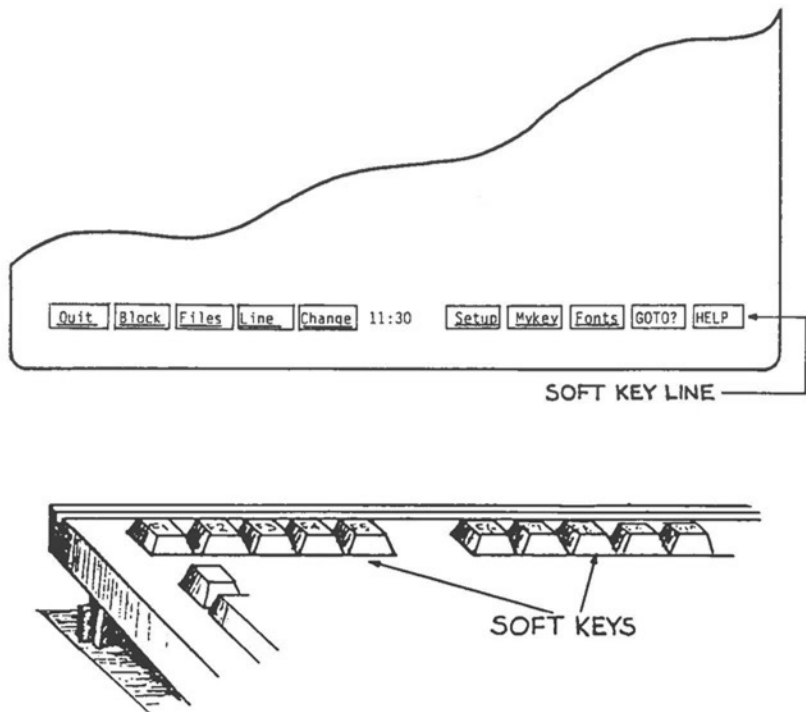
Fig. 5-4 - The IN:SCRIBE soft key line display.

5.7   THE SOFT KEY LINES

The soft keys are located across the top of your keyboard. They were designed to be used with the soft key line displayed on the bottom of your screen to enable swift and accurate editing.

The soft keys represent the command or feature displayed on the soft key label line. Pressing F3, for instance, will have different results depending on which soft key line is currently being displayed.

The soft key label line is displayed on the bottom line of the screen. The upper case labels are commands, and the lower case underlined labels move you to other soft key lines.

* Pressing a key with a lower case underlined label will change the soft key line display you are in to the one you selected. A new soft key label line appears, with new commands for you to use.

* Pressing a key with an upper case label initiates an IN:SCRIBE command. Some of these commands have a global effect, that is, they affect the whole file. Others only affect a smaller portion of text, i.e. a block, paragraph, or a line.

Fig. 5-4 shows the soft key line as it appears on the screen. The diagram in Fig. 5-5 illustrates the nine soft key lines you can call up in IN:SCRIBE. The EDIT line is the master soft key line: all other IN:SCRIBE soft key lines may be reached through it. The other lines have some limited access to each other, as well.

Each line has a HELP key, F10. Pressing F10 generates a screenful of information about the soft key line that you are currently working with. By making extensive use of this HELP feature the first few times you use IN:SCRIBE, you will quickly learn all of the editor's capabilities.

The EDIT soft key line:
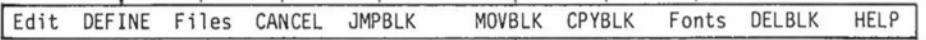
| Quit | Block | Files | Line | Change | | Setup | Mykey | Fonts | GOTO? | HE |

The QUIT soft key line:

| Edit | | SAVDOC | | NOSAV! | | | | | DIR/P | HELP |

The BLOCK soft key line:

| Edit | DEFINE | Files | CANCEL | JMPBLK | | MOVBLK | CPYBLK | Fonts | DELBLK | HELP |

The FILES soft key line:

| Edit | Block | SAVALL | GETFIL | CLEAR! | | SAVBLK | ADDBLK | DRIVE? | DIR/P | HELP |

The LINE soft key line:

| Edit | PAGTOP | NOTTOP | MARK | Change | | PSHTAB | CPYTAB | SPLIT | UNDO | HELP |

The CHANGE soft key line:

| Edit | REPEAT | REPLAC | FIND | FIND? | | DELWRD | DELEND | ADJUST | JUSTFY | HELP |

The SETUP soft key line:

| Edit | Block | Files | Line | Change | | TABS? | Mykey | DRIVE? | PAGE? | HELP |

The MYKEY soft key line:

| Edit | REPEAT | LABEL | LEARN | Others | | MYKEY1 | MYKEY2 | MYKEY3 | MYKEY4 | HELP |

The FONTS soft key line:

| Edit | UNDBLK | BOLBLK | CLRBLK | Change | | SUB | SUPER | UNDER | BOLD | HELP |
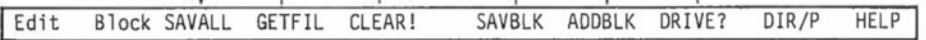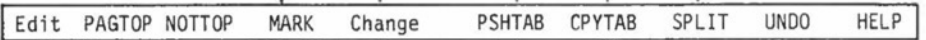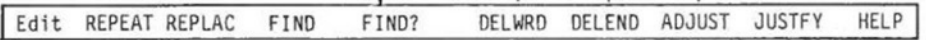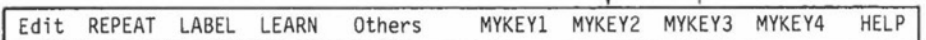
Fig. 5-5 - The IN:SCRIBE soft key lines.

5.8 EDIT LINE - MOVE TO OTHER SOFT KEY LINES

The EDIT soft key line is the main IN:SCRIBE (TM) soft key line. From it you can move to any of the other soft key lines. The selections are:

SELECTIONS

F1) Accesses the QUIT soft key line described in
     Section 5.9.

F2) Accesses the BLOCK soft key line described in
     Section 5.10.

F3) Accesses the FILES soft key line described in
     Section 5.11.

F4) Accesses the LINE soft key line described in
     Section 5.12.

F5) Accesses the CHANGE soft key line described
     in Section 5.13.

F6) Accesses the SETUP soft key line described in
     Section 5.14.

F7) Accesses the MYKEY soft key line described in
     Section 5.15.

F8) Accesses the FONTS soft key line described in
     Section 5.16.

F9) GOTO? allows an immediate jump to any line on
     any page in your document as described on
     Page II-126.

F10) HELP displays a screenful of information
     about editor functions available using the
     Ctrl key in conjunction with other keys.

Pressing Ctrl + F10 (HELP) at any time displays the soft key map (similar to that shown in Fig. 5-5 at left) for the IN:SCRIBE text editor.

GOTO? - Jump to a Specific Line.

DESCRIPTION

GOTO? is used to put the cursor at the front of a specific line on any page in a document, even if that page is currently not on the display screen.

USER INTERACTION

When you press the GOTO? key, IN:SCRIBE asks two questions on the top line of the screen:

> GOTO which page ?
> GOTO what line on page x?

STEP

1) Enter the number of the page on which the desired line appears. This is the number of page bars between the current cursor position and the desired line.

2) Press Rtn.

3) Enter the desired line number (from the top of the page).

4) Press Rtn.

The cursor will immediately be positioned at the requested page and line.

At any time, if you wish to cancel the GOTO?, press the Esc key twice. Your cursor will remain in its current position.

SEE ALSO

The PAGE? key on the SETUP soft key line is used to define the number of lines per page, and therefore the number of lines between page bars.

The EDIT soft key line:

| Quit | Block | Files | Line | Change | Setup | Mykey | Fonts | GOTO? | HELP |

The QUIT soft key line:

| Edit | | SAVDOC | | NOSAV! | | | | DIR/P | HELP |

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK   MOVBLK CPYBLK Fonts DELBLK HELP

The FILES soft key line:

Edit   Block SAVALL GETFIL CLEAR!   SAVBLK ADDBLK DRIVE? DIR/P   HELP

The LINE soft key line:

Edit PAGTOP NOTTOP   MARK   Change   PSHTAB CPYTAB SPLIT   UNDO   HELP

The CHANGE soft key line:

Edit REPEAT REPLAC   FIND   FIND?   DELWRD DELEND ADJUST JUSTFY HELP

The SETUP soft key line:

Edit   Block Files   Line   Change   TABS?   Mykey DRIVE? PAGE?   HELP

The MYKEY soft key line:

Edit REPEAT LABEL   LEARN   Others   MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK Change   SUB   SUPER   UNDER   BOLD   HELP

Fig. 5-6 - The QUIT soft key line.

5.9   QUIT LINE - QUIT EDITING AND RETURN TO DOS

The QUIT soft key line has three edit commands:

* Pressing F3 (SAVDOC) names and saves the file
  that is currently displayed on the screen.

* Pressing F5 (NOSAV!) erases all work done since
  the last save operation.

* Pressing F9 (DIR/P) displays the names of
  selected files on a diskette in either drive A
  or B of the Hyperion. It is similar to the DIR
  command available in DOS.

If you decide not to quit, you may continue editing by
pressing the Edit (F1) soft key.

SAVDOC - Save the Document, and Return to DOS

DESCRIPTION

SAVDOC saves your document into a diskette file, after asking you to enter or edit a filespec for the document.

WARNINGS

Once you have given a filename, SAVDOC will use the text on the screen to replace any diskette file which has the specified name. The original version of the file will be automatically copied into a file with the same name, but the extension .BAK.

Be sure to SAVDOC your document into permanent storage: a diskette in either drive A or drive B. Drive C is erased when you perform a system restart, or when you turn off the Hyperion.

USER INTERACTION

As soon as you press the SAVDOC key, IN:SCRIBE will ask you to enter or confirm the filespec to be used: Save to what disk file? This question, and your response, appear on the top line of the screen. If an output filespec is already known to IN:SCRIBE, it will offer that file as a suggested response. If none is known, you will have to type in the desired filespec.

STEP

```
1) Edit (Enter) the filespec, including  drivespec
   (A: or B:), and press Rtn.


                        OR


   Press  the  Esc  key  twice  to  cancel  the
   Quit-SAVDOC request.
```

If you press Esc twice, you will be left in the editor exactly where you left off. Press the Edit key (F1) to move to the EDIT soft key line.

SAVDOC Command (cont)

If you press Rtn, the document you have edited will be saved into the specified file. If the file already exists, it will first be automatically copied into a file with the same filename, but with the filename extension .BAK. This provides protection against destroying existing files. If the .BAK file already exists as well, you will be asked for permission to overwrite it (replace its contents).

SEE ALSO

The FILES soft key line (Section 5.11) allows you to save your document (SAVALL) and remain in the editor. The DIR/P key on this same Quit soft key line allows you to look up filenames on a diskette.

NOSAV! - Return to DOS without Saving the Document

DESCRIPTION

NOSAV! erases all work done since the last save operation, and returns the user to DOS. It first prompts for permission to discard your work.

WARNING

Any changes made in your document since the last save operation will not be saved: i.e. the file will remain as it was when it was first brought to the screen, or when it was last saved using the SAVALL key on the FILES soft key line.

USER INTERACTION

After you press the NOSAV! soft key, the system beeps and prompts: "Press DEL to discard and quit". Pressing the Del key gives the system permission to erase the copy on the screen and return to DOS. If you do not wish to erase the current copy, press any key to cancel the NOSAV! request.

STEP

```
1)  Press Del to discard the work  since  the  last
    SAVDOC, and to return to DOS;

                    OR

2)  Press any other key to continue editing.
```

If you decide not to discard your document, you may then press the Edit key (F1) to move to the EDIT soft key line.

SEE ALSO

The FILES soft key line (Section 5.11) allows you to discard your document (CLEAR!) and remain in the editor. You may then begin editing a new file, or use the GETFIL key to access another existing file.

DIR/P - Look up Filenames on a Diskette

DESCRIPTION

DIR/P allows you to view directory information from a diskette mounted in either Hyperion drive. Only selected groups of filespecs need be displayed if desired.

USER INTERACTION

As soon as you press the DIR/P key, IN:SCRIBE displays the DIR/P command on the top line of the screen.

> STEP
>
> | |
> |---|
> | 1) Edit (enter) a filespec including drivespec (A: or B:). You may use DOS wildcard characters (* and ?) to define a group of files to be looked up. |
> | 2) Press Rtn. |

The screen will clear temporarily, and IN:SCRIBE will list all files that match the drivespec/filespec combination you entered.

EXAMPLES

The drivespec and filespec A:*.TXT will list all files on the diskette in drive A that have the filename extension .TXT.

The drivespec and filespec B:LETTER??.* will list all files on the diskette in drive B that have filenames formed by the characters "L-E-T-T-E-R" and two more characters, and that have any filename extension.

SEE ALSO

The explanation of the DIR command in the DOS section of this manual provides more information about wildcarding and directories.

The EDIT soft key line:

| Quit | Block | Files | Line | Change | | Setup | Mykey | Fonts | GOTO? | HE |

The QUIT soft key line:

| Edit | | SAVDOC | | NOSAV! | | | | | DIR/P | HELP |

The BLOCK soft key line:

| Edit | DEFINE | Files | CANCEL | JMPBLK | | MOVBLK | CPYBLK | Fonts | DELBLK | HELP |

The FILES soft key line:

| Edit | Block | SAVALL | GETFIL | CLEAR! | | SAVBLK | ADDBLK | DRIVE? | DIR/P | HELP |

The LINE soft key line:

| Edit | PAGTOP | NOTTOP | MARK | Change | | PSHTAB | CPYTAB | SPLIT | UNDO | HELP |

The CHANGE soft key line:

| Edit | REPEAT | REPLAC | FIND | FIND? | | DELWRD | DELEND | ADJUST | JUSTFY | HELP |

The SETUP soft key line:

| Edit | Block | Files | Line | Change | | TABS? | Mykev | DRIVE? | PAGE? | HELP |

The MYKEY soft key line:

| Edit | REPEAT | LABEL | LEARN | Others | | MYKEY1 | MYKEY2 | MYKEY3 | MYKEY4 | HELP |

The FONTS soft key line:

| Edit | UNDBLK | BOLBLK | CLRBLK | Change | | SUB | SUPER | UNDER | BOLD | HELP |

Fig. 5-7 - The BLOCK soft key line.

5.10 <u>BLOCK</u> LINE - MANIPULATE BLOCKS OF TEXT

The BLOCK line has six edit commands:

* Pressing F2 (DEFINE) enables you to highlight
  portions of text as a 'block'.

* Pressing F4 (CANCEL) removes the highlighting
  from a block of text on the screen.

* Pressing F5 (JMPBLK) moves the cursor to the
  beginning of a defined block.

* Pressing F6 (MOVBLK) moves a block of text to a
  new location in the document.

* Pressing F7 (CPYBLK) copies a previously
  highlighted block to another location in the
  document.

* Pressing F9 (DELBLK) deletes the block of text
  presently highlighted, from the file.

Other block manipulation commands are available on the
FILES soft key line (SAVBLK, ADDBLK), and on the FONTS soft
key line (UNDBLK, BOLBLK, CLRBLK). For that reason, it is
possible to directly access those two soft key lines from the
BLOCK soft key line:

* Pressing F3 (Files) displays the FILES soft key
  line (Section 5.11).

* Pressing F8 (Fonts) displays the FONTS soft key
  line (Section 5.16).

DEFINE - Highlight a Block of Text

DESCRIPTION

DEFINE enables you to highlight portions of text as a "block", which may then be treated as a single entity.

WARNING

Only one block may exist at a time. Some actions, like DELBLK, are irreversible. A distinction is made between moving and copying a block of text.

USER INTERACTION

Pressing DEFINE once turns on the block definition mode. The "Defining BLock" status indicator is the indicator that a block of text is being defined. The block is defined through the action of the cursor: as it moves, the text it passes, whether word-by-word, line-by-line, or page-by-page, becomes part of the block. Material within the block is highlighted for easy identification. Pressing DEFINE again turns off the block definition mode. The "Block Defined" status indicator now appears on the prompt line, and will stay there as long as a defined block exists in the document.

SPECIAL NOTE

Pressing any other block-oriented key changes the status from Defining Block to Block Defined. In other words, as soon as you do something to a block, IN:SCRIBE assumes you have finished defining the complete block.

CANCEL - Unhighlight a Block of Text

DESCRIPTION

The CANCEL key "turns off" the definition of a block, as soon as it is pressed. No further block operations may be performed until a new block is defined. Note that the cursor may be anywhere in the document, not necessarily near the defined block, when the CANCEL key is pressed. The Block Defined message is cancelled along with the definition of the block.

JMPBLK - Go to a Block of Text

DESCRIPTION

The JMPBLK key moves the cursor to the beginning of a
defined block, as soon as it is pressed. This is used to
return to a defined block, when you have moved somewhere else
in the document. Of course, the block reappears on the screen
if necessary.

MOVBLK - Move a Block of Text

DESCRIPTION

The MOVBLK key moves a defined block to a new location
in the document, as soon as the MOVBLK key is pressed. The
block remains defined, at its new location. You must CANCEL
the block if its definition as a block is no longer useful.

WARNING

This operation does **not** copy the block to the new
location, but 'picks it up' and moves it to the new location.
It is simultaneously removed from its original location.

Using MOVBLK may realign the page tops for all
subsequent pages in your document. Check them, using the Pg
Up and Pd Dn keys.

USER INTERACTION

DEFINE the block first, then place the cursor where the
block is to be inserted. Press the MOVBLK key to move the
block to the cursor position. The document is automatically
adjusted to fill in where the block was, and to make room
where it will be. This affects the appearance of the document
at the original location, and at the new location.

SEE ALSO

The CHANGE soft key line (Section 5.13) offers two ways
of readjusting paragraphs that are left in an untidy state by
a block operation: ADJUST and JUSTFY.

CPYBLK - Copy a Block of Text

DESCRIPTION

The **CPYBLK** key makes a new copy of a defined block at the current cursor position. The block remains defined, at its original location. You must CANCEL the block if its definition as a block is no longer useful.

WARNING

Using CPYBLK may realign the page tops for all subsequent pages in your document. Check them, using the Pg Up and Pg Dn keys.

USER INTERACTION

DEFINE the block first, then place the cursor where a copy of the block is to be inserted. Simply press the CPYBLK key to copy the block into the new cursor position. The document is automatically adjusted to make room for the insertion. This affects the appearance of the document at the new location.

SEE ALSO

The CHANGE soft key line (Section 5.13) offers two ways of readjusting paragraphs that are left in an untidy state by a block operation: ADJUST and JUSTFY.

DELBLK - Delete a Block of Text

DESCRIPTION

DELBLK deletes a defined block, as soon as the DELBLK key is pressed.

WARNING

This is a single keystroke action, and is irreversible. IN:SCRIBE does not prompt you for permission to delete the block. It assumes you have gone to the trouble of defining this block specifically so that you can delete it from the document.

USER INTERACTION

DELBLK will delete the designated block, from anywhere in the document. The cursor does not have to be positioned near the block for this command to be effective.

The Defining Block or Block Defined status indicator disappears when the defined block is deleted from the document.

SEE ALSO

The LINE soft key line (Section 5.12) offers a DELLIN key to delete single lines from the document. This action is reversible using the UNDO key, and may therefore be preferable to the DELBLK function.

The EDIT soft key line:

| Quit | Block | Files | Line | Change | Setup | Mykey | Fonts | GOTO? | HELP |

The QUIT soft key line:

| Edit | SAVDOC | NOSAV! | | | | | DIR/P | HELP |

The BLOCK soft key line:

| Edit | DEFINE | Files | CANCEL | JMPBLK | MOVBLK | CPYBLK | Fonts | DELBLK | HELP |

The FILES soft key line:

| Edit | Block | SAVALL | GETFIL | CLEAR! | SAVBLK | ADDBLK | DRIVE? | DIR/P | HELP |

The LINE soft key line:

| Edit | PAGTOP | NOTTOP | MARK | Change | PSHTAB | CPYTAB | SPLIT | UNDO | HELP |

The CHANGE soft key line:

| Edit | REPEAT | REPLAC | FIND | FIND? | DELWRD | DELEND | ADJUST | JUSTFY | HELP |

The SETUP soft key line:

| Edit | Block | Files | Line | Change | TABS? | Mykey | DRIVE? | PAGE? | HELP |

The MYKEY soft key line:

| Edit | REPEAT | LABEL | LEARN | Others | MYKEY1 | MYKEY2 | MYKEY3 | MYKEY4 | HELP |

The FONTS soft key line:

| Edit | UNDBLK | BOLBLK | CLRBLK | Change | SUB | SUPER | UNDER | BOLD | HELP |

Fig. 5-8 - The FILES soft key line.

5.11 FILES LINE - ACCESS DISKETTE FILES

The FILES soft key line has seven edit commands:

* Pressing F3 (SAVALL) names and saves a file but
  does not return you to DOS, as the Quit-SAVDOC
  key does.

* Pressing F4 (GETFIL) inserts the contents of
  another file into the current file at the
  cursor position.

* Pressing F5 (CLEAR!) discards your current
  document and allows you to start with a clean
  slate. It does not return you to DOS.

* Pressing F6 (SAVBLK) saves the currently
  highlighted block of text into a diskette file.

* Pressing F7 (ADDBLK) appends the currently
  highlighted block of text onto the end of an
  existing file.

* Pressing F8 (DRIVE?) sets the drive used by
  IN:SCRIBE for all file reading and saving.

* Pressing F9 (DIR/P) displays the names of
  selected files on a diskette in drive A or B of
  the Hyperion. It is similar to the DIR command
  available in DOS.

Because two block manipulation commands are provided on
this soft key line, it is possible to directly access the
BLOCK soft key line from the FILES soft key line:

* Pressing F2 (Block) displays the BLOCK soft key
  line (Section 5.10).

SAVALL - Save the File and Continue to Edit

DESCRIPTION

SAVALL operates differently than the SAVDOC key on the QUIT soft key line. It saves the document in its present form into a diskette file, after asking you to enter or edit a filespec for the document. It then allows you to continue editing the document, whereas SAVDOC returns to DOS after saving the file.

WARNING

SAVALL does not make an automatic backup copy of files, as SAVDOC does. SAVALL simply asks for permission to overwrite (replace) the file with the current document contents.

USER INTERACTION

As soon as you press the SAVALL key, IN:SCRIBE will ask you to enter or confirm the filespec to be used: Save to what disk file? This question, and your response, appear on the top line of the screen. If an output filespec is already known to IN:SCRIBE, it will offer that file as a suggested response. If none is known, you will have to type in the desired filespec:

STEP

> 1) Edit (enter) the filespec, including drivespec
>   (A: or B:), and press Rtn.
>
>   OR
>
>   Press the Esc key twice to cancel the SAVALL
>   request.

If you press Esc twice, the document will not be saved into a diskette file. You can continue editing.

If you press Rtn, the document will be saved in its current form into the specified file. If the file already exists, you will be asked for permission to overwrite it (replace its contents).

SEE ALSO

The SAVDOC key on the QUIT soft key line (Section 5.9) allows you to save your document and immediately return to DOS. The DIR/P key on this same FILES soft key line allows you to look up filenames on a diskette.

GETFIL - Read a Diskette File into the Document

DESCRIPTION

GETFIL reads a diskette file into your document at the current cursor position. Any text in your document that was already in front of the cursor will be <u>above</u> the new file's text. Any text in your document that was beyond the cursor will be <u>below</u> the new file's text.

USER INTERACTION

Move the cursor to the place in your document where you want to insert the new diskette file's contents. As soon as you press the GETFIL key, IN:SCRIBE will ask you to enter or confirm the filespec to be used: Get from what disk file? This question, and your response, appear on the top line of the screen.

STEP

1) Edit (enter) the filespec; including drivespec (A: or B:), and press Rtn.   OR Press the Esc key twice to cancel the GETFIL request.

If you press Esc twice, the document will have no new file's text read into it. You can continue editing.

If you press Rtn, the contents of the named file will be read into your document.

