Getting Started: InteGRiD

GRiD

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About This Book

Welcome to the world of GRiD® software under InteGRiD. InteGRiD is an operating environment that makes the complete range of GRiD integrated software available to you while running MS-DOS®. The GRiD integrated applications are powerful, easy to use tools that can help you greatly increase your productivity.

This book is designed to introduce you to GRiD software under InteGRiD. We'll sample some of the more popular GRiD integrated applications, and in a short while you'll have a good understanding of what GRiD software has to offer.

GRiD Software   Of the variety of GRiD integrated applications available, we'll focus on the more popular ones in this book:

☐ **GRiDMaster**, a powerful desktop organizer that performs many familiar office functions such as keeping track of appointments, addresses, files, project schedules, and more.

☐ **GRiDWrite**, GRiD's easy to use text editor and formatter.

☐ **GRiDPlan II**, GRiD's second generation spreadsheet application that includes a variety of built-in graphing functions to help you better display your data.

☐ **GRiDManager**, an all-purpose system and file management application that makes managing your system a snap.

☐ **GRiDMail**, an application that provides access to the Field Mail Electronic Mail system, which connects users of GRiD Servers™.

☐ **Window Manager**, a key part of the InteGRiD operating environment that allows you to run and view multiple GRiD software applications; it provides true multi-tasking of GRiD applications.

In addition to the GRiD integrated applications that you'll learn about in this book, there are several other GRiD applications available. For example, there is GRiDPaint (presentation graphics), GRiDFile (database), GRiDTerm and GRiDVT100 (data communications), GRiDLab (real-time data collection and display), GRiDTask II (a powerful custom application builder), and many others. For further information on any of these other GRiD software products, contact your GRiD representative.

Hands-On Exercises   After an introduction explaining the basics of GRiD software, this book is composed of a series of hands-on exercises. The exercises are grouped into "sessions," or chapters. Each session is dedicated to one of the GRiD applications described above and contains a few simple exercises.

The hands-on exercises provide a quick, effective way for you to familiarize yourself with the capabilities of each application. Each session requires only 10 to 20 minutes to complete.

You can complete the sessions in any order you wish, since the applications are independent. However, we recommend that you do Session One first as that session explains in detail how to retrieve a file—an essential first step to using GRiD software.

You'll find that although GRiD applications differ widely in functionality, all use similar commands, menus. and forms. This carefully designed similarity makes GRiD software easy to learn and use; once you've learned one application, your learning is transferrable to other GRiD applications.

All of the GRiD applications you need for the hands-on exercises can be found on the Getting Started diskette supplied with this book.

NOTE: Most of the GRiD applications included on your Getting Started diskette are demonstration versions (GRiDMaster, GRiDWrite, GRiDPlan II, and GRiDMail). These versions are limited in certain ways, for example, Demo GRiDWrite can only accept approximately 1 page of text, and Demo GRiDPlan II cannot save or print any data. If you wish to purchase the regular version of any of these applications after trying it out, contact your GRiD representative.

Restarting an Exercise

If for any reason you find yourself lost and unable to reproduce on your screen what an exercise shows and you want to start the exercise over, you can exit the application. To give the quit command, hold down the Code (Alt) key and press Esc. To confirm that you want to quit, hold down the Alt or Fn key and press Return; this exits the application so you can start over again.

Session Summary

To help you remember key concepts that you learn, a session summary is provided at the end of every session. Refer to the session summary for a quick review of the key concepts that apply to the particular application as well as to GRiD software in general.

Books You May Need   Before doing the *Getting Started* exercises, you should read the Owner's Guide for your computer for information on how to set up and operate it. Additionally, you should be familiar with the operation of MS-DOS on your computer. GRiD computer users should refer to the *Using MS-DOS* manual and the *MS-DOS Reference* manual for MS-DOS information.

For general reference information about InteGRiD, you may want to read the System Basics chapter in the *InteGRiD Software* manual. The remainder of this manual contains detailed information on Window Manager, GRiDManager, other GRiD utility programs, and system error messages.

You may want further information about GRiD software from one of the following sources:

- □ *GRiDMaster User's Guide,* for reference information on GRiDMaster.
- □ *GRiDWrite User's Guide,* for reference information on GRiDWrite.
- □ *GRiDPlan II User's Guide,* for reference information on GRiDPlan II.
- □ *GRiDMail User's Guide,* for reference information on GRiDMail.
- □ *GRiD Server User's Guide,* for reference information on using GRiD Server.
- □ *Read Only Memory (ROM) Installation and Use,* if you have ROM software.

Customer Response Form   A postage paid customer response form is included at the end of this manual. Readers are encouraged to use the form to comment on the usefulness and readability of this manual.

Introduction: Keys to Using GRiD Software

This introduction begins by explaining some important computer storage concepts, then focuses on the fundamentals of GRiD software under InteGRiD. Finally, it prepares you for hands-on use of the software with a discussion of the File form.

How Your Computer Stores Data

Your computer makes use of both permanent and temporary storage for blocks of data called files. This section explains the concepts of permanent and temporary storage and files. (If you already have a good understanding of permanent and temporary storage, you can skip the first section and go on to the second section on files.)
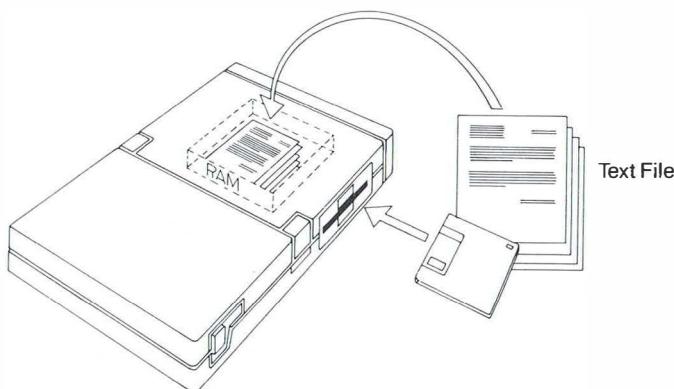
Permanent and Temporary Storage

Your computer stores information on floppy diskettes or hard disks. The data that you copy onto a disk device remains there after you turn off the power. Thus, computer data that is on a storage device is sometimes referred to as being in *permanent storage.* Disk devices are permanent storage devices that can be read from and written to.

Another type of permanent storage device that you may have is a ROM (Read Only Memory). ROM devices can only be read from; they cannot be written to. A ROM is a semiconductor chip containing permanently stored information. ROMs are inserted directly into your computer, and have the advantage of providing extra permanent storage that requires no extra disk device and can't be accidentally erased.

When you want to look at data that is stored on a permanent storage device, the computer puts a copy of the data into temporary memory referred to as working memory, main memory, or RAM (Random Access Memory), as shown in Figure 1. The term *RAM* is used to refer to temporary memory in this manual. Once data is in RAM, you can change it or add to it.

Figure 1. *Permanent Data Duplicated in RAM*

Data in RAM is destroyed if the computer's power is turned off. For permanent storage of data that is in RAM, you must *save* it, or make a duplicate copy, onto a permanent storage device such as a floppy diskette or hard disk. The normal sequence of events for working with data is as follows:

1. You retrieve a file from a permanent storage device: the computer places a copy of the file and the required application program into RAM.

2. You work with data in RAM, changing or adding to it. All new data you type is stored in RAM.

3. You save the data: the computer copies the data that is in RAM back to the permanent storage device, usually over the previous version. The changed data is now permanently stored.

The important point to remember is that permanent memory is for storage and RAM (temporary memory) is for current work.

Files

All information that your computer uses is stored in *files*. A file is a collection of related data, just like the pages stored in a file folder in a filing cabinet. For example, the following information is stored in separate files: a memo, the GRiDWrite application, the InteGRiD operating environment.

There are three types of files stored under InteGRiD.

☐ *System files* contain programs that InteGRiD uses in its internal operation (for example, GRiD.Exe and GExec.Run).

☐ *Application files* contain programs for your business or professional tasks (for example, GMaster, GWrite, and GPlan2).

☐ *Data Files* contain the information that you enter into the computer while using one of the application programs. For example, the data can be text, such as a memo you wrote using GRiDWrite, or it can be a worksheet, such as a pricing model prepared with GRiDPlan II.

GRiD Software Common Concepts   All of the GRiD integrated applications have a similar "look and feel." This similarity among GRiD applications is carefully planned to make your computer and the GRiD integrated applications easy to use. The similarity among GRiD applications includes common commands, as well as other more general features. The following sections describe the more important common concepts.
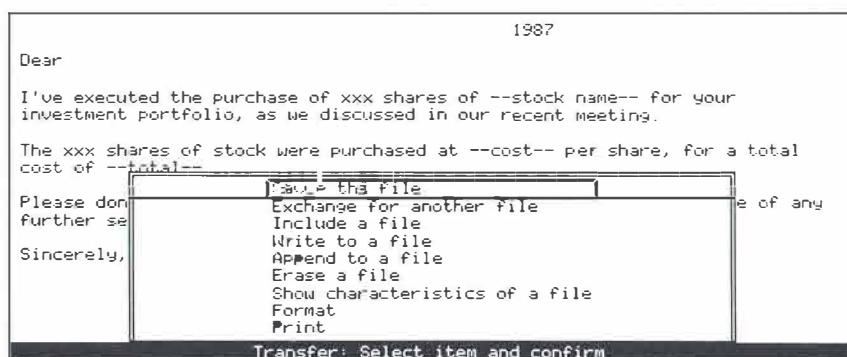
Menus and Forms

With GRiD applications you don't have to commit long lists of file names, command names, choices, and options to memory. The system does all the work for you; it presents you with a list of choices whenever you need to do something. You never need to guess or memorize. Any options or choices about how to do something are displayed in menus or forms, as shown in Figure 2. You simply need to select what you want to do to accomplish a task.

Some menus contain commands that, when selected, cause another menu to be displayed that lists additional commands.

You use the arrow keys to move around in and select items in menus and forms. The arrow keys are explained later in this section.

Figure 2. *A Typical Menu*

```
                               1987

Dear

I've executed the purchase of xxx shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The xxx shares of stock were purchased at --cost-- per share, for a total
cost of --total--
           ┌──────────────────────────────────────────────┐
Please don │ Save the file                              │ │ e of any
further se │ Exchange for another file                    │ │
           │ Include a file                               │ │
           │ Write to a file                              │ │
Sincerely, │ Append to a file                             │ │
           │ Erase a file                                 │ │
           │ Show characteristics of a file               │ │
           │ Format                                       │
           │ Print                                        │
           └──────────────────────────────────────────────┘
─────────────────Transfer: Select item and confirm───────────────
```

Message Line

A message line at the bottom of the screen prompts you as you work with
a file (see Figure 3). The message line tells you what to do when you issue
a command and displays error messages if an error occurs.

Figure 3. *Message Line*

```
                               1987

Dear

I've executed the purchase of xxx shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The xxx shares of stock were purchased at --cost-- per share, for a total
cost of --total--.

Please don't hesitate to call me if I can answer any questions or be of any
further service to you.

Sincerely,

─────────────────Duplicate: Make a selection and confirm─────────────── ── Message L
```

Special Keys

You will need to learn how to use a few special keys to effectively use the GRiD menus and forms, and to respond to prompts from your computer. These special keys are described in the following paragraphs.

NOTE: If you are using a GRiD286™ or an IBM® PC keyboard, press Alt whenever a Fn or Code key is required.

Arrow Keys   You use the Arrow keys to move around menus and forms and to move or select data in files. The Arrow keys will always get you to where you want to go. Just hold one down long enough, or press it often enough, and you'll get there. You can use the Arrow keys by themselves, or in combination with the Fn and Shift keys. The Fn and Shift keys multiply the effect of the individual Arrow keys. Table 1 summarizes how to use the Arrow keys alone and in combination with the Fn and Shift keys for moving around a file and for data selection.

Table 1. *Using the Arrow Keys*

Keystroke	Effect
→ or ←	Moves cursor right or left one character
↑ or ↓	Moves cursor up or down one line or cell
Fn-→ or Fn-←	Moves cursor right or left one word or cell
Fn-↑ or Fn-↓	Moves cursor up or down one screen
Fn-Shift-→ or Fn-Shift-←	Moves cursor to the beginning or end of the line
Fn-Shift-↑ or Fn-Shift-↓	Moves cursor to the beginning or end of the file

Code Key   The Code key is a special key used to invoke commands with GRiD software. The Code key is labeled Alt on the top and Code on the front side.

The Code key is always used in combination with another key. For example, if you see "press Code-T," that means hold down the Code key while pressing T. Most GRiD commands can be invoked by pressing Code in combination with the first letter of the command name. For example, Code-T invokes the Transfer command and Code-D invokes the Duplicate command.

In your GRiD software application manuals, you may also encounter references to keystrokes such as Code-Return or Code-Arrowkey. For your convenience under InteGRiD, you can use the Fn key as a substitute for the Code key for any keystroke that requires Code in combination with Return, Shift, or one of the Arrow keys. For example, if you are instructed to press Code-Return, you can press Fn-Return to accomplish the same thing. This feature makes it easy to execute frequently used keystrokes with just your right hand.

NOTE: On the GRiD286 keyboard, you can press SysReq when instructed to press Code-Return.

Code-? and Code-U   GRiD applications do not clutter the screen with a list of the commands and other information that you may not always need to see, so as to leave the maximum possible space for your data. Help commands such as Code-? and Code-U are used to display such information.

Code-? is a help command that is generally always available while you are using GRiD software. Press Code-? to see a menu and brief description of all the commands that are available at a particular time. Some commands have no Code-letter combination assigned and can only be invoked by selecting them from the Code-? menu.

Code-U is another command that is generally always available and is included here because it is so frequently useful. Pressing Code-U gives you a usage report showing the current memory and storage device usage statistics, as well as identifying the file you are currently working on, if applicable.

Esc   Esc is a special command that generally means abort the current activity or command. Press Esc if you want to stop a command. For example if you issue the Duplicate command and have selected some data to duplicate, and then decide you don't want to do that, just press Esc.

Common Commands

GRiD software uses a set of carefully developed common commands that make the GRiD applications integrated and easy to use. The majority of GRiD common commands operate in the same way regardless of the GRiD application you are using. The common commands make it easy to learn new GRiD applications after you've learned one, because you already know the basics.

The GRiD software common commands can be organized into six functional groups as shown in Table 2. Most of these commands are general to all GRiD applications, however, command availability varies according to the needs of individual applications.

Table 2. *GRiD Software Common Commands*

Function	Command	Keystroke
Help	Information	Code-?
	Usage	Code-U
Select data	select	Arrow keys
	Begin selection	Code-B
	Column selection	Code-C
	Row selection	Code-R
Edit data	Duplicate	Code-D
	Erase	Code-E
	Find	Code-F
	Insert	Code-I
	Move	Code-M
	Substitute	Code-S
Transfer data	Transfer (includes printing, saving, appending, including, and erasing files)	Code-T
Set characteristics	Options	Code-O
	Properties	Code-P
Exit file	Quit (saved)	Code-Q
	Cancel (not saved)	Code-Esc

Starting InteGRiD   Before you can start InteGRiD on your computer, you must power on the computer and start MS-DOS. Refer to the Owner's Guide for information on setting up your computer and refer to the *MS-DOS Reference* manual for details on using MS-DOS.

At the MS-DOS command prompt, the command you type to start InteGRiD differs depending on the InteGRiD configuration you ordered. Use the command from Table 3 that applies to your InteGRiD order number.

