

# MICROSOFT WINDOWS USER'S GUIDE

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FOR THE HP VECTRA AND HP150/TOUCHSCREEN  
PERSONAL COMPUTERS



Part Number 5958-7637

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# WELCOME

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Microsoft(r) Windows is an extension of the MS-DOS(r) operating system. Windows allows you to integrate the different tasks you perform on your personal computer, increasing your efficiency.

With Windows, you can work with several programs at once. You can switch between programs with a couple of keystrokes or a click of a mouse, reducing the time required to move from one application to another. Since you never have to quit a program to change to another one, you can continue that program from where you left off.

Windows provides an easy way to transfer information between applications. You can freely transfer graphic and text information between WIN applications -- those applications designed especially for Windows. You can also transfer information from many standard applications, such as Lotus(tm) or Wordstar(r), to use and combine in your WIN applications.

Your Windows package contains the Windows Desktop Applications. These WIN applications, operated with convenient drop-down menus, icons, and dialog boxes, are a collection of useful tools to help you organize your day-to-day activities.

## About This Guide

This guide is designed to help you explore and use Windows.

### GO TO:

### FOR:

#### Welcome

Windows features, requirements, and recommendations

#### Chapter 1 Windowing Concepts

An introduction to windowing concepts

#### Chapter 2 Getting Started

Information on setting up and starting Windows

#### Chapter 3 Learning Windows with a Mouse, Tablet, or Touchscreen

Lessons on using Windows with a mouse, tablet, or touchscreen device

#### Chapter 4 Learning Windows with a Keyboard

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**GO TO:****FOR:****Chapter 7**  
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Information on what the Windows messages mean

**Appendix C**  
**Swapping to Extended or Expanded Memory**

Information on using virtual discs with Windows

**Appendix D**  
**Windows Updates**

The latest information on Windows features

## About Windows

With Windows, you can run several different application programs at once, and switch from one to another without quitting any of them.

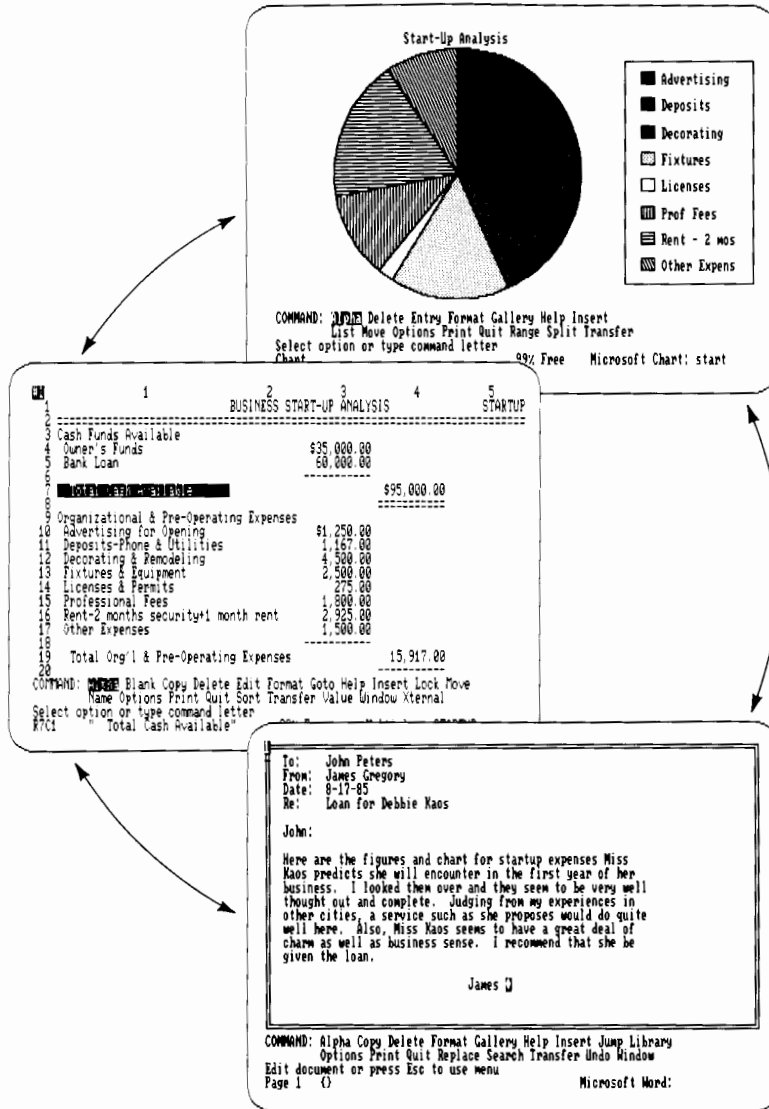


Figure 1. Some Applications You Can Run From Windows

Windows gives you a new and more visual way of working by organizing your work in windows. Many standard applications and all WIN applications can appear in windows on the screen at the same time.

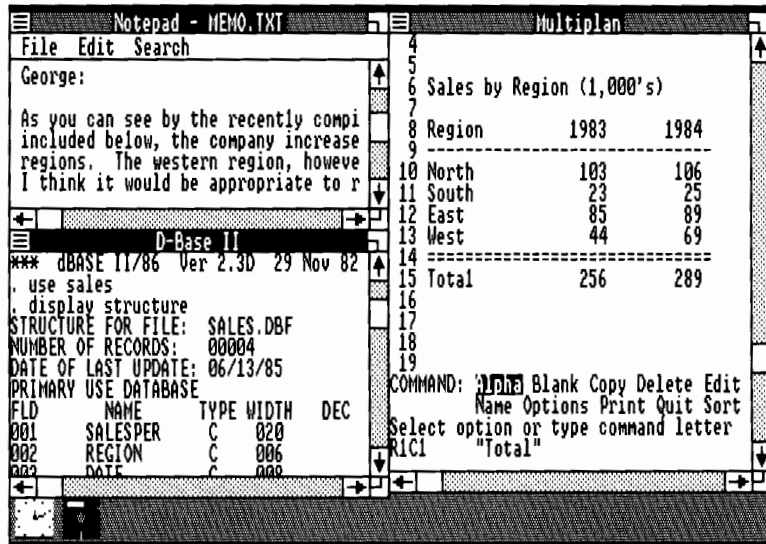


Figure 2. Several Applications Displayed at One Time

Windows provides an easy method for running your applications, including drop-down menus, icons, and the choice of using your keyboard, a pointing device (such as a mouse, graphics tablet, or touchscreen) or keyboard and pointing device together.