If your document is currently empty, the first screenful of the text read in will be displayed after all of the GET file has been read from your diskette. If you GET a file into a non-empty document though, the new text will be inserted at the cursor position. As the text is inserted, it is displayed on the screen. This is to allow you to stop the GETFIL operation at any point.

After a getfil, the cursor is positioned at the bottom of the inserted file.

GETFIL Command (cont)

        Press **Ctrl + Brk** to stop the input of text into your
document, if the entire contents of the named diskette file
are not needed.

SEE ALSO

        The **DIR/P** key on this same FILES soft key line allows
you to look up filenames on a diskette.

        The CHANGE soft key line (Section 5.13) offers two ways
of readjusting paragraphs that are left in an untidy state by
a major insertion: ADJUST and JUSTIFY.

CLEAR! - Discard the Current Document but Continue Editing

DESCRIPTION

CLEAR! discards the current document, after asking for permission. You remain within IN:SCRIBE, and can start editing a new document.

WARNING

CLEAR! is the most destructive key in IN:SCRIBE. It completely discards your document. Any work done since the last SAVALL operation is lost. But any work previously saved to permanent (diskette) storage is safe.

USER INTERACTION

As soon as you press the CLEAR! key, IN:SCRIBE warns you with a beep and the prompt: "Press DEL to clear work from last SAVE." This question appears on the top of the screen.

STEP

```
1) Press the Del key to discard your document;

                        OR

   Press any other key to continue editing the
   document.
```

SEE ALSO

The NOSAV! key on the QUIT soft key line (Section 5.9) discards your document and returns you to DOS.

SAVBLK - Save Highlighted Block into a Diskette File

DESCRIPTION

SAVBLK saves a defined block of text into a diskette
file. The block remains defined until it is deleted (DELBLK
soft key) or cancelled (CANCEL soft key). (Both soft keys are
located on the BLOCK soft key line.)

WARNING

SAVBLK replaces the contents of the named file if it
already exists. It asks for permission first, however. Be
sure to save the block into permanent storage on a diskette,
by specifying drive A or drive B in front of the filespec.

USER INTERACTION

As soon as you press the SAVBLK key, IN:SCRIBE asks you
to enter or confirm the filespec to be used: Save to what disk
file? This question and your response appear on the top line
of the screen.

STEPS

```
1)  Edit (enter) the filespec, including  drivespec
    (A: or B:), and press Rtn;

                      OR

    Press the Esc key twice to  cancel  the  SAVBLK
    request.
```

If you press Esc twice, the block will not be saved into
any diskette file. It will remain defined, however.

If you press Rtn, a copy of the block will be saved into
the named file. If the named file already exists, you will be
asked for permission to overwrite it (replace its contents).
This protects you from accidentally writing on top of
important files. The block will remain defined in your
document.

SEE ALSO

The ADDBLK key on this same FILES soft key line allows
you to add a defined block of text to the end of a named
diskette file.

The DIR/P key on this same FILES soft key line allows
you to look up filenames on a diskette.

ADDBLK - Add Highlighted Block to Another File

DESCRIPTION

ADDBLK adds a defined block of text to the end of any diskette file. The block remains defined until it is deleted or cancelled using the DELBLK or CANCEL keys on the BLOCK soft key line.

WARNING

ADDBLK does not ask for permission before writing into a file you have named. It leaves the original contents of the file intact, and expands the file by adding the current defined block to the end of the named file.

USER INTERACTION

As soon as you press the ADDBLK key, IN:SCRIBE asks you to enter or confirm the filespec to be used: **Add to end of what file?** This question, and your response, appear on the top line of the screen.

STEP

1) Edit (enter) the filespec, including drivespec (A: or B:), and press Rtn;
OR
Press the **Esc** key twice to cancel the ADDBLK request.

If you press **Esc** twice, the block will not be added to the end of any diskette file. It will remain defined, however.

If you press **Rtn**, the block will be added to the end of the named file. The block will remained defined in your document.

SEE ALSO

The SAVBLK key on this same FILES soft key line is used to save a defined block into a named diskette file. The DIR/P key on this same FILES soft key line allows you to look up filenames on a diskette.

DRIVE? - Set Drive Used by IN:SCRIBE

DESCRIPTION

DRIVE? is used to tell IN:SCRIBE what drive to use for all file read and write operations (GETFIL, SAVALL, SAVBLK, ADDBLK), and for file lookups (DIR/P).

USER INTERACTION

When you press the DRIVE? key, IN:SCRIBE asks the following question on the top line of the screen:

STEP

```
1)  DIR, SAVE, and GET on what drive?

    Enter A, B, or C; and a colon (:), or Rtn;

                        OR

    Press the Esc key twice if you are no longer
    interested in specifying the read/write drive.
```

SPECIAL NOTE

The drive set using this DRIVE? command becomes the proposed drive for any file operation. It is always possible, when specifying the parameter (filespec) of a file operation, to override the proposed drive, by preceding the filespec by a drivespec (d:).

DIR/P - Look up Filenames on a Diskette

DESCRIPTION

DIR/P allows you to view directory information from a diskette mounted in either Hyperion drive. Only selected groups of filespecs need be displayed if desired.

USER INTERACTION

As soon as you press the DIR/P key, IN:SCRIBE displays the DIR/P command on the top line of the screen.

STEP

```
1)  Edit (enter) a filespec including drivespec (A:
    or B:).  You may use DOS wildcard characters (*
    and ?) to  define a group of files to be looked
    up.

2)  Press Rtn.
```

The screen will clear temporarily, and IN:SCRIBE will list all files that match the drivespec/filespec combination you entered.

EXAMPLES

The drivespec and filespec A:*.TXT will list all files on the diskette in drive A that have the filename extension .TXT.

The drivespec and filespec B:LETTER??.* will list all files on the diskette in drive B that have filenames formed by the characters "L-E-T-T-E-R" and two more characters, and that have any filename extension.

SEE ALSO

The explanation of the DIR command in the DOS section of this manual provides more information about wildcarding and directories.

The EDIT soft key line:

| Quit | Block | Files | Line | Change | | Setup | Mykey | Fonts | GOTO? | HEL |

The QUIT soft key line:

| Edit | | SAVDOC | | NOSAV! | | | | | DIR/P | HELP |

The BLOCK soft key line:

| Edit | DEFINE | Files | CANCEL | JMPBLK | | MOVBLK | CPYBLK | Fonts | DELBLK | HELP |

The FILES soft key line:

| Edit | Block | SAVALL | GETFIL | CLEAR! | | SAVBLK | ADDBLK | DRIVE? | DIR/P | HELP |

The LINE soft key line:

| Edit | PAGTOP | NOTTOP | MARK | Change | | PSHTAB | CPYTAB | SPLIT | UNDO | HELP |

The CHANGE soft key line:

| Edit | REPEAT | REPLAC | FIND | FIND? | | DELWRD | DELEND | ADJUST | JUSTFY | HELP |

The SETUP soft key line:

| Edit | Block | Files | Line | Change | | TABS? | Mykey | DRIVE? | PAGE? | HELP |

The MYKEY soft key line:

| Edit | REPEAT | LABEL | LEARN | Others | | MYKEY1 | MYKEY2 | MYKEY3 | MYKEY4 | HELP |

The FONTS soft key line:

| Edit | UNDBLK | BOLBLK | CLRBLK | Change | | SUB | SUPER | UNDER | BOLD | HELP |

Fig. 5-9 - The LINE soft key line.

5.12 <u>LINE</u> LINE - MODIFY EXISTING LINES

The LINE soft key line has seven edit commands:

* Pressing F2 (PAGTOP) creates a 'top-of-page' mark at the line containing the cursor.

* Pressing F3 (NOTTOP) cancels a 'top-of-page' mark at the line containing the cursor.

* Pressing F4 (MARK) marks the line containing the cursor so that you can quickly jump back to it using the Ctrl + Pg Up or Ctrl + Pg Dn functions.

* Pressing F6 (PSHTAB) inserts spaces between the cursor position and the next tab stop.

* Pressing F7 (CPYTAB) duplicates part of a previous line (delimited by cursor position and nearest tab setting) into the following line.

* Pressing F8 (SPLIT) splits all characters to the right of the cursor onto a new line created beneath the line containing the cursor.

* Pressing F9 (UNDO) reverses the action of previous edit commands. For instance, it can 'bring back' a line you have just deleted using the Ctrl + Del keys.

The most used IN:SCRIBE functions are on the LINE and CHANGE soft key lines. For this reason, it is possible to quickly move between these two soft key lines.

* Pressing F5 (Change) displays the CHANGE soft key line (Section 5.13).

PAGTOP - Force a Line to be the First Line of a Printed Page

DESCRIPTION

PAGTOP forces a 'top-of-page' in the document, at the line containing the cursor. This feature allows you to control where page breaks will occur when you print your document.

The other advantage of a forced page top is that you can insert or delete lines at will on previous pages, and be assured that the forced page will be unaffected.

A paging bar (double bars with tick marks) occurs naturally wherever a printed pageful of text ends. Normally, there are 66 lines per printed page, but you can modify this using the PAGE? key on the SETUP soft key line.

A forced page is identified by the special symbol (¶) at the left side of the paging bar.

WARNING

Forcing a new page at any point in your document may realign the page tops for all subsequent pages in the document. Check them, using the Pg Dn key to move directly to each page top.

USER INTERACTION

If you need to push the current line down from the top of page you have just set, use the upwards return (Ctrl + Rtn) function once to insert a new line <u>above</u> the current line. Then press Rtn as many times as necessary to push the first line of text down from the page top.

SEE ALSO

The NOTTOP key on this same LINE soft key line is used to remove a forced top of page.

The PAGE? key on the SETUP soft key line (Section 5.14) is used to tell IN:SCRIBE the number of lines per printed page your printer will produce.

NOTTOP - Erase Top-of-Page Mark

DESCRIPTION

NOTTOP removes a forced page top that was created using
the PAGTOP function.

WARNING

Using NOTTOP may realign the page tops for all
subsequent pages in the document. Check them using the Pg Dn
key to move directly to each page top.

USER INTERACTION

Move the cursor to line 1 of a forced page (immediately
beneath a paging bar with the special symbol (¶) at its left
side). Then press the NOTTOP key.

SEE ALSO

The PAGTOP key on this same LINE soft key line is used
to force a top of page at any given line in your document.

The PAGE? key on the SETUP soft key line (Section 5.14)
is used to tell IN:SCRIBE the number of lines per printed page
your printer will produce.

MARK - Mark a Line for Quick Return

DESCRIPTION

MARK is used to mark a line where the cursor is located, for quick return. You may need to get back to a particular portion of your document. A marked line 'intercepts' any Ctrl + Pg Up or Ctrl + Pg Dn (Top & Bottom of Document) command.

The last line that you have modified also behaves as though it were MARKed.

WARNING

Only one line can be marked. When you mark a new line, the old mark is erased.

No visual indication exists for marked lines.

PSHTAB - Push Text to Next Tab Stop

DEFINITION

PSHTAB inserts spaces between the cursor and the next tab stop, pushing all text on the line to the right.

USER INTERACTION

The cursor is positioned at the beginning of the text to be moved. Pressing PSHTAB moves the text to the next tab stop by inserting spaces until the character which was at the cursor position is at the tab stop. The cursor is also moved to the tab stop.

CPYTAB - Insert Text from Previous Line

DEFINITION

CPYTAB copies the text from the preceding to the current line, between the cursor position and the next tab stop.

WARNING

CPYTAB will replace any text on the current line between the cursor and the next tab.

USER INTERACTION

The cursor is positioned below the first character of the text to be copied. Pressing CPYTAB tells IN:SCRIBE to copy the preceding line until a tab stop is reached. Pressing CPYTAB a second time continues the copying process. If there are no tab stops, CPYTAB creates a duplicate of the entire preceding line.

SPLIT - Split a Line at the Cursor Position

DESCRIPTION

SPLIT splits an existing line of text into two lines: the text to the left of the cursor stays in the current line; the text to the right of the cursor is made into a new line immediately beneath. The cursor remains in the original line. This splitting allows you to insert text, such as a new sentence without having to use autoinsert (Ctrl + Ins).

SEE ALSO

Ctrl + Ins turns on (or off) "Auto-Insert Mode". This allows you to type new text. As you enter new text using autoinsert, the existing text is automatically pushed to the right. When it reaches the right margin, an automatic SPLIT is then performed to allow you to continue inserting.

UNDO - Re-build the Last Line Changed

DESCRIPTION

UNDO reverses the action of the last change or changes made to a line. If you delete a line you can get it back by pressing UNDO. If you change a word, you can change it back.

WARNING

UNDO can only remember the last few changes to a single line. If you delete a line, then add a word to another line, you will not be able to retrieve the deleted line.

The EDIT soft key line:

Quit   Block Files Line |Change| Setup Mykey Fonts GOTO? HE

The QUIT soft key line:

Edit   SAVDOC   NOSAV!   DIR/P HELP

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK   MOVBLK CPYBLK Fonts DELBLK HELP

The FILES soft key line:

Edit   Block SAVALL GETFIL CLEAR!   SAVBLK ADDBLK DRIVE? DIR/P HELP

The LINE soft key line:

Edit PAGTOP NOTTOP MARK   Change   PSHTAB CPYTAB SPLIT UNDO HELP

The CHANGE soft key line:

|Edit| |REPEAT| |REPLAC| |FIND| |FIND?| |DELWRD| |DELEND| |ADJUST| |JUSTFY| |HELP|

The SETUP soft key line:

Edit   Block Files Line |Change| TABS? Mykey DRIVE? PAGE? HELP

The MYKEY soft key line:

Edit REPEAT LABEL LEARN   Others   MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK |Change| SUB   SUPER UNDER BOLD HELP

Fig. 5-10 - The CHANGE soft key line.

5.13   CHANGE LINE - MODIFY EXISTING TEXT

The CHANGE soft key line has seven edit commands:

*   Pressing F2 (REPEAT)   followed by REPLACE,
     ADJUST or JUSTIFY repeats the same change
     throughout a whole file.

*   Pressing F3 (REPLAC) replaces one string of
     text with another.

*   Pressing F4 (FIND) locates a specific string of
     text established by FIND?, and positions the
     cursor at the beginning of the string.

*   Pressing F5 (FIND?) enables you to enter the
     text to be searched for, and the text that is
     to replace it.

*   Pressing F6 (DELWRD) deletes all characters
     from the cursor position to the beginning of
     the next word.

*   Pressing F7 (DELEND) erases all characters to
     the right of the cursor position, on the line
     that contains the cursor.

*   Pressing F8 (ADJUST) condenses text to fill
     page between left and right margins.

*   Pressing F9 (JUSTFY) condenses text to fill
     page between left and right margins, and
     inserts spaces to right justify the text.

REPEAT - Repeat a REPLAC, ADJUST or JUSTFY

DEFINITION

REPEAT causes the repetition of a **REPLAC**, **ADJUST** or JUSTFY operation. REPEAT must be immediately followed by the other soft key command.

USER INTERACTION

Pressing REPEAT is the first step of a two-step operation. REPEAT can only be used in conjunction with the **REPLAC**, **ADJUST** or **JUSTFY** key.

Following REPEAT with REPLAC tells IN:SCRIBE to continue the **REPLAC** operation until there are no more designated strings to be replaced. This "global replace" is applied to every occurrence of the specified string, between the cursor position and the end of the file.

When followed by an ADJUST all text after the cursor, to the end of the file, is adjusted to fit between the existing left and right margins.

When followed by a JUSTFY all text after the cursor, to the end of the file, is right justified against the right margin.

To stop a REPEATing function, you may press Ctrl + Brk. The cursor is moved to the end of the last text string that was replaced, or paragraph being adjusted/justified.

REPLAC - Replace String of Text

DEFINITION

REPLAC replaces one specific string of text with another. The string of text to be found, and its replacement, are set using the FIND? key.

USER INTERACTION

REPLAC may be used in conjunction with FIND. After FINDing a specified string of text, press REPLAC to replace that first string with another. Just pressing REPLAC at any point, though, causes an automatic FIND and REPLACE.

SEE ALSO

The string of text to be found, and its replacement, are set using the FIND? key on the SETUP soft key line (Section 5.14).

The **REPEAT** key adjacent to the REPLAC key may be used to request that all occurrences of the specified string be replaced.

FIND - Find a Specified String of Text

DEFINITION

FIND locates a specified string of text, and positions the cursor at the beginning of the string. The string of text to be found is set using the FIND? key on the SETUP soft key line (Section 5.14).

USER INTERACTION

Pressing FIND tells IN:SCRIBE to search your document for the specified string. When the string is found, the cursor is positioned at the beginning of the string, and the system waits for the next command.

FIND? - Set Strings of Text

DEFINITION

FIND? sets the string of text to be located by the FIND
key, and sets it replacement for use by the REPLAC key.

The find string may contain many words.   These   will be
located by the FIND or REPLAC even if the words are on
separate lines, or if they have more than one space between
them.

USER INTERACTION

When you   press FIND?,   IN:SCRIBE asks two questions on
the top line of the screen:

STEP

┌───┐
│ 1) FIND what text?   │
│   │
│   Enter and/or edit the   string of text that you   │
│   want both the FIND and REPLAC keys to locate.   │
│   Press Rtn.   │
│   │
│   OR   │
│   │
│   Press the Esc key twice if you are no longer   │
│   interested in setting strings.   │
│   │
│ 2) REPLACement text?   │
│   │
│   Enter and/or edit the string of text that you   │
│   want to replace the FIND string with, using the   │
│   REPLAC key. Press Rtn.   │
│   │
│   OR   │
│   │
│   Press the Esc key twice.   │
└───┘

SEE ALSO

The FIND and REPLAC keys use the FIND and REPLACement
strings you have set.

DELWRD - Delete a Word

DEFINITION

DELWRD deletes the word to the right of the cursor.

USER INTERACTION

The cursor is positioned at the beginning of the word which is to be removed. DELWRD is hit, and all characters from the cursor position to the beginning of the next word are erased.

DELEND - Delete Part of a Line

DEFINITION

DELEND erases from the cursor to the end of the line in which the cursor is positioned.

WARNING

DELEND erases a portion of the line of text on which the cursor is positioned. You may recover it using the UNDO key, but only before having made any other changes to your document.

USER INTERACTION

The cursor is placed at the beginning of the material to be erased. Pressing DELEND erases all text from the cursor position to the end of the line. The cursor remains at the position it occupied before the DELEND operation.   This position is now the end of the line.

SEE ALSO

Ctrl + Del (Delete word) may often be more convenient to use than DELEND as it is always available, regardless of which soft key line is currently displayed.

ADJUST - Format Text within Set Margins

DEFINITION

ADJUST reformats text between the left and right margins. It puts as many words as possible on each line, without violating the margins.

WARNING

ADJUST rolls all text between the cursor and the next blank line together (keeping spaces between words). Be sure there is a blank line at the end of the section of text you want to ADJUST.

USER INTERACTION

ADJUST will be used most often after new margins have been set. The cursor is positioned in the first line of the text to be reformatted and ADJUST is hit once. The text is reformatted, without justification, within the new margins. The action of ADJUST ends when a blank line is encountered.

SEE ALSO

The JUSTFY key on this CHANGE soft key line peforms the same function as ADJUST, but inserts spaces between words as needed to produce a straiqht (right-justified) right margin.

The ADJUST command is used together with the TAB? command, to set new margins and tab stops, and with the REPEAT command, to continue the adjusting to the end of the file.

JUSTFY - Format and Justify Text

DEFINITION

JUSTFY both formats text and justifies the right margin.

WARNING

JUSTFY rolls all text between the cursor and the next blank line together (keeping spaces between words). Be sure there is a blank line at the end of the section of text you want to JUSTFY.

USER INTERACTION

JUSTFY may be used to reformat text within new margins, or to justify the right margin of text within existing margins. For either goal, the procedure is to place the cursor on the first line of the text and press JUSTFY. This will format and right justify text until a blank line is encountered.

SEE ALSO

The ADJUST key on this CHANGE soft key line performs the same function as JUSTFY but does not insert spaces between words to right justify the text.

The JUSTFY command is used together with the TAB? command, to set new tab stops and margins, and with the REPEAT command, to automatically continue the operation to the end of the file.

The EDIT soft key line:

| Quit | Block | Files | Line | Change | Setup | Mykey | Fonts | GOTO? | HEL |

The QUIT soft key line:

| Edit | | SAVDOC | | NOSAV! | | | | DIR/P | HELP |

The BLOCK soft key line:

| Edit | DEFINE | Files | CANCEL | JMPBLK | MOVBLK | CPYBLK | Fonts | DELBLK | HELP |

The FILES soft key line:

| Edit | Block | SAVALL | GETFIL | CLEAR! | SAVBLK | ADDBLK | DRIVE? | DIR/P | HELP |

The LINE soft key line:

| Edit | PAGTOP | NOTTOP | MARK | Change | PSHTAB | CPYTAB | SPLIT | UNDO | HELP |

The CHANGE soft key line:

| Edit | REPEAT | REPLAC | FIND | FIND? | DELWRD | DELEND | ADJUST | JUSTFY | HELP |

The SETUP soft key line:

| Edit | Block | Files | Line | Change | TABS? | Mykey | DRIVE? | PAGE? | HELP |

The MYKEY soft key line:

| Edit | REPEAT | LABEL | LEARN | Others | MYKEY1 | MYKEY2 | MYKEY3 | MYKEY4 | HELP |

The FONTS soft key line:

| Edit | UNDBLK | BOLBLK | CLRBLK | Change | SUB | SUPER | UNDER | BOLD | HELP |

Fig. 5-11 - The SETUP soft key line.

5.14 <u>SETUP</u> LINE - MODIFY IN:SCRIBE SETTINGS

The SETUP soft key line has three edit commands:

* Pressing F6 (TABS?) sets tab stops and left and right margins.

* Pressing F8 (DRIVE?) sets the drive to be used in any file operations.

* Pressing F9 (PAGE?) sets the number of lines per page your printer produces, to define the number of lines between paging bars.

It is possible to access the following soft key lines from the SETUP line:

* Pressing F1 accesses the EDIT soft key line.

* Pressing F2 accesses the BLOCK soft key line.

* Pressing F3 accesses the FILES soft key line.

* Pressing F4 accesses the LINE soft key line.

* Pressing F5 accesses the CHANGE soft key line.

* Pressing F7 accesses the MYKEY soft key line.

TABS? - Set Tab Stops and Margins

DEFINITION

TABS? is used to put the cursor on a numbered tabs definition line, where margins and tab stops are defined.

WARNING

Always keep a right margin of at least one character wide. When the right of the screen is used as the right margin, the NO WRAP status indicator is displayed as a warning. Normal operation of IN:SCRIBE is changed: when a word being typed reaches the edge of the screen, it is not moved to the next line as usual. This '80-column' editing mode has been provided for the convenience of programmers, and should not normally be used.

USER INTERACTION

As soon as the TABS? key is pressed, a numbered 'tab-line' is displayed at the top of the screen. The cursor is positioned on that line, in the same column position it occupied within your document when you pressed TABS?.

You may move the cursor to the front of the tab-line by pressing the Home key, or to the end by pressing the End key. You may also move to left and right using the appropriate arrow keys on the cursor control keypad.

You may also:

*   Press the Tab key to set a tab stop at the cursor position. This leaves a period (.) as a marker.

*   Press any left bracket key to set a left margin at the cursor position. This leaves a double left angle bracket as a marker.

TABS? Command (cont)

* Press any right bracket key to set a right
  margin at the cursor position. This leaves a
  double right angle bracket as a marker.

* Press the Del key to remove a previously set
  tab stop or margin.

Note that when you define a new left or right margin, it
will not remove any previously set left or right margin. This
is a real convenience, as you can later remove an 'innermost'
margin, and have another immediately take effect. The
innermost margins are always the ones that are current.

When you are satisfied with your tab and margin
settings, press Rtn. The shaded areas at the left and right of
the screen will reflect the new margins, and 'paging bars'
will reflect all new tab stops. They show tab stops by tick
marks along their lower edges.

SEE ALSO

The Tab and Shift Tab keys are used to move right and
left, respectively, to a tab stop. The PSHTAB and CPYTAB keys
on the CHANGE soft key line (Section 5.13) also work with
current tab stop settings.

