

Setting Up Executive MemoMaker



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Setting Up Executive MemoMaker

Some Changes to Executive MemoMaker

This section addresses some changes made to Executive MemoMaker that are not documented in the accompanying manual.

This new version of Executive MemoMaker has full HP OfficeShare Network compatibility.

Color printers are now supported. See Appendix A for a complete list of all currently supported printers.

If you are working with Drawing Gallery, Executive MemoMaker is now fully compatible with Version B.03.00.

There are now two types of grayscale output on black and white printers. On high-resolution black and white printers (laser printers or other printers with 150 dpi resolution or greater) you can choose to print very smooth tones of gray instead of the coarser dither-patterned grays.

The Print Menu

There are a few changes to the Print Menu.

- The Print To field now indicates Printer and Port instead of just Port, and the Printer Model field is gone.
- The Auto Feed field now reads Auto Paper Feed.
- The Form Feed field now reads Form Feed Pages.

- The Graytone Pictures field is printer-dependent.

With high-resolution black and white printers, choosing Yes will result in very smooth gray tones. Choosing No will result in coarser dither-patterned gray tones.

With color printers, choosing Yes will result in black and white (gray) printing. Choosing No will result in color printing.

Overview

This guide covers the setting up procedures for Executive Memomaker. It is divided into two sections.

The first section, "Before You Install", discusses what is required before you begin installation.

The second section, "Installing Executive MemoMaker", describes the installation procedure. Installation consists of three phases. First, you create a PAM label for Executive MemoMaker. Second, you run the Setup program to copy the software from the master discs onto your work disc – either a hard disc or two 3 1/2 inch double-sided discs. Third, you complete the Identify Devices (DEVICEID) screen to install printer configuration files.





Section One: Before You Install

Requirements

Your system must meet certain requirements in order to run Executive Memomaker. Check to verify that you have the following:

- An HP Touchscreen PC, an HP Touchscreen II PC, an HP Touchscreen MAX, or an HP Touchscreen MAX II
- Adequate RAM (random access memory)
 - 384 Kb minimum memory for text
 - 512 Kb memory for graphics
- A supported version of MS-DOS (2.10 or higher)
- A supported disc drive combination
 - A hard disc plus one 3 1/2 inch disc drive OR
 - Two double-sided 3 1/2 inch disc drives (HP 9122D or HP 9123D)

As an option you may have:

- A supported printer (see Appendix A for a complete list)

Before you can start the installation procedure you must also have:

- The five Executive MemoMaker Master discs from the plastic envelope at the back of the manual.

If you are installing to either the HP 9122 or HP 9123 double-sided disc drives you must also have:

- Two blank double-sided (720 Kb) formatted 3 1/2 inch discs.

Labeling Your Discs

When you format your flexible discs, it is a good idea to label each disc with the name of the application and what the disc will contain.

For example, you could label your discs as follows:

- Executive MemoMaker Application Work Disc
- Executive MemoMaker Dictionary Work Disc

A Note About Configuring Your Equipment

There are three configuration procedures that you can perform:

- Filling in the DEVICEID screen
- Filling in the Device Config screen
- Setting the Config Keys

The DEVICEID screen tells the application, in this case Executive MemoMaker, what printer is connected to what logical port. For example, a LaserJet may be connected to LST. This screen automatically appears during the installation procedure, and you must complete it.

Note



If your printer is already connected to and working with other software, you can go on to the Hardware Checklist on page 6.

The Device Config screen tells the operating system, in this case MS-DOS, which logical device corresponds to which physical hardware port. For example, LST may correspond to the physical connector labeled Serial Port #2. You get to the Device Config screen from PAM. You only need to fill it out if you have never used the currently specified printer with your computer before, or if you want to change the designated port.

The Config Keys tell the hardware port how to communicate with the printer. For example, it tells it to use 9600 baud, No Parity, 8 Data Bits, and so on. The Config Keys are built into your Touchscreen computer. You only need to use the Config Keys if you have never used the currently specified printer with your computer before, or if you want to change a setting.

Hardware Checklist

Before you install your software, take a few moments to fill in the Hardware Checklist that follows. This Checklist will provide you with the information you need later to complete installation of the software and configure the devices you intend to use.

Printers

Device

Fill in the name of one or more devices. If you do not know whether a device you have can be used, refer to the "Supported Hardware List for Executive MemoMaker". Also refer to the manuals that came with your equipment or consult with your Systems Manager or equipment Dealer.

