

Figure 12-1. A Good File Management Structure

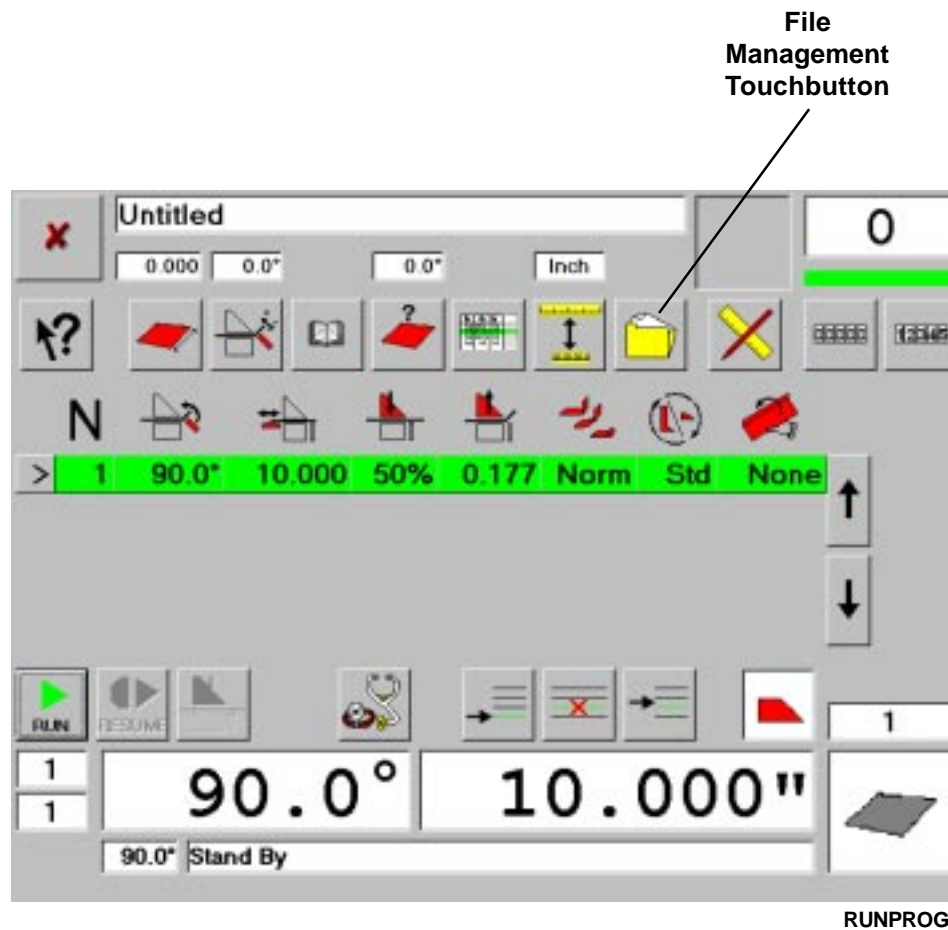


Figure 12-2. The Run/Programming Screen and the File Management Touchbutton

---

## SECTION 12

# FILE MANAGEMENT

---

File Management in the Orion System is based on the WINDOWS file management system. An understanding of the WINDOWS file management system will make the Orion system easy to understand. Programs are stored on the hard disk identified as the C:\ drive, in a series of directories (folders) and subdirectories, with file names identified by the **.awp** extension.

There are some important differences. The Orion system does not duplicate WINDOWS file management screens or messages; It has its own set of screens and messages which are designed specifically to manage programs prepared and used in the Orion system.

The Orion file management system treats programs similar to the way in which WINDOWS manages material developed by specific application programs. Program files can be saved directly from the programming activities of the Orion system, but separate procedures are used to manage files outside the programming activities.

**ORGANIZATION** Just as with the WINDOWS system, good organization will lead to successful file management. Unless you have a very limited number of programs, do not save all your program files in a single directory on the C:\ drive. Instead, take advantage of the ability to create directories and subdirectories to separate and categorize your programs. There is sufficient hard drive memory to accomodate the most extensive set of programs.

Categorize your programs according to your needs. You may use customers, part types, materials, part numbers, anything that will let you organize your files systematically. Figure 12-1 shows such a file structure. The italicized entries are program files; the rest are directories and subdirectories.

**GETTING STARTED** To begin file management, touch the File Management Touchbutton shown in Figure 12-2, This will bring up the File Management Screen shown in Figure 12-3.