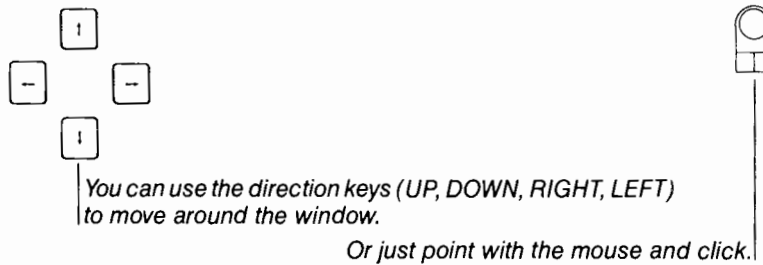
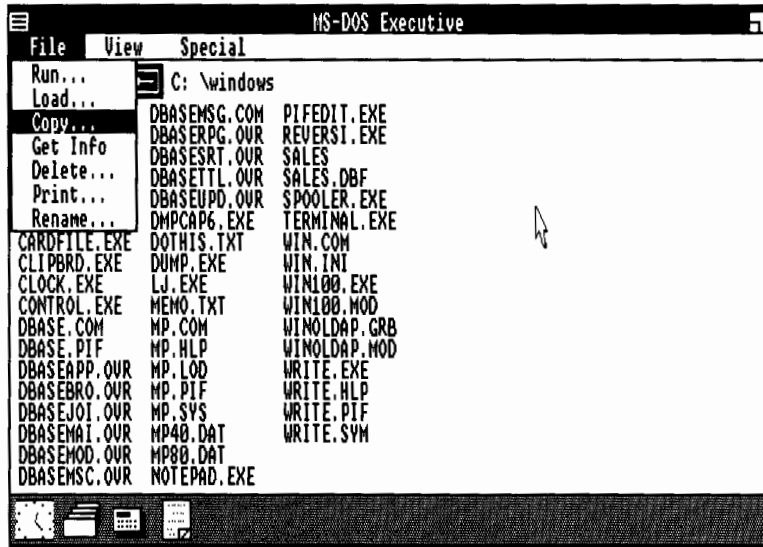


Figure 3. Tools to Run Windows

Windows provides several Desktop applications.

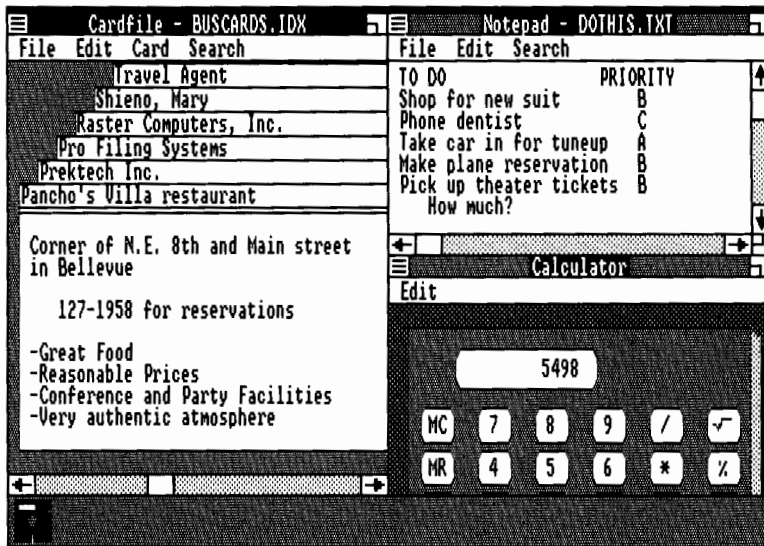


Figure 4. Some Desktop Applications



Windows makes it easy to combine information from several applications. You can work with one application...

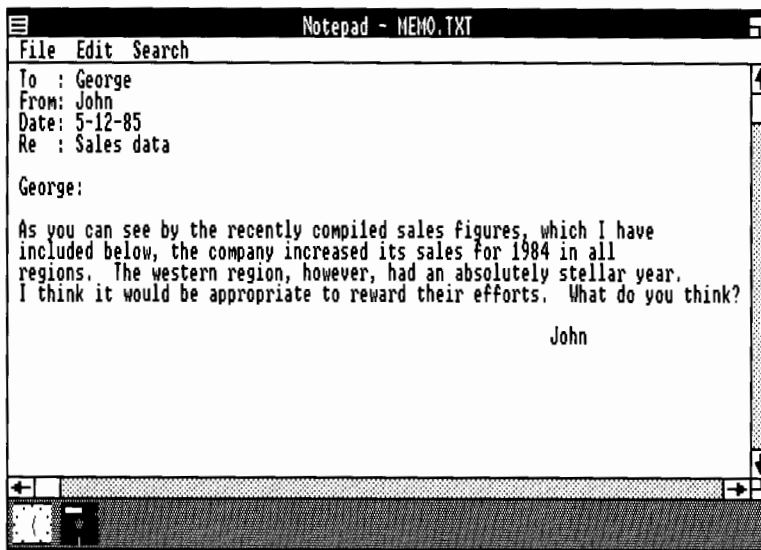


Figure 5. One Application Opened

Then, you can open another application and work in it...