Circle the choice that applies to you.

Port

COM1
LST
AUX

COM2
PRN
PLT

If your printer is already connected to and working with other software, you can skip the rest of this checklist. Go on to "Using a Keyboard with Your Software," on page 9.

Interface

Centronics (Parallel)

Network

Serial (also fill in Table A)

HP-IB (also fill in Table B)

Table A: Serial Interface Configuration

(complete only if you circled "Serial" under Interface)

The most common settings are 9600 baud, parity none, 8 data bits, Xon/Xoff = no, 1 stop bit.

Printing graphics requires 8 data bits with most printers.

Baud	Parity	Data Bits
110, 150, 300, 600, 1200, 2400, 4800, 9600	None, Odd Even	7 8

Xon/Xoff	Stop Bits
No (= HARDWIRE HANDSHAKE)	1
Yes	2

Table B: HP-IB Interface Configuration

(complete only if you encircled "HP-IB" under Interface)

Printers are most commonly set to address 1.

HP-IB Device Address: 0 1 2 3 4 5 6 7

Using a Keyboard with Your Software

If you are already familiar with HP function keys and function labels you can skip this section and go directly to Section Two: "Installing Executive MemoMaker."

If you are not familiar with them, you need to understand the following. On the top of the keyboard you'll find eight keys labeled **F1** through **F8**. These keys relate to the corresponding function labels, shown in the eight boxes along the bottom of your screen.

When you want the computer to perform a function, you simply press the appropriate function key.

**MS-Windows and
Your Software**

You can run Executive MemoMaker as a non-windowing application under Microsoft Windows. Your Executive MemoMaker software contains a Program Information File (PIF) which enables it to do so. For more information about PIFs, refer to the *Microsoft Windows User's Guide*.

**Networks and
Operating
Environments**

On HP Office Share and 3-COM networks, you can load Executive MemoMaker from a private volume of a network disc. Printing can be directed to a shared network device.

ExecuDesk

You can run your Executive MemoMaker software under ExecuDesk, if your system has it. To do so, you must install the software in the directory where ExecuDesk resides. If you want to run Executive MemoMaker with Gallery (version 2.0) under ExecuDesk, the Gallery software must be in the same directory.

Section Two: Installing Executive MemoMaker

Before you can run Executive MemoMaker, you must install a work copy of the application on the disc that you will be working from. You cannot run the program from the master discs. You can install it to a hard disc, if you have one, or to two double-sided 3 1/2 inch discs. Both installation procedures are described below.

First, make sure you have all the discs you will need for installation.

Executive MemoMaker Discs

Executive MemoMaker comes with five master discs. They are:

- **Setup Master**, which contains the installation program, the application, and other files specific to Executive MemoMaker. You use this disc first.
- **GOLD Master**, the Graphics Output Library Disc, contains program files needed for printing pictures.
- **Fonts Master**, which contains program files needed for printing text in Graphics Gallery pictures.
- **Dictionary Master**, which contains the dictionary used by MemoSpeller.
- **Utility Master**, which contains the Identify Devices (DEVICEID) program for configuring your hardware.

Installing to a Work Disc

Do not attempt to use the program master discs to do your work, otherwise the valuable files on them may be damaged or lost.

The first phase of the installation program consists of creating a PAM label for Executive Memomaker. The next phase consists of installing a work copy of Executive MemoMaker onto your work disc:

- If you are installing to a **hard disc**, the hard disc will be your work disc.
- If you have either the **HP 9122 or the HP 9123 disc drives**, your work discs will be two double-sided (720 Kb) 3 1/2 inch discs.

Creating a PAM label and a work disc are tasks you do once and should not have to repeat unless your original work disc wears out.

You will be installing the work copies from PAM. Follow the instructions that apply to you.

Creating the PAM label

For Hard Disc Users

If you are going to install an application into a subdirectory, create the subdirectory before you start the installation procedure.

Caution



Do not install this version of Executive MemoMaker into a directory with an earlier version of the program. If you have an earlier version, first *remove* it using the Install program. Also, some previous versions of PAM on the Touchscreen do not support installing into subdirectories.

With PAM displayed:

1. Insert the **Setup Master Disc** into a disc drive.
2. Run the **INSTALL** program.
3. Choose **Install Applies**.
4. You are asked to select the ID of the discs you are installing FROM and TO. Tab to the correct labels to select them.
5. If you are installing into a subdirectory:
 - a. Choose **Choose Dir**.
 - b. Type the name of the subdirectory into which you want to install Executive MemoMaker.
 - c. Choose **Exit Choose**.
6. Choose **Show Applies**.