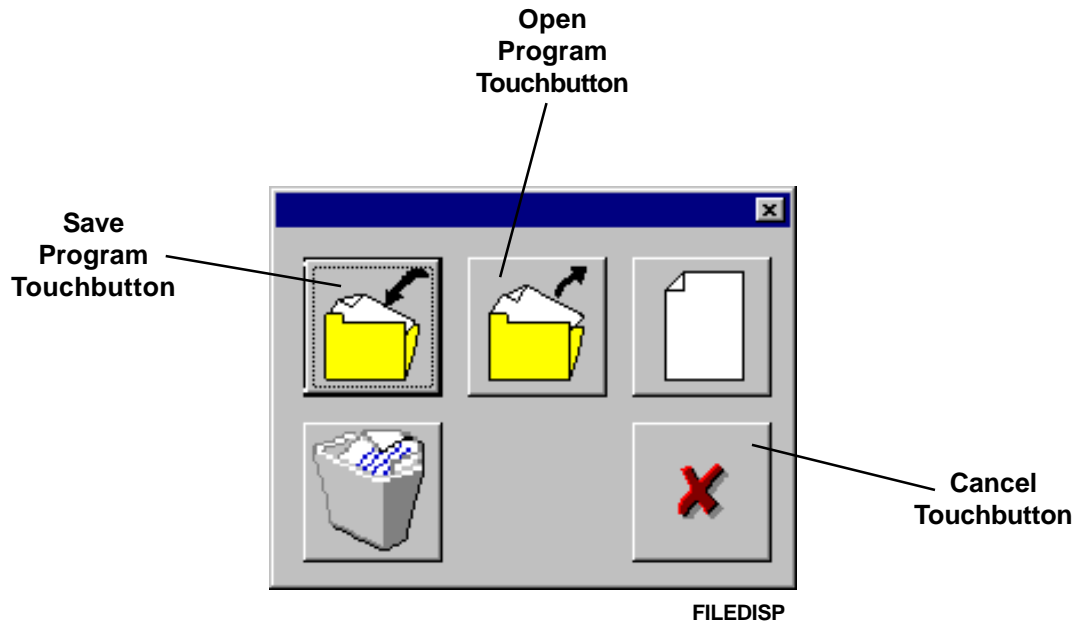


Figure 12-3. The File Management Pop-Up Display

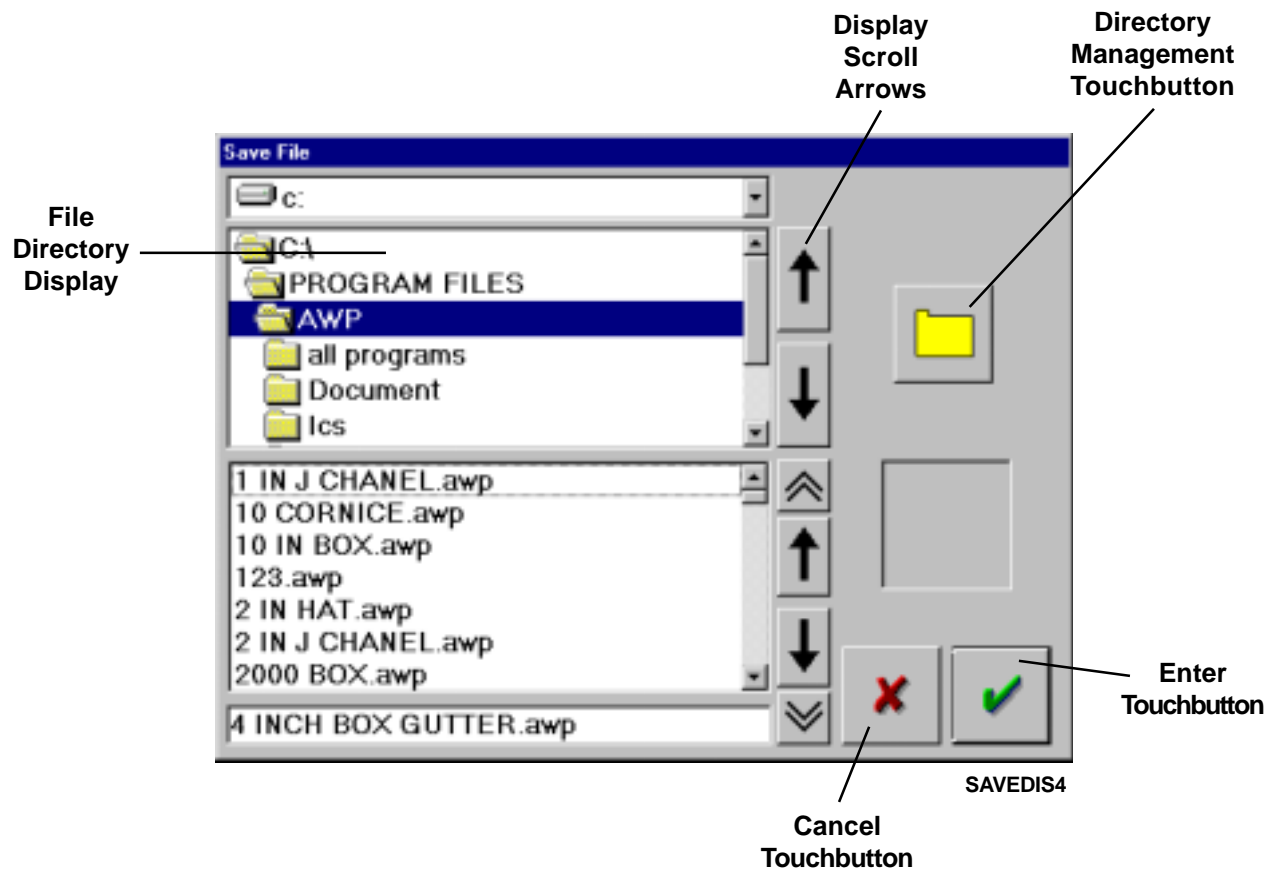


Figure 12-4. Program Selection Display

**MANAGING  
DIRECTORIES  
(FOLDERS)**

Directories can be created or removed at any time. Most file management activity dealing with directories is the result of creating new programs or modifying existing programs, but directories can be created or deleted independently from programming activities.

**CREATING A  
NEW  
DIRECTORY**

To create a new directory, touch the Save Program Touchbutton in the File Management Pop-Up Display shown in Figure 12-3. The Program Selection Display will appear on the screen.

The new directory will be a directory or subdirectory on the C:\ drive. Find the directory under which the new directory should exist. Touch it to highlight it in blue.

Touch the Directory Management Touchbutton to bring up the New Value Pop-Up Display (Figure 12-5) and the Alpha-Numeric Pop-Up Keypad. They will appear at the same time.