DRIVE? - Set Drive Used by IN:SCRIBE

DESCRIPTION

DRIVE? is used to tell IN:SCRIBE what drive to use for
all file read and write operations (GETFIL, SAVALL, SAVBLK,
ADDBLK), and for file lookups (DIR/P).

USER INTERACTION

When you press the DRIVE? key, IN:SCRIBE asks the
following question on the top line of the screen:

STEP

```
1)  DIR, SAVE, and GET on what drive?

    Enter A, B, or C; and a colon (:), or Rtn;

                        OR

    Press the Esc  key  twice  if you are no longer
    interested in specifying the read/write drive.
```

SPECIAL NOTE

The drive set using this DRIVE? command becomes the
proposed drive for any file operation. It is always possible,
when specifying the parameter (filespec) of a file operation,
to override the proposed drive, by preceding the filespec by a
drivespec (d:).

PAGE? - Set lines per page on your printer.

DESCRIPTION

PAGE? is used to tell IN:SCRIBE how many lines per printed page your printer produces.

Most printers print 6 lines per inch on 11 inch paper, or 66 lines per page. This is the page length that IN:SCRIBE will assume until you tell it otherwise.

This value is not used by IN:SCRIBE in any way except to decide where to display 'paging bars'. These bars are your visual indication of where page breaks will occur when you print your document.

Knowing where a page begins and ends, you will be able to ensure no paragraphs are cut in half, type page numbers and so on.

USER INTERACTION

When you press the PAGE? key, IN:SCRIBE asks two questions on the top line of the screen:

STEP

```
1)  Printer: Lines per inch?

    Enter and/or edit the number of  lines per inch
    that your  printer  produces.   This  value  is
    normally 6 or 8.  Press Rtn.

                       OR

    Press the Esc key twice if  you  are  no longer
    interested in setting the page length.
```

PAGE? Command (cont)

STEP

```
┌─────────────────────────────────────────────────────┐
│ 2)  Printer: Inches per page?                       │
│                                                      │
│     Measure a  page of the paper your printer uses. │
│     Typical lengths are  11 inches, 14 inches and 8 │
│     1/2 inches.   Enter  and/or  edit  the  correct │
│     number in decimal form (e.g.  8.5),  and  press │
│     Rtn.                                             │
│                                                      │
│                         OR                           │
│                                                      │
│     Press the Esc key twice.                        │
└─────────────────────────────────────────────────────┘
```

The Hyperion then calculates the page size (inches x lines per inch).

SEE ALSO

The PAGTOP and NOTTOP keys on the LINE soft key line are used to force or 'unforce' top of page marks.   At all other times, IN:SCRIBE inserts top of page marks automatically every 'n' lines, where n is the number of lines per inch times the number of inches per page (e.g. an 11-inch page times 6 lines per inch produces a top of page mark every 66 lines).

The EDIT soft key line:

Quit   Block Files   Line   Change   Setup   Mykey   Fonts   GOTO?   HE

The QUIT soft key line:

Edit   SAVDOC   NOSAV!   DIR/P   HELP

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK   MOVBLK CPYBLK Fonts DELBLK   HELP

The FILES soft key line:

Edit   Block SAVALL GETFIL CLEAR!   SAVBLK ADDBLK DRIVE? DIR/P   HELP

The LINE soft key line:

Edit PAGTOP NOTTOP   MARK   Change   PSHTAB CPYTAB SPLIT   UNDO   HELP

The CHANGE soft key line:

Edit   REPEAT REPLAC   FIND   FIND?   DELWRD DELEND ADJUST JUSTFY HELP

The SETUP soft key line:

Edit   Block Files   Line   Change   TABS?   Mykey DRIVE? PAGE?   HELP

The MYKEY soft key line:

Edit REPEAT LABEL LEARN Others   MYKEY1 MYKEY2 MYKEY3 MYKEY4   HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK Change   SUB   SUPER   UNDER   BOLD   HELP

Fig. 5-12 - The MYKEY soft key line.

5.15 <u>MYKEY</u> LINE - STORING A SEQUENCE OF EDIT COMMANDS

The MYKEY soft key line has seven edit commands:

* Pressing F2 (REPEAT) is used together with a
  MYKEY command to repeat the series of
  instructions stored under the MYKEY throughout
  the current file.

* Pressing F3 (LABEL) assigns a label of up to 6
  characters to any MYKEY, to be displayed on the
  MYKEY soft key line at the bottom of the
  screen.

* Pressing F4 (LEARN) enables you to associate up
  to 200 keystrokes with each MYKEY. The 200
  keystrokes can contain both text and edit
  commands.

* Pressing F6 to F9 (MYKEY1 to MYKEY4) initiates
  whatever edit instructions have been stored
  under the particular MYKEY.

It is possible to access the following soft key line and
soft keys from the MYKEY line:

* Pressing F1 accesses the EDIT soft key line.

* Pressing F5 (Other) accesses the other four
  MYKEYs: MYKEY5 to MYKEY8 on softkey labels F6
  to F9.

REPEAT - Repeat a MYKEY

DEFINITION

REPEAT causes the repetition of the series of keystrokes stored in a MYKEY.

REPEAT must be immediately followed by a MYKEY (F6...F9).

USER INTERACTION

Pressing REPEAT is the first step of a two-step operation. REPEAT can only be used in conjunction with a MYKEY (F6...F9).

Following REPEAT with a MYKEY tells IN:SCRIBE to repeat the sequence of keystrokes stored in the MYKEY until the end of the document is reached.

To stop a REPEATing MYKEY, you may press Ctrl + Brk.

LABEL - Label a Customized IN:SCRIBE Operation (MYKEY).

DEFINITION

LABEL is used to give a soft key label to MYKEY1 through
MYKEY8. These soft key labels (like all soft key labels used
on the Hyperion) may be a maximum of 6 keystrokes.

USER INTERACTION

STEP

```
1)  Press F3 (LABEL) to  start the label definition
    process.

2)  Press the  MYKEY  to be labelled (F6...F9), or
    first press F5 (Other)  to access  MYKEY5  to
    MYKEY8.

    You are prompted at the top of the  screen with
    the statement:

                Enter new label for MYKEYn

3)  Type in up to 6 characters to form the label.

4)  Press F3 or the specified MYKEY again.
```

SEE ALSO

The LEARN key on this same MYKEY soft key line is used
to actually define what a MYKEY (F6...F9) will do. LABEL only
defines a soft key label to be used as a memory aid.

LEARN - Assign Edit Instructions to a MYKEY

DEFINITION

LEARN is used to teach IN:SCRIBE a commonly performed sequence of up to 200 keystrokes. The keystrokes are taught into a soft key (F6...F9) on the MYKEY soft key line. The keystrokes can then be 'replayed' at any time by simply pressing the appropriate soft key.

WARNING

A LEARNed series of IN:SCRIBE commands, when replayed, can produce surprising results. This powerful feature should be used only after practice with simple LEARNed sequences, and only after you are completely comfortable with IN:SCRIBE.

Only 200 keystrokes may be entered into a MYKEY. If you have not finished the LEARN before 200 keystrokes, the LEARN is automatically cancelled!

USER DESCRIPTION

STEP

1) Press F4 (LEARN) to start the LEARNing process. The message 'Learning' appears on the top line of the screen.

2) Press the MYKEY (F6...F9) into which the key sequence is to be stored.

3) Enter the desired keystrokes. Note that any commands you enter will be performed as well as being learned. This allows you to visually confirm that the keystrokes you are entering will have the desired effect.

4) Before you have entered 200 keystrokes, get back to the MYKEY soft key line and press F4 (LEARN), or the MYKEY being learned, a second time.

The MYKEY sequence can now be replayed by simply pressing the appropriate soft key. If this learned sequence is of real value, you should LABEL it for future reference.

Note that a LEARNed mykey sequence, and its LABEL, are automatically stored by IN:SCRIBE. They are available in subsequent edit sessions until you LEARN a new sequence into the same MYKEY.

LEARN Command (cont)

SEE ALSO

The LABEL and REPEAT keys on this same MYKEY soft key
line provide enhanced capability to a LEARNed mykey.

MYKEY1 to MYKEY8 - Initiate a MYKEY Edit Command Sequence

DEFINITION

MYKEYs are eight 'blank' keys which can store and replay
up to 200 keystrokes each.

WARNING

A LEARNed series of IN:SCRIBE commands, when replayed,
can produce surprising results. This powerful feature should
be used only after practice with simple LEARNed sequences, and
only after you are completely comfortable with IN:SCRIBE.

USER INTERACTION

A MYKEY has a sequence of keystrokes stored in it.
Pressing the MYKEY causes this sequence to be re-entered. The
sequence stored in the MYKEY is subject to the same formats
and constraints as any other sequence of keystrokes.

You may interrupt the execution of the LEARNed keystroke
sequence by pressing Ctrl + Brk.

SEE ALSO

The LEARN key is used to store the sequence of
keystrokes into a MYKEY. The LABEL key is used to assign a
soft key label to a MYKEY. The REPEAT key is used to cause a
MYKEY sequence to be re-executed until the end of the
document. All of these keys are on this same MYKEY soft key
line.

The EDIT soft key line:

Quit   Block Files   Line   Change   Setup   Mykey Fonts   GOTO?   HELP

The QUIT soft key line:

Edit   SAVDOC   NOSAV!   DIR/P   HELP

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK   MOVBLK CPYBLK Fonts DELBLK   HELP

The FILES soft key line:

Edit   Block SAVALL GETFIL CLEAR!   SAVBLK ADDBLK DRIVE? DIR/P   HELP

The LINE soft key line:

Edit PAGTOP NOTTOP   MARK   Change   PSHTAB CPYTAB SPLIT   UNDO   HELP

The CHANGE soft key line:

Edit REPEAT REPLAC   FIND   FIND?   DELWRD DELEND ADJUST JUSTFY HELP

The SETUP soft key line:

Edit   Block Files   Line   Change   TABS?   Mykey DRIVE? PAGE?   HELP

The MYKEY soft key line:

Edit REPEAT LABEL   LEARN Others   MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK Change   SUB   SUPER   UNDER   BOLD   HELP

Fig. 5-13 - The FONTS soft key line.

5.16 <u>FONTS</u> LINE - SPECIFYING TYPE FONTS

The FONTS soft key line has seven edit commands, used to set the type fonts of blocks or characters in a document:

* Pressing F2 (UNDBLK) underlines the defined block of text.

* Pressing F3 (BOLBLK) boldfaces the defined block of text.

* Pressing F4 (CLRBLK) removes all special fonts from the block of text.

* Pressing F6 (SUB) subscripts the character at the cursor.

* Pressing F7 (SUPER) superscripts the character at the cursor.

* Pressing F8 (UNDER) underlines the character at the cursor.

* Pressing F9 (BOLD) boldfaces the character at the cursor.

Although there are three block-oriented commands on this soft key line, there is no explicit reference to the BLOCK soft key line. This is because pressing any of these three keys automatically redisplays the BLOCK soft key line.

It is possible to directly access the CHANGE soft key line however:

* Pressing F5 displays the CHANGE soft key line (Section 5.12).

UNDBLK - Underline a Block of Text

DEFINITION

UNDBLK underlines all of the text in the currently defined block, and immediately displays the Block soft key line. The block remains defined until it is deleted (DELBLK) or undefined (CANCEL).

WARNING

The entire block will be underlined with this command. Make sure that you are not underlining more text than you require.

Any text in the block that is already underlined will have the underlines removed by this UNDBLK operation.

SEE ALSO

The UNDER key is used to underline text on a character by character basis. The CLRBLK key is used to remove all special fonts (including underlines) from a block. Both of these keys are on this same FONTS soft key line.

BOLBLK - Boldface a Block of Text

DEFINITION

BOLBLK boldfaces all of the text in the currently defined block, and immediately displays the BLOCK soft key line. The block remains defined until it is deleted (DELBLK) or cancelled (CANCEL).

WARNING

BOLBLK boldfaces all text within the block. Be sure that you are not boldfacing more text than you require.

Any text in the block that is already boldfaced will have its boldfacing removed by this BOLBLK operation.

SEE ALSO

The BOLD key is used to boldface text on a character by character basis. The CLRBLK key is used to remove all special fonts (including boldfacing) from a block. Both of these keys are on this same FONTS soft key line.

CLRBLK - Remove Fonts from Block

DEFINITION

CLRBLK removes any special fonts it finds in a defined block, and immediately displays the Block soft key line. The block remains defined until it is deleted (DELBLK) or undefined (CANCEL).

WARNING

All special fonts that are present in the block will be removed with this command. This is not reversible except by going back and redefining the special fonts.

SPECIAL NOTE

It is very easy to strip all special fonts from a complete file using the CLRBLK key.

STEP

1) Use Ctrl + Pg Up to position the cursor at the top of the document.

2) Press the DEFINE key on the Block soft key line.

3) Use Ctrl + Pg Dn to move the cursor to the bottom of the document, defining the entire document as a block.

4) Press the CLRBLK key on the FONTS soft key line to remove all fonts from the document.

5) Press the CANCEL key on the BLOCKS soft key line to undefine the block.

SUB - Subscript a Character

DEFINITION

SUB immediately subscripts the character at the cursor.

WARNING

SUB is a repeating key that will continue to subscript characters while it is held down.

Any character that has already been subscripted will be unsubscripted by the SUB key.

SUPER - Superscript a Character

DEFINITION

SUPER immediately superscripts the character at the cursor.

WARNING

SUPER is a repeating key that will continue to superscript characters while it is held down.

Any character that has already been superscripted will be unsuperscripted by the SUPER key.

UNDER - Underline a Character

DEFINITION

UNDER immediately underlines the character at the cursor.

WARNING

UNDER is a repeating key that will continue to underline characters while it is held down.

Any character that has already been underlined will have the underlining removed by the UNDER key.

BOLD - Boldface a Character

DEFINITION

BOLD immediately boldfaces the character at the cursor.

WARNING

BOLD is a repeating key that will continue to boldface characters while it is held down.

Any character that has already been boldfaced will have the boldfacing removed by the BOLD key.

5.17 ALPHABETIC SUMMARY OF EDIT COMMANDS

The edit commands available in IN:SCRIBE (TM) are:

```
-------------------------------------------------------------
IN:SCRIBE COMMAND                                       PAGE
-------------------------------------------------------------
```

Command	Description	Page
ADDBLK	Adds highlighted block of text to another diskette file.	II-147
ADJUST	Formats text.	II-166
BOLBLK	Boldfaces a block of text.	II-185
BOLD	Boldfaces a character.	II-188
CANCEL	Undefines a block of text.	II-136
CLEAR!	Discards a document to allow work on a new document.	II-145
CLRBLK	Removes special type fonts from a defined block.	II-186
CPYBLK	Copies a defined block of text.	II-155
CPYTAB	Inserts text from previous line.	II-163
DEFINE	Highlights block of text.	II-136
DELBLK	Deletes block of text.	II-139
DELEND	Deletes part of a line of text.	II-165
DELWRD	Deletes a word of text.	II-164
DIR/P	Looks up filenames on a diskette.	II-133
DRIVE?	Sets the drive for file reading and saving.	II-173
FIND	Finds a string of text.	II-162
FIND?	Sets a string of text to be found, and its replacement.	II-163
GETFIL	Reads another diskette file into current document.	II-143
GOTO?	Jumps to a specific line within current document.	II-126
HELP	Displays an explanation of IN:SCRIBE keys.	II-125
JMPBLK	Moves cursor to beginning of a defined text block.	II-137
JUSTFY	Formats and right justifies text.	II-167
LABEL	Labels a MYKEY.	II-179
LEARN	Stores a sequence of keystrokes in a MYKEY.	II-180
MARK	Marks a line for quick return.	II-154
MOVBLK	Moves block of text.	II-137
MYKEY	Replays a sequence of keystrokes stored in a MYKEY.	II-181
NOSAV!	Exits to DOS without saving document.	II-132

```
-------------------------------------------------------------
```

Summary of Edit Commands (cont)

```
-----------------------------------------------------------
IN:SCRIBE COMMAND                                   PAGE
-----------------------------------------------------------

NOTTOP       Removes forced top-of-page
               mark from file.                       II-153
PAGE?        Sets printed lines per page.            II-174
PAGTOP       Inserts forced top-of-page mark
               into file.                            II-152
PSHTAB       Pushes text to next tab stop.           II-162
REPEAT       Initiates a repeated REPLAC
               or MYKEY command.                     II-160
REPLAC       Replaces a character string.            II-161
SAVALL       Saves document into a diskette file
               and allows continued editing.         II-142
SAVBLK       Saves defined block of text into
               a diskette file.                      II-146
SAVDOC       Saves document into a diskette file
               and exits to DOS.                     II-130
SPLIT        Splits a line of text into two.         II-156
SUB          Subscripts a character.                 II-187
SUPER        Superscripts a character.               II-187
TABS?        Sets tab stops and margins.             II-170
UNDBLK       Underlines a block of text.             II-184
UNDER        Underlines a character.                 II-188
UNDO         Undoes previous edit command.           II-157

-----------------------------------------------------------
```

The other edit commands available are via the keyboard keys:

```
-----------------------------------------------------------
Brk          Interrupts a command.                   II-117
Ctrl + Rtn   Inserts a line above.                   II-118
Ctrl + Ins   Turns on/off Auto-Insert.               II-115
Ctrl + Del   Deletes a word.                         II-115
Del          Deletes a character.                    II-114
Esc          Allows entry of ASCII code.             II-121
Ins          Inserts a space.                        II-114
Rtn          Inserts a line below.                   II-119
Rub Out      Deletes previous character.             II-119

-----------------------------------------------------------
```

Part II

Section 6

THE COMMUNICATIONS MANAGEMENT SYSTEM - IN:TOUCH (TM)

Section 6

THE COMMUNICATIONS MANAGEMENT SYSTEM - IN:TOUCH (TM)

6.1   INTRODUCTION

IN:TOUCH (TM) provides you with a dynamic communications tool which makes and manages both voice and data telephone calls. You create and maintain a personal telephone directory (known as your dialer file) which you may use to dial calls automatically. In addition, you may speed-dial up to 40 of the stored numbers with a single keystroke.

How IN:TOUCH Keeps You In Touch

Simply plug any standard telephone into your Hyperion, and plug your Hyperion's telephone connector into the wall jack (Fig. 6-1). The telephone may be used in the normal manner at all times. However, when using IN:TOUCH, you may also dial calls using the Hyperion's numeric keypad, or you may use the automatic dialing feature to call numbers stored in your dialer file.

The dialer file is your personal telephone directory, stored on a diskette. The dialer file can contain as many numbers as the diskette will hold. Also available are four "speed dialers", each containing up to ten numbers from the main dialer file. Calls to these numbers may be dialed using a single keystroke. In addition, you may re-dial the last number dialed by pressing a single key.

Call dialing is monitored through the adjustable-volume speaker built into the Hyperion. It is not necessary to lift the telephone receiver unless, or until, the called party answers.

Data calls are directed through the built-in, fully-programmable modem; or, when a standard telephone jack is unavailable, through optional acoustic cups. You may also "teach" your Hyperion how to sign on to a data service, and later direct it to execute the "learned" sequence one line at a time.
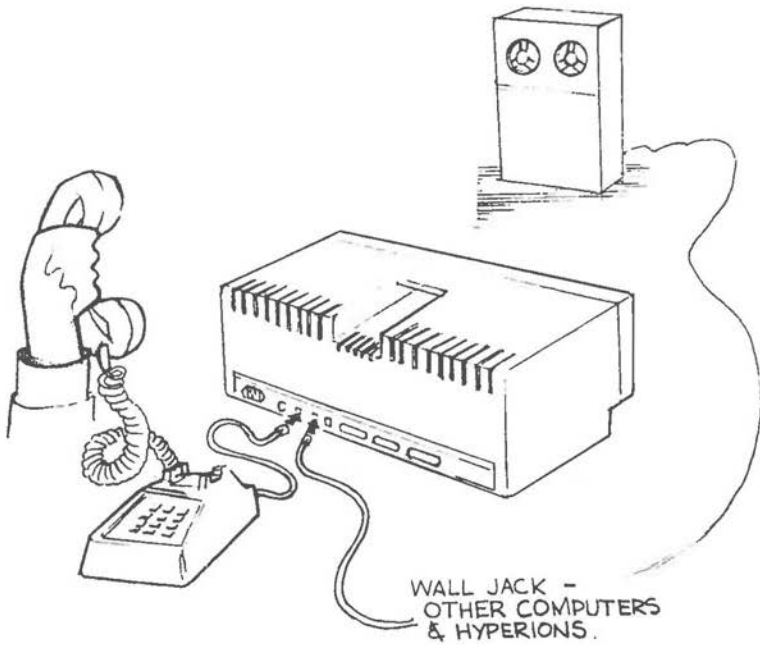
Fig. 6-1 - Connecting the Hyperion to the telephone network.

Accessing IN:TOUCH from DOS

STEP

> 1) Insert your IN:TOUCH diskette, if necessary.
>
> 2) Press the PHONE soft key (F6) from the DOS soft
>   key line. This enters the command PHONE onto
>   the screen and immediately executes it.

NOTE: You may find it useful to create a special
diskette containing only IN:TOUCH programs. Your dialer file
is currently stored on the same diskette as the IN:TOUCH
software, and if other software (i.e., IN:SCRIBE, DOS) is also
present, the space available for your dialer file is
correspondingly reduced. See COPY (page II-69) for details on
how to copy files from one diskette to another. All IN:TOUCH
files begin with the characters "PHONE.".

To and From DOS

The PHONE command, described above, loads the IN:TOUCH
software from the master diskette (or copy) into the
Hyperion's internal memory. Once this is done, the screen
shown in Fig. 6-2 (Page II-196) appears. The first IN:TOUCH
soft key line, the MAIN soft key line, is displayed at the
bottom of the screen. You are now ready to begin working with
your dialer file or dialing telephone calls.

When you are through using IN:TOUCH, pressing the
appropriate soft key returns you to DOS.

STEP

> 1) Press the DOS soft key (F1) from the MAIN soft
>   key line. The prompt, "Are you sure?", appears
>   on the left of the soft key line.
>
> 2) Press the YES soft key (F6) to exit to DOS.

Pressing the NO soft key, or the Esc key, returns you to
the MAIN soft key line.

Entering IN:TOUCH Commands

IN:TOUCH commands are normally entered via the soft keys. You need not press Rtn after any command; pressing the soft key immediately executes the command. No parameters are required for any of the commands.

Occasionally, the system prompts you for further action before it executes a command. This prevents accidental execution of commands which have permanent effects on your dialer file. For example, IN:TOUCH asks "Are you sure?" before deleting a dialer file entry. You must answer "YES", in order for the command to be carried out.

If you mistakenly execute a command which moves you to an unwanted screen and soft key line, there are two possible ways to reverse your action: pressing soft key F1 or pressing the Esc key.

On many IN:TOUCH screens, soft key F1 is used to return to a specific soft key line. In fact, it is ultimately used to return to DOS.

The Esc key is your means of cancelling many IN:TOUCH commands or of "escaping" from the current screen and soft key line. The soft key line to which you return varies depending on the current soft key line.

When soft key F1 is labelled SAVE or SET, it may be preferable to use the Esc key to leave an unwanted screen. If you press SAVE or SET, you save any changes you made between entering and leaving that screen. If you press the Esc key, any changes you made while on that screen are ignored.

Organization of this Section

This reference section is organized to present IN:TOUCH
in terms of the functions it can perform:

*   The display screen is described in <u>Section 6.2</u>.

*   Use of special keyboard keys is described in <u>Section
    6.3</u>.

*   Control of cursor movement is covered in <u>Section
    6.4</u>.

*   The soft key lines are described in general in
    <u>Section 6.5</u>.

*   The characteristics of the main dialer file are
    covered in <u>Section 6.6</u>.

*   Creation and modification of dialer file entries are
    covered in <u>Section 6.7</u>.

*   Creation and modification of speed dialers are
    covered in <u>Section 6.8</u>.

*   The various methods of dialing a telephone call are
    described in <u>Section 6.9</u>.