The application name appears:

Exec MemoMaker.

7. Highlight Executive MemoMaker if it is not already highlighted and choose **Start Install**.

This step puts a label for Executive MemoMaker on the PAM screen; it does not actually copy any files. Files are copied in a later procedure.

8. When the procedure is finished, choose **Exit Select**.
9. Choose **Main Menu** and then exit the INSTALL program.

Go on to "Installing onto Your Work Discs" and follow the procedure that applies to your equipment.

Installing onto Your Work Discs

For Hard Disc Users

1. Create an Executive MemoMaker PAM label as described in the previous section.

Exec MemoMaker is displayed as a PAM label.

2. Tab to the **Setup EMM** label and choose **Start Applic.**

The application files are copied to your hard disc under PAM. Follow the prompts on your screen until all the Master discs have been inserted.

At the bottom of the screen a bar appears, divided into sections representing the Master discs. Tic marks appear on the bar to show the progress of the installation as it proceeds. The tic marks indicate the number of files copied from each disc, not elapsed time.

If problems occur as you create the work disc:

The screen will display error messages and return to PAM. Use the information in the error message to identify and correct the problem, then begin again from step 3 under "Creating the PAM Label".

3. When copying onto your work disc is complete, the Identify Devices screen will appear.

Go on to "Identifying Devices", later in this booklet, for directions on using this screen.

For HP 9122 or HP 9123 Double-sided Disc Users

1. Insert your PAM disc in drive A.
2. Insert the **Setup Master disc** (that has the Install program on it) in drive B.
3. Choose **INSTALL**.
4. Choose **Install Applics.**
5. After the disc drive busy light goes out, remove both discs from their current drives.
6. Insert the **Setup Master Disc** in drive A and your **Executive MemoMaker Application Work Disc** in drive B.

You are prompted to highlight the drives you are copying from and to.

7. Highlight A under FROM, and B under TO.
8. Choose **Show Applics.**
9. Choose **Exec MemoMaker**.
10. Choose **Start Install**.

This places a PAM label on your application work disc. Exit back to Pam.

11. Choose **Setup EMM**.
12. Choose **Start Applics.**

Executive MemoMaker is installed onto your application work disc. Follow the instructions given on the screen.



Identifying Devices

The third phase of installing Executive MemoMaker starts when the system displays a screen called Identify Devices. You use this screen to install printer configuration files on your work copy of Executive MemoMaker. This *identifies* your printer to your Executive MemoMaker software, ensuring that your software will work properly with each device.

If you need help identifying printer information, refer to the manuals that come with your equipment. In addition, your Systems Manager or Dealer may be able to help you fill in the appropriate information.

The installation program starts Identify Devices for you. What you now see on your display is the Identify Devices Main screen. It looks like this:

```
Identify Devices                MAIN                Work Disc: A
To select a different work disc, or to modify device information, choose the
appropriate function label. Choose "Help" for more information.
```

Identified Printers and Plotters

There are no printers or plotters identified on the work disc. HP applications installed on the work disc may not support your printer or plotter unless you identify the right device. Choose "Change List" to identify your printer or plotter.

```
Change Disc  Change List  1 1  Help  Exit
                                Num Pad  0:25  DeviceID
```

An Important Tip

Before you finish with installation, take a moment to read this tip. It will prevent problems from occurring later on.

Never Delete Your Configuration Files

The two files listed below hold all the configuration information about the "devices" you have identified. You'll find these files in the root directory of your Executive MemoMaker Setup work disc.

HPDEVDB.BIN

HPVIDDB.BIN

If you have installed other Gallery software, you may also see:

HPMETDB.BIN

Do not alter or remove these files from your work copy under any circumstances. They hold the information that allows the Graphics Library and your printer or plotter to work properly with Executive MemoMaker, Drawing Gallery, and Charting Gallery.

4. Locate the name of the printer or plotter that you want to identify.

If you don't see the name you want, press **Next** to see the next 15 names in the list. To go back to the beginning of the list, press either the Home arrow or **Prev**.

5. Press **Tab** or use the direction keys to move the selection arrow to the printer or plotter that you want to identify.