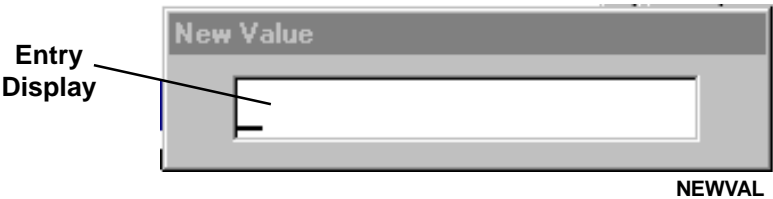


Figure 12-5. New Value Pop-Up Display

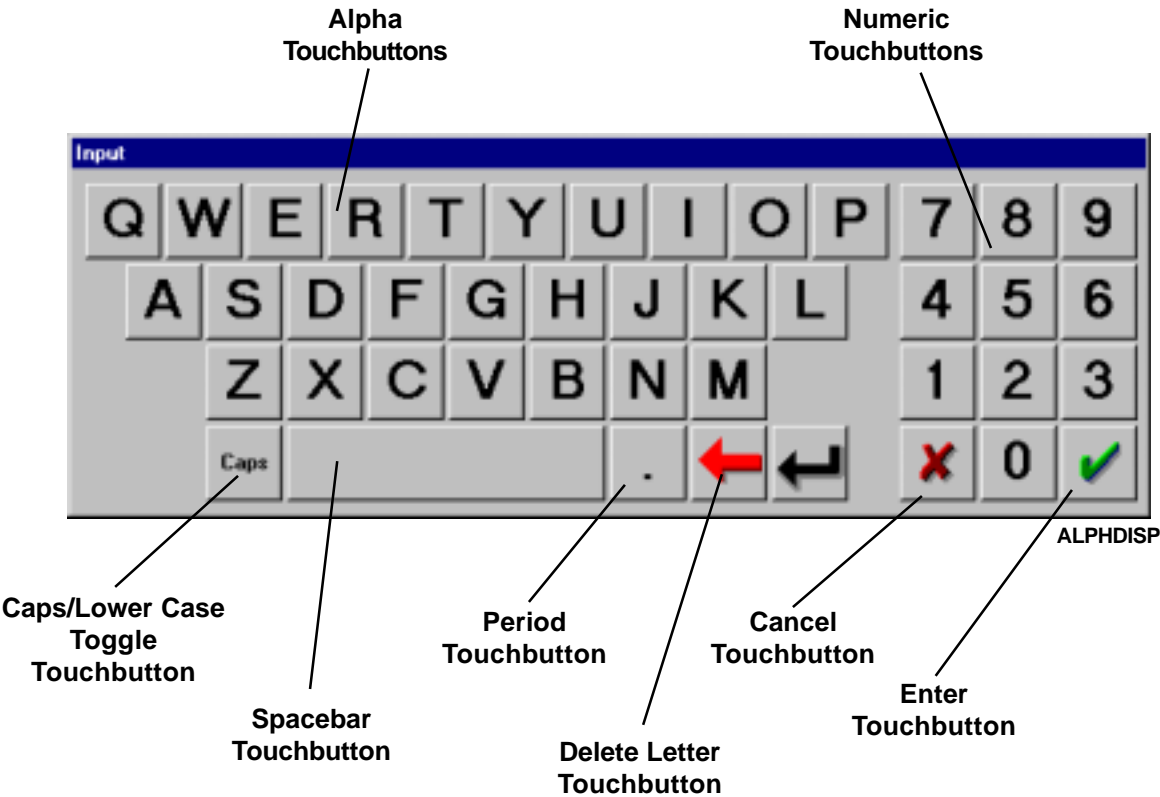


Figure 12-6. The Alpha-Numeric Pop-Up Keypad

**ALPHA-  
NUMERIC  
POP-UP  
KEYPAD**

The Alpha-Numeric Pop-Up Keypad, shown in Figure 12-6, always appears when text-type data must be entered. It is always located at the bottom of the screen.

Textual data is entered by using the Alpha Touchbuttons. Numbers are entered by using the Numeric Touchbuttons. The Period Touchbutton is used to enter a period in the text. Spaces between words are added by using the Spacebar Touchbutton. Use the Upper/Lower Case Toggle Touchbutton to change from upper to lower case and back again. When this toggle is used, it automatically changes the Alpha-Numeric touchpads from one case to the other.

A new line can be started in certain displays by touching the New Line Touchbutton.

It must be remembered that numerals entered from this pop-up keypad contain no mathematical value; they are treated as alphabetical characters instead. This does not preclude the use of numerals for identification or description purposes. For instance, a program title such as "3.500 inch J Channel" can be entered, but the "3.500" portion of the entry carries no mathematical value within the program.