*   The particular requirements for dialing and managing
    data calls are covered in <u>Section 6.10</u>.

*   And, <u>Section 6.11</u> is a quick reference to the
    IN:TOUCH soft key lines.

```
┌─────────────────────────────────────────────────────────────────┐
│  ┌──────────────────────────────────────────────────────────┐   │
│  │ PHONE:"              "  Modem    Voice  Tone      00:00:00 │   │
│  └──────────────────────────────────────────────────────────┘   │
│    Current #: __                                                  │
│    Previous #:                                                    │
│  ┌──────────────────────────────────────────────────────────┐   │
│  │                                                            │   │
│  └──────────────────────────────────────────────────────────┘   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│   ┌───┐ ┌──────┐┌─────┐┌──────┐┌─────┐        ┌───┐┌───┐┌───┐┌───┐┌────┐ │
│   │DOS│ │Dialer││Srvice││LAST_#││SPKR │ 12:10  │SD1││SD2││SD3││SD4││HELP│ │
│   └───┘ └──────┘└─────┘└──────┘└─────┘        └───┘└───┘└───┘└───┘└────┘ │
└─────────────────────────────────────────────────────────────────┘
```
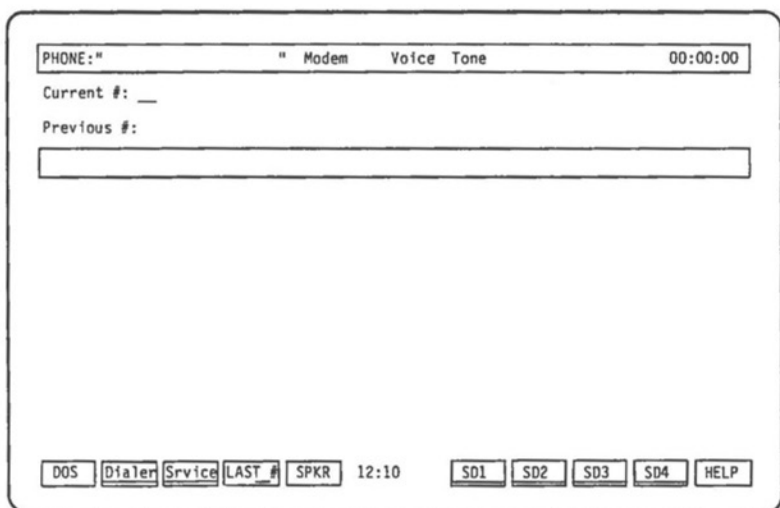
Fig. 6-2 - The main IN:TOUCH display screen.

6.2   THE IN:TOUCH SCREENS

Main IN:TOUCH Screen

The main IN:TOUCH screen (Fig. 6-2) displays information pertaining to the current telephone call, or the current dialer file entry:

* The highlighted line at the top of the screen displays:

    - the name associated with the telephone number currently being dialed or currently connected (labelled "PHONE:").
    - three status indicators: the current direction of the telephone signal (Modem, Acoustic coupler, or Serial port); the call type of the current telephone call (Voice or Data); and the type of dialing currently in effect (Tone or Pulse).
    - an elapsed time monitor.

* The remainder of the screen is divided into two portions by a shaded horizontal line. This is the search line. When performing a dialer file search, the text string being sought is displayed here.

* Two lines are displayed above the search line:

    - the line labelled "Current #:" contains the number which is currently being dialed or which is currently connected.
    - the line labelled "Previous #:" contains the last number dialed.

* From time to time, all or part of the information above the search line will disappear. This occurs to allow extra display space for certain screens (HELP information, for example). When the extra space is no longer required, the information above the search line reappears unchanged.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────────────────────────┐ │
│ │PHONE:"                    "                                                │ │
│ └───────────────────────────────────────────────────────────────────────────┘ │
│                                                                               │
│                Baud Rate:  110  150  ▢300▢  600  1200  2400  4800  9600  19200 │
│                   Parity:  Odd  Even  (None)                                  │
│               Data Bits:  (7) 8                                               │
│               Stop Bits:  (1) 2                                               │
│                  Duplex:  (Full) Half                                         │
│    Local Auto Line Feed:  (No) Yes                                            │
│            Hold Request:  (None) XOFF-13H  Single-__H  Double-__H             │
│          Resume Request:  (None)  XON-11H  Single-__H  Double-__H             │
│           Abort Request:  (None)  EOT-03H  Single-__H  Double-__H             │
│       Deletions:  First:  (None) NULL-00H  Single-__H                         │
│                  Second:  (None) XOFF-13H  Single-__H                         │
│                   Third:  (None)  XON-11H  Single-__H                         │
│          Host Enter Key:  (CR-0DH) LF-0AH  Single-__H                         │
│          Number of Nulls: 00                                                  │
│                                                                               │
│                                                                               │
│   ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐       ┌───┐ ┌───┐ ┌───┐ ┌───┐ ┌──────┐ │
│   │ SET │ │←← │ │→→ │ │↑↑ │ │↓↓ │ 12:12 │   │ │   │ │   │ │   │ │ HELP │ │
│   └─────┘ └─────┘ └─────┘ └─────┘ └─────┘       └───┘ └───┘ └───┘ └───┘ └──────┘ │
└─────────────────────────────────────────────────────────────────────────────┘
```

Fig. 6-3 - The MODEM screen and soft key line,
one of the specialized IN:TOUCH display screens.

* Between the search line and the soft key label
  line is an area called the dialer "window".
  Initially, this is blank.   However, when the
  DIALER soft key line is in use, up to 13 lines
  of the dialer file are visible in this window.

* The line of highlighted boxes at the bottom of
  the screen is, as in DOS and IN:SCRIBE, the
  soft key line.   In IN:TOUCH, the soft key line
  contains dialing comands, dialer file editing
  commands, and block cursor control keys.
  Pressing the appropriate soft key, F1 to F10,
  immediately executes the command shown in the
  corresponding soft key label. Soft keys are
  normally the only means of entering IN:TOUCH
  commands.

Other IN:TOUCH Screens

This summarizes the characteristics of the main IN:TOUCH
display screen. There are other IN:TOUCH screens which are
specialized for certain tasks. These are illustrated with the
descriptions of IN:TOUCH functions which follow.
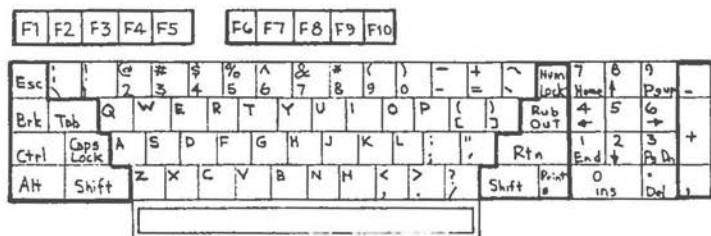
Fig. 6-4 - The Hyperion keyboard, showing the special keys.

6.3   SPECIAL KEYS USED WITHIN IN:TOUCH

The Hyperion keyboard is your means of inputting dialer
entries. The special keys (shown in Fig. 6-4) enter the
commands which modify or dial those entries. Some special
keys enhance and/or alter the functions of other keys.

The special keys are gathered in three groups: to the
left, to the right, and above the alphanumeric section of the
keyboard.

KEY   FUNCTION

Above the Alphanumeric Keyboard

F1 to F10 (The Soft Keys) These keys are normally the only
          means of entering IN:TOUCH commands.   The command
          performed depends on the soft key label   line
          displayed at the bottom of the screen. To enter a
          command, press the soft key which corresponds to the
          appropriate label. Entering a command may cause a
          dialing or editing operation to take place, and/or a
          new set of soft key labels to be displayed.

Left-Hand Special Keys

Esc   (Cancel) This key cancels the current screen, as
          well as any editing operation that is in progress,
          and returns to a previous screen and soft key line.
          Esc would typically be used to leave a soft key line
          without performing the action for which that line
          was originally accessed.

Ctrl +
Brk   (Cancel FIND)   Pressing these keys simultaneously
          cancels the   dialer file search   currently   in
          progress.

Tab   (Cursor Control) This key may   be used as an
          alternative cursor control key (Section 6.4, Page
          II-208).

Special Keys (cont)

```
-------------------------------------------------------------------
KEY                            FUNCTION
-------------------------------------------------------------------
```

Cap Lock   Cap(itals) Lock is used to switch the alphabetic
           keys on the keyboard between upper and lower case.
           It is analogous to the shift lock key found on most
           typewriters, but has been renamed because only
           alphabetic characters are affected. The punctuation
           and numeric keys are not affected. When Cap Lock is
           in effect, an upwards arrow appears to the right of
           the time display in the middle of the soft key line.

Shift   This key enters the shifted value for any other key.
           When the keyboard is in normal (lower case) mode,
           holding the Shift key while pressing an alphabetic
           character enters the upper case value for that
           character. When the Cap Lock key has been used to
           force upper case operation, holding the Shift key
           while pressing an alphabetic character enters the
           lower case value.

           The Shift key has a similar effect on the numeric
           keypad in the presence and absence of a Num(erals)
           Lock, shifting between digits and cursor control.

Right-Hand Special Keys

Num Lock   Num(erals) Lock is used to switch the numeric keypad
           between numeric output and editing cursor control
           (Page II-205). It has no effect on the alphabetic
           portion of the keyboard. When Num Lock is in
           effect, an octothorpe (#) appears to the right of
           the time display in the middle of the soft key label
           line.

           If Num Lock is in effect, editing cursor control can
           be achieved by using the Shift key in conjunction
           with the numeric keypad.

```
-------------------------------------------------------------------
```

Special Keys (cont)

```
-----------------------------------------------------------------
KEY                              FUNCTION
-----------------------------------------------------------------
```

Rub Out   This key backspaces over and erases the characters
          directly to the left of the editing cursor (Page
          II-205). If the editing cursor is at the left-most
          character position, striking this key has no effect.

          (Cursor Control) If the editing cursor is not in use
          (i.e., does not appear on the Hyperion screen), this
          key may be used as an alternative block cursor
          control key (Section 6.4, Page II-208).

Rtn   The Rtn soft key may be used as an alternative to
          the FIND soft key from the DIALER soft key line.

Print *   This key enters an asterisk when used in IN:TOUCH.

```
-----------------------------------------------------------------
```

```
┌─────────────────────────────────────────────────────────────────┐
│ ┌────────────────────────────────────────────────────────────┐  │
│ │PHONE:"                  "  Modem    Voice  Tone      00:00:00│  │
│ └────────────────────────────────────────────────────────────┘  │
│  Current #: __                                                   │
│  Previous #:                                                     │
│ ┌────────────────────────────────────────────────────────────┐  │
│ └────────────────────────────────────────────────────────────┘  │
│     N A M E                        Number                        │
│                                                                  │
│                                                                  │
│    ┌──────────────────────┐                                     │
│    │ S m│i│t h ,   J o h n │        555-1234                    │
│    └──────────────────────┘                                     │
│                                                                  │
│                                                                  │
│  ┌────┐┌──────┐┌────┐┌─────┐┌─────┐       ┌───┐┌───┐┌───┐┌───┐┌────┐│
│  │SAVE││DELETE││Data││← ←  ││→ →  │ 12:15 │SD1││SD2││SD3││SD4││HELP││
│  └────┘└──────┘└────┘└─────┘└─────┘       └───┘└───┘└───┘└───┘└────┘│
└─────────────────────────────────────────────────────────────────┘
```

Fig. 6-5 - The IN:TOUCH block cursor,
with the editing cursor inside.

6.4   MOVING THE CURSOR ABOUT THE SCREEN

A cursor is a long or short bar of highlighting that is
used to direct visual attention to a certain portion of the
Hyperion screen. In IN:TOUCH, there are two cursors. The
block cursor is a long horizontal bar which can be moved
either through the dialer file, selecting entries for dialing
or editing, or through a parameter table, selecting values.

Within the block cursor, a short flashing bar indicates
the position of the editing cursor.   The editing cursor is
your reference point for adding new characters or modifying
existing characters within the block cursor.

The block cursor is normally controlled using soft keys.
Whenever you reach an IN:TOUCH screen which uses block cursor
movement, the soft key line will include cursor control keys.
Pressing the appropriately labelled soft key moves the block
cursor in the required direction.

The editing cursor is moved using the numeric keypad at
the right of the keyboard, as previously described in Section
II-5.4. Ensure that the keypad is set to cursor control by
pressing the Num Lock key until the octothorpe (#) disappears
from the centre of the soft key label line.

Because the editing cursor normally moves within the
block cursor, the cursor control pad operates in a slightly
different manner than that described in Section II-5.4. The
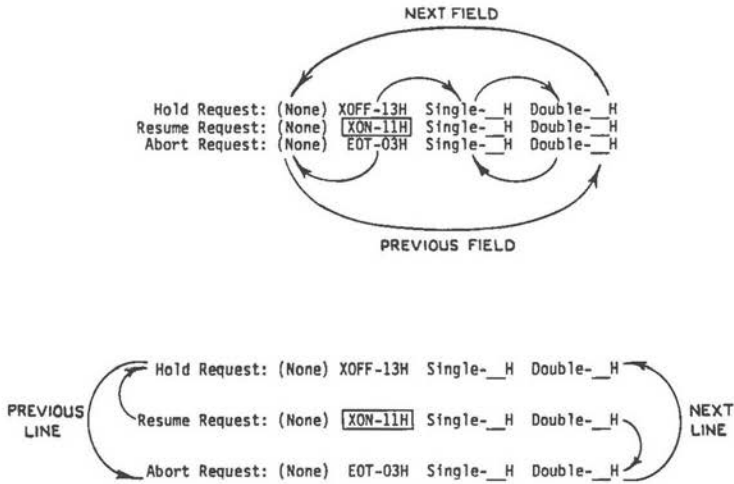differences are noted on the following pages.

Fig. 6-6 - Block cursor movement.

Block Cursor Control

```
----------------------------------------------------------------
KEY                              FUNCTION
----------------------------------------------------------------
```

<u>Using Soft Keys</u>

→ →   (Next Field) Move the block cursor to the next field
          on the current line. If the block cursor is at the
          right-most field, it moves to the left-most field on
          the current line.

← ←   (Previous Field)   Move the block cursor to the
          previous field on the current line. If the block
          cursor is at the left-most field, it moves to the
          right-most field on the current line.

⇑   (Previous Line)

          <u>In a table:</u> Move the block cursor to the previous
          line. If the cursor is at the top line on the
          screen, it moves to the bottom line.

          <u>In the dialer file:</u> Move the previous dialer entry
          down to the block cursor.

⇓   (Next Line)

          <u>In a table:</u> Move the block cursor to the next line.
          If the cursor is at the bottom line on the screen,
          it moves to the top line.

          <u>In the dialer file:</u> Move the next dialer entry up to
          the block cursor.

```
----------------------------------------------------------------
```

Block Cursor Control (cont)

```
----------------------------------------------------------------
KEY                              FUNCTION
----------------------------------------------------------------
```

Using the Numeric Keypad

$\rightarrow$ If the editing cursor is not in use (i.e., does not
          appear on the Hyperion screen), this key may be used
          as an alternative to the $\rightarrow\rightarrow$ soft key.

$\leftarrow$ If the editing cursor is not in use (i.e., does not
          appear on the Hyperion screen), this key may be used
          as an alternative to the $\leftarrow\leftarrow$ soft key.

$\uparrow$ (Previous Line) This key may be used as an
          alternative to the $\uparrow\uparrow$ soft key.

$\downarrow$ (Next Line) This key may be used as an alternative
          to the $\downarrow\downarrow$ soft key.

          Using Other Keys

Space Bar If the editing cursor is not in use (i.e., does not
          appear on the Hyperion screen), this key may be used
          as an alternative to the $\rightarrow\rightarrow$ soft key.

Rub Out   If the editing cursor is not in use (i.e., does not
          appear on the Hyperion screen), this key may be used
          as an alternative to the $\leftarrow\leftarrow$ soft key.

Tab   When adding or modifying a dialer entry, this key
          may be used as an alternative to the $\rightarrow\rightarrow$ soft key.

          When working in a table, this key may be used as an
          alternative to the $\downarrow\downarrow$ soft key.

```
----------------------------------------------------------------
```

Editing Cursor Control

```
------------------------------------------------------------------
KEY                             FUNCTION
------------------------------------------------------------------
```

Using the Numeric Keypad

→   (Next Character) Move the editing cursor to the
         next character position in the block cursor. If the
         editing cursor is at the right-most character
         position, it moves to the left-most character
         position.

←   (Previous Character) Move the editing cursor to the
         previous character position in the block cursor. If
         the editing cursor is at the left-most character
         position, it moves to the right-most character
         position.

Home   (Front of Block Cursor) Move the editing cursor to
         the left-most character position in the block
         cursor.

End   (Delete to End of Block Cursor) Delete all
         characters from the current editing cursor position
         to the end of the block cursor. Note that this
         function is completely different from that performed
         by the same key in IN:SCRIBE.

Del   (Delete Character) Delete the character at the
         current editing cursor position, pulling all
         subsequent characters within the block cursor to the
         left.

Ins   (Insert Space) Insert a space at the current
         editing cursor position, pushing all subsequent
         characters within the block cursor to the right. If
         all character positions are full, pressing this key
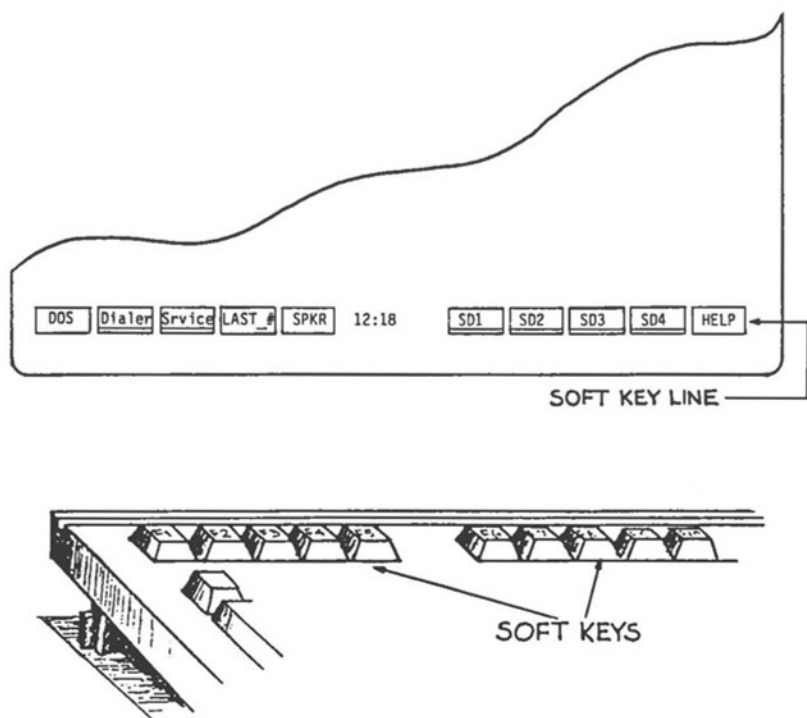   has no effect.

```
------------------------------------------------------------------
```

DOS   Dialer Srvice LAST_# SPKR   12:18   SD1   SD2   SD3   SD4   HELP

SOFT KEY LINE

SOFT KEYS

Fig. 6-7 - The IN:TOUCH soft key label line.

6.5   THE SOFT KEY LINES

The soft keys are located across the top of your keyboard. These keys are not commands in themselves. Each key represents a command displayed on the soft key label line. Pressing F3, for instance, will have a different result depending on which soft key label line is currently being displayed.

Some IN:TOUCH soft key lines may vary slightly, depending on certain conditions. On the MAIN soft key line, for example, soft key F1 is variously labelled HANGUP or DOS, depending on whether a telephone call is in progress.

When you press a soft key, the command represented by the corresponding soft key label is executed immediately. For example, if you press the Dialer soft key on the MAIN soft key line, you immediately access the DIALER soft key line and see a display of thirteen dialer file entries.

All IN:TOUCH commands are normally entered using soft keys. Soft keys are also used for block cursor control.

If you have any questions about the commands available on a specific soft key line, use the HELP soft key. The IN:TOUCH soft key lines all contain the HELP command (soft key F10). Pressing the HELP soft key displays a screenful of information about the IN:TOUCH functions available on the current soft key line. Pressing Ctrl + HELP displays a "map" of all the soft key lines available in IN:TOUCH.

Fig. 6-7 shows a soft key line as it appears on the Hyperion screen. A quick reference to the meaning of the various IN:TOUCH soft key line commands is given in Sections 6-11 to 6-27.