If you have installed any Graphics Gallery software, you may see the names of printers that may not work with Executive MemoMaker on the device list. Please note the supported printers listed in Appendix A.

6. If the printer you want is not on the list:

You can do *one* of the following:

- Move the selection arrow to the name of a printer that you know is similar to the one you have.
- OR-
- Move the selection arrow to **Other Printer** at the end of the list. Note that you will not be able to print pictures to your printer if configured this way.

7. Choose **Device Setup**.

This displays the Device Setup screen. It shows the port settings for the printer or plotter you have selected.

Identify Devices DEVICE SETUP Work Disc: A
Enter the correct information for your device and choose "Save Setup."

Device Name HP 150 Thermal B.00 Graphics Support Yes

Port PRN

Save Setup Num Pad 7 17 Start Over Done
0:28

8. Check the port shown on the screen against the value in your checklist.

Port Value	Description
<p>COM1 COM2</p> <p>AUX LST</p> <p>PLT PRN</p>	<p>If you have a <i>serial interface</i>, you must choose one of these ports.</p>
<p>AUX LST</p> <p>PLT PRN</p>	<p>If your interface is not serial, you can use one of these ports.</p>

9. If you need to change the port value:

Use the procedure below to make the changes. If your Hardware Checklist does not have all the information you need, use the Port Value table as a guide to making the changes.

- a. Tab to the Port value field.
- b. Press **Next Choice** or **Prev Choice** until the value you want appears.
- c. Choose **Save Setup**.

The port values available are: **COM1**, **COM2**, **PRN**, **PLT**, **LST**, and **AUX**.

10. Choose **Done**.

This displays the list of printers and plotters again.

11. If you have another printer to identify, repeat steps 4 through 9. **You can identify any combination of printers (and plotters for other Gallery Software) up to a total of 6.**

12. When you have identified all your printers, press the **F8** function key as many times as you need to exit the Identify Devices program.

Note: It may also be necessary to press **F1** once, for **yes**, to confirm that you want to exit. This depends on the actions you take on the Device Setup screen.

Finishing Up Installation

This phase of the Executive MemoMaker installation program proceeds automatically to perform the following operations:

- **Create the DOS file CONFIG.SYS.**

This file is created only if `CONFIG.SYS` doesn't exist.

- **Increase the number of file handles Executive MemoMaker can open to 20.**

This allows Executive MemoMaker to work with File Manager more effectively. If you have already set this option to a higher value, the installation program will not change it.

- **Increase the number of disc buffers to 16.**

If you have already set the `BUFFERS` option to a higher value, the installation program will not change it.

Your Software is Ready

If your printer is connected and you are already using it with other software, you are done with installation and can begin using your application. You must reboot your system first so that the CONFIG.SYS files will take effect.

If your printer has not been connected and used before, you may have to perform further configurations after the installation procedure is finished.

- You may need to run the DEVICE CONFIG program.
- If your port value is COM1 or COM2, you must use the CONFIG KEYS.

See the manual that came with your HP Touchscreen PC for information about these configuration procedures.



Identifying an Additional Device Later

Use this procedure if you need to identify another printer after you have installed Executive MemoMaker.

With PAM displayed:

1. Insert the Utility Master disc in a disc drive and press **Reread Discs**.

If you are using dual flexible discs, insert your work copy of the Application disc in another disc drive.

2. Tab to **DEVICEID** and press **Start Applics**.
3. Type in the drive ID of the drive containing the work copy of the Application disc (even if it's your hard disc) and press Return.

The Identify Devices Main screen displays.

4. Now turn to page 19. Follow steps 1-12.

Modifying a Printer or Plotter

Use this procedure if you need to modify some of the configuration values you selected when you identified a printer or plotter.

1. Display the Identify Devices Main screen by following steps 1 through 4 on page 26.
2. Choose **Change List**.
3. Move the selection arrow to the printer or plotter you want to modify.
4. Choose **Modify Device**.
5. Change the configuration settings, as needed. If you need help, refer to steps 9, 10, and 11 on page 22.
6. When you are satisfied with the new configuration values, choose **Save Changes**.

Removing a Printer or Plotter

Use this procedure if you are no longer using a printer or plotter and want to remove its configuration information from your work copy of Executive MemoMaker.

1. Display the Identify Devices Main screen by following steps 1 through 4 on page 26.
2. Choose **Change List**.
3. Move the selection arrow to the name of the printer or plotter you want to remove.
4. Choose **Remove Device**.
5. Choose **Yes** to confirm the removal.