Table 3. *InteGRiD Start-Up*

InteGRiD Order Number	Start-Up Command	Comments
272 276	grid	Special InteGRiD/MS-DOS ROM combination. No diskette required.*
29600-01 29600-02 29600-03	grid	InteGRiD in ROM. Requires InteGRiD diskette in current drive.
29550 29557 29600-00	gridram	InteGRiD on diskette. Requires InteGRiD diskette in current drive.

*We recommend that you insert the InteGRiD diskette when you start up with this ROM combination so that InteGRiD can read your "User.Pro" file to set system configuration and user key information. The User.Pro file is similar to an Autoexec.bat file under MS-DOS. If you start up without the User.Pro file on the default disk device, InteGRiD uses a generic User.Pro file from ROM and any system configuration or user key changes you make cannot be saved.
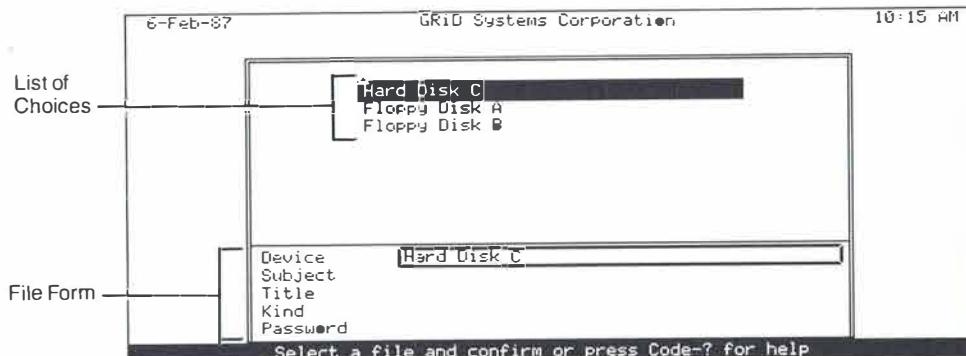
After you enter the proper command to start InteGRiD, the computer loads the InteGRiD operating environment into main memory. When the File form appears the computer is ready to handle your GRiD software requests.

NOTE: The device where the InteGRiD system files are located must be the current device when you start InteGRiD. For example, if the InteGRiD files are on drive A, then you must switch to drive A before starting InteGRiD.

For more detailed start-up information refer to the *InteGRiD Software* manual.

The File Form: Your Access to GRiD Software   When you start
InteGRiD on your computer, the File form is displayed (Figure 4) after
InteGRiD is finished loading. The File form is a blank form that you fill in
to tell the system what file you want to work on.

Figure 4. *File Form*

The File form looks very different from the MS-DOS command line prompt
that you may be familiar with, however, you will see that it asks for similar
information but in a different format. The File form is just a mechanism for
presenting you with a list of choices rather than making you remember all of
your file names. Using the File form is easier than the MS-DOS command line
because you don't need to type any path or file names—essentially, you just
point to select a file. (You can type a file name if you want, but you don't
need to.)

Filling in the File form to retrieve a file is similar to specifying a pathname
in MS-DOS, except that each item in the path goes on a separate line in the
form. In addition, you are presented with a list of all the possible choices at
each line in the form. The list of choices for an item in the form appears in
the box above the form.

The File form asks for five items of information about the file you want to
work on; these items are described briefly in Table 4 and in more detail in
the sections that follow.

Table 4. *File Form Items*

Item	Description	Example
Device	The physical device where the file is stored, or the volume name of a diskette	Hard Disk C or Finance
Subject	The name of the group that the file belongs to; the directory name	lstQtr
Title	The name of the file	January
Kind	The file extension; determines which application the file requires	Txt
Password	Not supported under InteGRiD	

What is a Device?

A *Device* is the name of a permanent storage device. InteGRiD assigns a device name to each storage device attached to your computer at start-up (similar to A:, B:, and so on under MS-DOS). These names appear as choices for the Device item of the File form. Some examples of device names you might see are shown below:

Read Only Memory
Hard Disk C
Ms-Ramdrive F
Floppy Disk A
Floppy Disk B

You will probably be using several floppy disks as you work with your computer. Each floppy disk has a *volume name*, or label, that you can give to it when it is formatted. As you work with floppy disks, InteGRiD also includes their volume names in the list of devices. This ensures that the correct diskette is selected during an operation. For example, if you want to erase the files on a particular diskette, but have the wrong one inserted in the drive, the system prompts you for the correct diskette.

NOTE: Use the MS-DOS LABEL command to change or assign a label to a floppy disk after it has been formatted.

What is a Subject?

A *Subject* is the group name of a collection of files; it is a directory name under MS-DOS. Subjects help organize your files into logical groups so it is easier to find them. For example, you might put financial record files under the Subject "Finance;" or, if you work primarily with financial records, you might have separate Subjects called "FY85," "FY86," "FY87," etc.

NOTE: The "Programs" Subject is a special subject that contains all GRiD system and application files. These files must be in the "Programs" Subject; otherwise, the computer will not be able to find them when they are needed.

What is a Title?

A *Title* is simply the name of a file; when you create a file, you specify the Title. As in MS-DOS, the title can have a maximum length of eight characters. Each file has both a Title and a Kind (described in the following paragraph).

What is a Kind?

A *Kind* is the "last name" of a file; it is the file extension under MS-DOS. A file's Kind associates that file with a particular application or system function. For example, a file of Kind "Txt" requires the GRiDWrite application, and a file of Kind "Wks" requires the GRiDPlan II application. You cannot use a "Wks" file without GRiDPlan II any more than you can play a record without a record player.

The association of a Kind with each file saves you time and keystrokes because it allows the computer to automatically determine and load the required application. There is no need for you to first select an application and then load a data file, as is commonly done under MS-DOS.

Some of the Kinds you'll encounter in this book and their associated applications are shown in Table 5. Refer to the System Basics chapter in the *InteGRiD Software* manual for a more extensive list of Kinds.

Table 5. *Kinds and Associated Applications*

Kind	Application	Examples
Txt	GRiDWrite	Business letters Memos Contracts
Wks	GRiDPlan II	Sales forecasts Budget estimates Tax worksheets
Org	GRiDMaster	Personal organizer
Run	executable program	Has no associated application; just executes

File Kinds have a special significance under InteGRiD. InteGRiD uses file Kinds to automatically start applications for you.

To start working on a data file with a GRiD application, you select the data file in the File form, not the application. The Kind of the data file tells InteGRiD what application is required, and that application is automatically loaded along with your data file. For example, if you want to work on a letter stored in a text file (Kind "Txt"), you select the text file directly, and InteGRiD automatically loads GRiDWrite for you.

What is a Password?

A *Password* is a key that restricts access to a file. Passwords aren't used under InteGRiD since they aren't supported by MS-DOS. Leave the Password item blank when filling in a File form.

Passwords are only supported for GRiD-OS (GRiD's proprietary operating system) devices such as those found on a GRiD Server.

Filling in the File Form
This introduction has given you basic information about GRiD software under InteGRiD. The sessions that follow contain hands-on exercises using the system. In the first exercise, you will learn how to fill in the File form to retrieve a file.

Session 1: GRiDMaster—The Desktop Organizer

In this session, you'll learn how to use the File form to retrieve a file. In addition, we'll introduce GRiDMaster, GRiD's desktop organizer.
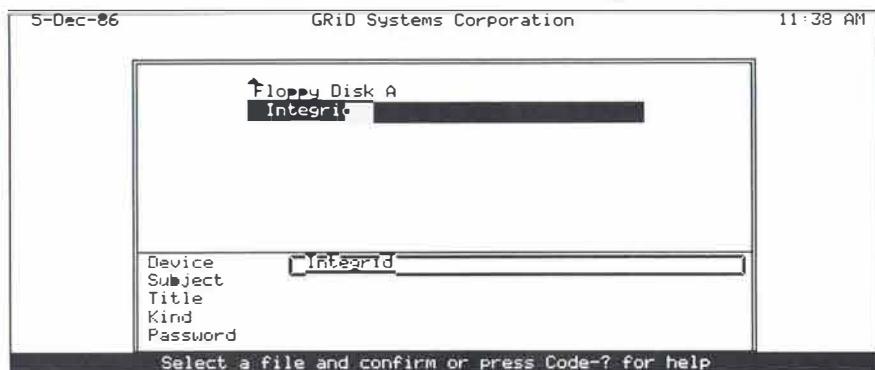
GRiDMaster is a powerful, easy to use organizational tool that performs many familiar office functions. Keeping track of appointments, addresses, files, organization charts, and project schedules is easy and automatic with GRiDMaster. A "to-do" list, calculator, and automatic telephone dialer are also included. In addition, you can create ten customized functions, allowing easy access to other personal tasks and applications.

A simple set of icons gives you instant access to any of GRiDMaster's functions with a single keystroke. Because GRiDMaster is interactive, you can move from one function to another without leaving the program.

Preparation   Before you can start the exercises in this session you must do the following:

☐ Turn on your computer and start MS-DOS.

☐ Start InteGRiD, following the directions given in the Introduction.

☐ Insert the Getting Started diskette into your floppy disk drive.
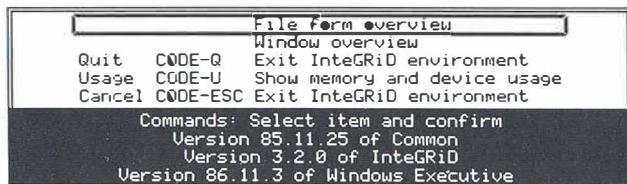
Exercise 1: Retrieving an Existing File   The objective of the first exercise is to fill in the File form to retrieve an existing file.

```
5-Dec-86              GRiD Systems Corporation              11:38 AM


                    ↑Floppy Disk A
                     Integri




          Device        Integrid
          Subject
          Title
          Kind
          Password
          Select a file and confirm or press Code-? for help
```

Get help information

Read the message below the File form; messages here tell you what to do next, or tell you what the computer is doing.

Press Code-? for help. (Hold down the Code key and tap the ? key. You don't need to press the Shift key to get ?)

```
┌───────────────────────────────────────────┐
│              │File form overview│          │
│              └──────────────────┘          │
│                Window overview             │
│  Quit    CODE-Q    Exit InteGRiD environment   │
│  Usage   CODE-U    Show memory and device usage │
│  Cancel  CODE-ESC  Exit InteGRiD environment   │
├───────────────────────────────────────────┤
│        Commands: Select item and confirm   │
│            Version 85.11.25 of Common      │
│             Version 3.2.0 of InteGRiD      │
│          Version 86.11.3 of Windows Executive │
└───────────────────────────────────────────┘
```

The help menu lists the commands available at this point. Note that you can press Code-Q or Code-Esc to exit InteGRiD whenever the File form is displayed. Note also that the version numbers of the InteGRiD system software are displayed below the menu.

To issue a command from a menu you can either use its Code key or select it directly from the menu. Those commands without Code keys can only be issued by selecting them directly from the menu.

Select the File form overview

To select an item from any menu, you must use the Arrow keys to move the outline around the item and then "confirm." The proper response to a "confirm" request is to press Fn-Return. Since the outline in the form is already surrounding the File Form Overview item, simply press Fn-Return to select it.

Confirm, or Fn-Return, is the command you will use most frequently with GRiD software. Think of it as telling the computer to execute what you have selected or typed. (You can also confirm by pressing Code-Return, but Fn-Return is generally more convenient because it is a single-handed keystroke.)

NOTE: If you are using a computer that doesn't have a Fn key, such as the GRiD286 or an IBM PC, press Alt whenever Fn is required. For example, to confirm on a GRiD286, press Alt-Enter. Additionally, on the GRiD286, you can press SysReq to confirm.

```
┌──────────────────────────────────────────────────────┐
│ Fill in the File form to retrieve existing files      │
│ and create new ones. Press the Arrow Keys to          │
│ select an item. Press RETURN to move the outline      │
│ to the next item in the form. All items in the        │
│ form except Password must be filled in.               │
│                                                        │
│ Device   Indicates storage devices available.         │
│                                                        │
│ Subject  Categorizes files.  The "Programs"           │
│          subject is reserved for GRiD software.        │
│                                                        │
│ Title    Names a file.                                 │
│                                                        │
│ Kind     Describes the application needed for the      │
│          file you want to retrieve or create.          │
├──────────────────────────────────────────────────────┤
│     Press the ESC key to return to the File form      │
└──────────────────────────────────────────────────────┘
```

The File form overview displays some text describing how to fill in the File form. If all of the text doesn't fit on one screen, you will see a tiny arrow in the lower left corner of the overview. To scroll the text upward, press ↓ .
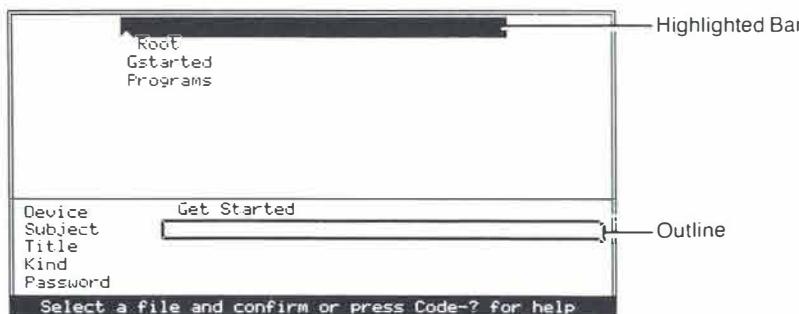
Return to the File form

The message at the bottom of the screen tells you how to do this. Simply press Esc. Think of Esc as taking a step back; in this case, you return to the File form.

Select the proper Device

In the File form, the items you need to fill in are listed on the left and the outline indicates which item you are filling in. The first item is Device.
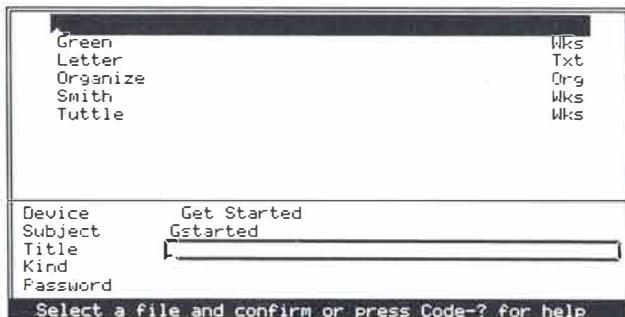
Use the ↑ or ↓ keys to move the highlighted bar in the top part of the screen to the Device that holds the Getting Started diskette. Assuming your Getting Started diskette is in floppy drive A, move the highlighted bar to "Floppy Disk A" and press Return to select that device. The Device item in the File form is filled in with the selected Device. (If your Getting Started diskette is in a different floppy drive, select the appropriate device name.)

```
                                                         ─── Highlighted Bar
        Root
        Gstarted
        Programs




    Device        Get Started
    Subject     ┌───────────────────────────────┐ ─── Outline
    Title       └───────────────────────────────┘
    Kind
    Password
    Select a file and confirm or press Code-? for help
```

When you fill in one item by selecting a choice for it, the outline moves to
the next item in the File form. When the outline moves, the volume label of
the Getting Started diskette replaces the name of the physical device in the
File form. Names of diskettes that you use appear in an indented list under
their physical drive names in the device list.