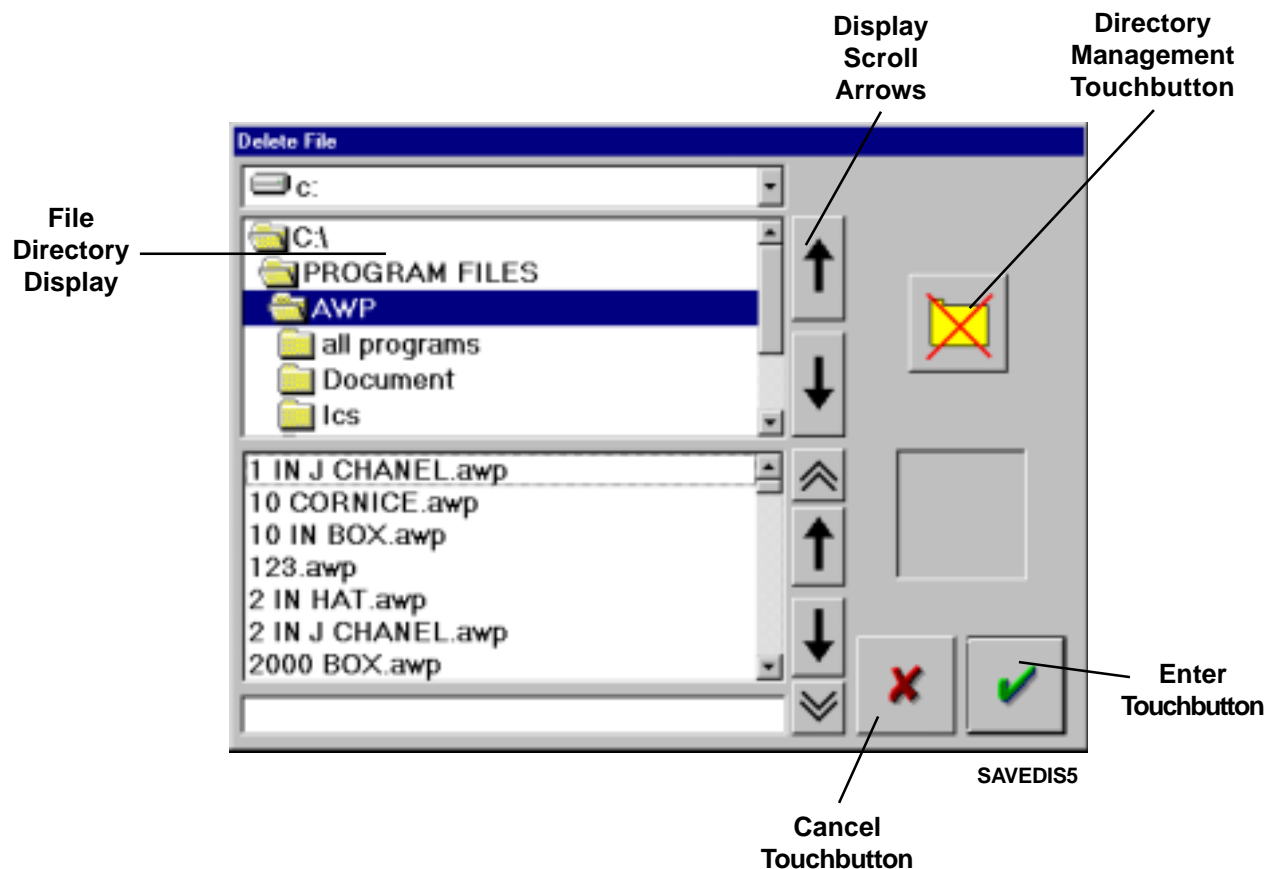
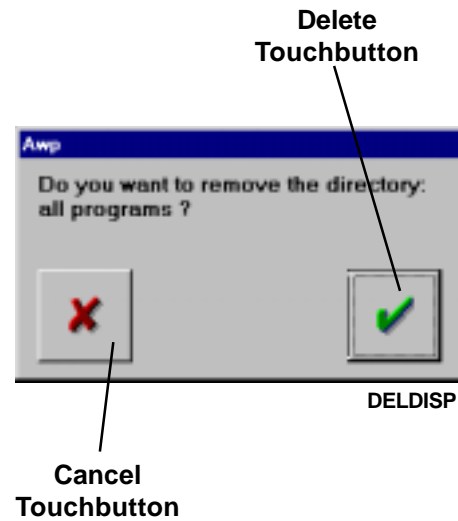
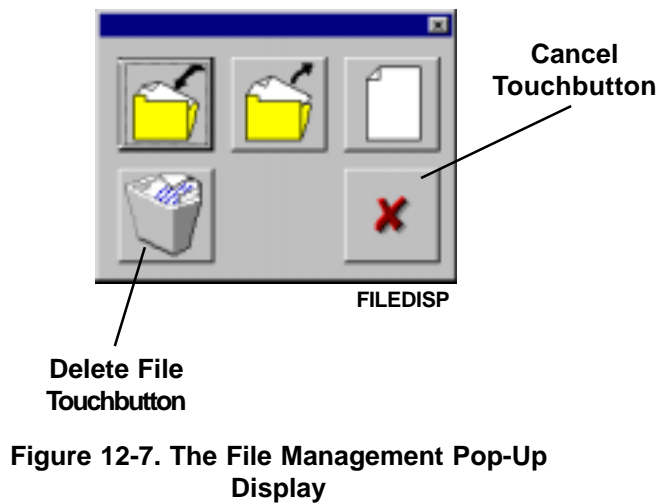
A character or space can be removed by touching the Delete Letter Touchbutton. When this touchbutton is used, it removes one character at a time, starting from the right.

The entry can be cleared completely by touching the Cancel Touchbutton.

**COMPLETING  
DIRECTORY  
CREATION**

When the entry shown is that desired, the Enter Touchbutton is used to enter it into the file structure. If the entry is in a pop-up display, it moves to the the appropriate display and the pop-up display disappears. The Alpha-Numeric Pop-Up Keypad then disappears from the screen.