```
┌─────────────────────────────────────────────────────────────────┐
│  ┌──────────────────────────────────────────────────────────┐    │
│  │ PHONE:"              " Modem    Voice  Tone      00:00:00 │    │
│  │ Current #: __                                            │    │
│  │ Previous #:                                              │    │
│  │┌────────────────────────────────────────────────────────┐│    │
│  ││Search "                          "                     ││    │
│  │└────────────────────────────────────────────────────────┘│    │
│  │   N A M E                      Number                    │    │
│  │   R y a n ,  T h e r e s a     555-1111                  │    │
│  │   S m i t h ,  J o h n         555-1234                  │    │
│  │   S m i t h s o n ,  E r i c   555-2222                  │    │
│  │   S m y t h e ,  J o a n n a   555-3333                  │    │
│  │   T h o m p s o n ,  S t e p h e n  555-4444             │    │
│  │   V a n D o o r n ,  M i c h a e l  555-5555             │    │
│  │  ┌─────────────────────────┐   555-6666                  │    │
│  │  │A b r a m s o n ,  G e o f f│  555-7777                │    │
│  │   A d a m s ,  G e o r g e     555-8888                  │    │
│  │   B r o w n ,  G a i l         555-9999                  │    │
│  │   C a r s o n ,  K a t h r y n 555-0000                  │    │
│  │   D e v l i n ,  R o n         555-1122                  │    │
│  │   E g a n ,  L i n d a         555-1133                  │    │
│  │   F i s h e r ,  L e s l i e                             │    │
│  │ [Main][FIND][Srvce][START][SPKR] 12:17 [↑↑][↓↓][Edit][Add][HELP]│
│  └──────────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────────┘
```

Fig. 6-8 - The DIALER soft key line,
with the dialer file displayed.

6.6   THE DIALER FILE AND AUTOMATIC DIALING

The dialer file holds the entries which make up your personal telephone directory. An IN:TOUCH diskette may contain only one dialer file. The dialer file holds as many entries as will fit onto the diskette. Typically, a diskette which contains only IN:TOUCH programs and a dialer file can hold approximately 3,000 dialer file entries.

Accessing the Dialer File

STEP

1)   Press the Dialer soft key. This key is available from the MAIN soft key line (F2) or DIALER SERVICE soft key line (F1).

Pressing the Dialer soft key accesses the DIALER soft key line, and displays 13 of your dialer file entries (see Fig. 6-8). The first time you access your dialer file during an IN:TOUCH session, the block cursor appears at the first (alphabetical) entry in the dialer. Thereafter, when you return to the dialer, the block cursor reappears at its previous position.

Keeler, Angela   555-1188
Lowe, Barbara   555-1199

Abramson, Geoff   555-6666
Adams, George   555-7777
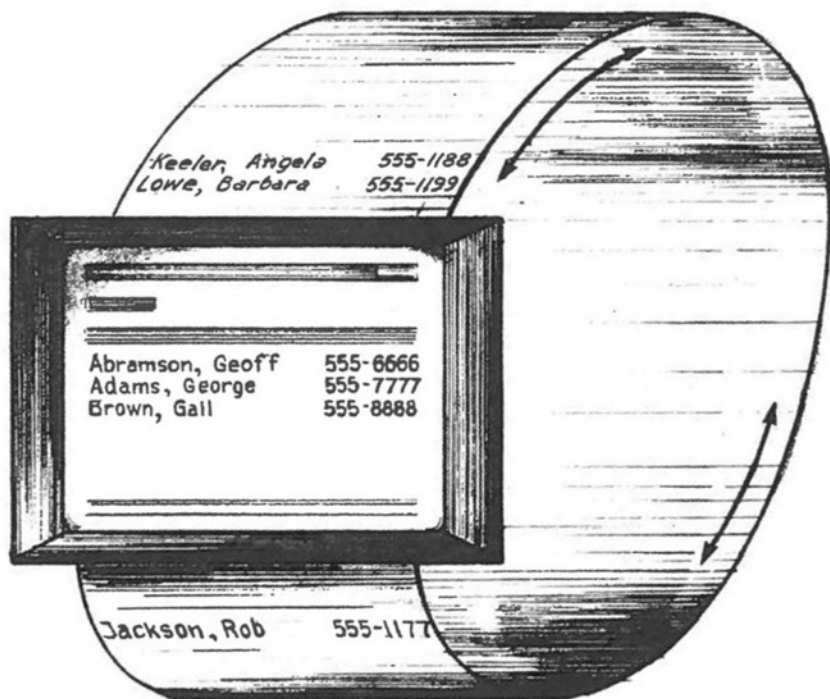Brown, Gail   555-8888

Jackson, Rob   555-1177

Fig. 6-9 - Your dialer file may be thought of
as resembling a large "wheel".

Dialer File Order

For your convenience, the Hyperion maintains and
displays your dialer entries in alphabetical order. Whenever
you add a new entry, it is automatically sorted, by name, into
its alphabetical position within the dialer file. The entry
"John Smith", for example, would be sorted into the "J"
section. In order to be sorted into the "S" section, the
entry should read "Smith, John".

As a rule, entries beginning with blanks precede entries
beginning with digits; and entries beginning with digits
precede entries beginning with letters. Digits appear in
numerical order (0-9) and letters appear in alphabetical order
(A-Z).

Your dialer file may be thought of as resembling a large
wheel, rather like the rotary card indexes used in some
offices. Each dialer file entry is placed in its correct
alphabetical position on the circumference of the "wheel", and
a small portion of the circumference (13 entries) is viewed
through the dialer "window". (See Fig. 6-9.)

When you are looking through your dialer file, it is as
if you "turned the wheel", moving a new portion of the
circumference around to the dialer window. The block cursor
remains stationary at the centre of the dialer window,
highlighting whichever entry happens to appear there.

The "wheel" is exactly as large as the number of entries
your dialer file contains. If you should move past the last
(alphabetical) entry in the file, you immediately begin again
at the first (alphabetical) entry.

Dialer File Telephone Numbers

Because the telephone numbers in your dialer file are meant to be dialed automatically, IN:TOUCH provides a number of special symbols for handling typical dialing situations. These symbols are described in the following chart:

```
-----------------------------------------------------------------
SYMBOL                          FUNCTION
-----------------------------------------------------------------
```

0 to 9   The digits of the telephone number.

- ( )
and
blank   The standard symbols used to break a telephone
           number into manageable groups -- for example, area
           code, exchange, number: (613) 555-1234. These
           symbols have no effect on the IN:TOUCH automatic
           dialing feature.

+   Pause symbol. This causes a pause of one second or
           longer during automatic dialing. For example, this
           symbol would be used when dialing out from a PABX:
           9+555-1234. The length of the pause is set using
           the CONFIGURATION soft key line (Page II-218). More
           than one pause symbol may be entered in the number
           field.

, (comma) Wait symbol. This causes an indefinite pause when
           operator confirmation is required before dialing can
           continue. When confirmation is received, pressing
           any key resumes automatic dialing.

*   Standard Bell codes, equivalent to pressing the
           octothorpe (#) or asterisk (*) keys on a telephone
           with a numeric keypad.

T P   Symbols for tone or pulse dialing. If neither of
           these characters are used, IN:TOUCH uses the dialing
           type specified from the CONFIGURATION soft key line
           (Page II-218). If one of these characters is used,
           the dialing type specified remains in effect until
           explicitly changed (for the current number).

```
-----------------------------------------------------------------
```

```
-----------------------------------------------------------------
SYMBOL                              FUNCTION
-----------------------------------------------------------------
```

A B C   Dialing abbreviations. Each abbreviation may be
             defined as representing up to ten dialing
             characters, from the **CONFIGURATION** soft key line
             (Page II-218). The abbreviation may then be used to
             represent those dialing characters in any dialer
             entry. For example, if A is defined as "9+(416)",
             then "A 555-1234" is dialed as if it were written
             "9+(416) 555-1234".

;   End of telephone number. The number field of each
             dialer entry may contain comments in addition to the
             actual telephone number. The semi-colon is used to
             signal the end of the telephone number and the
             beginning of the comment. IN:TOUCH will dial only
             those characters preceding the semi-colon -- for
             example, in the entry "9+555-1234; extension 987",
             IN:TOUCH stops dialing at the "4".

```
-----------------------------------------------------------------
```

EXAMPLE

Assume that:

A   is defined as "9+";

B   is defined as "P123456++" (i.e., an account code);

+   is defined as a pause of one second;

and,   the current, default dialing type is "Tone".

Then, the telephone number   "A 555-9988,B T(514) 555-1234"
causes the system to:

*   dial "9" using tones, then pause one second;

*   dial "555-9988" using tones, then pause until any key is
       struck;

*   dial "123456" using pulses, then pause two seconds;

*   and finally, dial "(514) 555-1234" using tones.

```
-----------------------------------------------------------------
```

```
┌─────────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────────────┐ │
│ │PHONE:"              "  Modem    Voice  Tone          00:00:00 │ │
│ ├───────────────────────────────────────────────────────────────┤ │
│ │ Current #: __                                                 │ │
│ │ Previous #:                                                   │ │
│ │ ┌───────────────────────────────────────────────────────────┐ │ │
│ │ └───────────────────────────────────────────────────────────┘ │ │
│ │    Default Dialing Type: │Tone│ Pulse                        │ │
│ │           Data Direction: (Modem) Serial  Acoustic           │ │
│ │   Dialing Short Form 'A':  "           "                     │ │
│ │   Dialing Short Form 'B':  "           "                     │ │
│ │   Dialing Short Form 'C':  "           "                     │ │
│ │    Seconds Pause For '+':  1                                  │ │
│ │                                                               │ │
│ │                                                               │ │
│ │                                                               │ │
│ │ ┌────┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐        ┌──┐┌──┐┌──┐┌──┐  ┌────┐   │ │
│ │ │SAVE│ │←←│ │→→│ │↑↑│ │↓↓│12:19   │  ││  ││  ││  │  │HELP│   │ │
│ │ └────┘ └──┘ └──┘ └──┘ └──┘        └──┘└──┘└──┘└──┘  └────┘   │ │
│ └───────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

Fig. 6-10 - The CONFIGURATION table and soft key line.

Configuring the Automatic Dialing System

The characteristics of the automatic dialing system are contained in the IN:TOUCH CONFIGURATION table (Fig. 6.10). The following chart describes each characteristic and its use within the automatic dialing system:

FEATURE	FUNCTION

Dialing Type   This feature determines whether tones or pulses are used to dial telephone numbers which do not contain a T or P as part of the number (Page II-216). Initially, this function is "Tone". The setting in effect is displayed at the top centre of the main IN:TOUCH screen.

Data
Direction   This feature determines whether data calls are directed through the Hyperion's internal modem, through the serial port, or through the acoustic coupler. Initially, this function is "Modem". The setting in effect is displayed at the top centre of the main IN:TOUCH screen.

Dialing
Short Forms   These three characters act as dialing abbreviations for the number(s) and/or special character(s) entered within the quotation marks. You may then use the abbreviations within telephone numbers, where they are treated as if they were the numbers and characters which they represent (Page II-217). Initially, no abbreviations are defined.

Seconds
Pause   This function defines the number of seconds that the Hyperion will pause before continuing to dial, when it encounters a "+" in a telephone number (Page II-216). Initially, the setting for this function is "1".

```
                        ┌─────────────────────────────────┐
                        │ IN: TOUCH STATUS INDICATORS │
                        └─────────────────────────────────┘
                                    ↙  ↓  ↘
╭────────────────────────────────────────────────────────────────────╮
│                                                                      │
│  ┌──────────────────────────────────────────────────────────────┐  │
│  │ PHONE:"              "   Modem    Voice  Tone        00:00:00 │  │
│  └──────────────────────────────────────────────────────────────┘  │
│    Current #: __                                                     │
│    Previous #:                                                       │
│  ┌──────────────────────────────────────────────────────────────┐  │
│  │                                                                │  │
│  └──────────────────────────────────────────────────────────────┘  │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│   ┌───┐ ┌──────┐┌─────┐┌──────┐┌────┐        ┌───┐┌───┐┌───┐┌───┐┌────┐ │
│   │DOS│ │Dialer││Srvice││LAST_#││SPKR│ 12:18  │SD1││SD2││SD3││SD4││HELP│ │
│   └───┘ └──────┘└─────┘└──────┘└────┘        └───┘└───┘└───┘└───┘└────┘ │
│                                                                      │
╰────────────────────────────────────────────────────────────────────╯
```
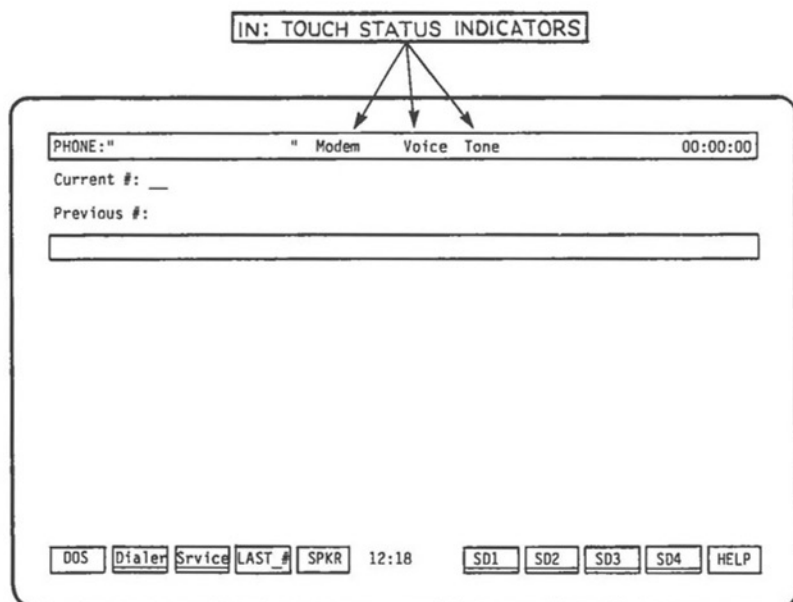
Fig. 6-11 - Changing the "Dialing Type" or "Data Direction"
changes the status indicators at the top centre
of the IN:TOUCH screen.

You may alter the CONFIGURATION table settings at any time by accessing the CONFIGURATION soft key line.

STEPS

1) Press the Srvice soft key from either the MAIN or DIALER soft key line.
2) Press the CONFIG soft key.
3) Use the block cursor control keys to move the block cursor through the CONFIGURATION table, selecting appropriate values.

Where there is a choice of parameter values, the value in parentheses is the value in effect. To alter the value, move the block cursor left or right, to the desired value. The last location of the block cursor before it is moved to another line is the "selected" parameter value. When the cursor is moved to a new line, it appears at the "selected" value.

Although the changes to the CONFIGURATION table appear on the Hyperion screen, they are not yet fixed.

STEP

4) Press the SAVE soft key to finalize the new characteristics.

The new dialing characteristics are used from this point on. Note that if you changed either the "Default Dialing Type" or the "Data Direction", the status indicators at the top centre of the IN:TOUCH screen reflect the change.

```
┌─────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │ PHONE:"              "  Modem   Voice  Tone          00:00:00│ │
│ └──────────────────────────────────────────────────────────────┘ │
│  Current #: __                                                    │
│                                                                   │
│  Previous #:                                                      │
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │Search: "S m i t h                    "                        │ │
│ └──────────────────────────────────────────────────────────────┘ │
│    N A M E                        Number                          │
│                                                                   │
│    A b r a m s o n ,  G e o f f   555-6666                        │
│    A d a m s ,  G e o r g e       555-7777                        │
│    B r o w n ,  G a i l           555-8888                        │
│    C a r s o n ,  K a t h r y n   555-9999                        │
│    D e v l i n ,  R o n           555-0000                        │
│    E g a n ,  L i n d a           555-1122                        │
│  ┌─────────────────────────┐                                     │
│  │ F i s h e r ,  L e s l i e│     555-1133                       │
│  └─────────────────────────┘                                     │
│    G r a h a m ,  A r n i e       555-1144                        │
│    H o u g h t o n ,  D a v i d   555-1155                        │
│    I n g r a m ,  S h i r l e y   555-1166                        │
│    J a c k s o n ,  R o b         555-1177                        │
│    K e e l e r ,  A n g e l a     555-1188                        │
│    L o w e ,  B a r b a r a       555-1199                        │
│  ┌────┐ ┌────┐ ┌─────┐ ┌─────┐ ┌────┐      ┌──┐ ┌──┐ ┌────┐ ┌───┐ ┌────┐│
│  │Main│ │FIND│ │Srvice│ │START│ │SPKR│ 12:24│↑↑│ │↓↓│ │Edit│ │Add│ │HELP││
│  └────┘ └────┘ └─────┘ └─────┘ └────┘      └──┘ └──┘ └────┘ └───┘ └────┘│
└─────────────────────────────────────────────────────────────────┘
```

Fig. 6-12 - Enter a search phrase on the search line
to locate a specific dialer file entry.

6.7   MANIPULATING DIALER FILE ENTRIES

Each entry in the dialer file is made up of two parts: a "visible" portion, and an "invisible" portion. The visible portion of an entry is the name and telephone number. This is the portion displayed in the dialer window whenever the dialer file is accessed. The invisible portion of an entry is a table of modem parameters the Hyperion needs to place a data call to that entry. This information is displayed only on request, either when a new entry is being created, or when a current entry is being edited.

Locating Dialer File Entries

There are two ways to locate an entry in the dialer file: using the soft keys to <u>scroll through the dialer</u>, or using the <u>search line</u>.

Two soft keys on the DIALER soft key label line are marked with cursor control symbols (⭡ and ⭣). Pressing these keys causes the dialer entries to scroll up or down past the block cursor in the centre of the dialer window. Pressing the START soft key causes the first (alphabetical) entry to be re-positioned at the block cursor.

STEP

1) Press either the ⭡ or ⭣ soft key, until the dialer file entry you seek is positioned at the block cursor.

Whenever the DIALER soft key line is in use, the label "Search:" appears on the left of the search line, together with a flashing editing cursor. To "search" for a dialer file entry, use the keyboard to type all, or part, of the entry name you are seeking. This <u>search phrase</u> is displayed on the search line.

STEPS

1) Type the name of the entry you are seeking.
2) Press the FIND soft key (or the Rtn key).

Pressing the FIND soft key (or the Rtn key) locates the first dialer file entry which begins with the specified phrase, and positions that entry at the block cursor. Note that the beginning of the entry must exactly match the search phrase. For example, the search phrase "Smith" would match either "Smith, John" or "Smithson, Eric". However, the search phrase "Smith," would match only "Smith, John".

If you don't know the exact spelling of the name in the entry you wish to locate, you may perform a "wildcard" search. In a wildcard search, the wildcard symbol (*) must be used as the first character of the search phrase - for example, "*Smith". In this case, the wildcard symbol does not represent any particular number of characters; it simply directs the system to find the search phrase wherever it may appear in an entry name. The search phrase "*Smith", for example, would match either "Smith, John" or "John Smith".

Because wildcard searches must check every character of every entry name in looking for a match, they take considerably longer to complete than a regular search. Should you wish to stop any search that is in progress, press Ctrl + Brk.

Instead of a wildcard search, you may find it useful to use a regular search even if you are not sure of the spelling of the name. If there is no entry matching your search phrase, the entry which is alphabetically closest to your search phrase is moved to the block cursor. This places you near to where the required entry should appear in your dialer file. At this point, you can use the block cursor control keys to scroll through the dialer file looking for the required entry.

The system locates a matching entry no matter where the block cursor is initially located. If the block cursor is already positioned part way through your dialer file, the system begins the search from the current cursor position. If the system can find no match for your search string between the current cursor position and the end of the file, it continues to search from the start of the file, returning to the current cursor position.

Once the block cursor is positioned at the required entry, you may dial or modify that entry. (See Section 6-9 for a description of the dialing procedure.)

Adding a Dialer File Entry

Pressing the Add soft key from the DIALER soft key line accesses the EDIT soft key line. (See Fig. 6-13). This soft key line is used not only to modify dialer file entries, but also to add new entries to your dialer file.

When the Add soft key is pressed, you are presented with a blank entry into which to type the name and telephone number. The block cursor is initially positioned at the name field.

STEPS

---

1) With the block cursor in any position, press the Add soft key from the DIALER soft key line.

2) Type the name for the new entry.

3) Press the $\longrightarrow\longrightarrow$ soft key to move the block cursor to the number field, and type the telephone number.

4) If necessary, press the Data soft key to modify the modem parameters for the new entry (Section 6.10).

Although the new entry appears on the Hyperion screen, it is not yet a part of your dialer file.

STEP

---

5) Press the SAVE soft key to finalize the entry.

Pressing the SAVE soft key completes the action of ADDing the entry to the dialer file. You are returned to the DIALER soft key line, where the block cursor is positioned at the new entry.

To leave the EDIT soft key line without ADDing the entry to your dialer file, press the Esc soft key. You are returned to the DIALER soft key line, but the new entry has been cancelled, and the block cursor reappears in its previous position.

Fig. 6-13 - The EDIT soft key line.

Editing a Dialer File Entry

Pressing the Edit soft key from the DIALER soft key line
also accesses the EDIT soft key line, but in this case, to
modify dialer file entries.

When the Edit soft key is pressed, you are presented
with the current dialer file entry, ready for modification.
The block cursor is initially positioned at the name field.

STEPS

1) From the DIALER soft key line, position the
   block cursor at the entry you wish to modify.

2) Press the Edit soft key.

3) Use the block cursor control keys, the editing
   cursor control keys and the keyboard to make
   the desired changes to the name and telephone
   number.

4) If necessary, press the Data soft key to modify
   the modem parameters for the current entry
   (Section 6.10).

Although the changes to the entry appear on the Hyperion
screen, they are not yet incorporated into your dialer file.

STEP

5) Press the SAVE soft key to finalize the
   changes.

Pressing the SAVE soft key completes the EDITing action.
You are returned to the DIALER soft key line, where the block
cursor is positioned at the edited entry.

To leave the EDIT soft key line without changing the
current entry, press the Esc key. The block cursor reappears
at the current entry, which looks exactly as it did before you
began to EDIT.

```
┌──────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │Edit:"F i s h e r ,   L e s l i e              "               │ │
│ └──────────────────────────────────────────────────────────────┘ │
│                                                                    │
│                   Name: ┌Fisher, Leslie    ┐"                      │
│                 Number: "555-1133                      "           │
│           Type of Call: (Auto-Data) Manual-Data  Voice             │
│              Baud Rate: 110  150 (300) 600  1200  2400  4800  9600  19200 │
│                 Parity: Odd  Even  (None)                          │
│              Data Bits: (7) 8                                      │
│              Stop Bits: (1) 2                                      │
│                 Duplex: (Full) Half                                │
│   Local Auto Line Feed: (No) Yes                                   │
│           Hold Request: (None) XOFF-13H  Single-__H  Double-__H    │
│         Resume Request: (None)  XON-11H  Single-__H  Double-__H    │
│          Abort Request: (None)  EOT-03H  Single-__H  Double-__H    │
│      Deletions: First:  (None) NULL-00H  Single-__H                │
│                Second:  (None) XOFF-13H  Single-__H                │
│                 Third:  (None)  XON-11H  Single-__H                │
│         Host Enter Key: (CR-0DH) LF-0AH  Single-__H                │
│        Number of Nulls: 00                                         │
│   Speed Dial Directory: SD1                                        │
│                                                                    │
│                                                                    │
│ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐           ┌───┐┌───┐┌───┐┌───┐┌────┐ │
│ │SAVE│ │←←│ │→→│ │↑↑│ │↓↓│ 12:30     │SD1││SD2││SD3││SD4││HELP│ │
│ └────┘ └────┘ └────┘ └────┘ └────┘           └───┘└───┘└───┘└───┘└────┘ │
└──────────────────────────────────────────────────────────────────┘
```

Fig. 6-14 - The modem parameter table is displayed
when the Data soft key in the EDIT soft key line is struck.

Editing Modem Parameters

The PARAMETERS soft key line and modem PARAMETERS table appear when the Data soft key in the EDIT soft key line is struck. This soft key line is used to modify the "invisible" portion of a dialer file entry.

This "invisible" portion of the entry consists of a table of modem parameters. The system uses these parameters to set the internal modem, if the call type of the associated telephone number is designated as "Data" (either automatic or manual) in the table (Fig. 6-14). Modem parameters and their possible values are described in detail in Section 6.10, "Data Calls."

```
┌──────────────────────────────────────────────────────────────┐
│ ┌────────────────────────────────────────────────────────────┐ │
│ │ PHONE:"            "  Modem    Voice  Tone          00:00:00 │ │
│ │ Current #: __                                                │ │
│ │ Previous #:                                                  │ │
│ │ ┌──────────────────────────────────────────────────────────┐ │ │
│ │ └──────────────────────────────────────────────────────────┘ │ │
│ │    N A M E                        Number                     │ │
│ │                                                              │ │
│ │                                                              │ │
│ │    ┌──────────────────────┐                                 │ │
│ │    │ F i s h e r ,  L e s l i e │      555-1133             │ │
│ │    └──────────────────────┘                                 │ │
│ │                                                              │ │
│ │                                                              │ │
│ │ ┌──────────────────────┐                                    │ │
│ │ │ Are you sure?        │  12:32    YES      NO      HELP    │ │
│ │ └──────────────────────┘                                    │ │
│ └────────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────┘
```

Fig. 6-15 - The DELETE soft key asks "Are you sure?"
before proceeding with the delete action.

Deleting Dialer File Entries

Dialer file entries are deleted from the EDIT soft key line.

STEPS

1) From the DIALER soft key line, position the block cursor at the entry to be deleted.
2) Press the Edit soft key.
3) Press the DELETE soft key.
The soft key line now reads: "Are you sure?"
4) Press the YES soft key to complete the deletion and return to the DIALER soft key line.

The block cursor is now positioned at the dialer entry which followed (alphabetically) the deleted entry.

Pressing the NO soft key or the Esc key cancels the DELETE action and returns you to the DIALER soft key line. The block cursor remains positioned at the current entry.

```
┌──────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────┐ │
│ │ PHONE:"            " Modem   Voice  Tone         00:00:00 │ │
│ │ Current #: __                                             │ │
│ │ Previous #:                                               │ │
│ │ ┌──────────────────────────────────────────────────────┐ │ │
│ │ └──────────────────────────────────────────────────────┘ │ │
│ │    Dialer    Label                                        │ │
│ │    SD1       "┌SD1┐"                                      │ │
│ │    SD2       "│SD2│"                                      │ │
│ │    SD3       "└SD3┘"                                      │ │
│ │    SD4       "SD4 "                                       │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │ ┌────┐┌────┐┌────┐┌──┐┌──┐      ┌──┐┌──┐┌──┐┌──┐┌────┐    │ │
│ │ │SAVE││    ││    ││↑↑││↓↓│ 12:34│  ││  ││  ││  ││HELP│    │ │
│ │ └────┘└────┘└────┘└──┘└──┘      └──┘└──┘└──┘└──┘└────┘    │ │
│ └──────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────┘
```

Fig. 6-16 - The four speed dialer soft key labels
may be changed from the LABELS soft key line.

6.8   THE SPEED DIALERS

The IN:TOUCH speed dialers are extensions of the main dialer file. Speed dialers permit fast, one-key access to frequently-used numbers. Four speed dialers are available, each of which can contain 10 entries.

Soft Key Labels for Speed Dialer Access

Initially, the soft keys used to access the speed dialers are labelled SD1, SD2, SD3, and SD4. Those are the labels used in this manual. However, you have the option of giving the speed dialers more meaningful labels. You may define new labels, up to six characters long, by accessing the LABELS soft key line.