Select the "GStarted" Subject

Press ↓ to move the highlighted bar to the "GStarted" Subject. Press Return
to select that Subject and move to the next item, Title.

```
        Green                               Wks
        Letter                              Txt
        Organize                            Org
        Smith                               Wks
        Tuttle                              Wks




    Device        Get Started
    Subject       Gstarted
    Title       ┌───────────────────────────────┐
    Kind        └───────────────────────────────┘
    Password
    Select a file and confirm or press Code-? for help
```
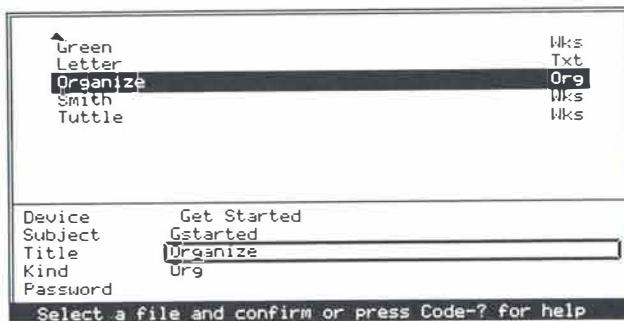
The list of choices that appears above the File form changes as you move the
outline from one item to the next in the File form. Each list displays the
choices for the item you are filling in.

Select the file "Organize"

Press ↓ to move the highlighted bar to the "Organize" file. When you move the highlighted bar to an existing Title, the Kind is also automatically filled in.

You can see that the four required items in the File form are now filled in (leave Password blank). To retrieve the selected file, confirm the File form; that is, press Fn-Return.

```
 ▲
 Green                                      Wks
 Letter                                     Txt
 Organize                                   Org
 Smith                                      Wks
 Tuttle                                     Wks



 Device      Get Started
 Subject     Gstarted
 Title       Organize
 Kind        Org
 Password
 Select a file and confirm or press Code-? for help
```
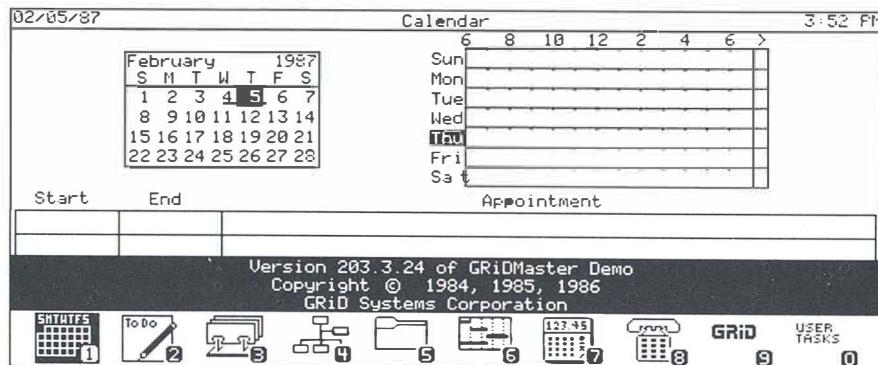
As the computer retrieves the file, the message line tells you what is happening. After a short while, the GRiDMaster Calendar appears.

NOTE: This exercise covered retrieving an existing file. To create your own files, fill in the File form as described in this exercise, but instead of using the Arrow keys to select an existing Title, type in the name of a new file and confirm. When you confirm again, InteGRiD creates a new file with the title you entered and retrieves the application corresponding to the Kind you selected.

Exercise 2: Entering Appointments in the Calendar   The objective of this exercise is to learn how to move around in and enter appointments into the GRiDMaster Calendar.

Exercise 2 Scenario: You are a stock broker managing a busy schedule of client appointments, lunches, and business meetings. You're using GRiDMaster to help you keep track of your daily schedule.

```
┌─────────────────────────────────────────────────────────────────────────┐
│02/05/87                          Calendar                        3:52 PM  │
│                                  6    8   10  12   2    4    6  >          │
│     ┌───────────────────┐     Sun┌───────────────────────────────┐        │
│     │February      1987 │     Mon│                               │        │
│     │ S  M  T  W  T  F  S│     Tue│                               │        │
│     │ 1  2  3  4  5  6  7│     Wed│                               │        │
│     │ 8  9 10 11 12 13 14│     Thu│                               │        │
│     │15 16 17 18 19 20 21│     Fri│                               │        │
│     │22 23 24 25 26 27 28│     Sat└───────────────────────────────┘        │
│     └───────────────────┘                                                  │
│   Start      End                        Appointment                        │
│ ┌──────────┬──────────┬──────────────────────────────────────────────┐    │
│ │          │          │                                              │    │
│ └──────────┴──────────┴──────────────────────────────────────────────┘    │
│         Version 203.3.24 of GRiDMaster Demo                               │
│            Copyright ©   1984, 1985, 1986                                  │
│                GRiD Systems Corporation                                    │
│  SMTWTFS  ToDo                         123.45                  GRiD  USER   │
│  ▦     1  ✎  2      3      4      5      6   ▦  7   ▦  8      9   TASKS  0   │
└─────────────────────────────────────────────────────────────────────────┘
```
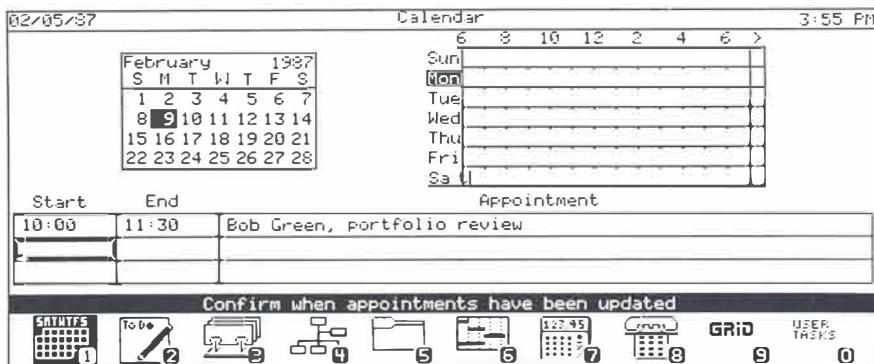
Select a day to make an appointment

Look at the monthly calendar displayed in the upper left of your screen.
The current day is highlighted. You are going to make an appointment for
Monday of the following week. Using the → key, move the highlighted
square to the following Monday. To activate the appointment book, press
Fn-Return to confirm. A cursor appears in the first box of the appointment
book.

Enter the appointment

You'll make an appointment to review a client's portfolio from 10:00 a.m. to
11:30 a.m. First, enter the number 10 in the Start column (for appointment
times on the hour you need only enter the hour). Press → to move to the End
column and enter 11:30. You don't need to enter "am" or "pm" because
GRiDMaster assumes a 12-hour day from 7:00 a.m. to 7:00 p.m. For
appointment times outside this range, you must enter "am" or "pm"
following the time.
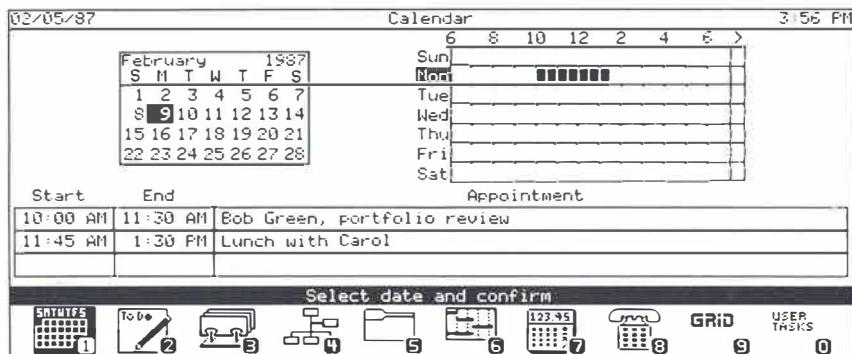
Press → again to move to the Appointment column. Enter the following
appointment: "Bob Green, portfolio review." If you make a mistake, press
BkSp to erase unwanted characters. Press Return to move to the next line in
the appointment book to enter another appointment.

```
02/05/87                          Calendar                        3:55 PM
                                    6    8   10  12   2    4   6  >
         February      1987     Sun
         S  M  T  W  T  F  S    Mon
            1  2  3  4  5  6  7  Tue
            8  9 10 11 12 13 14  Wed
         15 16 17 18 19 20 21    Thu
         22 23 24 25 26 27 28    Fri
                                 Sa
      Start      End                      Appointment
     10:00      11:30      Bob Green, portfolio review


             Confirm when appointments have been updated
```

Enter another appointment

Make an appointment for lunch. Enter 11:45 in the Start column, press →, and enter 1:30 in the End column. Press → again and enter, "Lunch with Carol." Press Fn-Return to confirm the appointments you have entered.

Note that you don't have to enter your appointments in chronological order; GRiDMaster puts them in chronological order for you after you confirm. Also, you don't have to enter an ending time for an appointment, if you don't know it. You can leave both starting and ending times blank for a special event such as a birthday or a note such as "Call John today."

```
02/05/87                          Calendar                        3:56 PM
                                    6    8   10  12   2    4   6  >
         February      1987     Sun
         S  M  T  W  T  F  S    Mon     ▮▮▮▮▮▮▮
            1  2  3  4  5  6  7  Tue
            8  9 10 11 12 13 14  Wed
         15 16 17 18 19 20 21    Thu
         22 23 24 25 26 27 28    Fri
                                 Sat
      Start       End                     Appointment
     10:00 AM  11:30 AM   Bob Green, portfolio review
     11:45 AM   1:30 PM   Lunch with Carol


                    Select date and confirm
```

While the cursor is in the appointment book, you can also duplicate, move, insert, or erase appointments. Remember that you can always press Code-? for a list of available commands.

Exercise 3: Modifying a File Folder and Linking to the Card File

The objective of this exercise is to:

☐ Move to another GRiDMaster tool (File Folders)

☐ Modify text in a File Folder

☐ Link to the Card File

NOTE: During this exercise, you may notice your computer accessing the disk when you haven't touched the keyboard for a while. GRiDMaster automatically saves your organizer file if there has been no keyboard input for approximately one minute. This feature helps protect against accidental data loss.

Exercise 3 Scenario: During your appointment with Bob Green, you made some changes to his investment portfolio. After executing the transactions, you want to update the summary of his investments that you keep in a GRiDMaster File Folder. After updating his investment summary, you decide to call him to let him know that the transaction is complete. You need to look up his telephone number in the Card File tool.

Change to the File Folders tool

Each GRiDMaster tool is associated with one of the icons shown at the bottom of the screen; they are, in order: Calendar, To-Do List, Card File, Organization Charts, File Folders, Activity Schedular, Calculator, Phone, Administrator, and User Tasks. You move from one tool to another by pressing the Function key (F1 through F10) that corresponds to the tool you want to move to.

Press F5 to move to the File Folders tool. The File Folders tool holds text files that are grouped into "Drawers," or subjects. For example, you may have drawers entitled Established Clients, New Clients, Prospects, Personal, Stocks, Bonds, and Funds. You can have as many file drawers and individual files as you want. Each file folder can hold a maximum of 64,000 characters, about 32 pages.

Select a File Folder

To select a file folder, you fill in the File Folders form with the drawer and title of the folder. Press ↓ to highlight the "New Clients" drawer and press Return to select it. Press ↓ to highlight the title "Bob Green" and confirm by pressing Fn-Return.

```
02/06/87                  New Clients: Bob Green              1:30 PM
Referred by:  Julie Lowry
First contact:  November 11, 1986

   Investment            Shares   Price    Total $    Date
   ----------            ------   -----    -------    ----
   Hollaway Industries   2000     36 5/8   73250.00   11/15/86
   Top Notch Computer    1000     58 3/4   58750.00   11/15/86
   Duggan Bond fund      2548.42  9.81     25000.00   11/17/86
   AQM                   750      18 3/8   13781.25   11/15/86
   Duggan Overseas fund  511.18   15.65     8000.00   11/17/86
   TeleTime              500      11 1/8    5562.50   11/15/86

   Total                                  184343.75

              Confirm to select another folder
  5MTWTFS  To Do                          123.45          GRiD   USER
  [####]   [/]    [==]    [==]   [==]   [==]   [===]  [===]         TASKS
      1        2       3      4      5      6      7      8      9      0
```

Enter new information

Press ↓ to move the cursor to the blank line under "First contact." Type: "Portfolio review: April 27, 1987." Then press Return to insert a blank line.

Press ↓ to move down to the blank line under "TeleTime." Add a new line to Bob Green's list of investments:

Avex	500	50 1/8	25062.50	4/28/87

Press Return after adding the new line.

```
02/06/87                    New Clients: Bob Green                 3:50 PM
Referred by:   Julie Lowry
First contact:  November 11, 1986
Portfolio review:  April 27, 1987

   Investment          Shares   Price     Total $     Date
   ----------          ------   -----     -------     ----
   Hollaway Industries  2000    36 5/8    73250.00    11/15/86
   Top Notch Computer   1000    58 3/4    58750.00    11/15/86
   Duggan Bond fund     2548.42 9.81      25000.00    11/17/86
   AQM                  750     18 3/8    13781.25    11/15/86
   Duggan Overseas fund 511.18  15.65      8000.00    11/17/86
   TeleTime             500     11 1/8     5562.50    11/15/86
   Avex                 500     50 1/8    25062.50     4/28/87

              Confirm to select another folder
```

Erase and replace text

Press ↓ to move to the "Total" line. Hold down the → key to move the cursor to the right of the total, "184343.75." Holding down a key causes it to repeat, in this case, to continue moving the cursor right until you release the key.
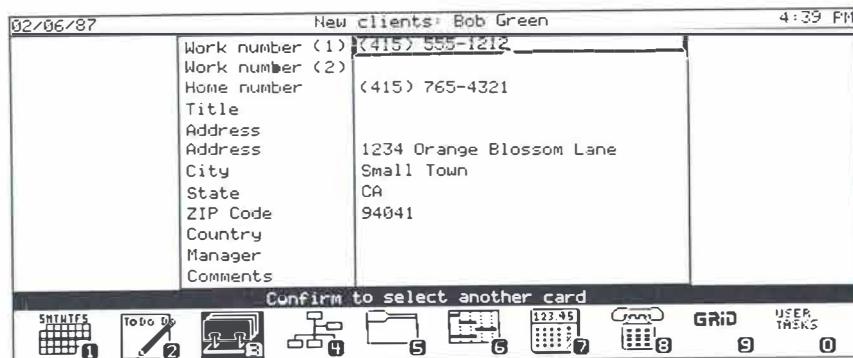
Press BkSp several times to erase the total. Type the new total, "209406.25." You are finished updating Bob Green's investment summary.

```
02/06/87                    New Clients: Bob Green                 3:54 PM
First contact:   November 11, 1986
Portfolio review:   April 27, 1987

   Investment          Shares   Price     Total $     Date
   ----------          ------   -----     -------     ----
   Hollaway Industries  2000    36 5/8    73250.00    11/15/86
   Top Notch Computer   1000    58 3/4    58750.00    11/15/86
   Duggan Bond fund     2548.42 9.81      25000.00    11/17/86
   AQM                  750     18 3/8    13781.25    11/15/86
   Duggan Overseas fund 511.18  15.65      8000.00    11/17/86
   TeleTime             500     11 1/8     5562.50    11/15/86
   Avex                 500     50 1/8    25062.50     4/28/87

   Total                                  209406.25
              Confirm to select another folder
```

Retrieve Bob Green's card from the Card File

To look up Bob Green's telephone number, you can instantly retrieve his card from the Card File by pressing Shift-F3. Pressing F3 alone would take you to the Card File tool where you would have to select Bob Green from a list of all available cards. The Card File stores and organizes information cards on employees or other groups of people.

```
02/06/87              New clients: Bob Green              4:39 PM
             Work number (1) (415) 555-1212_____
             Work number (2)
             Home number     (415) 765-4321
             Title
             Address
             Address         1234 Orange Blossom Lane
             City            Small Town
             State           CA
             ZIP Code        94041
             Country
             Manager
             Comments
                  Confirm to select another card
  SMTWTFS  ToDo D     ┌─┐    ┌┬┐   ┌───┐  ┌───┐  123.45   ┌────┐  GRiD   USER
  ▦       ╱2     ⊏3   ╘╧╛4   └───┘5 ╘═══╛6 ▦7     ▦8      9      0     TASKS
```

This step illustrates how related documents on a person or topic are linked together. Instead of moving to the Card File tool and then selecting Bob Green from a list, the Shift-Function key sequence allows you to link directly to his card.