To incorporate the newly created directory into the disk file structure, touch the Enter Touchbutton on the Program Selection display (Figure 12-4). The display disappears, leaving the File Management Pop-Up Display on the screen. Touch the Cancel Touchbutton on this Display and it disappears. The New Directory is now a part of the file structure on the system hard disk.



**DELETING A  
DIRECTORY**

Touch the File Management Touchbutton shown in Figure 12-2. This will bring up the File Management Screen shown in Figure 12-7.

Touch the Delete File Touchbutton in the File Management Pop-Up Display shown in Figure 12-7. The Program Selection Display (Figure 12-8) will appear on the screen.

The directory will be a directory or subdirectory on the C:\ drive. Find the directory under which the directory to be deleted exists. Touch it to highlight it in blue.

The Directory Management Touchbutton now contains a red "X" across it. Touch the touchbutton and the Delete Directory Display (Figure 12-9) will appear on the screen. Touching the Cancel Touchbutton will not remove the directory from the system.

Touch the Delete Touchbutton in the Delete Directory Display. The display will disappear, and the highlighted directory will disappear from the File Structure Display portion of the Program Selection Display.

Touch the Cancel Touchbutton in the Program Selection Display to remove it from the screen. Touch the Cancel Touchbutton in the File Management Pop-Up Display to remove it from the screen. The selected directory has now been removed from the system hard drive.

**NOTE:**

Directories cannot be deleted until they are empty. If the directory to be deleted contains a program file, delete the program file according to the instructions with Figure 12-10.