STEPS

---

1) Press the Srvice soft key from either the MAIN or DIALER soft key line.

2) Press the LABELS soft key.

3) Use the cursor control soft keys to position the block cursor at the label to be changed. Type the new label. Repeat for the other three labels, if desired.

Although the new soft key labels appear on the Hyperion screen, they are not yet fixed.

STEP

---

4) Press the SAVE soft key to finalize the new label(s). You are returned to the MAIN/DIALER SERVICE soft key line.

To leave the LABELS soft key line without changing the labels, press the Esc key. You are returned to the MAIN/DIALER SERVICE soft key line.

```
┌──────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │PHONE:"                 " Modem    Voice  Tone          00:00:00│ │
│ ├──────────────────────────────────────────────────────────────┤ │
│  Current #: __                                                    │
│  Previous #:                                                      │
│ ┌──────────────────────────────────────────────────────────────┐ │
│ └──────────────────────────────────────────────────────────────┘ │
│      N A M E                        Number                        │
│                                                                   │
│ F1 M a s o n ,   T o n y            555-2211                      │
│ F2                                                                │
│ F3 F i s h e r ,   L e s l i e      555-1133                      │
│ F4                                                                │
│ F5 S m i t h ,   J o h n            555-1234                      │
│ F6                                                                │
│ F7 A b r a m s o n ,   G è o f f    555-6666                      │
│ F8                                                                │
│ F9 O v e r t o n ,   N e i l        555-2244                      │
│ F10 R y a n ,   T h e r e s a       555-1111                      │
│ ESC cancels request for this speed dialer.                       │
│ ┌─────┐ ┌──┐ ┌──────┐ ┌──┐ ┌──────┐       ┌──┐ ┌──────┐ ┌──┐ ┌───│
│ │Mason,│ │F2│ │Fisher│ │F4│ │Smith,│ 12:36 │F6│ │Abrams│ │F8│ │Ove│
│ └─────┘ └──┘ └──────┘ └──┘ └──────┘       └──┘ └──────┘ └──┘ └───│
└──────────────────────────────────────────────────────────────────┘
```

Fig. 6-17 - A speed dialer display.

Speed Dialer Display

Speed dialers are displayed from the MAIN soft key line.

STEP

---

1) Press a speed dialer soft key (F6 through F9, labelled SD1 through SD4, or with labels of your own definition) from the MAIN soft key line.

You are ready to dial a call to any of the ten entries. (See Section 6-9 for a description of the dialing function.)

To return to the MAIN soft key line without dialing any number, press the Esc key.

Soft Key Labels for Speed Dialer Entries

The soft keys for the SPEED DIALER and ADD TO SPEED DIALER soft key lines are initially labelled F1, F2, F3, and so on, up to F10. However, once names and telephone numbers are placed into the speed dialers, the labels for these soft key lines are automatically taken from the name fields of the corresponding entries. Each label uses the shorter of: the first six characters in the name field; or the characters up to the first blank in the name field. For example, if the entry at F1 in Speed Dialer 1 is "Smith, John", the label for soft key F1 will read "Smith,". (See Fig. 6-17.)

Adding a New or Existing Entry to a Speed Dialer

To add an entry to a speed dialer, that entry must first exist in the main dialer file. Therefore, to add an entry to a speed dialer, you must begin by accessing the DIALER soft key line.

STEPS

1) Press the Dialer soft key from the MAIN soft key line, accessing the DIALER soft key line.

2) For a new entry, press the Add soft key. Otherwise, position the block cursor to the desired entry in the main dialer file and press the Edit soft key.

   The EDIT soft key line appears.

3) Type the new name and telephone number or modify the existing name and number, if necessary.

4) If necessary, press the Data soft key to modify the modem parameters for the entry (Section 6.10).

The new or existing entry is now ready to be added to a speed dialer.

STEPS

5) Press a speed dialer soft key (F6 through F9, labelled SD1 through SD4, or with labels of your own definition) to display the selected speed dialer.

6) Press a soft key (F1 through F10) to mark the speed dialer line on which you wish to place the current entry.

If the line you select is empty, you are immediately returned to the EDIT (or PARAMETERS) soft key line.

If there are no empty lines in the speed dialer, pressing the Esc key returns you to the EDIT (or PARAMETERS) soft key line without marking the speed dialer. However, if you wish to replace an existing speed dialer entry with the current entry, press the soft key corresponding to mark the line on which the old entry appears.

Because replacing the old entry is equivalent to deleting it from the speed dialer, the question "Are you sure?" appears on the soft key line (Fig. 6-18). Press the YES soft key to mark the line. Pressing the NO soft key or the Esc key returns you to the EDIT (or PARAMETERS) soft key line without marking any line.

Although the speed dialer display disappears, the system has marked the line on which the current entry is to be placed. However, the entry has not yet been added to the speed dialer.

STEP

7) Press the SAVE soft key to finalize all of your actions: ADDing the new entry, or EDITing the existing one, as well as adding the entry to the speed dialer and replacing an old entry, if applicable. You are returned to the DIALER soft key line.

Pressing the Esc key, cancels all of the above actions and returns you to the DIALER soft key line.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  ┌─────────────────────────────────────────────────────────────────┐ │
│  │ PHONE:"            "  Modem    Voice  Tone            00:00:00  │ │
│  └─────────────────────────────────────────────────────────────────┘ │
│    Current #: __                                                      │
│    Previous #:                                                        │
│  ┌─────────────────────────────────────────────────────────────────┐ │
│  └─────────────────────────────────────────────────────────────────┘ │
│        N A M E                        Number                          │
│                                                                       │
│    F1  M a s o n ,   T o n y          555-2211                        │
│    F2                                                                 │
│    F3  F i s h e r ,   L e s l i e    555-1133                        │
│    F4                                                                 │
│    F5  S m i t h ,   J o h n          555-1234                        │
│    F6                                                                 │
│    F7  A b r a m s o n ,   G e o f f  555-6666                        │
│    F8                                                                 │
│    F9  O v e r t o n ,   N e i l      555-2244                        │
│    F10 R y a n ,   T h e r e s a      555-1111                        │
│                                                                       │
│    ESC cancels request for this speed dialer.                        │
│  ┌──────────────────────────┐      ┌─────┐   ┌────┐   ┌──────┐       │
│  │ Are you sure?            │ 12:39│ YES │   │ NO │   │ HELP │       │
│  └──────────────────────────┘      └─────┘   └────┘   └──────┘       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Fig. 6-18 - Before replacing a speed dialer entry,
the system asks: "Are you sure?"

Editing an Entry

Changes made to any main dialer file entry which also appears in a speed dialer are automatically reflected in that speed dialer.

Deleting an Entry

Any entry deleted from the main dialer file is automatically deleted from any speed dialer in which it appears. Any speed dialer entry which is replaced by a different entry is deleted from the speed dialer, but remains in the main dialer file.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ │ PHONE:"Fisher, Leslie      "  Modem    Voice  Tone      00:01:22 │ │
│ └──────────────────────────────────────────────────────────────────┘ │
│   Current #:  5 5 5 - 1 1 3 3  _                                       │
│                                                                        │
│   Previous #:                                                          │
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ │                                                                    │ │
│ └──────────────────────────────────────────────────────────────────┘ │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ ┌─────┐┌─────┐┌─────┐┌──────┐┌────┐       ┌────┐┌────┐┌────┐┌────┐┌────┐│
│ │HANGUP││Dialer││Srvice││LAST_#││SPKR│ 12:40 │ SD1 ││ SD2 ││ SD3 ││ SD4 ││HELP││
│ └─────┘└─────┘└─────┘└──────┘└────┘       └────┘└────┘└────┘└────┘└────┘│
└──────────────────────────────────────────────────────────────────────┘
```
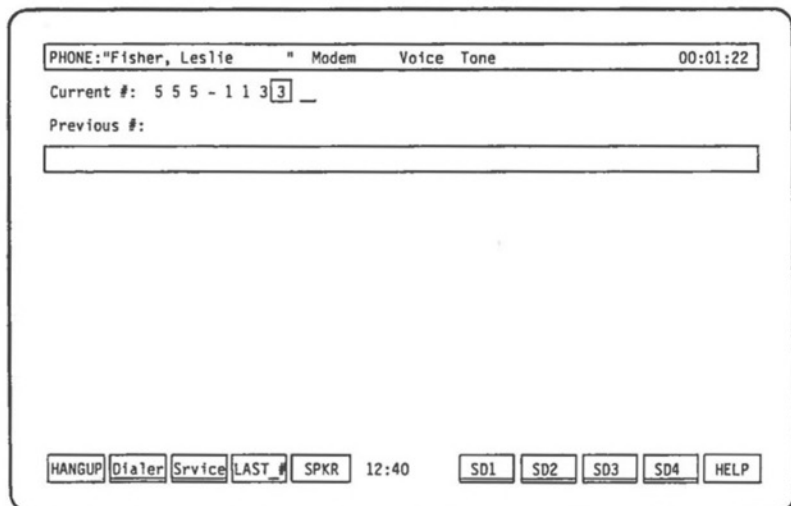
Fig. 6-19 - The MAIN soft key line as it appears
          when a call is in progress.

6.9   DIALING A NUMBER

From the Main Dialer File

Calls to numbers listed in only the main dialer file must be dialed from the DIALER soft key line.

STEPS

1) From the DIALER soft key line, position the block cursor at the entry you wish to call. The number dialed will come from that entry.

2) Press the SPKR soft key, or lift the telephone receiver.

3) When the called party responds, lift the telephone receiver (if you have not already done so) and begin your conversation.

4) When the conversation ends, replace the receiver on the telephone to disconnect the call.

Pressing the SPKR soft key copies the selected number to the "Current #" line, turns the Hyperion speaker on, and begins dialing the call. There is no need to lift the telephone receiver until the call is answered. You hear either tones or pulses (clicks) from the speaker as the number is dialed.

At this point, you may press any soft key and continue to work with IN:TOUCH: searching, adding, editing, or deleting entries. Once you have picked up the receiver, you may even exit IN:TOUCH and return to DOS if you wish.

```
┌────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────┐│
│ │PHONE:"              "  Modem    Voice  Tone            00:04:03 ││
│ └──────────────────────────────────────────────────────────────────┘│
│  Current #: __                                                       │
│  Previous #: 555-1133                                                │
│ ┌──────────────────────────────────────────────────────────────────┐│
│ └──────────────────────────────────────────────────────────────────┘│
│     N A M E                        Number                            │
│  F1  M a s o n ,   T o n y         555-2211                          │
│  F2                                                                  │
│  F3  F i s h e r ,   L e s l i e   555-1133                          │
│  F4                                                                  │
│  F5  S m i t h ,   J o h n         555-1234                          │
│  F6                                                                  │
│  F7  A b r a m s o n ,   G e o f f  555-6666                         │
│  F8                                                                  │
│  F9  O v e r t o n ,   N e i l     555-2244                          │
│  F10 R y a n ,   T h e r e s a     555-1111                          │
│  ESC cancels request for this speed dialer                          │
│ ┌─────┐    ┌──────┐    ┌──────┐          ┌────┐         ┌────┐       │
│ │Mason,│ F2 │Fisher│ F4 │Smith,│ 12:45   F6 │Abrams│ F8 │Overto│Ryan, │
│ └─────┘    └──────┘    └──────┘          └────┘         └────┘       │
└────────────────────────────────────────────────────────────────────┘
```

Fig. 6-20 - Any one of ten speed dialer entries
can be dialed with one keystroke.

When the called party answers, pick up the telephone receiver (if you have not already done so) and begin your conversation. If the called party does not respond, or when your conversation ends, replace the receiver to disconnect the call.

If you did not pick up the receiver, access the MAIN soft key line. Notice that soft key F1 is no longer labelled DOS; instead, it is labelled HANGUP (Fig. 6.19). Press the HANGUP soft key to disconnect the call. Note that F1 on the MAIN soft key line is again labelled DOS, and that the number on the "Current #:" line has been moved to the "Previous #:" line.

From a Speed Dialer

Calls to numbers listed in a speed dialer can be dialed from that speed dialer's soft key line, as well as from the DIALER line.

STEPS

---

1) From the MAIN soft key line, press a speed dialer soft key (F6 through F9, labelled SD1 through SD4, or with labels of your own definition).

2) Press a soft key (F1 through F10) to dial the entry on the corresponding line of the speed dialer.

3) Proceed as for a call placed to a main dialer file entry.

On the MAIN soft key line, pressing one of the speed dialer soft keys (SD1 through SD4) instantly displays the contents of the selected speed dialer (Fig. 6-20). Pressing the soft key which corresponds to the required number adds that number to the "Current #:" line, turns the Hyperion speaker on, and begins dialing the call. You hear the dialing tones or pulses as the call is dialed. From this point, the call proceeds exactly as a main dialer file call.

Re-Dialing

When an IN:TOUCH-dialed call is disconnected, the called
number moves from the "Current #:" line to the "Previous #:"
line. From the MAIN soft key line, the "previous" number can
be re-dialed automatically.

STEPS

1) Press the LAST_# soft key from the MAIN soft   key line.
2) Proceed as for a call placed to a main dialer   file entry.

Pressing the **LAST_#** soft key copies the "previous"
number to the "Current #:" line, turns the Hyperion speaker
on, and begins dialing the call. You hear the dialing tones or
pulses as the call is dialed. From this point, the call
proceeds exactly as a main dialer file call.

Dialing Other Numbers

Calls to numbers not listed in your dialer file may be dialed from the MAIN or MAIN/DIALER SERVICE soft key lines.

STEPS

1) Type the number you wish to call using the Hyperion keyboard or numeric pad. This number appears on the "Current #:" line.
2) Press the SPKR soft key from either the MAIN or MAIN/DIALER SERVICE soft key line, or lift the telephone receiver.
3) Proceed as for a call placed to a main dialer file entry.

Pressing the SPKR soft key turns the Hyperion speaker on and begins dialing the call. You hear the dialing tones or pulses as the call is dialed. From this point, the call proceeds exactly as a main dialer file call.

Other Dialing Combinations

IN:TOUCH allows you to combine the various methods of
dialing described above. For example, you are travelling and
wish to place a long distance call to a "local" number from
your dialer file. Use the Hyperion keyboard or numeric pad to
enter the digit 1, plus the required area code. Next, go to
your dialer file or a speed dialer and select the seven-digit
number you wish to dial. IN:TOUCH copies the selected number
beside the previously entered area code, turns the Hyperion
speaker on, and begins dialing the call, starting with the
digit 1.

The NEWNUM key on the MAIN/DIALER SERVICE soft key line
provides another special dialing facility. Pressing this key
causes the number shown on the "Current #:" line to be erased
without disconnecting the telephone call in progress. A new
number may then be entered on this line using the keyboard or
numeric pad. To dial the new number, press the SPKR soft key,
or replace the receiver on the telephone and lift it once
again.

Adjusting the Hyperion Speaker Volume

The Hyperion speaker is used to monitor dialing and
ringing. It is turned on whenever the system begins dialing a
call, and is turned off once the telephone receiver is lifted.

Whenever the speaker is in operation, you may adjust its
volume.

STEPS

1) Press the SPKR soft key (F5), as previously described, to begin dialing a call. Note that the F5 soft key label has changed. It now reads "VOLUME". It will continue to read "VOLUME" until you lift the telephone receiver. 2) Press the VOLUME soft key.

Each time the VOLUME soft key is struck, the speaker
volume is slightly increased. When the volume has reached its
loudest point, pressing the VOLUME soft key once more sets the
volume to its lowest point, starting the cycle again.

Lifting the telephone receiver automatically turns the speaker off. Note that soft key F5 is once again labelled "SPKR".

At this point, pressing SPKR turns the speaker on again. This allows the conversation to be heard by others in the room, if you wish. To turn the speaker off once again, return to the MAIN soft key line and press the HANGUP soft key. Provided your telephone receiver is off-hook, pressing HANGUP will not disconnect your call. To disconnect the call, replace the receiver on the telephone.

The Elapsed Time Monitor

The elapsed time monitor is located at the top right-hand corner of the Hyperion screen. This clock restarts timing from zero whenever you begin dialing a call. It stops timing when the call is disconnected. The last recorded elapsed time is displayed until you begin dialing another call.

The elapsed time clock is useful for timing long distance calls. However, long distance charges do not include dialing and ringing time. If you wish to eliminate dialing and ringing time from the elapsed time recorded for any call, you may do so from the MAIN/DIALER SERVICE soft key line.

STEPS

---

1) Press the Srvice soft key from either the MAIN or DIALER soft key line.

2) Press the TIMSET soft key. This immediately resets the elapsed time monitor to zero.

```
┌──────────────────────────────────────────────────────┐
│  ┌─┐                                                   │
│  └─┘                                                   │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│ ┌──────┬─────┬──────┬─────┐ ┌───┐ 12:47 ┌─────┐ ┌───┬───┬───┐ ┌────┐ │
│ │HANGUP│Files│Srvice│LEARN│ │   │       │BREAK│ │   │   │   │ │HELP│ │
│ └──────┴─────┴──────┴─────┘ └───┘       └─────┘ └───┴───┴───┘ └────┘ │
└──────────────────────────────────────────────────────┘
```
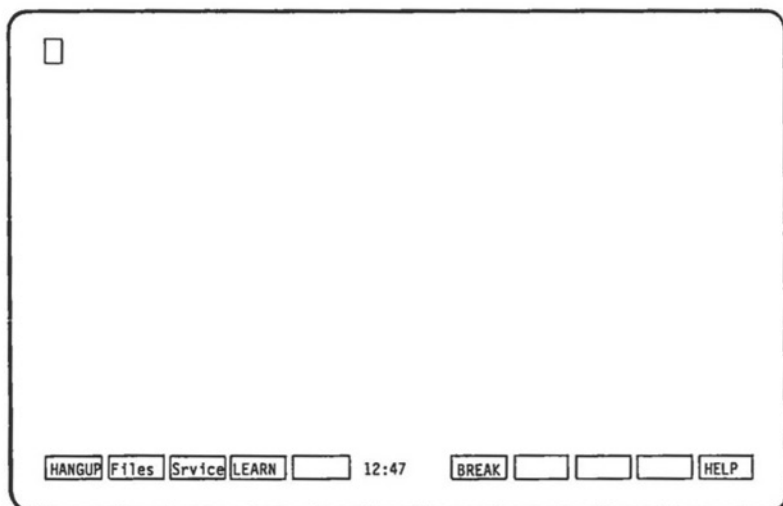
Fig. 6-21 - The DATA soft key line.

6.10   DATA CALLS

The DATA Soft Key Line

Whenever you access IN:TOUCH, the first soft key line
you see is the MAIN soft key line. From this soft key line
you may move to other soft key lines which allow you to
manipulate your dialer file and to dial calls.   Until   now,
this guide has assumed that those calls are voice calls.
However, with the Hyperion you can also make data calls to
remote devices, including IBM PCs and other Hyperions.

When you place (or receive) a data call, you require a
new set of commands to manage the exchange of signals and data
between your Hyperion and the remote device.   IN:TOUCH
provides the DATA soft key line for this purpose (Fig. 6-21).

The DATA soft key line is analogous to the MAIN soft key
line used for voice calls. From the DATA soft key line you
can:

  *   set the configuration of your Hyperion to match
      the remote device;

  *   use your Hyperion as an interactive terminal;
      and

  *   send and   receive   data   files in several
      protocols.

The DATA soft key line only appears once the following
conditions are met:

  *   Call type is data: You dial a call to a number
      which is listed in your dialer file with an
      "Auto-Data" call type (Page II-255); or, during
      a "Voice" or "Manual-Data" call, you access the
      MAIN/DIALER SERVICE soft key line and strike
      the DATA soft key to change the call type to
      data.

  *   Carrier detected   or ANSMOD struck: Your
      Hyperion detects a carrier signal (high-pitched
      "whistle") from the remote device, in which
      case your Hyperion is the data call originator;
      or, you strike the ANSMOD soft key to send a
      carrier signal, in which case your Hyperion is
      "answering" the data call.

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│  ┌──────────────────────────────────────────────────────────────────┐     │
│  │ Edit:"F i s h e r ,   L e s l i e              "                   │     │
│  ├──────────────────────────────────────────────────────────────────┤     │
│             Name: ▐Fisher, Leslie    ▌ "                                   │
│           Number: "555-1133                        "                       │
│     Type of Call: (Auto-Data) Manual-Data  Voice                           │
│        Baud Rate: 110  150 (300) 600  1200  2400  4800  9600  19200        │
│           Parity: Odd  Even  (None)                                        │
│        Data Bits: (7) 8                                                    │
│        Stop Bits: (1) 2                                                    │
│           Duplex: (Full) Half                                             │
│  Local Auto Line Feed: (No) Yes                                            │
│     Hold Request: (None) XOFF-13H  Single-__H   Double-__H                 │
│   Resume Request: (None) XON-11H   Single-__H   Double-__H                 │
│    Abort Request: (None) EOT-03H   Single-__H   Double-__H                 │
│  Deletions: First: (None) NULL-00H Single-__H                             │
│           Second: (None) XOFF-13H  Single-__H                             │
│            Third: (None) XON-11H   Single-__H                             │
│   Host Enter Key: (CR-0DH) LF-0AH  Single-__H                             │
│   Number of Nulls: 00                                                      │
│  Speed Dial Directory:  SD1                                                │
│                                                                            │
│                                                                            │
│  ┌──────┐┌─────┐┌─────┐┌─────┐┌─────┐           ┌────┐┌────┐┌────┐┌────┐┌────┐ │
│  │ SAVE ││←  ←││→  →││↑  ↑││↓  ↓│ 12:30    │SD1 ││SD2 ││SD3 ││SD4 ││HELP│ │
│  └──────┘└─────┘└─────┘└─────┘└─────┘           └────┘└────┘└────┘└────┘└────┘ │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Fig. 6-22 - The PARAMETERS soft key line,
with the table of modem parameters displayed.

When you begin a data call, it does not matter if your
telephone receiver is on- or off-hook. During the data call,
however, the receiver should be on-hook in order to prevent
interference to the data signal from noises in the room.

When you place a voice call, you monitor the dialing and
ringing through the Hyperion speaker, which is automatically
turned off as soon as you lift the telephone receiver. You
normally do not lift the receiver when placing a data call:
the speaker is automatically turned off as soon as a carrier
is received from the remote device.

Modifying Dialer File Entries for Data Calls

Whenever you add a telephone number to your dialer file
which will be used to connect your Hyperion to a remote
device, you may set modem parameter values which will be used
during data calls to that number.

> STEPS
>
> 1) From the EDIT soft key line, press the Data
>   soft key.
>
>   The modem PARAMETER table appears (Fig. 6-22).
>   Note the call type of the current entry.
>   Normally, the call type is "Voice". However,
>   pressing the Data soft key automatically
>   switches the call type from "Voice" to
>   "Auto-Data". (If the call type was previously
>   set to "Manual-Data" it is not changed.) For a
>   new entry, the remaining parameter values are
>   taken from the current values in the MODEM
>   table (Page II-259).
>
> 2) Use the block cursor control keys to move the
>   block cursor through the table of parameters,
>   selecting appropriate values. (Page II-254)

Where there is a choice of parameter values, the value
in parentheses is the value in effect. To alter the value,
move the block cursor left or right, to the desired value. The
last location of the block cursor before it is moved to
another line is the "selected" parameter value. When the
cursor is moved to a new line, it appears at the "selected"
value.

Although the changes to the modem parameter table appear on the Hyperion screen, they are not yet incorporated into the dialer file entry.

STEP