The Card File, Organization Charts, File Folder, and Activity Schedular tools are linked together by the Shift-Function key sequence. To move to another tool referencing the same person or topic, press Shift along with the Function key corresponding to the tool.

Exit the Card File and GRiDMaster

To exit the Card File, simply confirm by pressing Fn-Return. You are returned to the Card File form. You can move to another tool from here by pressing its corresponding Function key.

Exit GRiDMaster by pressing Code-Q (for Quit). Confirm the Quit command by pressing Fn-Return.

Session 1 Summary   Here's a brief review of the activites you learned in this session:

Get help	☐ Press Code-?.
Move in a menu	☐ Press ↓ and ↑ to move outline from item to item.
Select a menu item	☐ Press Fn-Return to confirm.
Cancel current command	☐ Press Esc.
Move in a form	☐ Press Return to move the outline in the form to the next item. The outline wraps around from the last item to the first.
	☐ Press Arrow keys to move the highlighted strip from choice to choice in the upper part of the screen.

Retrieve a file   ☐ Fill in the File form:

Device:	Select Device where the file is stored.
Subject:	Select the Subject under which the file is grouped.
Title:	Select the Title.
Kind:	Automatically appears when you select Title.

Press Fn-Return to confirm. System puts copies of file and appropriate application in RAM.

Set appointment in GRiDMaster	☐ Select the date and confirm. Enter appointment information in the appointment book, then confirm to save appointment.
Move to another tool	☐ Press corresponding Function key.
Select a File Folder	☐ Fill in File Folder form and confirm.
Erase text	☐ Press BkSp (alternately, you can use the Erase command, Code-E).
Link to Card File	☐ Press Shift-F3.
Exit Card File	☐ Confirm.
Exit application and save file	☐ Press Code-Q and confirm. System duplicates changed file from RAM to permanent storage device.

Session 2: GRiDWrite—The Text Editor

This session introduces GRiDWrite, GRiD's text editor. GRiDWrite is a full-screen text editor that you can use to create and modify business memos, letters, electronic mail, and reports. GRiDWrite commands let you edit your text file in a variety of ways, and with powerful features such as global search and replace.

Preparation

Before starting this exercise, insert the Getting Started diskette into your floppy disk drive. If you need to start up your system again, follow the directions given in the section Starting InteGRiD in the Introduction.
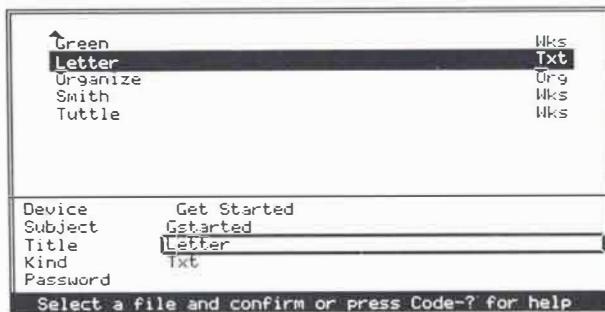
Exercise 4: Editing a Letter

The objective of this exercise is to familiarize yourself with GRiDWrite by learning the following GRiDWrite functions:

- ☐ Moving around with the arrow keys
- ☐ Typing new text
- ☐ Substituting text
- ☐ Erasing and replacing text
- ☐ Saving the changes

Exercise 4 Scenario: You are a stockbroker preparing to send out a letter to your client, Bob Green. You have a previous letter before you which you want to change and add information to.

Retrieve the "Letter" file

Fill in the File form as follows, using Return to move the outline down the form and ↓ or ↑ to select the item choices from the list of choices above the form. When the File form is filled in correctly, press Fn-Return to confirm it.

```
 ↑Green                                    Wks
  Letter                                   Txt
  Organize                                 Org
  Smith                                    Wks
  Tuttle                                   Wks



 Device        Get Started
 Subject       Gstarted
 Title         Letter
 Kind          Txt
 Password
 Select a file and confirm or press Code-? for help
```

Move around with the arrow keys

Use the four Arrow keys to practice moving the cursor around the document. Holding down an Arrow key causes the cursor to move repeatedly in one direction. You can always position the cursor where you want it by using the individual arrow keys.

Practice using the Fn key to multiply the effects of the individual Arrow keys. Press Fn-→ or Fn-← to move right or left by words and press Fn-↑ or Fn-↓ to move up or down one screen.

The Fn and Shift keys can be used together with the Arrow keys to move the cursor the greatest distance with a single keystroke. Press Fn-Shift-→ or Fn-Shift-← to move to the end or beginning of the line and press Fn-Shift-↑ or Fn-Shift-↓ to move to the top or bottom of the document.

Type new text

Use the Arrow keys to move to the left of "1987." Type the date, a comma and a space: "May 5, ".

```
                                           May 5, ˌ1987


Dear

I've executed the purchase of xxx shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The xxx shares of stock were purchased at --cost-- per share, for a total
cost of --total--.

Please don't hesitate to call me if I can answer any questions or be of any
further service to you.

Sincerely,
```

Use the Arrow keys to move down and to the left margin above the word "Dear." Type "Mr. Bob Green," press Return, type "1234 Main St.," press Return, and type "Anytown, NY 12345."

As you type new lines, GRiDWrite causes the following ones to move down. Anything you type in GRiDWrite is inserted into the file where the cursor is positioned.

Use the Arrow keys to position the cursor to the right of "Dear." Enter a space and type "Mr. Green:".

```
                                    May 5, 1987

Mr. Bob Green
1234 Main St.
Anytown, NY 12345

Dear Mr. Green:

I've executed the purchase of xxx shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The xxx shares of stock were purchased at --cost-- per share, for a total
cost of --total--.

Please don't hesitate to call me if I can answer any questions or be of any
further service to you.

Sincerely,
```

Substitute text

The substitute command is useful for substituting one piece of text for another throughout a file. In this file, you'll substitute the actual number of shares of stock purchased for "xxx," which occurs in two places.

Press Code-S to invoke the Substitute command and display the Substitute form. Enter "xxx" (without the quotation marks) on the first line of the form and press Return to move to the second line. Enter "500" on the second line of the form. Confirm to begin the substitution.
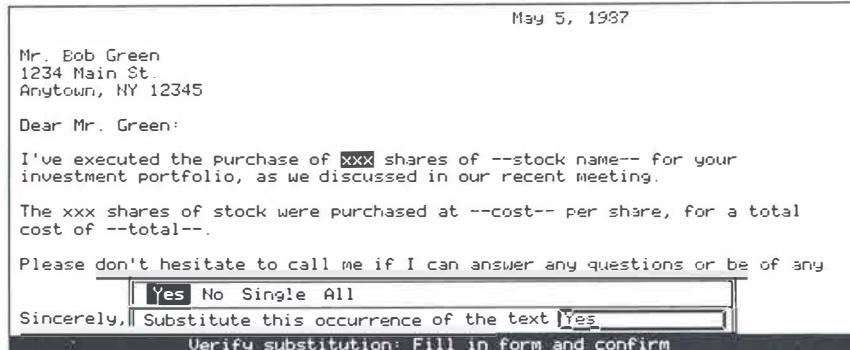
```
                                    May 5, 1987

Mr. Bob Green
1234 Main St.
Anytown, NY 12345

Dear Mr. Green:

I've executed the purchase of xxx shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The xxx sh┌─────────────────────────────────────────────┐ total
cost of --│                                             │
          │ Search for     xxx                          │
Please don│ Replace with  [500]                         │e of any
further se│ Verification  Yes                           │
          │ Match         Independent of case           │
Sincerely,│ Direction     Forward                       │
          └─────────────────────────────────────────────┘
          Substitute: Fill in form and confirm
```
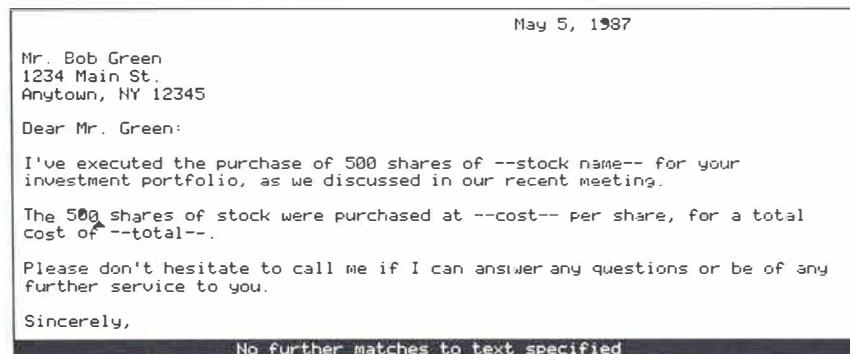
GRiDWrite highlights the first occurrence of the text you are searching for and puts up a form asking if you want to substitute in this particular case. Simply press Fn-Return to confirm that you want to subtitute.

```
                                                     May 5, 1987

Mr. Bob Green
1234 Main St.
Anytown, NY 12345

Dear Mr. Green:

I've executed the purchase of ███ shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The xxx shares of stock were purchased at --cost-- per share, for a total
cost of --total--.

Please don't hesitate to call me if I can answer any questions or be of any
    ┌──────────────────────────────────────────────────────┐
    │ Yes  No  Single  All                                 │
Sincerely,│ Substitute this occurrence of the text │Yes    │
    └──────────────────────────────────────────────────────┘
           Verify substitution: Fill in form and confirm
```

After you confirm, GRiDWrite finds the next occurence of the search text. Confirm again to substitute this occurrence. With little effort, you've replaced both occurrences of "xxx" with "500".

```
                                                     May 5, 1987

Mr. Bob Green
1234 Main St.
Anytown, NY 12345

Dear Mr. Green:

I've executed the purchase of 500 shares of --stock name-- for your
investment portfolio, as we discussed in our recent meeting.

The 500 shares of stock were purchased at --cost-- per share, for a total
cost of --total--.

Please don't hesitate to call me if I can answer any questions or be of any
further service to you.

Sincerely,
           No further matches to text specified
```

Erase and replace text

Use the Arrow keys to move up to the left of " —stock name— " on the first line. Press Code-E to invoke the Erase command, and press Fn-→ twice to select " —stock name—." Confirm your selection by pressing Fn-Return. Type the actual stock name, "Avex," followed by a space.

Use the Arrow keys to move down to the left of " —cost— " in the second paragraph. Press Code-E, press Fn-→ to select " —cost—," and confirm your selection by pressing Fn-Return. Type the actual cost, "$50 1/8," followed by a space.

Finally, use the Arrow keys to move to the left of "—total—" in the same sentence. Press Code-E, press Fn-→ to select "—total—." and confirm your selection by pressing Fn-Return. Type the actual total, "$25,062.50," followed by a period.

```
                                              May 5, 1987
Mr. Bob Green
1234 Main St.
Anytown, NY 12345

Dear Mr. Green:

I've executed the purchase of 500 shares of Avex stock for your investment
portfolio, as we discussed in our recent meeting.

The 500 shares of stock were purchased at $50 1/8 per share, for a total
cost of $25,062.50 ▲

Please don't hesitate to call me if I can answer any questions or be of any
further service to you.

Sincerely,
```

Save the file

In every GRiD application, pressing Code-T (Transfer command) displays the Transfer menu. The Transfer menu lists commands that transfer the current file (in RAM) to another file. To save the current file, you must transfer it back to permanent storage, in this case, back to the floppy disk file from which it was originally duplicated.

```
                                              May 5, 1987
Mr. Bob Green
1234 Main St.
Anytown, NY 12345

Dear Mr. Green:

I've execu|ted the purchase of 500 shares of Avex stock for your investment
portfolio, |┌──────────────────────────────────────┐
           ||Save this file                        |
           |│Exchange for another file
The 500 sh||Include a file                          |total
cost of $2||Write to a file                         |
           |│Append to a file
Please don||Erase a file                            |e of any
further se||Show characteristics of a file
           |│Format
Sincerely,|│Print
           |──────────────────────────────────────
            Transfer: Select item and confirm
```

Press Code-T to display the Transfer menu. Press Fn-Return to confirm the first item on the menu, "Save this file."

NOTE: Develop the habit of saving your work frequently, about every 15 minutes. Any interruption of power or equipment malfunction will cause you to lose any data you have not saved.

Display the GRiDWrite commands

Press Code-? to display all the commands available in GRiDWrite. If you wish to experiment with any of these commands, press the keys that issue the command, then proceed according to the instructions in the message line.

Exit the file and save changes

Press Code-Q to invoke the Quit command, and then press Fn-Return to confirm the command. In every application, pressing Code-Q exits the current file after saving any changes made since you last saved.

To exit a file without saving any changes, press Code-Esc, the Cancel command.

Session 2 Summary

Here's a brief overview of the activities you learned in this session:

Move around file	☐ Use Arrow keys; hold down to repeat movement. Use Fn and Fn-Shift along with Arrow keys to move in bigger jumps.
Type new text	☐ Type text at cursor position. Text automatically wraps around.
Substitute text	☐ Press Code-S (Substitute), fill in Substitute form and confirm. Confirm each occurrence separately, or set form to "All" for automatic substitution of all occurrences.
Erase text	☐ Press Code-E (Erase), select the text you want to erase and confirm.
Save file	☐ Press Code-T (Transfer) and confirm first item, "Save this file."
Exit file	☐ Press Code-Q (Quit) and confirm to save changes and exit the file. Press Code-Esc (Cancel) and confirm to exit the file without saving changes.

Session 3: GRiDPlan II—The Worksheet

This session introduces GRiDPlan II, GRiD's second generation worksheet application. Computerized worksheets, such as GRiDPlan II, have placed financial planning, forecasting, and "what if " analysis within reach of every computer user. With GRiDPlan II you can set up budgets and preliminary plans, change values and formulas, and see the results immediately.

GRiDPlan II's powerful graphing capabilities allow you to visually display data in a variety of graph formats, which you can then print or include in another file such as a report.

Preparation   Before starting this exercise, insert the Getting Started diskette into your floppy disk drive. If you need to start up your system again, follow the directions given in the section Starting InteGRiD in the introduction.
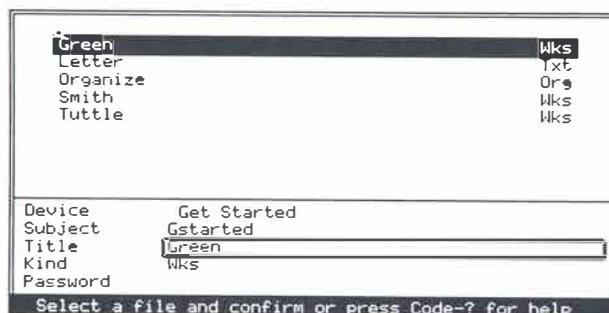
Exercise 5: Changing and Calculating Worksheet Data   The objective of this exercise is to familiarize yourself with GRiDPlan II by doing the following:

☐   Examine worksheet data and formulas

☐   Change the contents of a cell

☐   Recalculate worksheet data

☐   Change a cell definition

Exercise 5 Scenario: You are a stockbrocker reviewing a worksheet containing historical and projected stock data. As you go over the worksheet, you make some changes to see how investments might be affected.