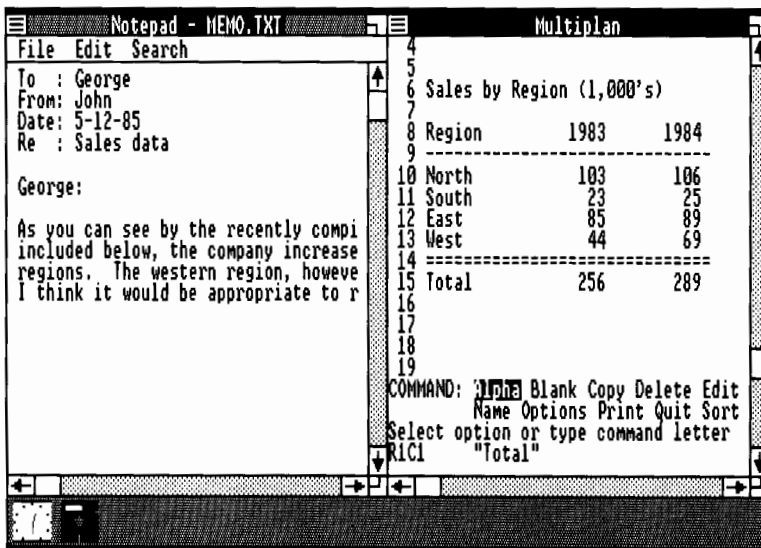


Figure 6. A Second Application Opened

And, finally, you can integrate the information from one application into the other.

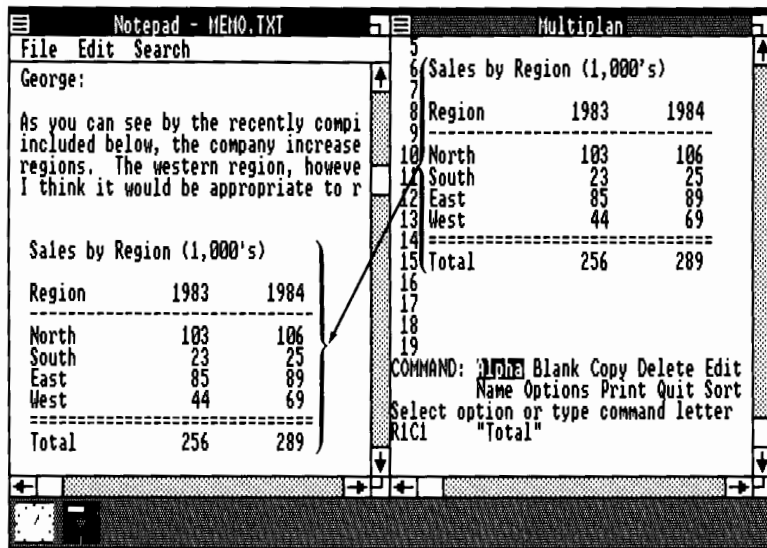


Figure 7. Data Copied from one Application to Another

## The Windows Package

The Windows package includes:

- The Windows Setup disc
- The Windows Build disc
- The Windows Utilities disc
- The Windows Font disc
- The Windows Desktop Applications disc
- *The Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*
- *The Microsoft Windows Desktop Applications User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*
- *The Microsoft Windows Quick Reference Guide for the HP Vectra Personal Computer*

or

- *The Microsoft Windows Quick Reference Guide for the HP 150/Touchscreen Personal Computer*

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## What You Need

To use Windows you need:

- An HP Vectra personal computer with at least two flexible disc drives or a flexible disc drive and hard disc

or

An HP 150/Touchscreen (HP 150, Touchscreen, or Touchscreen II) personal computer with at least two 3.5 inch flexible disc drives or a flexible drive and hard disc. For dual-flexible drive systems, at least one drive must be double-sided.

- At least 384K of memory (to run multiple applications more memory is recommended).
- DOS 3.1 or later version on the HP Vectra or DOS 3.2 or later version on the HP 150.
- For the HP Vectra, any supported graphics adapter card (such as the HP Multimode or HP Enhanced Graphics Adapter) and the appropriate monochrome or color graphics monitor.

The IBM Color Graphics Monitor Adapter and IBM Enhanced Graphics Adapter will also work on the Vectra.

### Note



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In this manual, the term "HP 150" refers to the HP 150, Touchscreen, and Touchscreen II personal computers.

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## HP Recommends

For best performance, Hewlett-Packard recommends the following:

- A hard disc.
- 512K or more of random access memory.
- A pointing device such as an HP mouse.
- On the HP Vectra, a setting of buffers=20 in the CONFIG.SYS file of MS-DOS. Refer to your *Vectra MS-DOS Users Reference* for instructions on setting the buffers.

Windows supports a number of printers and optional pointing devices (including the HP-HIL mouse, tablet, and touchscreen accessory).

See the documentation supplied with your mouse, tablet, or touchscreen accessory for instructions on how to install them on your computer.

## Keeping up to date

The *HP PC Communicator* magazine provides current information on Hewlett-Packard's personal computer software packages, including Windows. To stay up-to-date, we recommend that you order a subscription (HP Product Number 45530).



## Note to HP 150/ Touchscreen Users

If you are using Windows on an HP 150, you will notice that a few keys described in this manual for the HP Vectra are different from those on your keyboard. The names on the keys are different, but the functions are the same.

Two important keys on the HP 150 keyboard are the **Return** key and the *left* **Extend char** key.

- The HP 150 **Return** key is the same as the HP Vectra **Enter** key.
- The HP 150 *left* **Extend char** key is the same as the HP Vectra **Alt** key. In this manual, **Extend char** refers to the *left* **Extend char** key unless otherwise noted.

In this manual, when the keys to run the HP 150 are different from those for the HP Vectra, special instructions for the HP 150 are given in italics, immediately following the first set of instructions.




For example:


Type **WIN** and press **Enter**.

*HP 150 users, type **WIN** and press **Return**.*

The differently labeled HP 150 keys and their HP Vectra functional equivalents are listed on the following page.