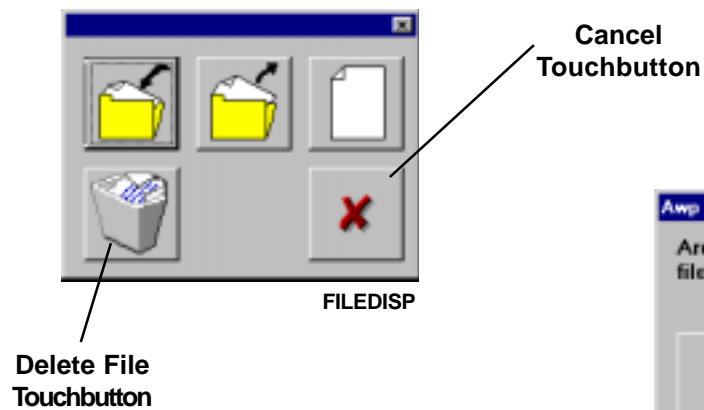


Figure 12-11. The File Management Pop-Up Display

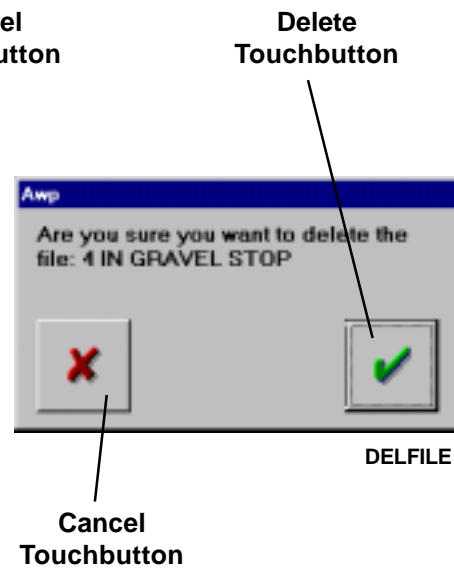


Figure 12-13. Delete File Display

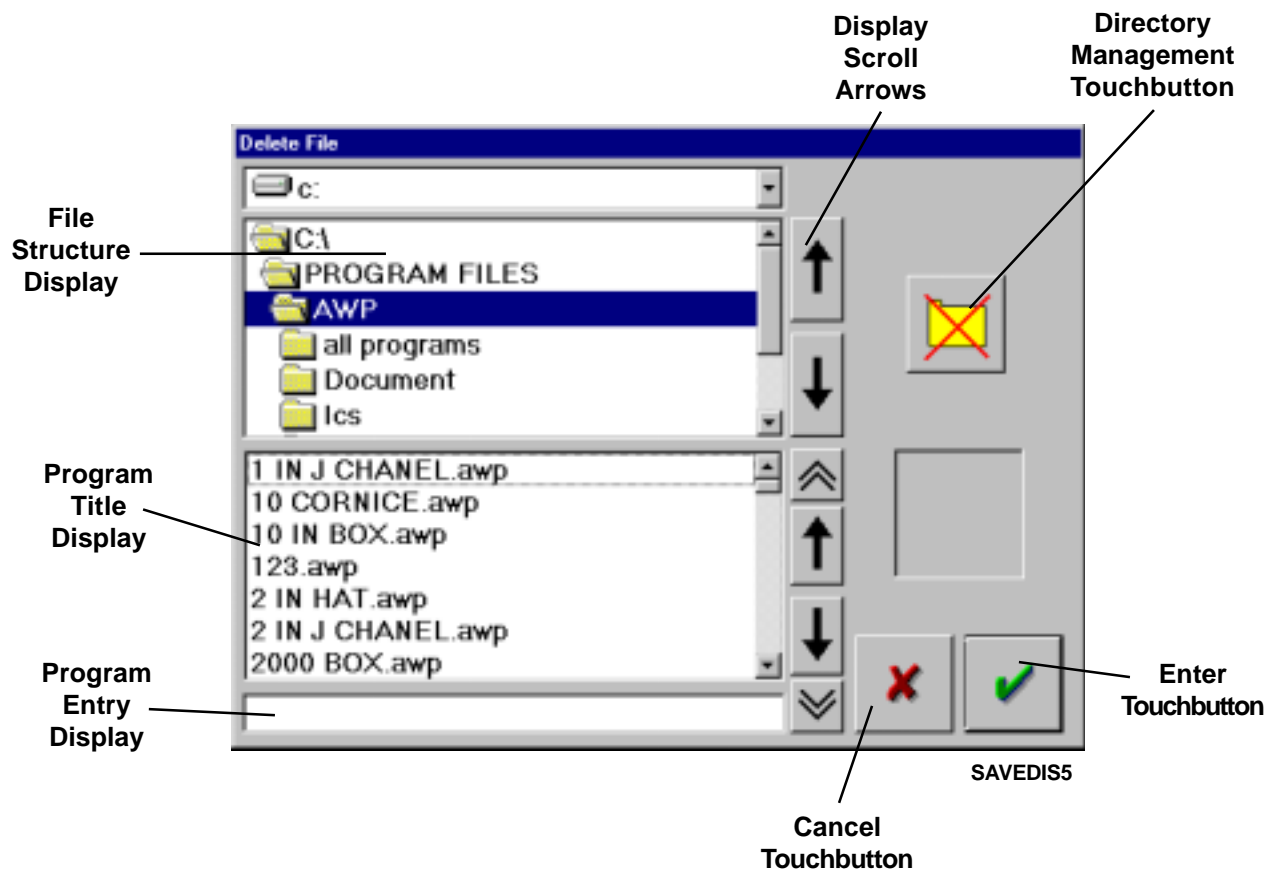


Figure 12-12. Program Selection Display

**DELETING AN  
UNWANTED  
FILE**

Touch the File Management Touchbutton shown in Figure 12-2, This will bring up the File Management Display shown in Figure 12-11.

Touch the Delete Program Touchbutton in the File Management Pop-Up Display shown in Figure 12-11. The Program Selection Display (Figure 12-12) will appear on the screen.

The file will be located in C:\, or one of the subdirectories below it. Find the directory in which the file will exist. Touch the directory listing to highlight it in blue.

Touch the file entry to be deleted to highlight it in blue. The entry will also appear in the Program Entry Display.

The Directory Management Touchbutton now contains a red "X" across it. Touch the Enter Touchbutton and the Delete File Display (Figure 12-13) will appear on the screen.

Touch the Delete Touchbutton in the Delete Directory Display. The display will disappear, and the highlighted file will disappear from the File Directory Display portion of the Program Selection Display.

Touch the Cancel Touchbutton in the Program Selection Display to remove it from the screen. Touch the Cancel Touchbutton in the File Management Pop-Up Display to remove it from the screen. The selected file has now been removed from the system hard drive.