Retrieve the "Stock" file

Fill in the File form as follows, using Return to move the outline down the form and ↓ or ↑ to select the item choices from the list of choices above the form. When the File form is filled in correctly, press Fn-Return to confirm it.

```
 Green                                            Wks
 Letter                                           Txt
 Organize                                         Org
 Smith                                            Wks
 Tuttle                                           Wks


Device        Get Started
Subject       Gstarted
Title         Green
Kind          Wks
Password
Select a file and confirm or press Code-? for help
```

Examine the worksheet data

The display you see is the worksheet grid. Each of the boxes in the grid is called a cell and may contain text, such as a column label, a number, or a definition (formula). Each cell is identified by a column letter and row number called the cell coordinates. The column letters and row numbers appear above and to the left of the worksheet grid.

The highlighted cell outline indicates the current cell; that is, the cell in which you can type data or that can be acted on by a command. The cell coordinates of the current cell appear at the bottom left corner of the screen.

Press ↑ and ↓ to move between rows in the worksheet. Press Shift-→ and Shift-← to move between columns.

Row Numbers   Current Cell

	A	B	C	D	E	F	G	H
1	Stock name		Shares	Actual values			% Annual	Forecast
2				1985	1986	1987	return	1988
3	Hollaway Ind.		2000.00	8350.00	11750.00	15000.00	34.19	20128.36
4	Top Notch Cmptr.		1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond		2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas		511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AOM Limited		750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.		500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9								
10	Total shares		7310.20					
11	Total value			57182.16	76373.55	73818.67	15.11	91791.92
12								

A1

Column Letter

Cell Coordinate

Use the Arrow keys to move the cell outline to cell D3. Read the equation in
the lower left corner of the screen. The equation, called a cell definition, is
the formula used to calculate the contents of cell D3.

	A B	C	D	E	F	G	H
1	Stock name	Shares	Actual values			% Annual	Forecast
2			1985	1986	1987	return	1988
3	Hollaway Ind.	2000.00	8350.00	11750.00	15000.00	34.19	20128.36
4	Top Notch Cmptr.	1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond	2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas	511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited	750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.	500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9							
10	Total shares	7310.20					
11	Total value		57182.16	76373.55	73818.67	15.11	91791.92
12							

D3= 4.175*C3

Continue to press Shift-→ to move right and read the definitions in cells E3
through H3. The cell definitions for cells D3 through H3 all depend directly
or indirectly on the value in C3. The values in these cells change when the
value in C3 changes.

Change a cell value and recalculate

Use the Arrow keys to move back to cell C3. Backspace several times to erase
the number 2000.00 and type the new number 3000.00.

	A B	C	D	E	F	G	H
1	Stock name	Shares	Actual values			% Annual	Forecast
2			1985	1986	1987	return	1988
3	Hollaway Ind.	3000.00	8350.00	11750.00	15000.00	34.19	20128.36
4	Top Notch Cmptr.	1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond	2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas	511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited	750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.	500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9							
10	Total shares	7310.20					
11	Total value		57182.16	76373.55	73818.67	15.11	91791.92
12							

C3

Now that you have changed the contents of cell C3, the values in several other worksheet cells are incorrect because they depend on C3. To recalculate the worksheet, simply confirm (press Fn-Return).

This example gives you an idea of how worksheets can be used for "what if" analyses. What if you change the value in a key cell such as C3? How does this affect other values?

	A B	C	D	E	F	G	H
1	Stock name	Shares	\multicolumn{3}{Actual values}	% Annual	Forecast
2			1985	1986	1987	return	1988
3	Hollaway Ind.	3000.00	12525.00	17625.00	22500.00	34.19	30192.54
4	Top Notch Cmptr.	1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond	2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas	511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited	750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.	500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9							
10	Total shares	8310.20					
11	Total value		61357.16	82248.55	81318.67	16.46	101856.1
12							

C3

Change a cell definition

Use the Arrow keys to move to cell F3. Press Code-= (Define) to move the cursor into the definition at the lower left corner of the screen.

	A B	C	D	E	F	G	H
1	Stock name	Shares	\multicolumn{3}{Actual values}	% Annual	Forecast
2			1985	1986	1987	return	1988
3	Hollaway Ind.	3000.00	12525.00	17625.00	22500.00	34.19	30192.54
4	Top Notch Cmptr.	1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond	2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas	511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited	750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.	500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9							
10	Total shares	8310.20					
11	Total value		61357.16	82248.55	81318.67	16.46	101856.1
12							

F3= 7.5*C3

Type definition (CODE-= to point to cells)

Press ← three times to move to the right of 7.5. Backspace to erase 7.5 and type 9. Recalculate the worksheet by confirming.

	A	B	C	D	E	F	G	H
1	Stock name		Shares	Actual values			% Annual	Forecast
2				1985	1986	1987	return	1988
3	Hollaway Ind.		3000.00	12525.00	17625.00	27000.00	46.96	39677.86
4	Top Notch Cmptr.		1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond		2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas		511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited		750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.		500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9								
10	Total shares		8310.20					
11	Total value			61357.16	82248.55	85818.67	19.19	111341.4
12								

F3= 9*C3

Exercise 6: Graphing Worksheet Data   The objective of this exercise is to graph data from the worksheet used in the previous exercise.

Exercise 6 Scenario: To quickly analyze the data in the worksheet, you need a graphical representation. You create two different graphs from the data.

Move the cell outline to cell F3 before beginning this exercise.

Invoke the Graph command

Press Code-G to issue the Graph command; the Graph menu is displayed.

	A	B	C	D	E	F	G	H
1	Stock name		Shares	Actual values			% Annual	Forecast
2				1985	1986	1987	return	1988
3	Hollaway Ind.		3000.00	12525.00	17625.00	27000.00	46.96	39677.86
4	Top Notch Cmptr.		1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond		2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas		511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited		750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teleti		Graph a selection				7	5300.66
9			Set graph options					
10	Total		Set graph headings					
11	Total		Set graph properties				9	111341.4
12			Print a graph					
			Print a graph to a file					
			Remove Graphs from main memory					

Graph: Select item and confirm
Version 51.9.10 of Graph Package

Press Fn-Return to confirm the first item on the Graph menu, "Graph a selection."

Select the data to graph
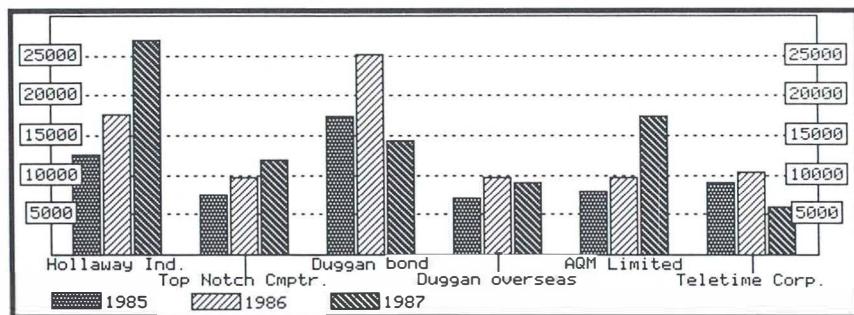
By moving around the worksheet, you can highlight the data to be graphed. Press ↓ five times and Shift-← two times to highlight the stock values for 1985 through 1987.

	A	B	C	D	E	F	G	H
1	Stock name		Shares	Actual values			% Annual	Forecast
2				1985	1986	1987	return	1988
3	Hollaway Ind.		3000.00	12525.00	17625.00	27000.00	46.96	39677.86
4	Top Notch Cmptr.		1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond		2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas		511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited		750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.		500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9								
10	Total shares		8310.20					
11	Total value			61357.16	82248.55	85818.67	19.19	111341.4
12								

D8= 17.875*C8

Graph: Confirm last graph or select

Press Fn-Return to confirm; the graph is drawn on your screen.

Select another type of graph

Press Esc to redisplay the worksheet and use the Arrow keys to move to cell C3.

Press Code-G to display the Graphs menu, and confirm the second item, "Set graph options." The Graph Options form is displayed for you to set the graph characteristics.

Press → to select "Pie chart" for the Kind of Graph and press Return to move to the Graph Orientation item. Set the Graph Orientation to "Standard," then confirm the form.
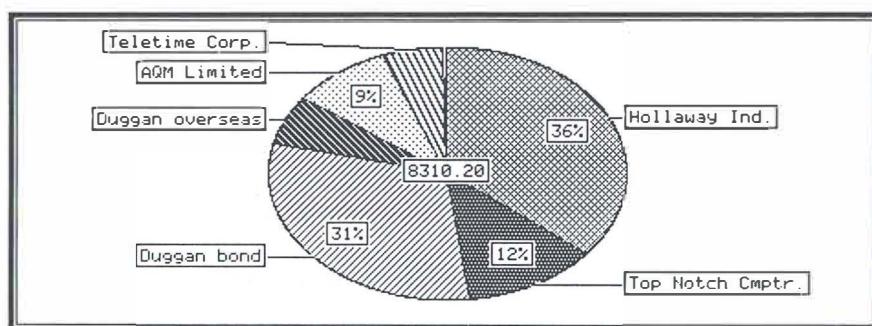
	A B	C	D	E	F	G	H
1	Stock name	Shares	Actual values			% Annual	Forecast
2			1985	1986	1987	return	1988
3	Hollaway Ind.	3000.00	12525.00	17625.00	27000.00	46.96	39677.86
4	Top Notch Cmptr.	1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond	2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas	511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited	750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.	500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9							
10	Total shares	8310.20					
11	Total	Standard Transposed				9	111341.4
12		Kind of graph Pie chart					
C3		Graph orientation [Standard]					
		Bar orientation Vertical					
		Graph options: Fill in form and confirm					

Graph new data

After confirming the Graph Options form, the Graph menu is redisplayed.
Confirm the first item on this menu, "Graph a Selection." Press ↓ five times
to highlight the data in column C.

	A B	C	D	E	F	G	H
1	Stock name	Shares	Actual values			% Annual	Forecast
2			1985	1986	1987	return	1988
3	Hollaway Ind.	3000.00	12525.00	17625.00	27000.00	46.96	39677.86
4	Top Notch Cmptr.	1000.00	7500.00	9750.00	11875.00	25.90	14950.32
5	Duggan bond	2548.42	17354.74	25076.45	14322.12	0.80	14437.21
6	Duggan overseas	511.78	7164.92	9703.35	9027.80	14.23	10312.75
7	AQM Limited	750.00	7875.00	9656.25	17531.25	52.09	26662.62
8	Teletime Corp.	500.00	8937.50	10437.50	6062.50	-12.57	5300.66
9							
10	Total shares	8310.20					
11	Total value		61357.16	82248.55	85818.67	19.19	111341.4
12							
C8							
		Graph: Confirm last graph or select					

Press Fn-Return to confirm; the graph is drawn on your screen.

Display the GRiDPlan II commands

Press Code-? to display all the commands available in GRiDPlan II. If you wish to experiment with any of these commands, press the keys that issue the command, then proceed according to the instructions in the message line.

Exit the worksheet

Press Code-Esc and confirm to exit the worksheet.

NOTE: This demonstration version of GRiDPlan II is unable to save any data. If you try to save data, it appears to function correctly, but no data is actually saved.

Session 3 Summary   Here's a brief overview of the activites you learned in this session:

Examine current cell	☐ The current cell is surrounded by an outline, and its coordinates appear to the lower left of the worksheet.
Move around worksheet	☐ Press ↑ or ↓ to move up or down, and press Shift-→ or Shift-← to move right or left.
Examine definitions	☐ The definition for the current cell appears to the lower left of the worksheet.
Change cell value	☐ Backspace over the current value and type the new value.

Recalculate worksheet	☐ Confirm by pressing Fn-Return.
Change cell definition	☐ Press Code-= (Define) to move cursor into definition. Use Arrow keys and BkSp to move around in and change definition.
Graph data	☐ Press Code-G (Graph), select "Set graph options," fill in form, and confirm. Select "Graph a selection," highlight data to graph, and confirm.

Session 4: GRiDManager—The System and File Manager

This session introduces GRiDManager, the system and file manager under InteGRiD. GRiDManager performs a wide variety of tasks to help you work efficiently within the InteGRiD environment. GRiDManager allows you to control system-wide characteristics such as the time and date, screen typeface, screen aspect ratio, a start-up file, and the current printer interface. GRiDManager performs many of the same functions as the MS-DOS MODE command and an AUTOEXEC.BAT file.

In addition, GRiDManager provides file management functions such as duplicating, moving, or erasing files. Finally, GRiDManager provides a means for you to sign on to GRiD Server, a remote file server device.

Preparation   Before starting this exercise, you'll need a formatted 3½ inch MS-DOS practice diskette. If you have no MS-DOS diskette available to use as a practice diskette, here's how to format one:

1. Start up MS-DOS, or, if you are already running InteGRiD, insert your MS-DOS diskette into the disk drive, select the file COMMAND.COM from the File form and confirm. Selecting the COMMAND.COM file loads the MS-DOS command processor so you can work under MS-DOS while InteGRiD remains loaded in memory.

2. Use the FORMAT command to format a new 3½ inch diskette and label it "Practice":

    A > format a:/v

3. Insert a blank diskette in drive A and press Return to begin formatting. When the format is finished, you are prompted for a volume label; type "Practice" and press Return.

4. If InteGRiD is already loaded, simply type EXIT to return to InteGRiD; otherwise, start InteGRiD with the **grid or gridram** command, according to your system configuration (see the section Starting InteGRiD in the Introduction for details).
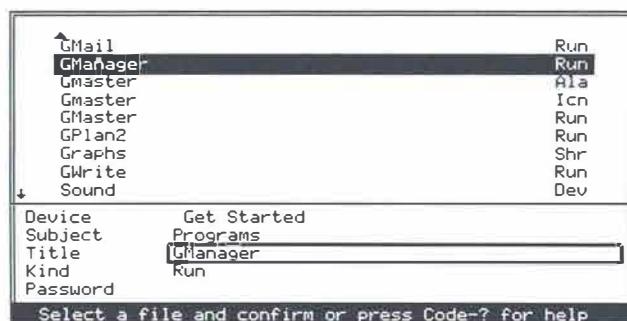
Return the Getting Started diskette to the floppy disk drive.

Exercise 7: Duplicating Files

The objective of this exercise is to learn how to duplicate an individual file between diskettes using GRiDManager.