**Table 1. HP 150 Keys and their Vectra Equivalents**

HP 150 KEY:		HP VECTRA KEY:
(left) <b>Extend char</b>	=	<b>Alt</b>
<b>Delete char</b>	=	<b>DEL</b>
<b>Insert char</b>	=	<b>Ins</b>
<b>Back space</b> *	=	
<b>Next</b>	=	<b>Pg Dn</b>
<b>Prev</b>	=	<b>Pg Up</b>
<b>Print</b> **	=	<b>Prt</b>
<b>Return</b>	=	<b>Enter</b> ***
<b>Shift</b> - 	=	<b>End</b> ****
	=	<b>Home</b> ****
<i>blank keys</i> *****	=	<b>F9</b> , <b>F10</b>

- \* In this manual, the Vectra  key and the HP 150 **Back space** key are both called the BACKSPACE key.
- \*\* In this manual, the Vectra **Prt Sc** key and HP 150 **Print** key are both called **Prt**.
- \*\*\* The PRINT/ENTER key on the HP 150 is NOT equivalent to **Enter** on the Vectra.
- \*\*\*\* The Vectra **Shift** - **End** and **Shift** - **Home** combinations have no HP 150 equivalents.
- \*\*\*\*\* On the HP 150 keyboard, the leftmost and second leftmost

# 1

## Windowing Concepts

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This chapter is to introduce some concepts you will find useful to run Windows. We will discuss, in general terms, Windows features, applications, swapping ability, screen pointers, command menus, icons, and input pointing devices. *These items will be discussed in detail in later chapters.*



## Windowing System

A windowing system is an addition to your computer operating system which helps you run your computer application programs more efficiently.

The Microsoft Windows system supplements your MS-DOS operating system. It allows you to do several things.

- It allows you to run several programs, or *applications*, on your computer at the same time, and change, or *program switch*, from one to the other, quickly and without quitting the program you're in.
- It allows you to *window* your applications, so you can view several applications on your screen at the same time.
- It allows you to "copy and paste" text or graphic data from one application to another.
- It allows you to carry out many of your MS-DOS operations quickly without having to remember a lot of DOS commands.

## Applications



Figure 1-1. Applications Which Run on Windows

The programs you can run from Windows are referred to in this manual as *applications*. This manual describes two categories of applications: *WIN* applications and *Standard* applications.

## WIN Applications

*WIN* applications are those applications developed specifically to run under Windows. Two types of *WIN* applications are supplied in this package: *WIN Desktop* applications, and *WIN system* applications.

**WIN Desktop applications.** *WIN Desktop* applications provide information and carry out tasks to make your everyday activities easier. They include:

- **Notepad**--an electronic memo pad.
- **Cardfile**--an electronic notecard manager.
- **Calendar**--an electronic appointment keeper and reminder.
- **Calculator**--a built-in calculator.
- **Clock**--a clockface keeping the current time.
- **Reversi**--an electronic game provided for your diversion.
- **Terminal**--an application that lets you connect your computer with outside information services.

**WIN system applications.** WIN *system* applications help you run and configure the Windows program. WIN system applications include:

- **MS-DOS Executive**--The main manager of Windows. All programs run through Windows must be started from the MS-DOS Executive.
- **Clipboard**--an application that lets you "copy and paste" text or graphic data from one application to another.
- **Control Panel**--an application that lets you modify your Windows configuration for your system.
- **Spooler**--an application that lets you manage the output of your standard and desktop applications to the printer.

A variety of additional WIN applications, such as Windows Draw(tm) or Microsoft Windows Write, are available from various sources.

## Standard Applications

*Standard applications* are those programs originally developed to run as independent programs, but which can be run from Windows.

**Windowing standard applications.** Some standard applications are *windowing* applications; that is, they can share your computer screen with other programs, and they allow you to program-switch and copy and paste information to other programs, just as if you were running a WIN application.

**Non-windowing standard applications.** Some standard applications are *non-windowing*. They cannot share the screen with other applications, though they may allow program-switching and copying and pasting.

Some *non-windowing* applications are also *non-switching*. You must close them before you run other applications.

Some applications are *non-transferring*. They do not allow you to copy and paste data to other applications (these may be WIN, *windowing*, or *non-windowing*).

**Special applications.** *Special* applications are memory-resident applications that must be loaded before running Windows and can only be invoked while running *non-windowing* applications.

See the chapter titled "Techniques for Standard Applications" for more information on standard applications which can run from Windows.

## Memory and Swapping Applications

In Windows you can run as many applications at one time as your computer's *memory* will allow.

*Memory* is the amount of information that your computer can hold at one time. All applications that run on your computer require a certain amount of your computer's memory.

Windows allocates a certain amount of *Random Access Memory* (RAM) to each application run. Standard applications which allow you to window, switch, or "copy and paste" to other programs require additional RAM. The more applications you run at one time, the more computer RAM you need.

The amount of RAM is usually stated in kilobytes (K). To run Windows and Desktop applications, your computer requires at least 384K of RAM.

If you have a hard disc, Windows can manage *more* applications than can fit in RAM by temporarily moving, or *swapping* some applications to hard disc when there is insufficient RAM for all applications being used.

*Extended memory* or *expanded memory* is memory installed in your computer beyond the maximum 640K allowed for RAM.

If you have an extended or expanded memory card, you can use a special program included on your Windows disc or computer to allow Windows to *swap* applications to your extended or expanded memory. Swapping to extended or expanded memory is usually faster than swapping to hard disc. For further information, see the appendix titled "Swapping to Extended or Expanded Memory."

## Command Menus and Dialog Boxes

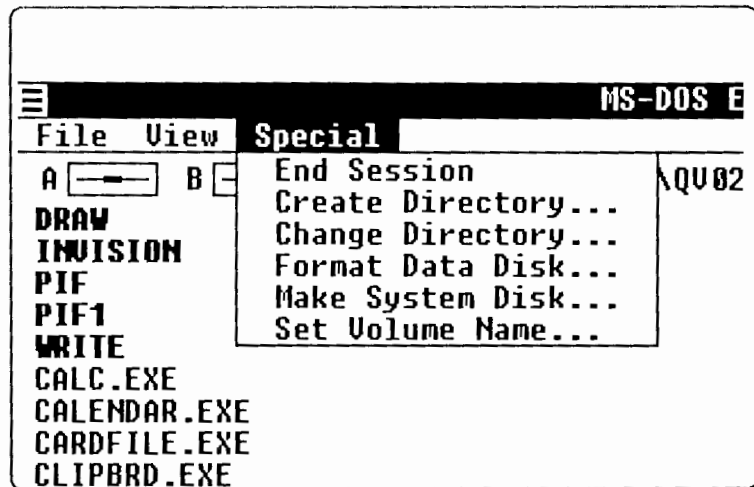


Figure 1-2. Windows Command Menu

Windows and the WIN applications are run mostly through commands contained in *drop-down* and *pop-up* command menus.