```
3) Press the SAVE soft key to finalize the new
   parameter values.
```

Pressing the SAVE soft key finalizes not only the parameter values, but also any EDITing or ADDing done to the visible portion of the entry. Similarly, pressing Esc cancels modifications made to any portion of the entry. In either case, you are returned to the DIALER soft key line.

Modem Parameter Settings and Data Transfer Protocols

In international relations, the word "protocol" is used to express the formalities and rules governing communication. In data transfer, protocol means exactly the same thing: the rules governing "conversations" (exchange of signals) between two devices.

The language of the "conversation" is already fixed. This language is written in binary digits (more usually called "bits"), binary being a number system which uses only the digits 0 (off) and 1 (on). The "protocol" sets the other rules of the "conversation". For example, the machines must agree on how fast to "talk" (baud rate); how many bits constitute a "word" (data bits); and how "words" are distinguished from one another (stop bits). These are just a few of the formalities. Others include:

*   Parity checking -- a means of monitoring the "conversation" for loss or change in "meaning". The data bits are summed before transmission, and the result is transmitted in a parity bit which is checked against the data on receipt.

*   Type of duplex -- In full duplex, the remote device echoes everything "said" to it, sending the echo to appear on the local screen. In half duplex, the remote device assumes that the local machine can produce its own echo for the screen. If a machine is mistakenly in full duplex, two characters appear on the screen for each character typed; if mistakenly in half duplex, no characters appear.

*   Local automatic line feed -- similar to duplex, in that the remote and local devices must agree as to who is supplying the line feed following each carriage return. Usually, the host computer supplies the line feed. If it does not, the local machine must. If the remote device does not produce the line feed, and local auto line feed is not in effect, each new line of text sent from the host computer is printed directly over the last. Alternately, if the remote machine does produce its own line feed, and local auto line feed is in effect, each carriage return produces two line feeds. The line feeds produced by the local auto line feed feature are not transmitted to the remote device.

        *   <u>Special-purpose hexadecimal codes</u> -- Hold,
            resume and abort requests (codes) cause the
            remote device to suspend, resume or prematurely
            end the current transmission. Deletions cause
            the local device to "ignore" certain codes in
            transmissions from the remote machine. The
            host enter key is a code which the remote
            device accepts as terminating a command or line
            of text (normally the carriage return). The two
            devices must agree on which codes will be used.
            These codes are expressed in hexadecimal, a
            number system which uses 16 "digits", 0 through
            9, followed by A through F. Hexadecimal codes
            normally have two "digits" each, for a total of
            256 possible codes.

        *   <u>Null characters</u> -- used mainly for printers,
            allowing the device enough time to accomplish a
            line feed, form feed or page feed before more
            data is transmitted.

     Even if the two devices do not use all of these
parameters, they must <u>agree</u> not to use them. Setting modem
parameters is the most technical part of using a data service
or contacting another microcomputer. In most cases, the
Hyperion's initial settings will be all you ever need. If you
should need to contact a service or computer which demands
different settings, you will likely be provided with the
necessary values. Simply use the procedure described on Page
259 to alter the modem parameter values accordingly.

     The following chart gives the parameters as they appear
in the PARAMETERS table for each dialer entry. The intial
value of each parameter is also given.

PARAMETER	FUNCTION
Name	The entry name as it will appear in the dialer file. This has no initial value; it must be individually keyed for each new entry created. An entry name consisting of spaces alone will not be accepted. (The name may be keyed from the EDIT soft key line.)

PARAMETER   FUNCTION

Number: The telephone number of the entry as it will appear
            in the dialer file.   This has no initial value; it
            must be individually keyed for each new entry
            created. (The number may be keyed from the EDIT
            soft key line.)

            A telephone number may consist of any of the
            following characters:

            - ( ) + # * , ; blank digits A B C T P

Type
of Call   Choices are Auto-Data, Manual-Data and Voice.
            Initially, the call type is "Voice". Whenever this
            table is accessed, the "Voice" call type is
            automatically switched to "Auto-Data".

            When the call type is "Voice", all parameters except
            the name and telephone number are ignored.

            When the call type is "Auto-Data", and IN:TOUCH is
            asked to dial the associated telephone number, the
            remaining parameters are used to set the Hyperion's
            internal modem.   The PARAMETER table values are
            copied to the MODEM table for this purpose (Page
            II-259).

            When the call type is "Manual-Data", the call is
            intially treated as if the call type is "Voice".
            However, if the DATA soft key on the SERVICE soft
            key line is pressed, the call is treated as if the
            call type is "Auto-Data". Only when the DATA soft
            key is pressed are the modem parameters transferred
            from the entry's PARAMETER table to the MODEM table.

Baud Rate   Sets the speed of data transfer in bits per second.
            For a new entry, this value is taken from the
            current value in the MODEM table (Page II-259).
            Initially, this value is set to "300".

Parity   Determines whether the data is checked for parity
            bits. For a new entry, this value is taken from the
            current value in the MODEM table (Page II-259).
            Initially, this value is set to "None".

```
-----------------------------------------------------------------
PARAMETER                          FUNCTION
-----------------------------------------------------------------
```

Data Bits Defines the number of data bits transmitted between
          stop bits. For a new entry, this value is taken from
          the current value in the MODEM table (Page II-259).
          Initially, this value is set to "7".

Stop Bits Defines the number of stop bits which are used to
          frame data bits. For a new entry, this value is
          taken from the current value in the MODEM table
          (Page II-259). Initially, this value is set to "1".

Duplex   Defines whether local echo is used by the internal
          modem. For a new entry, this value is taken from the
          current value in the MODEM table (Page II-259).
          Initially, this value is set to "Full".

Local Auto
Line Feed Defines whether a carriage return from the remote
          device also produces a line feed at the local
          screen. For a new entry, this value is taken from
          the current value in the MODEM table (Page II-259).
          Initially, this value is set to "No".

Hold
Request   Defines the signal which causes the remote device to
          hold data transmission. None, a standard value of
          13H (hexadecimal), or a user-defined hexadecimal
          value (00 through FF) may be selected.   For a new
          entry, this value is taken from the current value in
          the MODEM table (Page II-259).   Initially, this
          value is set to "None".

Resume
Request   Defines the signal which causes the remote device to
          resume data transmission. None, a standard value of
          11H (hexadecimal), or a user defined hexadecimal
          value (00 through FF) may be selected.   For a new
          entry, this value is taken from the current value in
          the MODEM table (Page II-259).   Initially, this
          value is set to "None".

```
-----------------------------------------------------------------
```

```
----------------------------------------------------------------
PARAMETER                              FUNCTION
----------------------------------------------------------------
```

Abort
Request   Defines the signal which causes the remote device to
            abort data transmission. None, a standard value of
            03H (hexadecimal), or a user-defined hexadecimal
            value (00 through FF) may be selected. For a new
            entry, this value is taken from the current value in
            the MODEM table (Page II-259). Initially, this
            value is set to "None".

Deletions Defines up to three characters which will be
            stripped from incoming data transmissions. None,
            three pre-defined hexadecimal values (00, 13 and 11)
            or three user-defined hexadecimal values (00 through
            FF) may be selected. For a new entry, these values
            are taken from the current values in the MODEM table
            (Page II-259). Initially, these values are set to
            "None".

Host Enter
Key   Defines the signal which is transmitted to the
            remote device when the Rtn key is struck, or at the
            end of each line of text during a file transfer.
            The carriage return code (hexadecimal value 0D), the
            line feed code (hexadecimal value 0A) or a
            user-defined hexadecimal code (value 00 through FF)
            may be selected. For a new entry, this value is
            taken from the current value in the MODEM table
            (Page II-259). Initially, this value is set to CR.

Number
of Nulls A decimal value which defines the number of null
            characters transmitted after a carriage return, line
            feed, or form feed is transmitted. For a new entry,
            this value is taken from the current value in the
            MODEM table (Page II-259). Initially, this value is
            set to "00".

Speed Dial
Directory This parameter appears only when the current entry
            has been added to a speed dialer. This parameter
            shows the label of the speed dialer to which the
            entry belongs.

```
----------------------------------------------------------------
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────────────────────┐ │
│ │PHONE:"                    "                                            │ │
│ └───────────────────────────────────────────────────────────────────────┘ │
│              Baud Rate: 110  150  ┌300┐ 600  1200  2400  4800  9600  19200 │
│                Parity: Odd  Even  (None)                                   │
│             Data Bits: (7) 8                                               │
│             Stop Bits: (1) 2                                               │
│                Duplex: (Full) Half                                         │
│ Local Auto Line Feed: (No) Yes                                             │
│          Hold Request: (None) XOFF-13H  Single-_H  Double-_H               │
│        Resume Request: (None)  XON-11H  Single-_H  Double-_H               │
│         Abort Request: (None)  EOT-03H  Single-_H  Double-_H               │
│     Deletions:  First: (None) NULL-OOH  Single-_H                          │
│               Second: (None) XOFF-13H  Single-_H                           │
│                Third: (None)  XON-11H  Single-_H                           │
│       Host Enter Key: (CR-ODH) LF-OAH  Single-_H                           │
│       Number of Nulls: OO                                                  │
│                                                                            │
│                                                                            │
│ ┌─────┐┌─────┐┌─────┐┌─────┐┌─────┐       ┌─────┐┌─────┐┌─────┐┌─────┐┌─────┐ │
│ │ SET ││←←   ││→→   ││↑↑   ││↓↓   │ 12:12 │     ││     ││     ││     ││HELP │ │
│ └─────┘└─────┘└─────┘└─────┘└─────┘       └─────┘└─────┘└─────┘└─────┘└─────┘ │
└─────────────────────────────────────────────────────────────────────────┘
```

Fig. 6-23 - The MODEM table and soft key line.

It is important to remember that the PARAMETER table
stored with a dialer file entry is consulted only when that
entry has a "Data" call type (automatic or manual). Entries
with an "Auto-Data" call type have their PARAMETER table
values transferred to the MODEM table at the time the call is
dialed. Entries with a "Manual-Data" call type have their
PARAMETER table values transferred to the MODEM table if,
during the call, the DATA soft key on the MAIN/DIALER SERVICE
soft key line is struck. The MODEM table is then used to set
the Hyperion's internal modem.

If the entry has "Voice" as its call type, transfer of
PARAMETER table values never occurs. If a "Voice" entry is
used for data transfer (by pressing the DATA soft key on the
SERVICE soft key line), the MODEM table is still used to set
the Hyperion's internal modem. However, the MODEM table will,
at that point, contain the parameter values used during the
last "Data" call . If those values are inappropriate, you may
set the MODEM table directly from the MODEM soft key line.

STEPS

1) Press the SRVICE soft key from the MAIN, DIALER, DATA or FILES soft key line.
2) Press the MODEM soft key. The MODEM table appears on the Hyperion screen (Fig. 6-23).
3) Use the block cursor control keys to move the block cursor through the table of parameters, selecting appropriate values.

Where there is a choice of parameter values, the value
in parentheses is the value in effect. To alter the value,
move the block cursor left or right, to the desired value. The
last location of the block cursor before it is moved to
another line is the "selected" parameter value. When the
cursor is moved to a new line, it appears at the "selected"
value.

Although the changes to the modem parameter table appear
on the Hyperion screen, they are not yet incorporated into the
dialer file entry.

STEP

4) Press the SET soft key to finalize the new parameter values.

The SET soft key not only fixes the values in the MODEM
table, it also sets the Hyperion's internal modem using those
values.

"Teaching" your Hyperion an Input Sequence

At any time during a data call, your Hyperion can "learn" a sequence of input lines. During subsequent calls to the same telephone number (if dialed from your dialer file), you may have the Hyperion "recall" that sequence, one line at a time.

For example, whenever you call a data service (or other host computer) you must normally complete a sign-on sequence in order to use that service. You can have your Hyperion "learn" the sign-on the first time you call the associated number. The sign-on is saved in your dialer file with that telephone number and, during future calls, may be "recalled" on request.

STEPS

---

1) Once you are connected on a data call, press the LEARN soft key from the DATA soft key line.

2) Begin entering your sign-on sequence in the normal manner.

3) When you have completed the sign-on sequence, press the STOP soft key.

Pressing the LEARN soft key accesses the LEARN/RELEARN soft key line (Fig. 6-24). At this point, the Hyperion begins to "learn" the characters you type. Pressing the STOP soft key stops the "learning" and saves the "learned" sequence. Pressing the CANCEL soft key cancels the "learned" sequence. In either case, you are returned to the DATA soft key line.

```
.password
HOST REPLY
.access code
HOST REPLY
.identification
HOST REPLY
□
```

```
[    ] [    ] [    ] [PAUSE] [    ]  12:50  [STOP] [    ] [CANCEL] [    ] [HELP]
```
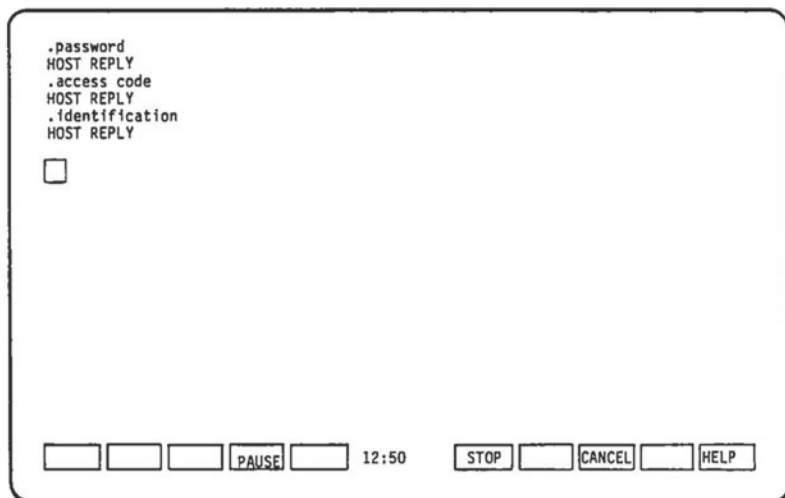
Fig. 6-24 - The LEARN/RELEARN soft key line.

Entering "Pauses" Into a "Learned" Sequence

If there is some portion of the sequence you would prefer not to have the Hyperion "learn" -- a private access code, for example -- you may use the PAUSE soft key to suspend "learning" temporarily.

STEPS

1) Press the LEARN soft key from the DATA soft key line, and begin entering your sequence.

2) When you reach a line or word which is private, press the PAUSE soft key (F4).

   Note that that soft key F4 is now labelled "RESUME".

3) Type the private line or word, then press the RESUME soft key to resume "learning".

   Note that soft key F4 is again labelled "PAUSE".

You may pause and resume as many times as necessary while "learning" a sequence. When the sequence is complete, press the STOP soft key to end "learning" and to save the "learned" sequence.
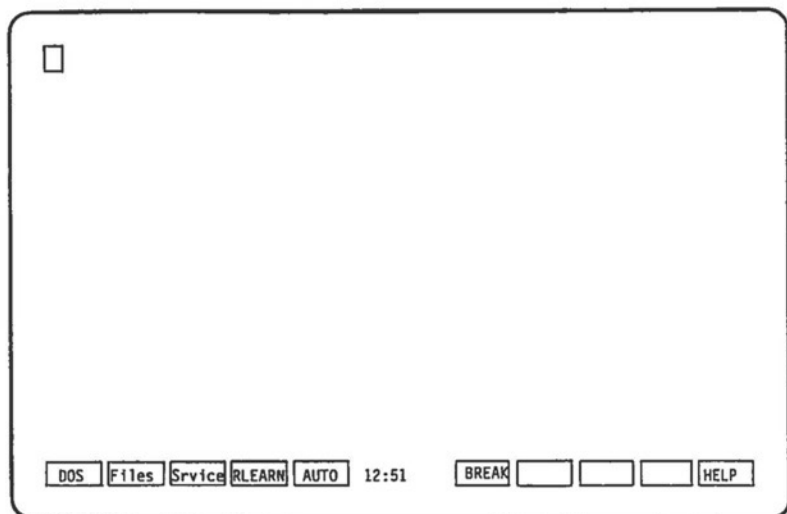
Fig. 6-25 - The DATA soft key line as it appears when
a "learned" sequence is saved with
the current dialer file entry.

Changing a "Learned" Sequence

Note that when a "learned" sequence is stored with the
current dialer file entry, the DATA soft key line changes
(Fig. 6-25). The "learning" soft key is labelled RLEARN, and
a new label, AUTO, is added to the line.

Pressing the RLEARN soft key allows you to replace or
delete a previously "learned" sequence. When the
LEARN/RELEARN soft key line appears, either type in the new
sequence and press the STOP soft key to save it, or type
nothing and press STOP to delete the previous sequence.
Pressing the CANCEL soft key cancels the new "learned"
sequence, but does not affect the previously "learned"
sequence, which remains stored with the current dialer file
entry. You are returned to the DATA soft key line.

"Recalling" a "Learned" Sequence

To recall a "learned" sequence during the current call,
press the AUTO soft key. The AUTO key must be struck once for
each line in the sequence. This allows you to wait for the
host computer to respond to each line, if necessary, before
proceeding to the next.

STEPS

1) Once you are connected to a data call for which
   you have a "learned" sequence saved, press the
   AUTO soft key to "recall" the first line of the
   sequence.

2) Press AUTO again to "recall" the next line.
   Repeat for each subsequent line in the
   sequence.

If you "paused" in the middle of a line while "learning"
a sequence, the Hyperion will "pause" there while "recalling"
it. Type the private word, or line, then press the AUTO key
to continue "recalling" the sequence.

A sequence may be "recalled" only once during the same
call. However, once you begin to "recall" a sequence, you are
not obligated to continue. You may stop pressing AUTO at any
time and begin entering commands or text manually. The next
time you press AUTO, you will begin "recalling" the sequence
from the point where you last left off.
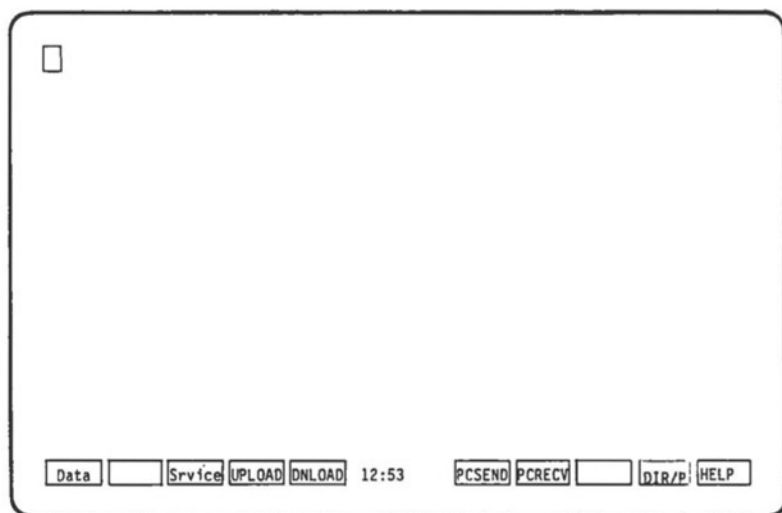
Fig. 6-26 - The FILES soft key line.

Use Your Hyperion as a Data Terminal

Once you have called a data service, or other host computer, and received a carrier signal, the DATA soft key line appears. At the same time, the remainder of the Hyperion screen clears and a regular cursor appears in the upper left corner of the screen. Your Hyperion is now a data terminal.

From this point, every character you type using the alphanumeric keyboard is transmitted to the host computer. You are no longer working with the Hyperion processor and diskette drives; your work is being processed and stored by the host computer.

The commands and text which you type, and the host computer responses, appear on the Hyperion screen. You can also obtain a permanent record of this terminal session, if you wish.

> STEPS
>
> +--+
> | 1) Attach a compatible printer to your Hyperion. |
> | (See The Hyperion Setup Guide for details.) |
> | |
> | 2) Press Ctrl + Print. |
> +--+

Ctrl + Print causes a local printer echo. This means that every character which appears on the terminal screen is repeated to your printer. This produces a "hardcopy" record of your terminal session.

Although the Hyperion is acting as a data terminal, IN:TOUCH is still available to perform special data management functions. While all the alphanumeric keys are transmitted to the host, the soft keys are not. Soft keys may be used to transfer files from your Hyperion diskettes to the host computer, and to store host computer files onto Hyperion diskettes. You may even consult your directory of files without disturbing your connection to the host computer.
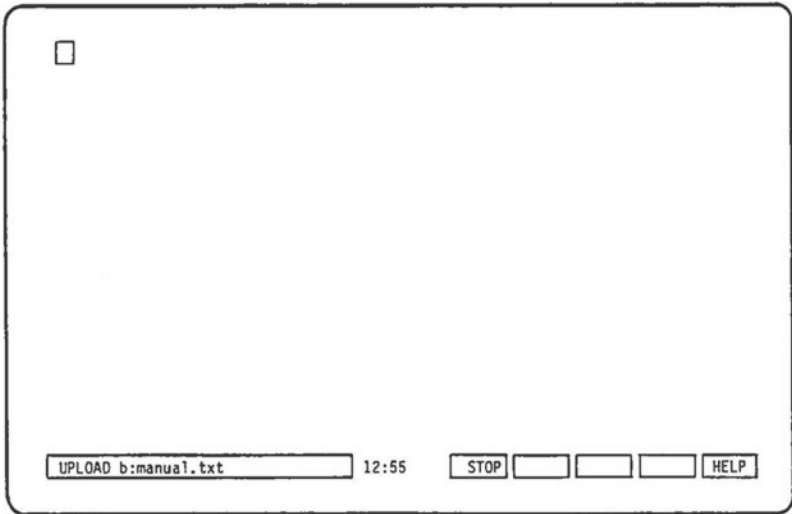
Fig. 6-27 - The UPLOAD/PCSEND soft key line.

Data Transfer

Pressing the FILES soft key in the DATA soft key line accesses the FILES soft key line (Fig. 6-26). This soft key line is used to transfer files to, or accept files from, a remote device. You may transfer files using either the protocol defined in your MODEM table, or the IBM PC protocol.

To send (upload) a file:

STEPS

1) From the FILES soft key line, press either the UPLOAD or PCSEND soft key. At this point, nothing you type is being transmitted to the host computer.

   UPLOAD transmits using the protocol currently defined in the MODEM table; PCSEND transmits using the IBM PC protocol. However, both keys access the same soft key line (Fig. 6-27). Either "UPLOAD" or "PCSEND" appears on the left of the soft key line, depending on which key was used. Immediately following is a flashing editing cursor.

2) Type the drivespec of the diskette drive where the file is located (i.e., "A:", "B:").

3) Type the filespec (Page II-11) of the file.

4) Press Rtn.

   At this point, transmission to the host computer resumes. The system finds the file and transmits it one line at a time, exactly as if you were typing it. The defined "enter" code is sent at the end of each line.

5) When file transmission is complete, press the STOP soft key to stop uploading. You are returned to the DATA soft key line.

If the system cannot locate the specified file, the message: "OPEN ERROR- hit any key to continue" appears on the left of the soft key line. Pressing any key returns you to the DATA soft key line and resumes transmission to the host computer.
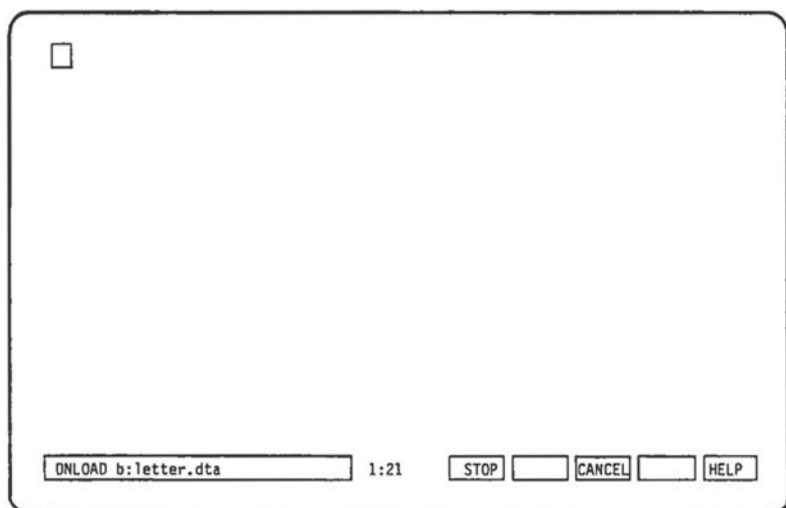
Fig. 6-28 - The DOWNLOAD/PCRECEIVE soft key line.

To accept (download) a file:

STEPS

---

1) Type the host computer command which displays the required file on the Hyperion screen; however, DO NOT type the "enter" key (Rtn).

2) From the FILES soft key line, press either the DNLOAD or PCRECV soft key. At this point, nothing you type is being transmitted to the host computer.

   DNLOAD accepts files using the protocol currently defined in the MODEM table; PCRECV accepts files using the IBM PC protocol. However, both keys access the same soft key line (Fig. 6-28). Either "DNLOAD" or "PCRECV" appears on the left of the soft key line, depending on which key was used. Immediately following is a flashing editing cursor.

2) Type the drivespec of the diskette drive where the file is to be stored (i.e., "A:", "B:").

4) Type a new filespec (Page II-11) for the file.

5) Press Rtn.

   At this point, transmission to the host computer is resumed.

6) Press the "enter" key (Rtn) to execute the command which you typed in Step 1.

   The Rtn key generates a blank line. This is the first line entered into the new file. The host computer now begins to transmit the requested file, one line at a time.

7) When file transmission is complete, press the STOP soft key to stop downloading and to store the file. You are returned to the DATA soft key line.

If you decide that you do not wish to store the incoming
information, press the CANCEL soft key. Pressing CANCEL stops
the downloading and ignores the file which has been received.

If the filespec you specified in Step 4 contains
unacceptable characters or cannot fit on the specified
diskette, the message: "OPEN ERROR- hit any key to continue"
appears on the left of the soft key line. Pressing any key
returns you to the DATA soft key line and resumes transmission
to the host computer. Pressing the Rtn key at this point will
access the host computer file specified in Step 1, but
downloading will not occur. To try downloading again, do not
press Rtn, but immediately press the DNLOAD or PCRECV soft key
and repeat the above procedure from Step 3, using a different
drivespec and/or filespec.

Special Precautions for Transfers Between Microcomputers

Data transfer between microcomputers requires careful co-ordination. Before starting, users should discuss how the transfer will be accomplished. Data could be lost during the transfer if the following precautions are not observed:

   *   **Decide in advance who is "answering" the call.**
        In order for data transfer to take place, one
        of the machines must be the "originator"; the
        other, the "answerer". It does not matter which
        is which.   If you dialed the call through
        IN:TOUCH, your Hyperion is in "originate" mode.
        To switch to answer mode, press the ANSMOD key
        from the MAIN/DIALER SERVICE soft key line.

        *   Allow the user who is downloading
        (receiving) data enough time to prepare a
        filespec before starting to upload (send). If
        transmission is begun before the download end
        is ready,   a   portion   of   the   data being
        transmitted will be lost. It may be useful to
        agree that the upload end will not begin
        transmission until a given number of seconds
        after the call has been switched from "Voice"
        to "Data".

Consulting Your Diskette Directory

You may consult your diskette directory from the FILES soft key line, if necessary.

STEPS

1) From the FILES soft key line, press the DIR/P soft key. At this point, nothing you type is being transmitted to the host computer.

The characters DIR/P appear on the left of the soft key line, followed by a flashing editing cursor.

2) Type the required drivespec (i.e., "A:", "B:") and a filespec, if desired (Page II-65).

3) Press Rtn. |

The directory of all files matching the specified filespec on the specified drive is displayed on the Hyperion screen. If there are more files than can be displayed on one screen, press any key to move to the next screenful. Once the last screenful has been displayed, transmission to the host computer resumes.

Terminating the Data Call

Disconnecting your data call automatically returns you
to the MAIN soft key line.

STEP

```
1) Perform the normal sign-off sequence for the
   data service or host computer to which you are
   connected.