Exercise 7 Scenario: You are preparing for a business trip. You duplicate onto a diskette a file that you need for the trip.
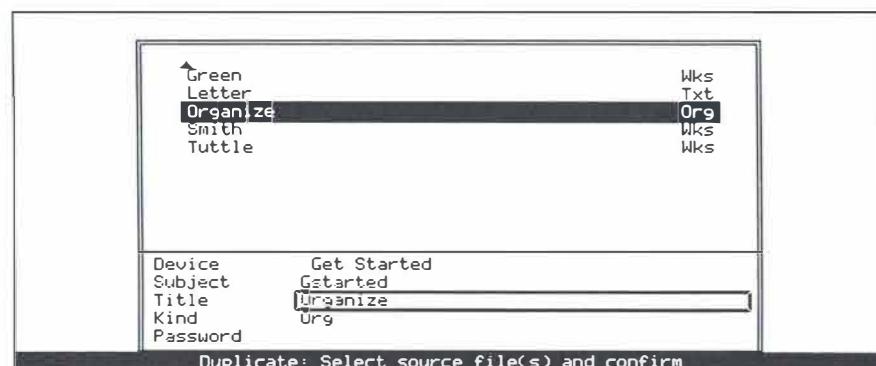
Retrieve GRiDManager

Fill in the File form as follows, using Return to move the outline down the form and ↓ or ↑ to select the item choices from the list of choices above the form. When the File form is filled in correctly, press Fn-Return to confirm it.

```
  ↑GMail                             Run
   GManager                          Run
   Gmaster                           Ala
   Gmaster                           Icn
   GMaster                           Run
   GPlan2                            Run
   Graphs                            Shr
   GWrite                            Run
 ↓ Sound                            Dev
  Device         Get Started
  Subject        Programs
  Title          [GManager                    ]
  Kind           Run
  Password
  Select a file and confirm or press Code-? for help
```

Select the file you wish to duplicate

Press Code-D to invoke the Duplicate command. The File form is displayed for you to select the file you wish to duplicate (*source file*). Fill in the File form as follows to select the "Organize" file. Confirm when the form is filled in correctly.

```
     ↑Green                             Wks
      Letter                            Txt
      Organize                          Org
      Smith                             Wks
      Tuttle                            Wks




     Device         Get Started
     Subject        Gstarted
     Title          [Organize                    ]
     Kind           Org
     Password
     Duplicate: Select source file(s) and confirm
```

Select the destination file

Another File form is displayed for you to specify the destination file. Notice that it is automatically filled in with the same choices you made for the source file. Press ↑ to "Floppy Disk A," then insert the practice diskette into the floppy disk drive. Confirm the File form.

```
                              Source
        Device    Get Started
        Subject   Gstarted
        Title     Organize
        Kind      Org

             Root


        Device        Practice
        Subject    Gstarted
        Title      Organize
        Kind       Org
        Password
        Duplicate: Select destination file(s) and confirm
```

Fill in the verification form

The Verify Duplicate form is displayed for you to control how the file is duplicated. Press → to set the first item, Verification, to "No." This causes the file duplication to proceed automatically. Confirm the Verify Duplicate form to begin duplication. Follow the instructions in the message line, inserting the diskettes as prompted.

```
                              Source
        Device    Get Started
        Subject   Gstarted
        Title     ●rganize
        Kind      Org
                            Destination
        Device    Practice
        Subject   Gstarted
        Title     Organize
        Kind      Org


        Yes  No
        Verification      No
        New version only  No
        Which files       All source files
        Verify duplicate: Fill in form and confirm
```

When the duplication is finished, press any key to return to the GRiDManager commands menu.

NOTE: To use the file you have duplicated, you must have the GRiDMaster application files on an active storage device.

Exercise 8: Duplicating Multiple Files   The objective of this exercise is to learn how to duplicate multiple files.

Exercise 8 Scenario: You've made changes to some of your client's portfolios during the day and you want to back them up at the end of the day.

Select the source files

Press Code-D to invoke the Duplicate command. Fill in the source File form as shown below, leaving the Title item blank and specifying "Wks" for the Kind item. Leaving an item blank causes all applicable files to be selected (like using the * under MS-DOS). In this case, all files that have a Kind of "Wks" will be duplicated, regardless of their Title. Confirm when the form is filled in correctly.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  ├───────────────────────────────────────────────────────┤   │
│  │ Device      Get Started                                │   │
│  │ Subject     Gstarted                                   │   │
│  │ Title                                                  │   │
│  │ Kind        Wks                                        │   │
│  │ Password      ▯                                        │   │
│  └───────────────────────────────────────────────────────┘   │
│        Duplicate: Select source file(s) and confirm          │
└─────────────────────────────────────────────────────────────┘
```

Select the destination files

To complete the destination File form, press ↓ or ↑ to the volume name of your practice diskette, then insert the practice diskette into the floppy disk drive. Confirm the File form.

```
                              Source
        ┌──────────────────────────────────────────────────┐
        │ Device    Get Started                            │
        │ Subject   Gstarted                               │
        │ Title       ...                                  │
        │ Kind      Wks                                    │
        └──────────────────────────────────────────────────┘

        ┌──────────────────────────────────────────────────┐
        │            ↑Hard Disk C                          │
        │             Floppy Disk A                        │
        │             Integrid                             │
        │             Get Started                          │
        │            ███Practice█████████████████████████  │
        │ Device      ┌─Practice─────────────────────────┐ │
        │ Subject     Gstarted                           │ │
        │ Title        ...                               │ │
        │ Kind        Wks                                │ │
        │ Password                                       │ │
        └──────────────────────────────────────────────────┘
        ███Duplicate: Select destination file(s) and confirm███
```

NOTE: The three dots that appear in the Title item of the File form represent the wildcard character. Whenever you leave an item blank, it is automatically filled in with the wildcard character. You can explicitly enter the wildcard character by pressing Code-W. For example, to select all files that start with "L," you would enter "L" and then press Code-W for the Title item in the File form.

Fill in the verification form

Press → to set the Verification item to "No," and confirm the form. Follow the instructions in the message line, inserting the diskettes as prompted. GRiDManager displays the name of each file as it is copied and reports the number of files copied when it finishes.

```
                              Source
        ┌──────────────────────────────────────────────────┐
        │ Device    Get Started                            │
        │ Subject   Gstarted                               │
        │ Title       ...                                  │
        │ Kind      Wks                                    │
        └──────────────────────────────────────────────────┘
                           Destination
        ┌──────────────────────────────────────────────────┐
        │ Device    Practice                               │
        │ Subject   Gstarted                               │
        │ Title       ...                                  │
        │ Kind      Wks                                    │
        └──────────────────────────────────────────────────┘

        ┌──────────────────────────────────────────────────┐
        │ Yes ███No███                                     │
        │ Verification      ┌─No──────────────────────────┐│
        │ New version only  No                            ││
        │ Which files       All source files             ││
        └──────────────────────────────────────────────────┘
        ███Verify duplicate: Fill in form and confirm███
```
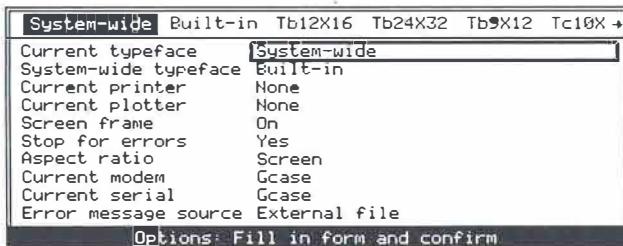
Exercise 9: Setting System Characteristics   The objective of this
exercise is to learn how to set the system characteristics using the
GRiDManager Options command.

Preparation

Insert the InteGRiD diskette into the floppy disk drive before starting this
exercise. The InteGRiD diskette contains typefaces and printer drivers that
are needed when setting system characteristics.

Invoke the Options command

Press Code-O to invoke the Options command. The Options form is
displayed with the default settings.

```
System-wide  Built-in  Tb12X16  Tb24X32  Tb9X12  Tc10X →
Current typeface       System-wide
System-wide typeface   Built-in
Current printer        None
Current plotter        None
Screen frame           On
Stop for errors        Yes
Aspect ratio           Screen
Current modem          Gcase
Current serial         Gcase
Error message source   External file
          Options: Fill in form and confirm
```

Set the system-wide typeface

Press Return to move the outline to the System-wide Typeface item. The
system-wide typeface setting determines the screen typeface used by all
GRiD applications. The System-wide Typeface item provides an easy way to
change the screen typeface for all GRiD applications that are started.

The choice band above the Options form lists all the available typefaces
(files with a Kind of "Typ"). Press → to highlight the typeface "Tb9X12"
(or any other typeface you want to experiment with). Press Return to select
the highlighted typeface and move to the next item in the Options form.

```
┌─────────────────────────────────────────────────┐
│ Built-in  Tb12X16  Tb24X32  █Tb9X12█  Tc10X12  Tc8X8  Tc →│
├─────────────────────────────────────────────────┤
│ Current typeface       System-wide                │
│ System-wide typeface  [Tb9X12                    ]│
│ Current printer        None                       │
│ Current plotter        None                       │
│ Screen frame           On                         │
│ Stop for errors        Yes                        │
│ Aspect ratio           Screen                     │
│ Current modem          Gcase                      │
│ Current serial         Gcase                      │
│ Error message source  External file               │
├─────────────────────────────────────────────────┤
│       Options: █Fill█ in form and confirm         │
└─────────────────────────────────────────────────┘
```

Set the current printer

The Current Printer item tells the system which printer is attached to your computer so that printer commands are translated correctly under InteGRiD. The choice band above the Options form lists all the available printer drivers (files with a Kind of "Prn"). Press → to highlight the name of the printer driver that corresponds to the printer attached to your computer. Refer to Appendix A in the *InteGRiD Software* manual for a description of each of the printer drivers.
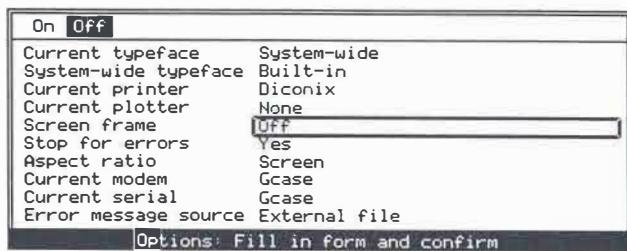
If you have no printer attached to your computer, then leave this item set to "None."

```
┌─────────────────────────────────────────────────┐
│ None  2225Par  5152Par  630Par  630Ser  █Diconix█  Fx100 →│
├─────────────────────────────────────────────────┤
│ Current typeface       System-wide                │
│ System-wide typeface  Built-in                    │
│ Current printer       [Diconix                   ]│
│ Current plotter        None                       │
│ Screen frame           On                         │
│ Stop for errors        Yes                        │
│ Aspect ratio           Screen                     │
│ Current modem          Gcase                      │
│ Current serial         Gcase                      │
│ Error message source  External file               │
├─────────────────────────────────────────────────┤
│       Options: Fill in form and confirm           │
└─────────────────────────────────────────────────┘
```

Press Return twice to move to the Screen Frame item.

Set the screen frame item

The Screen Frame item determines whether or not the highlighted box surrounding your screen appears. Press → to highlight "Off" to turn the screen frame off.

```
┌─────────────────────────────────────────────┐
│ On  Off                                       │
│ Current typeface      System-wide             │
│ System-wide typeface  Built-in                │
│ Current printer       Diconix                 │
│ Current plotter       None                    │
│ Screen frame          Off                   ▓ │
│ Stop for errors       Yes                     │
│ Aspect ratio          Screen                  │
│ Current modem         Gcase                   │
│ Current serial        Gcase                   │
│ Error message source  External file           │
│         Options: Fill in form and confirm     │
└─────────────────────────────────────────────┘
```

Press Fn-Return to confirm your changes to the Options form. After you
confirm, the system will activate your printer, change the screen typeface,
and turn off the screen frame. To change any of these items again, press
Code-O to invoke the Options command, make your changes, and confirm.

NOTE: The system characteristics you set in the GRiDManager Options form
are saved in the file "User.Pro" on the device from which you started
InteGRiD. Each time you start InteGRiD, the information in the "User.Pro"
file is read from the start-up device and used to set the system characteristics.

Exit GRiDManager

Press Code-Esc and confirm to exit GRiDManager.

Session 4 Summary Here's a brief overview of the activities you learned in
this session:

Duplicate a file	□ Retrieve GRiDManager and press Code-D. Fill in the source and destination File forms, fill in the Verification form, and confirm.
Duplicate multiple files	□ Same as for a single file, except leave items in the source and destination File forms blank or use the wildcard character (Code-W) to select multiple files.
Set system characteristics	□ Retrieve GRiDManager and press Code-O. Change the appropriate items in the Options form and confirm.

Session 5: GRiDMail—The Electronic Mail System

This session introduces GRiDMail, GRiD's electronic mail system. The GRiDMail Electronic Mail System provides a fast, easy method of communication among computer users. You can exchange short notes and complete files with any other user in a GRiDMail network.

The GRiDMail system provides many of the same services that a regular postal system offers such as mail forwarding, change of address, certified mail, and different delivery classes. Special features are also offered, such as distribution lists, whereby you can easily distribute mail to several users at once.

The GRiDMail system is supported by one or more GRiD Servers. A GRiD Server is a powerful modular system that allows up to 58 concurrent users to share storage, printing, and other input/output devices. A GRiD Server supports both local cable connections and remote phone line connections. If you have access to a GRiD Server system, you can use GRiDMail to communicate with other GRiD Server users. Multiple GRiD Servers can be linked together over phone lines to form complex networks.

This session demonstrates the GRiDMail application which runs on your computer and provides access to the GRiDMail network. You don't need to be connected to a GRiD Server system to do the exercise in this session; however, if you aren't connected to a GRiD Server you won't actually be able to send or read electronic mail.

Preparation   Before starting this exercise, insert the Getting Started diskette into your floppy disk drive. If you need to start up your system again, follow the directions given in the section Starting InteGRiD in the introduction.
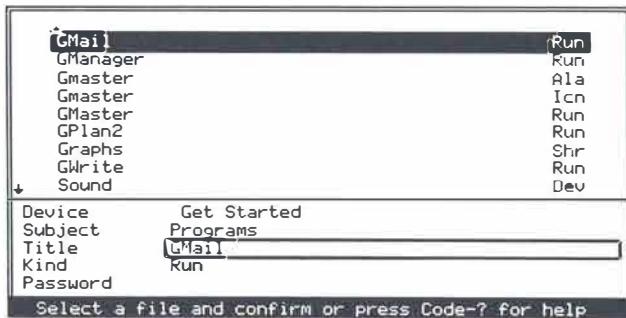
Exercise 10: Sending Mail   The objective of this exercise is to familiarize yourself with GRiDMail by doing the following:

☐ Filling in a mailing label

☐ Writing a short note

☐ Sending your note with an attached file
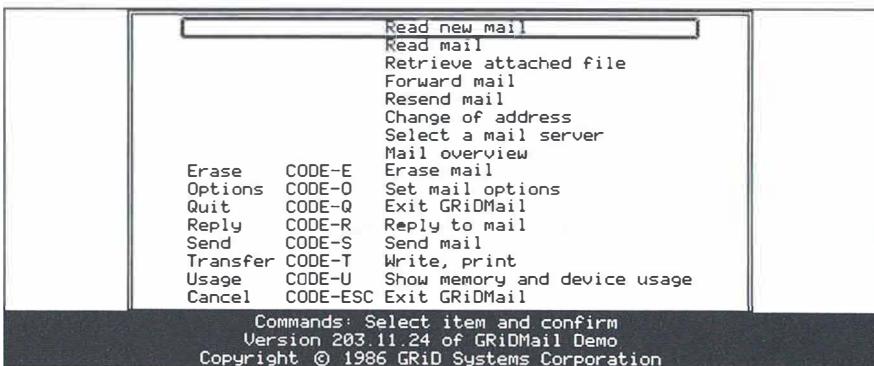
Exercise 10 Scenario: Your client, Bob Green, has asked you about adding a new stock to his existing investment portfolio. You want to send a note and Bob Green's portfolio to a colleague in another office who has more information about the stock in question.

Retrieve GRiDMail

Fill in the File form as follows, using Return to move the outline down the form and ↓ or ↑ to select the item choices from the list of choices above the form. When the File form is filled in correctly, press Fn-Return to confirm it.