*Command Menus* are boxes which appear on the screen listing the commands you need to run Windows and its applications. You can use keyboard commands or a pointing device to make them *drop-down* from the top of the screen, or *pop-up* from the bottom of the screen. From these menus you can select the commands you need. Most Windows applications display two types of command menus, *System Menus* and *Application Menus*.

The *System Menu* is used by all applications that can run in a window. It contains commands common to all these applications; the system commands let you manipulate the windows on your screen, changing their size, moving them

to other places on the screen, taking them off the screen, or quitting an application entirely.

*Application Menus* contain commands specific to a particular application. Some applications have numerous commands and command menus; some have none. Some applications must be run entirely by keyboard commands.

*Dialog boxes* are displayed in WIN applications after you have chosen commands which require additional information before they can be carried out. They prompt you to type information or select options related to those commands.

## Pointers

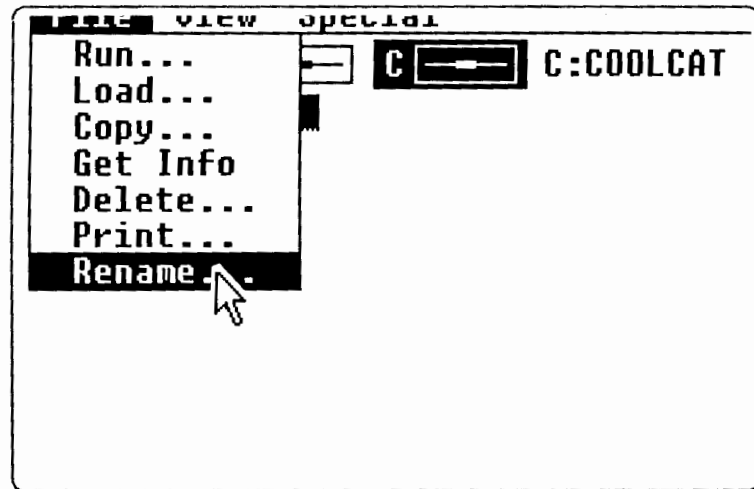


Figure 1-3. The Windows Pointer

If you are using a pointing device such as a mouse, graphics tablet, or touchscreen, a screen pointer often appears to indicate your position in your Windows applications. Most often it appears as an arrow, but it may appear in other forms as well.

You move the pointer around the screen to select commands and manipulate the size, position, and status of the window.



## Icons

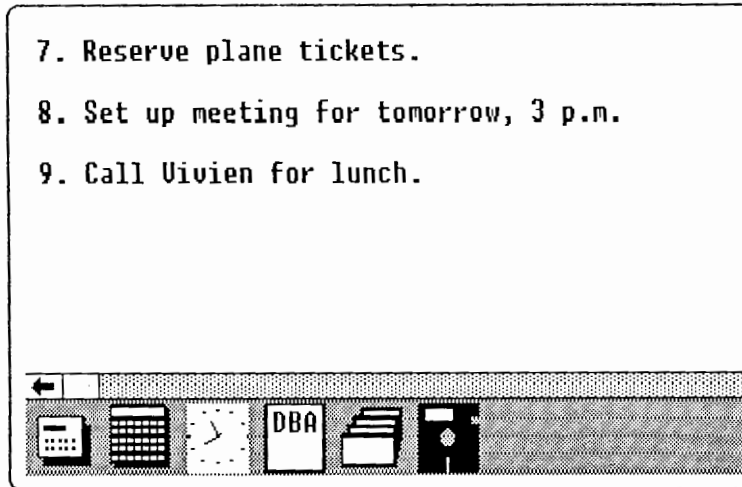


Figure 1-4. Windows Icons

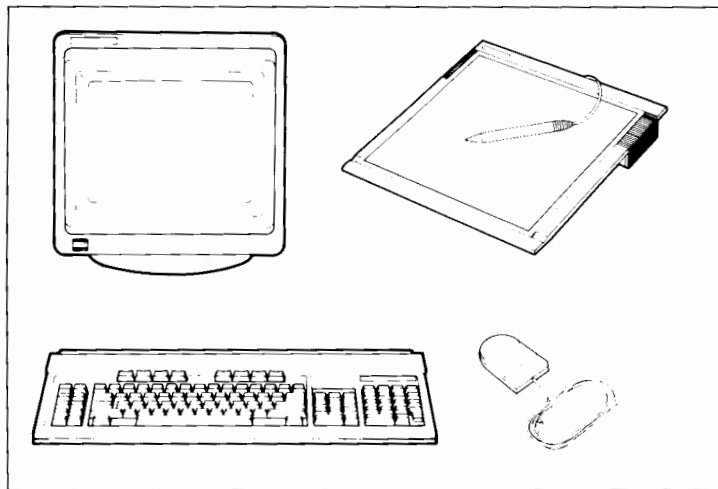
You may remove an application from the screen but keep it loaded and ready for use on your computer by *shrinking* it into a small *icon*, and storing this icon at the bottom of your screen until you wish to display your application again.

An icon is a graphic image or set of initials representing an application stored in memory. It reminds you that the application in question is loaded and ready for use.

You can quickly display, or *expand*, an application stored in memory, simply by moving its icon on your screen.

You can do so using a pointing device such as a mouse, tablet or touchscreen, or with a few simple keyboard commands.

## Input Devices



**Figure 1-5. Devices to Run Windows**

You can run Windows either with your keyboard alone or in combination with optional mouse, touchscreen, or tablet pointing devices.

A *mouse* is a device with buttons which fits under your hand. You move it over a desktop or other surface to move a pointer symbol on your screen and click the mouse buttons to select commands and manipulate windows displayed there.