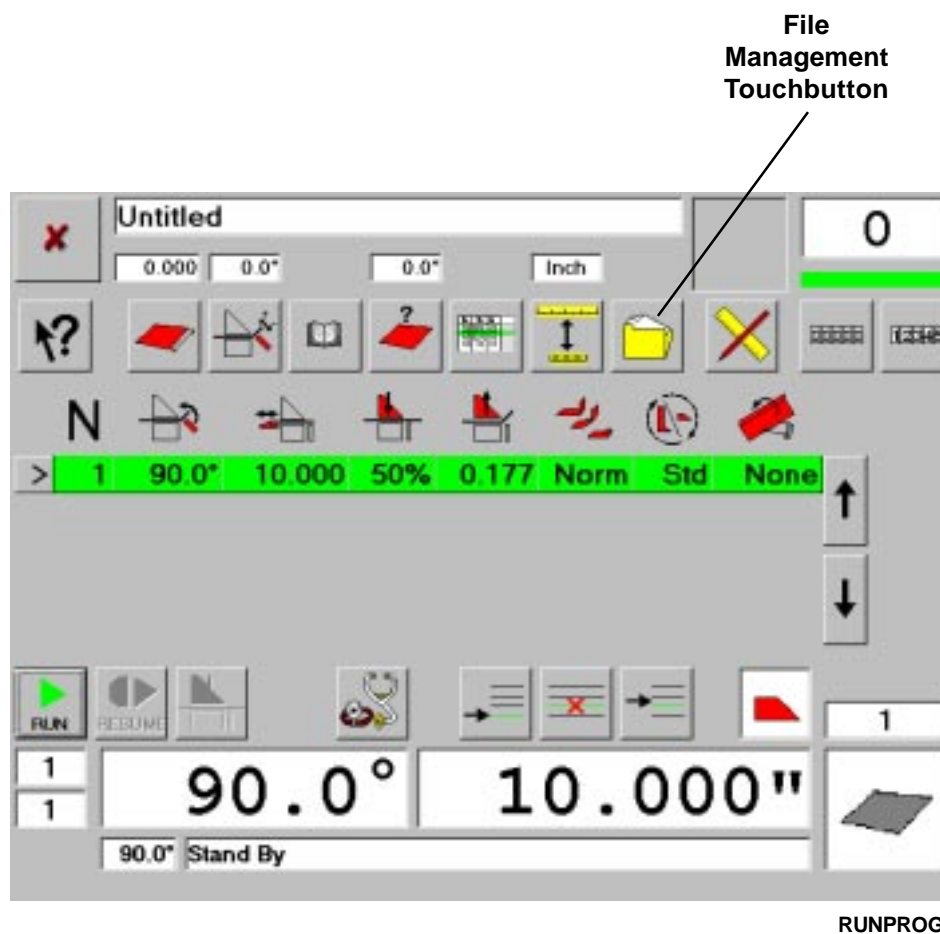


Figure 12-14. The Run/Programming Screen and the File Management Touchbutton

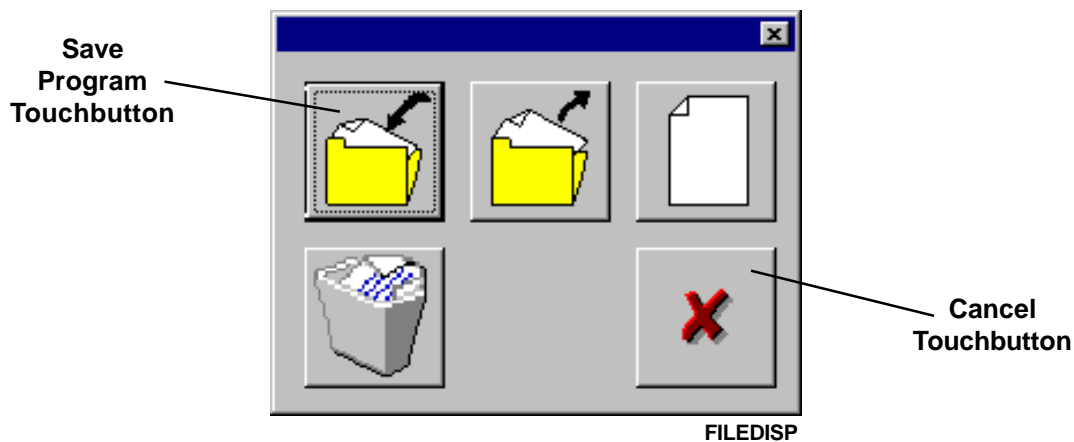


Figure 12-15. The File Management Pop-Up Display

**SAVING  
PROGRAMS**

Programs must be saved after they have been created or modified. Instructions for saving programs are contained in Section 10, Manual Programming, beginning with Figure 10-22; and in Section 11, Graphic Programming, beginning with Figure 11-15.

Programs which have been run need not be saved unless they have been modified and it is desirable to save the modifications.