```
 GMail                                                       Run
 GManager                                                    Run
 Gmaster                                                     Ala
 Gmaster                                                     Icn
 GMaster                                                     Run
 GPlan2                                                      Run
 Graphs                                                      Shr
 GWrite                                                      Run
↓ Sound                                                      Dev

 Device          Get Started
 Subject         Programs
 Title           GMail
 Kind            Run
 Password
 Select a file and confirm or press Code-? for help
```
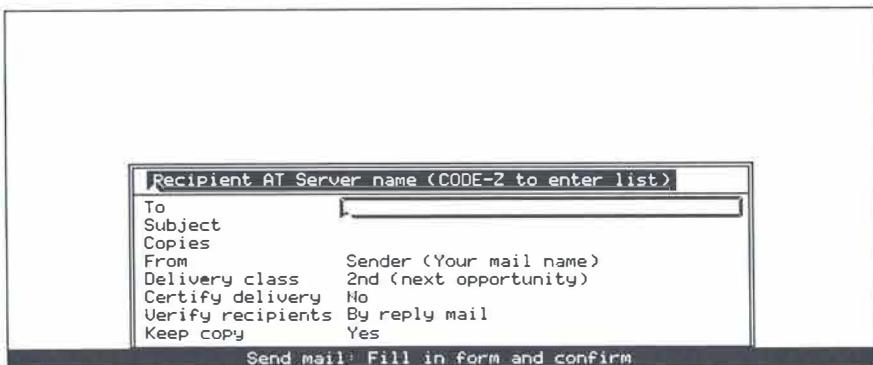
The GRiDMail commands are displayed whenever GRiDMail is in the idle state.

```
                          Read new mail
                          Read mail
                          Retrieve attached file
                          Forward mail
                          Resend mail
                          Change of address
                          Select a mail server
                          Mail overview
          Erase    CODE-E    Erase mail
          Options  CODE-O    Set mail options
          Quit     CODE-Q    Exit GRiDMail
          Reply    CODE-R    Reply to mail
          Send     CODE-S    Send mail
          Transfer CODE-T    Write, print
          Usage    CODE-U    Show memory and device usage
          Cancel   CODE-ESC  Exit GRiDMail
          Commands: Select item and confirm
          Version 203.11.24 of GRiDMail Demo
          Copyright © 1986 GRiD Systems Corporation
```

Invoke the Send command and fill in mailing label

Press Code-S to invoke the Send command and display the mailing label.

```
┌─────────────────────────────────────────────────────────────┐
│ │Recipient AT Server name (CODE-Z to enter list)│            │
│ To              ┌──────────────────────────────────┐         │
│ Subject         │                                  │         │
│ Copies          └──────────────────────────────────┘         │
│ From            Sender (Your mail name)                      │
│ Delivery class  2nd (next opportunity)                       │
│ Certify delivery  No                                         │
│ Verify recipients  By reply mail                             │
│ Keep copy       Yes                                          │
│          Send mail: Fill in form and confirm                 │
└─────────────────────────────────────────────────────────────┘
```

Fill in the To item with the following GRiDMail address, "Smith at Central."
Press Return to move to the Subject item and enter the following subject,
"Stock inquiry." The other items in the mailing label are set to default values
and don't need to be changed. They control such things as how quickly the
mail is delivered, if it is certified, and if a copy is kept for your records.

```
┌─────────────────────────────────────────────────────────────┐
│ │■│                                                          │
│ To              Smith at Central                             │
│ Subject         │Stock inquiry                   │           │
│ Copies                                                       │
│ From            Sender (Your mail name)                      │
│ Delivery class  2nd (next opportunity)                       │
│ Certify delivery  No                                         │
│ Verify recipients  By reply mail                             │
│ Keep copy       Yes                                          │
│          Send mail: Fill in form and confirm                 │
└─────────────────────────────────────────────────────────────┘
```

Press Fn-Return to confirm that you have filled in the mailing label correctly.

Enter the note

Enter the following note in the blank mail text area, using the BkSp key to
correct mistakes:

> A client is interested in the new HiTech Industries offering; what
> would you recommend? I've included his portfolio.

Press Fn-Return to confirm that you have completed the note. The Send Mail
form is displayed

```
To:        Smith at Central
Subject:   Stock inquiry
A client is interested in the new HiTech Industries offering; what would
you recommend?  I've included his portfolio.▲




                        Send mail: Enter note and confirm
```

Attach a file
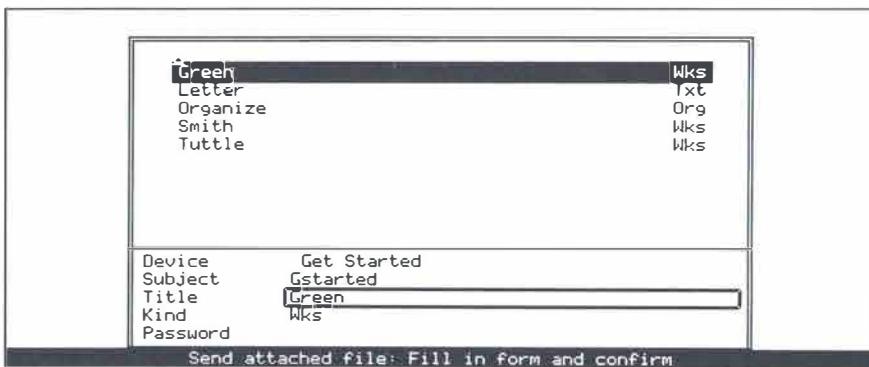
Press → to set the Send Mail form to "Send note with file attached"
and confirm.

```
To:        Smith at Central
Subject:   Stock inquiry
A client is interested in the new HiTech Industries offering; what would
you recommend?  I've included his portfolio.




             Send note only │Send note with file attached│
             Send mail │Send note with file attached                │
                        Send mail: Fill in form and confirm
```

The File form is displayed for you to select the file you wish to attach to your
note. Fill in the File form as follows to select the file "Green." Confirm
when the form is filled in correctly.

```
┌─────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────┐  │
│  │ ▌Green                                    Wks▐ │  │
│  │  Letter                                   Txt  │  │
│  │  Organize                                 Org  │  │
│  │  Smith                                    Wks  │  │
│  │  Tuttle                                   Wks  │  │
│  │                                                │  │
│  │                                                │  │
│  ├───────────────────────────────────────────────┤  │
│  │  Device        Get Started                     │  │
│  │  Subject       Gstarted                        │  │
│  │  Title        ▐Green                         ▌ │  │
│  │  Kind          Wks                             │  │
│  │  Password                                      │  │
│  └───────────────────────────────────────────────┘  │
│     Send attached file: Fill in form and confirm     │
└─────────────────────────────────────────────────────┘
```

If you are signed on to a GRiD Server account, your mail is sent, otherwise you'll receive an error message. In either case, you can see how easy it is to send notes and files using GRiDMail.

Receiving mail

Receiving mail in a GRiDMail network is effortless. As long as you are connected to your GRiD Server and operating under InteGRiD, you are automatically alerted by a message on your screen when new mail is delivered to your account. The new mail alert message includes the name of the sender and gives you the option of immediately reading the new mail by simply confirming (pressing Fn-Return).

If you confirm, InteGRiD automatically loads the GRiDMail application in a new window (if it is not already loaded) and your new mail is displayed there. Your other applications remain active in the background until you finish reading your mail.

While you are reading a piece of mail, a single keystroke allows you to erase it, reply to it, forward it, copy it to a local storage device, print it, or retrieve an attached file.

You can see that the GRiDMail system is a versatile and powerful communication system aimed at increasing the productivity of professionals both in the field and in the office.

Exit GRiDMail

Press Code-Esc and confirm to exit GRiDMail.

Session 5 Summary   Here's a brief overview of the activities you learned in this session:

Send mail
- ☐ Press Code-S.
- ☐ Fill in mailing label with address and subject and change the default delivery instructions if desired.
- ☐ Write note and attach file if desired. Confirm to send mail.

Session 6: Window Manager

This session focuses on a key part of the InteGRiD operating environment, Window Manager. Window Manager allows you to simultaneously run and view multiple GRiD software applications; it provides true multi-tasking of GRiD applications. In addition, Window Manager includes a macro or "hot key" capability, allowing you to retrieve a file with a single keystroke or record a sequence of keystrokes that can be replayed when you press a single keystroke.

Window Manager is always resident in main memory after you start InteGRiD but remains dormant until you ask it to do something for you. This means that if you don't have the need to simultaneously run multiple GRiD applications or use "hot keys," you don't need to learn how to use Window Manager—your system will run fine. However, Window Manager is easy to use and is a powerful tool that can greatly increase your productivity.

NOTE: You also can run an MS-DOS application in a new window, however, all InteGRiD operations are suspended while the MS-DOS application is running, and you cannot switch between windows. When the MS-DOS application is finished, you are returned to your InteGRiD operations.

Preparation   Before starting this exercise, insert the Getting Started diskette into your floppy disk drive. If you need to start up your system again, follow the directions given in the section Starting InteGRiD in the introduction.

Exercise 11: Starting and Switching Between Multiple Windows

The objective of this exercise is to learn the following Window Manager functions:

☐ Starting multiple windows containing GRiD applications

☐ Switching between windows

☐ Displaying the Window Manager commands menu

☐ Displaying the list of windows

Exercise 11 Scenario: You start the GRiDMail application to read your mail. One of the notes provides some information that one of your clients needs, so you start a new window with GRiDWrite to compose a letter to your client. Next, you start a new window with GRiDManager to make a copy of your letter. Finally, you return to GRiDMail to finish reading your mail.

Retrieve GRiDMail
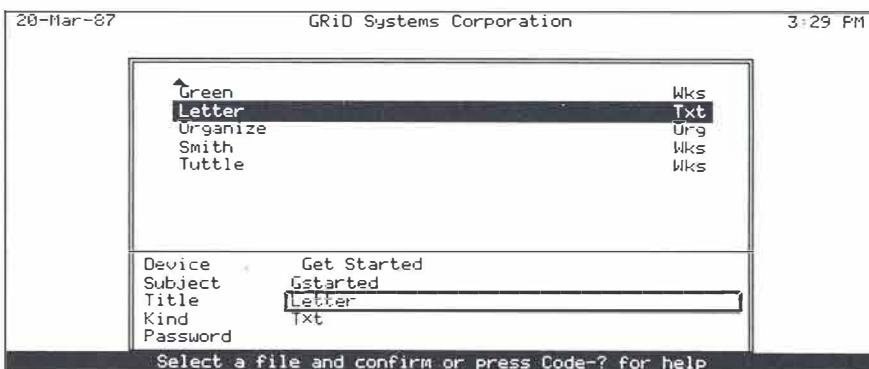
Press Code-Shift-M to retrieve GRiDMail. Code-Shift-M is a user key that has been predefined to retrieve GRiDMail. The GRiDMail commands menu is displayed.

```
                              Read new mail
                              Read mail
                              Retrieve attached file
                              Forward mail
                              Resend mail
                              Change of address
                              Select a mail server
                              Mail overview
         Erase    CODE-E      Erase mail
         Options  CODE-O      Set mail options
         Quit     CODE-Q      Exit GRiDMail
         Reply    CODE-R      Reply to mail
         Send     CODE-S      Send mail
         Transfer CODE-T      Write, print
         Usage    CODE-U      Show memory and device usage
         Cancel   CODE-ESC    Exit GRiDMail
         Commands: Select item and confirm
           Version 203.11.24 of GRiDMail Demo
         Copyright © 1986 GRiD Systems Corporation
```

Start a GRiDWrite window
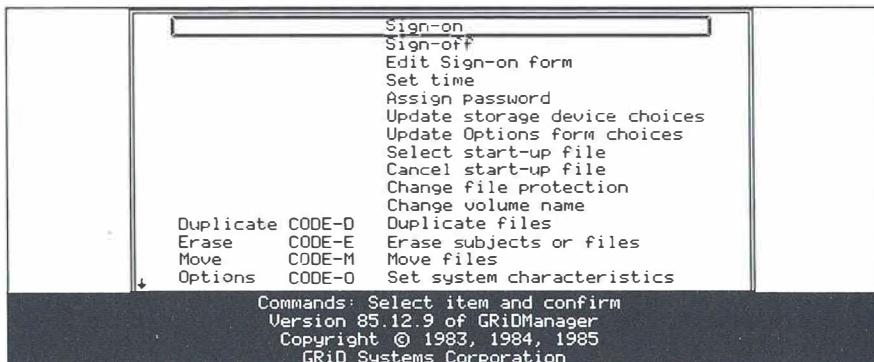
Press Code-Ctrl-B (Begin window) to begin a new window. All Window Manager commands are accessed by pressing Code-Ctrl along with a letter key.

A File form is displayed for you to select the file you want to work with. Fill in the File form as follows and confirm to start working on a text file using GRiDWrite.

```
20-Mar-87           GRiD Systems Corporation              3:29 PM

        Green                                      Wks
        Letter                                     Txt
        Organize                                   Org
        Smith                                      Wks
        Tuttle                                     Wks




        Device      Get Started
        Subject     Gstarted
        Title       Letter
        Kind        Txt
        Password
        Select a file and confirm or press Code-? for help
```

Start a GRiDManager window

Press Code-Shift-G to retrieve GRiDManager. Code-Shift-G is a user key that has been predefined to start a new window and retrieve GRiDManager. The GRiDManager commands menu is displayed.

```
┌──────────────────────────────────────────────────────┐
│   ┌──────────────────────Sign-on───────────────────┐  │
│   │                      Sign-off                   │  │
│   │                      Edit Sign-on form          │  │
│   │                      Set time                   │  │
│   │                      Assign password            │  │
│   │                      Update storage device choices │
│   │                      Update Options form choices │  │
│   │                      Select start-up file       │  │
│   │                      Cancel start-up file       │  │
│   │                      Change file protection     │  │
│   │                      Change volume name         │  │
│   │   Duplicate CODE-D   Duplicate files            │  │
│   │   Erase     CODE-E   Erase subjects or files    │  │
│   │   Move      CODE-M   Move files                 │  │
│   ↓   Options   CODE-O   Set system characteristics │  │
├──────────────────────────────────────────────────────┤
│       Commands: Select item and confirm              │
│          Version 85.12.9 of GRiDManager              │
│           Copyright © 1983, 1984, 1985               │
│              GRiD Systems Corporation                │
└──────────────────────────────────────────────────────┘
```

Switch between windows

Press Code-Ctrl-N (Next window) to switch to the GRiDWrite window. The Next command means switch to the next window. Each time you want to see the next window, press Code-Ctrl-N.

Press Code-Ctrl-N again to switch to the GRiDMail window. If you have several windows open simultaneously, the Next command cycles through each window and then starts again with the first window. The only limit to the number of windows that can be open at one time is the amount of main memory in your computer.

NOTE: If your GRiD computer contains additional EMS (Expanded Memory Specification) RAM, InteGRiD automatically makes use of it to increase the number of applications that can be running simultaneously.

Display Window Manager commands menu

Press Code-Ctrl-? to display the Window Manager commands menu. The best way to familiarize yourself with the capabilities of Window Manager is to experiment with the different commands found on this menu. In this exercise, we'll introduce one more command, but you can try any of them by selecting it from the menu and following the instructions that appear on the message line. To return to your application from this menu, press Esc.