An *HP touchscreen accessory* lets you select icons and manipulate windows on the screen by touching them directly with your finger.

A *graphics tablet* is an electronic tablet connected to a stylus. You move the stylus over the tablet to locate your pointer at a corresponding point on the screen and click the stylus point to select commands and manipulate windows.

If you do not have a pointing device attached to your computer, you can operate Windows by typing command key sequences on your keyboard.

The preferred device for operating Windows is a mouse; however, this manual provides instructions for using all devices in later chapters.

Not all input devices mentioned here are supported on all versions of the HP Vectra or HP 150 computer with all versions of MS-DOS.

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## **The Next Step: Getting Started**

Now that you know a few basic concepts, read the chapter titled "Getting Started" for help in setting up and starting Windows on your computer.

## 2

# Getting Started

---

This chapter is to help you:

- Set up Windows on your computer.
- Start Windows on your computer.

*Setting up* Windows means putting all the files necessary to run Windows on your flexible discs or hard disc.

*Starting* Windows means to begin running Windows on your computer.

Before you start using Windows, you should be familiar with your computer and its user's manual. You need to know how to turn the computer on, the letters of your disc drives, and what keys you press to restart your computer.

## Setting Up Windows

Before starting Windows, you must use the Setup program to tailor Windows to your computer system and install it on your flexible or hard discs.

**To set up Windows on a hard disc, you will need:**

- Windows Setup disc
- Windows Build disc
- Windows Utilities disc
- Windows Font disc
- Windows Desktop Applications disc

**To set up Windows on flexible discs, you will need:**

- A DOS disc, with or without PAM
- Windows Setup disc
- Windows Build disc
- Windows Utilities disc
- Windows Font disc
- Windows Desktop Applications disc
- Several blank, formatted or unformatted flexible discs\*

\* For full disc back up and operation -- seven or more 5.25" 360K flexible discs for the Vectra; six or more 3.5" double-sided 3.5" 714K discs for the HP 150/Touchscreen.

*Now, find and follow the instructions for setting up Windows on your particular computer system (HP Vectra hard disc, HP Vectra dual-flexible system, HP 150/Touchscreen hard disc, or HP 150/Touchscreen dual-flexible system).*

## Setting up on the HP Vectra hard disc

On the HP Vectra, set up Windows directly through DOS.

1. Turn on the computer.
2. If the PAM Menu does not appear, continue to next step.

If the PAM Menu appears, press **(F8) Exit PAM**; or highlight DOS COMMANDS and press **(F1) Start Applic**. When the DOS prompt appears, continue to next step.

3. Put the Windows Setup disc in your flexible disc drive.
4. Type the letter of this drive followed by a colon, for example:

**A:**

or

**B:**

5. Press **(Enter)**.
6. Type **SETUP** and press **(Enter)**.
7. Follow the instructions on the screen.

The Windows system files will be installed in a directory on your hard disc. You will use these files to run Windows.

### Note



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If you receive an "HP-HIL Upgrade" message while running Setup, see "HP-HIL Upgrade Message" in the appendix titled "Windows Updates."

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## Setting up on the HP Vectra dual-flexible system

On the HP Vectra, set up Windows directly through DOS.

1. Put the DOS disc in drive A.
2. Turn on the computer.
3. If the PAM Menu does not appear, continue to next step.

If the PAM Menu appears, press **(F8) Exit Pam**; or highlight DOS COMMANDS and press **(F1) Start Applic**. When the DOS prompt appears, continue to next step.

4. Replace the DOS disc with the Windows Setup disc.
5. Type **SETUP** and press **(Enter)**.
6. Follow the instructions on the screen.

The Setup program will create the Windows Startup disc and the Windows System disc from two of your flexible discs. You will use these discs to run Windows.

### Note



---

If you receive an "HP-HIL Upgrade" message while running Setup, see "HP-HIL Upgrade Message" in the appendix titled "Windows Updates."

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## Setting up on the HP 150/ Touchscreen hard disc

HP 150 users may set up Windows with or without P.A.M., the Personal Applications Manager for HP personal computers.

### With P.A.M. on your system:

1. Turn on the computer.

The P.A.M. menu appears.

2. Put the Windows Setup disc in one of your flexible disc drives.
3. Press **(F4) Re-read Discs.**

The selection box, WINSETUP, appears on the P.A.M. menu.

4. Select WINSETUP and press **(F1) Start Applic** to start the Setup routine.
5. Follow the Setup instructions that appear on screen.

The Windows system files will be installed in a directory on your hard disc. You will use these files to run Windows.

### Without P.A.M. on your system:

1. Turn on the computer.

The DOS System prompt appears on screen.

2. Put the Windows Setup disc in one of your flexible disc drives.



3. Type the letter of this drive followed by a colon, for example:

**A:**

or

**B:**

4. Press **Return**.

5. Type **SETUP** and press **Return**.

6. Follow the instructions on the screen.

The Windows system files will be installed in a directory on your hard disc. You will use these files to run Windows.

## Setting up on the HP 150/ Touchscreen dual-flexible system

HP 150 users may set up Windows with or without P.A.M., the Personal Applications Manager for HP personal computers. *Remember, you must set up Windows on double-sided flexible discs.*



### Through P.A.M.:

1. Put a DOS disc containing P.A.M. in one of your flexible disc drives.
2. Turn on the computer.
3. When the P.A.M. Menu appears, replace the DOS disc with your Windows Setup disc.
4. Press **(F4) Re-read Discs.**
5. Press the arrow keys to highlight the Windows SETUP selection box.
6. Press **(F1) Start Applic** to start the SETUP program.
7. Follow the instructions on the screen.

The Setup program will create the Windows System disc from one of your flexible discs. You will use this disc to run Windows.

### Directly from DOS:

1. Put a DOS disc in one of your flexible disc drives.
2. Turn on the computer.

3. If the P.A.M. Menu does not appear, continue to next step.

If the P.A.M. Menu appears, press **(F8) Exit PAM**; or highlight MS-DOS COMMANDS and press **(F1) Start Applic.** When the DOS prompt appears, continue to next step.