Using ASCII Files

Unlike an Executive MemoMaker document file, an ASCII file can't represent any of the following formatting characteristics:

- Text enhancements (for example, bold).
- Soft carriage returns that permit block formatting.
- Soft spaces that permit justification of lines.
- Picture specifications.

If you don't need these features or want to avoid them, you can save your Executive MemoMaker memos as ASCII files rather than as document files.

Most word processing applications can produce and use ASCII files, or convert ASCII files to their own file formats.

You can use ASCII files created in another application in Executive MemoMaker. You can also save memos as ASCII files, or convert existing Executive MemoMaker or WordStar documents into ASCII files.

You can convert Microsoft Word documents to ASCII files, and use ASCII files created in other applications in Microsoft Word.

For these reasons, moving ASCII files between Executive MemoMaker and other word processing applications is usually easier than converting from one application file format to another.

For more information about Microsoft Word and EMM ASCII file conversion, see the next section.

Information About ASCII File Conversion

You can read about changing an EMM document to ASCII file format in "Changing the File Type of an Existing Memo File" in Chapter 12 of *Using Executive MemoMaker*, "Naming and Saving the Document."

You can read about using ASCII files in Microsoft Word in "Preparing Documents from the Outside," a section in Appendix C of the Microsoft Word reference manual, "Preparing Documents for Exchange." You can read about converting Microsoft Word documents to ASCII files in "Preparing Word Documents for the Outside" in the same appendix.

Appendix A: Supported Printers

The following printers are currently supported for use with Executive MemoMaker.

Table 1. HP Printers

Printer	Note
HP 2601	no graphics
HP 2602	no graphics
HP 2603	no graphics
HP 2674A (InternalThermal)	
HP 2932	
HP 2933	
HP 2934	underline and bold in 2601 mode
HP 82905B	no underline or bold
HP 82906A	
HP RuggedWriter	HP mode and Epson mode
HP DeskJet	
HP LaserJet	
HP LaserJet Plus	
HP LaserJet 500	
HP LaserJet II	
HP LaserJet 2000	
HP PaintJet	
HP QuietJet	HP mode and Epson mode
HP QuietJet Plus	HP mode and Epson mode
HP ThinkJet	HP mode and Epson mode

HP has tested and verified that EMM Touchscreen works with the non-HP printers listed below; however, **these printers are NOT sold or hardware-supported by HP.**

Table 2. Non-HP Printers

Printer	Note
Epson FX-80	Underline, bold, or European characters may not work with any of these printers
Epson FX-100	
Epson RX-80	
Epson RX-100	
Gemini 10X	
Gemini 15X	
Okidata u92	
Okidata u93	

Appendix B: For Your Information

Notice Normally, the Executive MemoMaker application work disc should not be write-protected and should have some space available. This is to allow Executive MemoMaker to create and write to internal files which are used to manage your documents and to maintain some configuration information.

If Executive MemoMaker cannot write this information on the application disc, it will run with the following limitations.

1. The size of your document will be limited to the amount of main memory available in your personal computer. When this limit is reached, you will not be able to perform some editing operations.
2. Printer configuration information will not be saved when you leave the Printer Configuration screen. You can change the printer configuration and print your memo. However, the next time you start Executive MemoMaker, you will have to specify the printer configuration again.
3. You cannot save format changes in the *default* format file (STARTUP.FMT).

If you do not have enough space on your application disc, you should try to make space available by deleting some files, such as the following sample tutorial files:

letter.tpl, memo.tpl, practice, ckmemo, chart1.gal,
sunset.gal

There are two other special situations which might cause problems.

RAM Disc

If you are installing Executive MemoMaker to a RAM disc, be sure that the RAM disc is large enough to include the temporary files that Executive MemoMaker might create. The amount of additional space required depends on the size of your document. As a general rule, you should have at least enough space to contain a copy of your edited document.

Network Volume

A network volume is a disc or portion of a disc that can be accessed by many different personal computers. You should run Executive MemoMaker only from a "private" volume which permits read-write access to only one user at a time.

If you try to run the program from a "public" volume, you will be subject to the limitations imposed by the network. A "public" volume permits read-only access to more than one network user at a time.

You should not run Executive MemoMaker from a "shared" volume which permits read-write access to more than one user at a time. If several users attempt to run Executive MemoMaker at the same time, their temporary and document files may become confused and inadvertently damaged.