```
                        Window overview
                        Save window configuration
        Code-Ctrl-B     Begin a new application
        Code-Ctrl-H     Split window horizontally
        Code-Ctrl-K     Define user keys
        Code-Ctrl-M     Move this window off screen
        Code-Ctrl-N     Switch to next window
        Code-Ctrl-V     Split window vertically
        Code-Ctrl-W     Display list of windows
        Code-Ctrl-Z     Zoom window up or down
        Commands: Select item and confirm
        Version 86.11.3 of Windows Executive
```

Display the list of windows

Press Code-Ctrl-W (Window list) to display a list of the windows currently open. The names in the list are the titles of the files in each window. You can jump directly to any of the windows listed by selecting it and confirming. Press Esc to return to the window that was displayed before you executed the Window list command.

```
                        GManager
                        GreenInf
                        GMail
        Window List: Select window and confirm
```

Exit all applications

Press Code-Esc and then confirm to exit the application in the current window. Do the same for each subsequent application window that is displayed. (When you exit an application, the next window is automatically displayed.) After exiting all windows, you are left with the File form so that you can select a new file to work with.

Exercise 12: Defining "Hot Keys" for Files

The objective of this exercise is to learn the following Window Manager functions:

- [ ] Defining a "hot key," or user key, to automatically retrieve a file
- [ ] Retrieving the file with the user key
- [ ] Displaying the menu of user defined keys
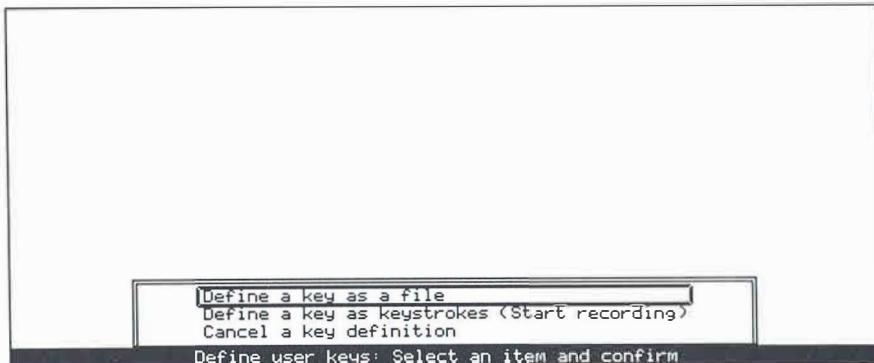
"Hot keys," or user keys, allow quick access to files and applications without having to fill in a File form. These keys automatically retrieve files for which they are defined. You can define up to 26 user keys, which are accessed by pressing Code-Shift and then a letter key. For example, in the previous exercise you learned that Code-Shift-G automatically retrieves GRiDManager.

NOTE: Under InteGRiD, two user keys are predefined for you: Code-Shift-G for GRiDManager and Code-Shift-M for GRiDMail. You can redefine these two keys if you wish.

Exercise 12 Scenario: You want to define a user key for your personal organizer since you retrieve it frequently.
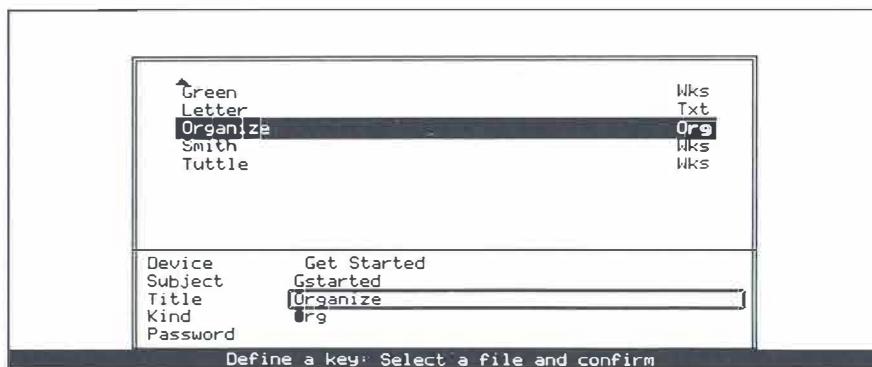
Invoke the Define a Key command

Press Code-Ctrl-K (Keys) to display the Define User Keys menu. Confirm the first item on the menu, "Define a key as a file."



```
┌─────────────────────────────────────────────┐
│ Define a key as a file                      │
│ Define a key as keystrokes (Start recording)│
│ Cancel a key definition                     │
├─────────────────────────────────────────────┤
│ Define user keys: Select an item and confirm│
└─────────────────────────────────────────────┘
```
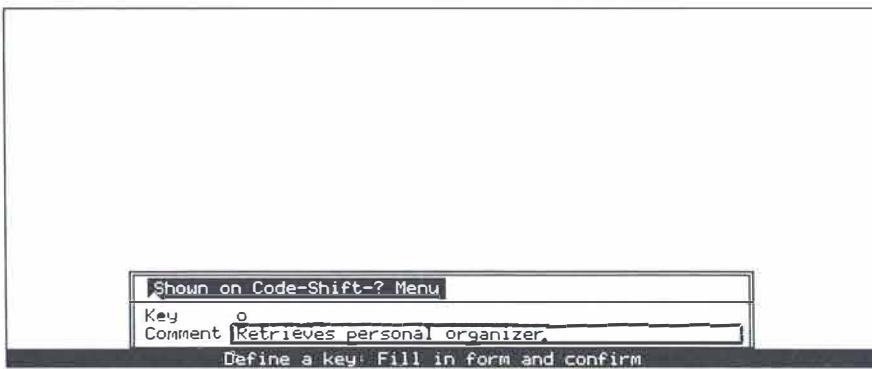
Select the file

Fill in the displayed File form as follows to select the "Organize" file and confirm.

```
  ↑Green                                    Wks
   Letter                                   Txt
   Organize                                 Org
   Smith                                    Wks
   Tuttle                                   Wks



 Device        Get Started
 Subject       Gstarted
 Title        Organize
 Kind         ●rg
 Password
        Define a key: Select a file and confirm
```

Select the key to define

Fill in the displayed Key Definition form with the letter of the user key
you want to assign to the selected file, in this case, "o" for organizer.
Press Return and enter a comment describing the key, "Retrieves personal
organizer." The comment appears in the menu of user defined keys to
remind you what each key does. You can leave the Comment item blank;
if you do, the title of the selected file is used as the comment. Confirm
when the Key Definition form is filled in correctly.

```
 ┌Shown on Code-Shift-? Menu─────────────┐
 │                                       │
 Key       o
 Comment  Retrieves personal organizer.
        Define a key: Fill in form and confirm
```
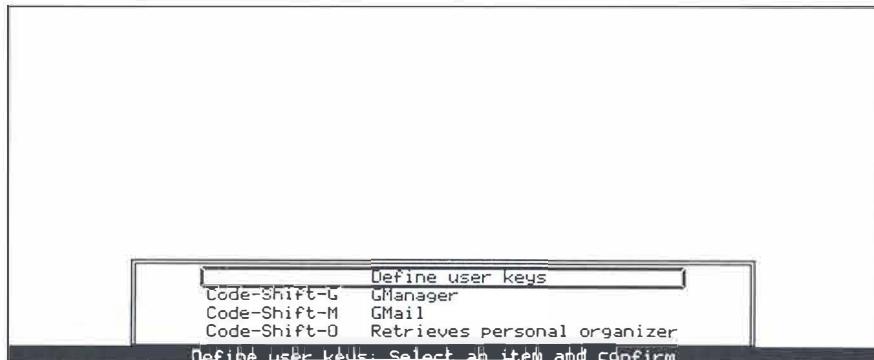
Insert the InteGRiD diskette into the floppy disk drive as directed. All user
key definitions are saved in the file "User.Pro" on the device from which
you started InteGRiD (or on the InteGRiD diskette in drive A if you started
InteGRiD from ROM). Each time you start InteGRiD, the information in the
"User.Pro" file is read from the start-up device and used to set the system
characteristics and user key definitions.

Use the defined key

Replace the Getting Started diskette in the floppy disk drive and press Code-Shift-O to retrieve your personal organizer. InteGRiD automatically loads GRiDMaster and your organizer.

Display the menu of user defined keys

Press Code-Shift-? to display the menu of all the user keys that are defined on your system. This is an important keystroke to remember if you have several user keys defined and find it difficult to remember what each one does.

Press Esc to return to the GRiDMaster calendar display.

NOTE: You can define a user key as an MS-DOS application as well as a GRiD application. In fact, it is useful to assign the MS-DOS command line interpreter, COMMAND.COM, to a user key, such as "c." This way, you can quickly return to MS-DOS by pressing that user key; from MS-DOS, enter EXIT to return to InteGRiD.

Exit GRiDMaster

Press Code-Esc and confirm to exit GRiDMaster and your personal organizer.

Exercise 13: Defining ''Hot Keys'' for Recorded Keystrokes   The objective of this exercise is to define a ''hot key,'' or user key, as a sequence of recorded keystrokes and then play back the keystrokes.
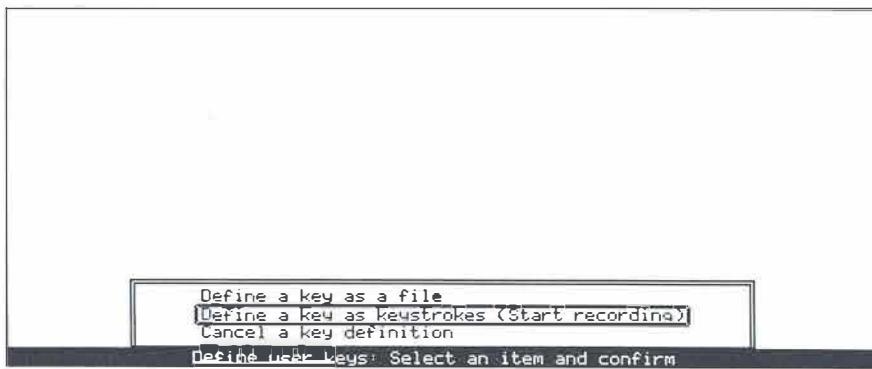
Exercise 13 Scenario: You want to define a user key to automatically print a letter. Such a key would make it unnecessary to go through the Transfer and Print menus each time you want to print a letter.

Preparation

Retrieve the ''Letter'' file from the ''Gstarted'' subject on the Getting Started diskette.

Invoke the Define a Key command

Press Code-Ctrl-K to display the Define User Keys menu. Press ↓ and confirm the second item on the menu, ''Define a key as keystrokes (Start recording).''

```
                            Define a key as a file
                           [Define a key as keystrokes (Start recording)]
                            Cancel a key definition
                      Define user keys: Select an item and confirm
```

Record keystrokes

You are returned to your current window (the letter) and Window Manager is now recording all of your keystrokes. Enter the following sequence of keystrokes to print the letter displayed on your screen:

Code-T to display the Transfer menu.
Fn-↓ to the Print command.
Fn-Return to confirm the Print command.
Fn-Return to confirm the Print this file item.
Fn-Return to confirm that you want to print the whole file.
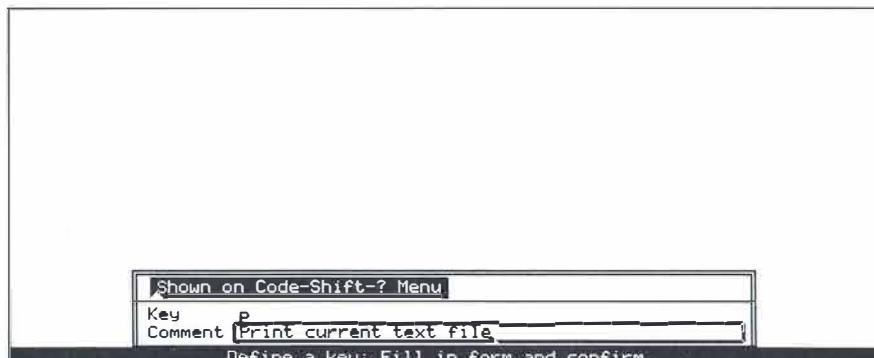
You may see an error that says "107: Device not ready," or "227: Device not active" if you don't have a printer attached or if your printer is not ready to print; this is OK, just continue as follows.

Stop recording and select the key to define

After printing is finished, press Code-Ctrl-K to stop recording. Confirm the first item on the Stop Recording menu, "Stop recording and choose key to define."

```
                                   ┌─────────────────────────────────────────┐
                                   │Stop recording and choose key to define  │
                                   │ Cancel this recording session           │
                                   └─────────────────────────────────────────┘
                                    Define user keys: Select an item and confirm
```

In the Key Definition form shown below, enter the letter of the user key you want to assign to the recorded keystrokes, in this case, "p" for print. Press Return and enter a comment describing the purpose of the key, "Print current text file." Confirm to save the key definition when the form is filled in correctly.

```
                        ┌──────────────────────────────────────┐
                        │Shown on Code-Shift-? Menu            │
                        ├──────────────────────────────────────┤
                        │ Key      p                            │
                        │ Comment │Print current text file     │
                        └──────────────────────────────────────┘
                         Define a key: Fill in form and confirm
```

Invoke user key to play back recorded keystrokes

To play back the recorded keystrokes, press Code-Shift-P. Whenever you want to print a text file that is displayed on the screen just use this keystroke.

Session 6 Summary

Here's a brief overview of the activities you learned in this session:

Start a new window	□ Press Code-Ctrl-B (Begin window) and complete the File form.
Switch between windows	□ Press Code-Ctrl-N (Next window).
Display Window Manager commands	□ Press Code-Ctrl-?.
Define user key as a file	□ Press Code-Ctrl-K and confirm the first item, "Define a key as a file." □ Fill in the File form and confirm. □ Fill in the Key Definition form with the key you want to assign to the file, a comment, and then confirm.
Define user key as recorded keystrokes	□ Press Code-Ctrl-K and confirm the second item, "Define a key as keystrokes (Start recording)." □ Enter all keystrokes to be recorded. □ Press Code-Ctrl-K and confirm the first item, "Stop recording and choose key to define." □ Fill in the Key Definition form with the key you want to assign to the recorded keystrokes, a comment, and then confirm.

Conclusion

Now you've had a chance to use InteGRiD and sample some of the GRiD integrated applications. You can see that the consistent menu and form interface used in all GRiD software makes the applications easy to learn and use.

We hope that you'll continue to explore the world of GRiD software. If you'd like more information regarding GRiD software or would like to purchase GRiD software, contact your local GRiD representative.

Note that there are many more GRiD applications than those that have been introduced in this guide. And if there isn't a GRiD application that fits your needs, you can use the GRiDTask application builder to build custom applications for the InteGRiD environment.

As you continue to work with GRiD software under InteGRiD, further questions may arise. Here are some points to remember:

Use GRiDManager for all system configuration and file management functions. For example, use GRiDManager to do the following:

☐ activate a printer or plotter

☐ activate the serial port or modem

☐ change the screen typeface, screen frame, or screen aspect ratio

☐ set the correct time and date

☐ duplicate, move, or erase files

☐ check the last modified date of a file

☐ check the length of a file

☐ display or print a directory of the Subjects or Titles on your disk

For comprehensive information on the InteGRiD operating environment, including GRiDManager and Window Manager, refer to the *InteGRiD Software* manual. For more detailed information on each of the GRiD applications, refer to the appropriate user's guides.

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