4. Replace the DOS disc with the Windows Setup disc.
5. Type:

**SETUP**

6. Press **(Enter)**.
7. Follow the instructions on the screen.

The Setup program will create the Windows System disc from one of your flexible discs. You will use this disc to run Windows.

## **Storing your discs**

After running Setup, store your original Windows discs in a safe place; if Windows is ever damaged, you'll need to copy the discs again.

Normally, you will only run the Setup program once. If you change your printer, you can change your setup configuration from Windows by running CONTROL.EXE. CONTROL.EXE is an application of the MS-DOS Executive program. See "Configuring Your System" in the chapter titled "Using the Control Panel" for a description of this procedure. If you change the hardware configuration, such as adding a mouse card or a new graphics card to your computer, you will need to run Setup again.

---

## Starting Windows

On all HP personal computers you may start Windows directly from DOS or through the Personal Applications Manager (PAM).

PAM is the applications and file manager provided for all HP personal computers. If you start Windows through PAM, please note the following points:

- You can use PAM only to *start* Windows. Once Windows is started, you manage your applications through Windows rather than PAM.
- To start Windows through PAM, you must first add Windows to your PAM menu. See the HP Vectra or HP 150 manuals, *Using Vectra: MS-DOS Version* or *Using Your HP Touchscreen Personal Computer*, if you need instructions on this procedure.

If you wish to save computer memory, or if you do not have PAM installed on your system, you may start Windows directly from DOS.

*Now, find and follow the instructions for starting Windows on your computer system (HP Vectra hard disc, HP Vectra dual-flexible system, HP 150/Touchscreen hard disc, or HP 150/Touchscreen dual-flexible system).*

## Starting on the Vectra hard disc

HP Vectra hard disc users, use the following directions to start Windows directly from DOS or through PAM.

### Directly from DOS:

1. Turn on your computer.
2. If the PAM Menu does not appear, continue to next step.

If the PAM menu appears, press **(F8) Exit PAM**; or highlight DOS COMMANDS and press **(F1) Start Applic**. When the DOS prompt appears, continue to next step.

3. At the DOS prompt, type **CD** followed by the name of the directory containing Windows. Press **(Enter)**.
4. Type **WIN** and press the **(Enter)**. The Windows logo appears, followed by the MS-DOS Executive window.

### Through PAM:

If you want to start Windows through PAM, you must first add Windows to the PAM Menu. For instructions, see the HP Vectra manual, *Using Vectra: MS-DOS Version*.

### Note



---

When you add Windows to PAM, be sure to type **WIN.COM** after the **Run Command:** setting on the "Add Unlisted Application" screen.

---

After you have added Windows to the PAM Menu, you can use the following sequence to start Windows through PAM.

1. Turn on your computer. If PAM is on your system, the PAM menu will appear on your screen. If you have installed Windows on PAM, the Windows selection box should be one of the choices displayed.
2. Highlight the Windows box and press **F1** **Start Applic**. The Windows screen appears.

## Starting on an HP Vectra dual-flexible system

HP Vectra dual-flexible system users, use the following directions to start Windows directly from DOS or through PAM.

### Directly from DOS:

Assuming you installed the "Copy System" option onto your Windows Startup disc during Setup:

1. Insert your Windows Startup disc in drive A.
2. Insert your Windows System disc in drive B.
3. Turn on your computer.
4. Enter the date and time if you are prompted to.
5. Type WIN and press .

### Note



---

If you did *not* copy the system onto your Startup disc, then you must insert your DOS disc in drive A, turn on your computer, enter the date and time if prompted, and then remove the DOS disc before inserting your Windows Startup disc. Then, follow the above instructions, omitting steps 3 and 4.

---

### Through PAM:

If you want to start Windows through PAM, you must first add Windows to the PAM Menu. See instructions in the HP Vectra manual, *Using Vectra: MS-DOS Version*.

### Note



---

When you add Windows to PAM, be sure to type **WIN.COM** after the **Run Command:** setting on the "Add Unlisted Application" screen.

---

After you have added Windows to the PAM Menu, you can use the following sequence to start Windows through PAM.

1. Insert a DOS disc containing PAM in one of your flexible disc drives.
2. Turn on your computer. The PAM menu will appear on your screen. If you have installed Windows on PAM, the Windows selection box should be one of the choices displayed.
3. When the PAM menu appears, insert the Windows Startup disc in the drive you designated when you installed Windows on the PAM Menu.

If your DOS disc is in this drive, replace the DOS disc with your Windows Startup disc.

4. Insert your Windows System disc in the other drive.
5. Highlight the Windows box and press **(F1)** **Start Applic** to start Windows.



## Starting on the HP 150/ Touchscreen hard disc

HP 150 hard disc users, use the following directions to start Windows directly from DOS or through P.A.M.

### Directly from DOS:

1. Turn on your computer.
2. If the P.A.M. Menu does not appear, continue to next step.

If the P.A.M. menu appears, press **(F8) Exit P.A.M.**; or highlight **MS-DOS COMMANDS** and press **(F1) Start Applic.** When the DOS system prompt appears, continue to next step.

3. Type **CD** at the system prompt followed by the name of the directory containing Windows. Press **(Return)**.
4. Type **WIN** and press **(Return)**. The Windows logo appears, followed by the MS-DOS Executive window.

### Through P.A.M.:

If you want to start Windows through P.A.M., you must first add Windows to the P.A.M. Menu. For instructions, see the HP 150 manual, *Using your HP Touchscreen Personal Computer*.

## Note



---

When you add Windows to P.A.M., be sure to highlight the drive on which you set up Windows under BOTH the **From:** and **To:** settings on the "Install Applics" screen. Type the name of the directory where Windows is located under BOTH the **From Disc:** and **To Disc:** settings on the "Choose Directory" screen.

---

After you have added Windows to the P.A.M. Menu, you can use the following sequence to start Windows through P.A.M.