2) Press the HANGUP soft key from the DATA soft
   key line. You are automatically returned to
   the MAIN soft key line.
```

You may also end a data call, without disconnecting, by
switching the call type to "Voice". This feature allows you to
contact other microprocessor users, transfer data and converse
during the same call.

STEPS

```
1) Press the SRVICE soft key from either the DATA
   or FILES soft key line.

2) Press the VOICE soft key, pick up the handset
   and start your conversation.
```

Pressing the SRVICE soft key on either the DATA or FILES
soft key line takes you to the DATA/FILES SERVICE soft key
line. Pressing the VOICE soft key switches the call type from
"Data" to "Voice". You are automatically returned to the MAIN
soft key line.

6.11   QUICK REFERENCE TO THE IN:TOUCH SOFT KEY LINES

The MAIN soft key line:
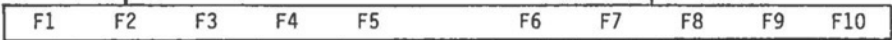
| DOS | Dialer | Srvice | LAST # | SPKR | | SD1 | SD2 | SD3 | SD4 | HELP |

The SPEED DIALER soft key line:

| F1 | F2 | F3 | F4 | F5 | | F6 | F7 | F8 | F9 | F10 |

The DIALER soft key line:

| Main | FIND | Srvice | START | SPKR | | ↑↑ | ↓↓ | Edit | Add | HELP |

The EDIT soft key line:

| SAVE | DELETE | Data | ←← | →→ | | SD1 | SD2 | SD3 | SD4 | HELP |

The PARAMETERS soft key line:

| SAVE | ←← | →→ | ↑↑ | ↓↓ | | SD1 | SD2 | SD3 | SD4 | HELP |
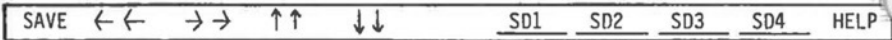
The DELETE/REPLACE soft key line:

| Are you sure? | | | YES | | NO | | HELP |

The ADD TO SPEED DIALER soft key line:

| F1 | F2 | F3 | F4 | F5 | | F6 | F7 | F8 | F9 | F10 |
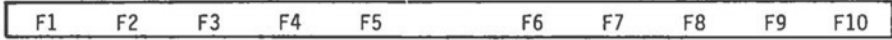
Fig. 6-29 - The IN:TOUCH soft key lines
used to manage your dialer file
and to dial calls.

The MAIN/DIALER SERVICE soft key lines:

1) No call in progress

| Main | | | | SPKR | | LABELS | MODEM | CONFIG | | HELP |
| Dialer |

2) Voice call in progress - originate mode

| Main | DATA | TIMSET | NEWNUM | SPKR | | | MODEM | CONFIG | | HELP |
| Dialer |

3) Voice call in progress - answer mode

| Main | DATA | TIMSET | | SPKR | | | MODEM | CONFIG | | HELP |
| Dialer |

4) Data call in progress (waiting for carrier) - originate mode

| Main | VOICE | TIMSET | NEWNUM | SPKR | | | MODEM | CONFIG | ANSMOD | HELP |
| Dialer |

5) Data call in progress (waiting for carrier) - answer mode

| Main | VOICE | TIMSET | | SPKR | | | MODEM | CONFIG | ANSMOD | HELP |
| Dialer |

The LABELS soft key line:

| SAVE | | ↑↑ | ↓↓ | | HELP |

The MODEM soft key line:

| SET | ←·← | →→ | ↑↑ | ↓↓ | HELP |

The CONFIGURATION soft key line:

| SAVE | ←← | →→ | ↑↑ | ↓↓ | HELP |

Fig. 6-30 - The SERVICE soft key lines.

The DATA soft key lines:

1) Learned information does not exist

| DOS | Files | Srvice | LEARN | | | BREAK | | | | HELP |

| HANGUP |
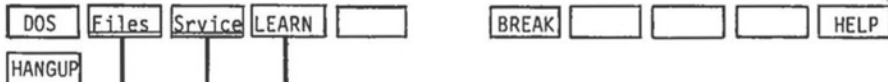
2) Learned information does exist
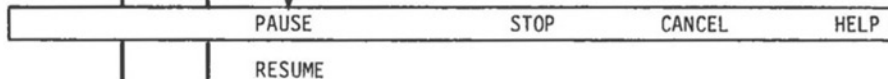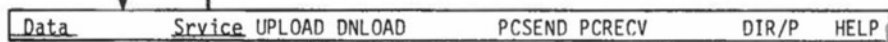
| DOS | Files | Srvice | RLEARN | AUTO | | BREAK | | | | HELP |

| HANGUP |

The LEARN/RELEARN soft key line:

| | PAUSE | | STOP | CANCEL | HELP |

RESUME

The FILES soft key line:

| Data | Srvice | UPLOAD | DNLOAD | PCSEND | PCRECV | DIR/P | HELP |

The DATA/FILES SERVICE soft key line:

| Data | VOICE | | MODEM | CONFIG | HELP |

| Files |

The UPLOAD/PCSEND soft key line:

| UPLOAD | | STOP | | HELP |

| SEND |

The DOWNLOAD/PCRECEIVE soft key line:

| DNLOAD | | STOP | CANCEL | HELP |

| PCRECV |
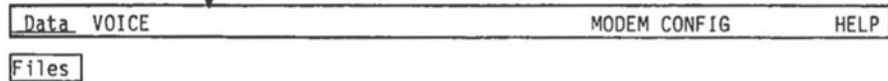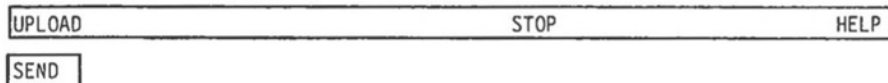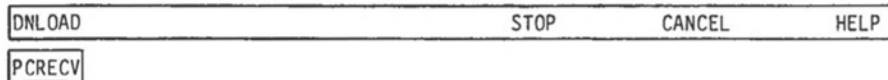
Fig. 6-31 - The IN:TOUCH soft key lines
which are used to manage data calls.

Part III

Section 1

INTRODUCTION TO PART III

Part III

ADVANCED USE OF THE HYPERION

TABLE OF CONTENTS

SECTION   PAGE

Section 1

INTRODUCTION TO PART III

This part, Part III, of the user guide, is a description of some advanced techniques of Hyperion usage which may be useful.

Part III is organized according to the application:

- Section 2 describes diskette management. It is important to keep accurate records of which diskettes contain which information. This sections covers the formatting of new diskettes, labelling diskettes, and backing up diskettes for protection against accidental destruction.

- Section 3 describes the batching of DOS commands. 'Batching' is putting a series of commands in one file, which when activated, performs each command. This can be thought of as a large MYKEY.

For the moment we have included only two applications. In subsequent versions of this guide, there will be several others.

Part III

Section 2

DISKETTE MANAGEMENT

PERMANENT LABEL   TEMPORARY LABEL
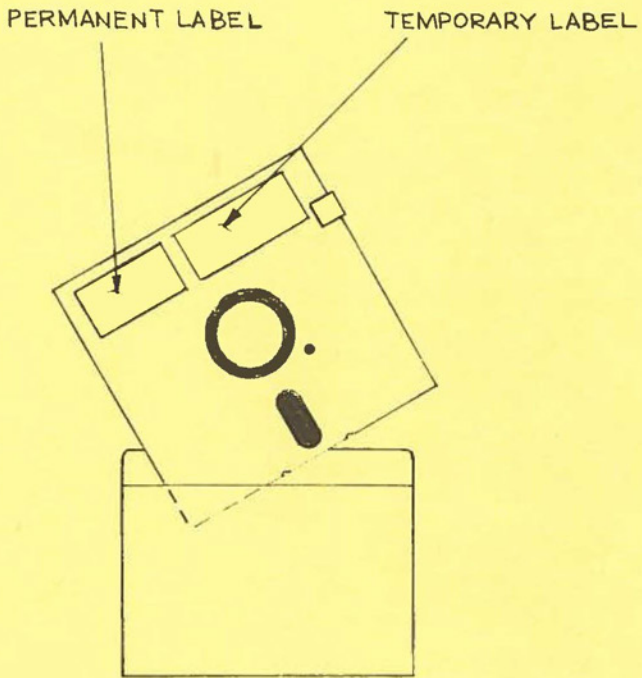
Fig. 2-1 - The floppy diskette

Section 2

DISKETTE MANAGEMENT

2.1   MASTER DISKETTES

When you receive new 'software' programs for the
Hyperion, they are normally shipped on <u>master diskettes.</u> The
master diskettes are write-protected. They are very important,
and should be treated with care.

Your first task when receiving a write-protected master
diskette should be to make a backup copy of that diskette.
How to back up diskettes is described in Section 2.5.

Then you would store your master diskette in a safe
location, and use the copy to load the software into your
system.

You can use the masters to create new copies at any
time.

2.2   PREPARING A NEW DISKETTE FOR USE

When a new diskette is shipped by a manufacturer, it typically contains a random and useless set of magnetic information. Such diskettes must first be formatted for use by the Hyperion. The process of formatting takes less than thirty seconds per diskette, during which time DOS tidies up the magnetic information on the diskette, writes addressing information, sets up the directory, and (optionally) puts a DOS onto the diskette.

The use of the FORMAT command to prepare a new diskette for use is described in detail in Section II of this User Guide. The steps are only summarized here.

To prepare a new diskette for use, assuming the Hyperion is turned off:
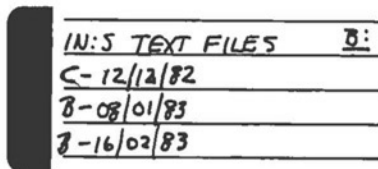
STEP

```
1)  Insert a Hyperion User Diskette into drive A.

2)  Power on the Hyperion.

3)  Wait for the system prompt  C:_  and  soft  key
    line to appear on the screen.

4)  Press the soft key F2  (Disks)  to  access  the
    soft key line called DISKS.

5)  Press the soft key F6 (FORMAT).

6)  Type in  the parameters B: and  press  the  Rtn
    key.

7)  Insert the new diskette into drive B, and press
    any key. This starts the  formatting  process,
    which will take about thirty seconds.

8)  After  the  completion  message  is  displayed,
    enter N to stop formatting diskettes.
```

2.3   DISKETTE LABELLING

A permanent label exists in the upper left corner of
every diskette, and temporary labels can be applied at any
time. These labels may be colour-coded and marked with a
felt-tip pen with a name or other information to help the user
with external diskette organization.

It is strongly recommended that you establish a firm
standard for the labelling of diskettes.   Useful information
includes the creation date for the diskette, an indication of
its normal use (e.g., IN:SCRIBE Text Files: Office), whether
the diskette is current (latest copy) or a backup, whether DOS
exists on the diskette, and in which drive the diskette is
usually expected to reside. Ideally, each diskette label
should also show the date the last backup copy was made.

```
IN:S TEXT FILES    B:
C- 12/12/82
B- 08/01/83
B -16/02/83
```

This diskette was created on December 12th, 1982.   It
does not contains DOS, and normally resides in drive B. It
was copied onto another diskette on January 8th, 1983, and
became the (unused) backup copy on that date. On February
16th, it became the current version again. This implies that
a companion diskette was created and made current on January
8th, and became the backup copy on February 16th.

2.4   BACKING UP YOUR DISKETTES

       If you observe the diskette care precautions described
in the Setup Guide, there is no reason to expect loss of
diskette data. As a final ultimate precaution, though, it is
strongly recommended that you further protect your important
program and data files by making copies of them. Diskette
copies are normally called backups, and the process of making
these copies is called backing up.

       To back up a diskette:

       STEP

1) Make sure that the   DOS software is loaded into the system.
2) Access the soft key line called DISKS.
3) Press the soft key F6 (D-COPY).
4) Insert the diskette you want copied into drive A. It may be a good idea to protect the source diskette by applying an adhesive tab over the write-protect notch before starting the backup process.
5) Insert the diskette you want to copy onto into drive B. Make sure that this diskette does not contain any important information, since all previous information on the diskette will be automatically deleted during the copying.
6) Press any key to start the copying process, which will take about thirty seconds.
7) When the system indicates that it has finished copying, enter N to stop copying diskettes.
8) Apply a temporary label to the new backup diskette, and mark it appropriately with a soft felt-tip pen.

Ways of Organizing Your Backup Diskettes

Backup and diskette organization methodologies are a personal decision of every computer user. Typically, users make backup copies of important diskettes on a regular and frequent basis, to avoid potential data losses.

* Proposal #1: Backup <---> Current

   The simplest backup methodology involves copying back and forth between two diskettes. One of the two was current and becomes the backup, and the other becomes the new current. While it is true that both are identical after the backup is made, it is wise to make the old backup become the new current. This ensures that each diskette is given a rest between backups, while the new current becomes the more heavily used version. The overall life of the pair is thus extended.

* Proposal #2: Son <--> Father <--> Grandfather

   Another commonly used scheme is referred to as the Grandfather-Father-Son methodology. This involves a rotation of three diskettes at each backup date. The current is copied onto the oldest (grandfather), and becomes the backup (father). The grandfather becomes the latest copy (son), and the old father becomes the new grandfather. This system is inherently safer than the two diskette method, in that there is always one diskette sitting on the shelf, even while a backup is being made. It does, however, require more clerical diskette labelling effort.

* Proposal #3: Snapshots

   This technique can be used in conjunction with either of the above methodologies, or can in fact replace them. It consists of making a duplicate of a working diskette for filing. The duplicate becomes a 'snapshot' of the working diskette's contents. The original working diskette continues to be used in normal operation, but should be manually marked as having been·duplicated on this date.

Overall Recommendation

Hyperion users should consider using the first proposal, for simplicity's sake, while taking occasional snapshots, for safety's sake.

All of your diskettes should have backups. This includes diskettes that contain only programs, as well as those that contain data files.

The frequency of diskette backup is a factor of the level of change to the information in a diskette, your own peception of the reliability of your diskettes, and the perceived value of the information on a diskette.

Part III

Section 3

BATCHING DOS COMMANDS

Section 3

BATCHING DOS COMMANDS

3.1   GENERAL INTRODUCTION

After using the Hyperion DOS for a while, you may find
yourself using the same sequences of DOS commands over and
over. In such cases it may be useful for you to put all these
DOS commands into a file and simply call up the file each time
you want the sequence of DOS commands executed. Putting DOS
commands into a file is called batching DOS commands.

The Batch File

The file into which these commands are put, is called a
batch file.

You may assign any filename you wish to this batch file.
However, the file extension must always be BAT. This is how
the system recognizes that this is a batch file.

Entering the filename of the batch file, and pressing
Rtn, then causes the system to execute all of the commands
stored in the batch file automatically.   The batch file
filename can therefore be considered as a 'command', a command
which you have created.

Inserting Remarks and Pauses

It is possible to insert remarks into a batch file, to
provide useful feedback to the user. It is also possible to
cause the batch process to pause at any point and wait for the
user to hit any key before proceeding.

Inserting Parameters

Parts of the command lines contained in a batch file may
be left incomplete. You would structure batch files in this
way, if you would want them to behave differently depending on
the value substituted for the incomplete parts of the file.

When calling up such an uncompleted batch file, then, you would follow the filename with several words (parameters). During execution, the system would then automatically substitute these parameters for the incompleted portions of the file.   In this way you can modify the execution of the batch file.

The AUTOEXEC Batch File

Whenever a system restart is performed on the Hyperion (Ctrl + Alt + Del), the commands found in a file called AUTOEXEC.BAT are automatically entered into the system.   On the Hyperion User Diskette it is the AUTOEXEC batch file that enters the commands to copy certain files to drive C, to make drive C the current drive, and to display the date and disknames.

Since AUTOEXEC.BAT is a batch file, you can create your own AUTOEXEC, which would then be automatically executed at every system restart.

Unless you are quite comfortable with the concepts of current drives, the soft key line, and drive C itself, you should retain the AUTOEXEC.BAT file that we have supplied.   If the commands it contains are not executed at restart time, the normal Hyperion operating environment will be changed.

3.2   CREATING A BATCH FILE

Batch files are created in the same way as any other
text file, using either the COPY command, or the Hyperion
editor, IN:SCRIBE.

Creating text files using IN:SCRIBE is described in Part
II, Section 5 of this Hyperion User Guide.

To create the batch file using the COPY command:

STEPS

---

1) Enter the following command line:

        COPY CON: d:filename.BAT

   where **filename** is any legal filename, and d: is
   a drivespec. Be sure that filename.BAT does not
   previously exist, as the COPY command destroys
   previous contents of a file when used in this
   way.

2) Type the DOS command lines that are to form
   this batch, exactly as you would type them
   normally for immediate execution. Hit the Rtn
   key between each command, as always.

3) When all of the commands needed for the batch
   have been entered, press Ctrl + Brk   to
   terminate the COPY command, and therefore to
   end the batch.

The commands typed into the batch file filename.BAT can
now automatically be executed at any time, by typing **filename**
when DOS is prompting for a command.

3.3   EXECUTING A BATCH

Once a .BAT file has been created, all of the commands
it contains can be executed simply by typing the filename of
the .BAT file on a command line. Only the filename, and not
the .BAT extension, should be typed.

To execute a batch of DOS commands:

STEPS

```
4)   Enter the command line:

          batchfilename   parameters


5)   Press the Rtn key.
```

Up to   9 parameters may   be   entered   after   the
batchfilename. A parameter is a value that is going to be
substituted for unknowns previously entered into the batch
file.

3.4   PASSING PARAMETERS

As mentioned earlier, it is often useful to create batch
files that contain 'holes' to be filled at the time they are
executed. For example, a useful batch file for diskette and
file management purposes might be one that displays the
contents of a file on the screen, and then deletes it only if
the user so decides. The batch file would look like this:

              TYPE %1
              REM   Enter CTRL-BREAK to SAVE this file,
              PAUSE or hit any other key to ERASE it.
              ERASE %1

The batch file does not contain the name of the file to
be typed and then optionally erased.   Instead, it contains a
reference to the first (%1) parameter on the command line that
called up the batch. This batch file would be called up by
typing

              batchfilename file.to.be.typed

The name of the file to be typed would then replace each
occurrence of %1 in the batch file.

This simple example only refers to one command line
parameter, but in fact any batch file can refer to up to ten
words on the command line. They are always referred to as
%0, %1,...,%9. %0 is the actual batchfilename, exactly as it
was typed on the command line. %1 through %9 are up to nine
command line parameters.

Occasionally, it may be necessary to have a real percent
sign appear in a batch file.   DOS assumes that percent signs
are parameter references, unless they are typed twice:

              REM This is a percent sign (%%).

During execution of a batch containing the above line,
the remark would be displayed on the screen as

              This is a percent sign (%).

3.5   INSERTING A REMARK INTO A BATCH

DESCRIPTION

The REM command causes no action whatever to be performed by DOS, but displays its own command line on the screen. It is used within batch command files, to provide feedback to the user.

COMMAND FORMAT

REM [between 0 and 123 characters of comments]

PARAMETERS

Between 0 and 123 characters may follow the REM command word, although less than 75 is typical. This sequence of characters will be displayed on the screen whenever the system is executing the batch file and has reached the REM command line.

The REM command may be used with no other comments whatsoever, simply to provide spacing within a batch file, to improve its readability.

USER INTERACTION

The REM command displays its own contents, but waits for no user input whatsoever.

SEE ALSO

The PAUSE command is similar to the REM command in that it displays its own contents to the user. It also adds a prompt and makes the system wait for user input before continuing to execute the batch file.

3.6   INSERTING A PAUSE INTO A BATCH

DESCRIPTION

This command is used within batch files to cause a user-controlled delay in processing of the DOS commands in the batch. It also displays any message on the screen prior to causing the delay. This allows batch files to be written that request diskette changes, for example.

COMMAND FORMAT

PAUSE [between 0 and 121 characters of comments]

PARAMETERS

You may enter up to 121 characters after the PAUSE command word, although less than 73 is typical. The system will display this sequence of characters when it reaches the PAUSE command line. Such a sequence may be an instruction to the user, such as a request to insert a certain diskette into a diskette drive.

The PAUSE command may be used with or without comments. If they are not supplied, only the prompt message occurs.

USER INTERACTION

The PAUSE command displays the contents of its own command line on the screen, and then prompts:

Strike any key when ready...

At this point, execution of subsequent commands in the batch is suspended until the user hits any keyboard key.

If any key other than Ctrl + Brk is entered, the subsequent commands in the batch are executed.

If Ctrl + Brk is entered, however, no further processing of the commands in the batch occurs. This allows the user to choose to terminate a batch prematurely if desired.

SEE ALSO

The REM command is used to cause remarks to be displayed on the screen during processing of a batch. It can be used in conjunction with the PAUSE command whenever a one line comment is insufficient.

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