1. Turn on your computer. If P.A.M. is on your system, the P.A.M. menu will appear on your screen. If you have installed Windows on P.A.M., the Windows selection box should be one of the choices displayed.
2. Move the highlight cursor line to the Windows box and press **(F1) Start Applic**. The Windows logo appears on the screen, followed by the MS-DOS Executive window.

## Starting Windows on an HP 150/ Touchscreen dual-flexible system

HP 150 dual-flexible system users, use the following directions to start Windows directly from DOS or through P.A.M.

### Directly from DOS:

Assuming you installed the "Copy System" option onto your Windows System disc during Setup:

1. Insert your Windows System disc in a double-sided drive.
2. Turn on your computer.
3. Enter the date and the time if you are prompted to.
4. Type **WIN** and press **Return**.

### Note



---

If you did *not* copy the system onto your Startup disc, you must insert your DOS disc in drive A, turn on your computer, enter date and time if prompted, and then remove the DOS disc before inserting your Windows Setup disc. Then, follow the above instructions, omitting steps 2 and 3.

---

### Through P.A.M.:

If you want to start Windows through P.A.M., you must first add Windows to the P.A.M. Menu. For instructions, see the HP 150 manual, *Using your HP Touchscreen Personal Computer*.

### Note



---

When you add Windows to P.A.M., be sure to highlight the drive on which you set up Windows under BOTH the **From:** and **To:** settings on the "Install Applics" screen.

---

After you have added Windows to the P.A.M. Menu, you can use the following sequence to start Windows through P.A.M.

1. Insert a DOS disc containing P.A.M. in a flexible disc drive.
2. Turn on your computer.
3. Insert your Windows System disc in a double-sided drive.

If your DOS disc is in this drive, replace it with the Windows System disc.

4. Press **F4** **Re-read Discs**. If you have installed Windows on P.A.M., the Windows selection box should be one of the choices displayed.
5. Highlight the Windows box and press **F1** **Start Applic**.

## The Windows screen

Let's look at the Windows screen as it appears once your computer has started running Windows. Each area and symbol on the screen is defined below:

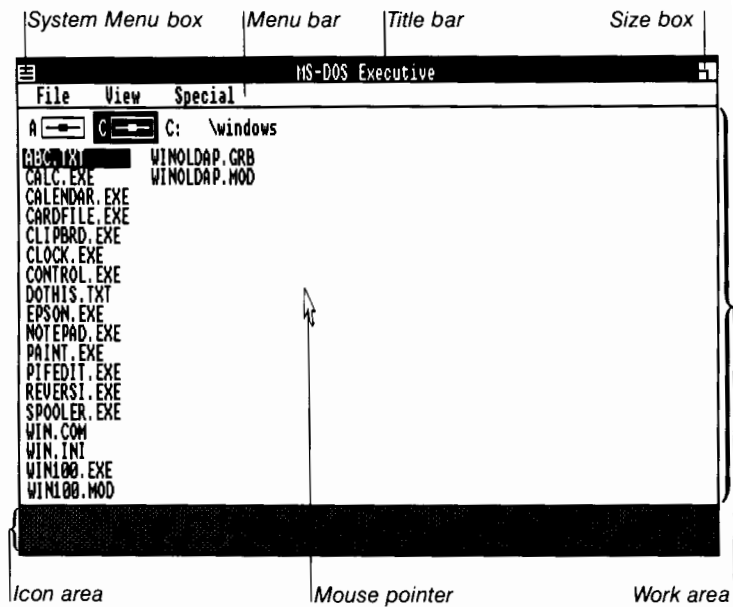


Figure 2-1. Windows Screen

- The flashing *underscore* shows where you are on the screen. If you have a mouse, graphics tablet, or touchscreen installed, you will also see an *arrow pointer*.
- The *work area* contains the windows for the applications you select to run. Right now the work area contains one window, the MS-DOS Executive window, which runs automatically when you start Windows.

- *Icons*, small symbols representing the applications loaded and ready to use, appear in the icon area. Right now, this area is empty because only the MS-DOS Executive is running.
- The window *title bar* displays the name of the application running in that window.
- The *command menu bar* contains the names of the application's command menus. Each menu contains commands necessary to run that application. The MS-DOS Executive window has menus containing file, view, and special commands. These commands can be displayed on the screen as needed. Some applications don't have menus.
- The *System Menu box* contains System commands, which are common to all Windows programs.
- The *size box* is used to adjust the size of the window.
- *Scroll bars* may appear in windows that are holding more information than one window can display.

## Note



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Your screen may look slightly different from those in the illustrations because Windows adapts to your computer system when you run the Setup program.

---

When you start Windows for the first time, all files needed to run Windows appear in the MS-DOS Executive window. Do not delete or rename any of them. The files you need for the following exercises may appear in slightly different places on your screen than they do in the illustrations.

**The next step:  
learning Windows**

The next step is to complete the tutorials in the following chapters to learn some basic Windows operations.

If you are using a pointing device (such as a mouse, tablet or touchscreen) in addition to your keyboard, go to the chapter titled "Learning Windows with a Mouse, Tablet, or Touchscreen."

If you are using a keyboard alone to operate Windows, proceed to the chapter titled "Learning Windows with a Keyboard."

**Note**



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You can use Windows with the HP OfficeShare network. See "Using Windows on a Network" in the appendix titled "Windows Updates."

---

# Learning Windows With a Mouse, Tablet, or Touchscreen

---

These exercises will give you hands-on experience using Windows with a mouse, tablet, or touchscreen. Using one of these optional input devices with Windows is the fastest and easiest way to learn Windows.

If you are a new user, you will find this chapter especially helpful. The step-by-step instructions and the illustrations will tell you exactly what to do.

Even if you have a mouse, tablet, or touchscreen installed, you can still use keyboard techniques to operate Windows. See the chapter titled "Learning Windows with a Keyboard" for more information on working from the keyboard.

Not all input devices mentioned in this chapter are supported on all HP computers with all versions of MS-DOS.



**Using this chapter:**

In this chapter, you will learn how to:

- Use a mouse, graphics tablet, or touchscreen with Windows.
- Run an application.
- Choose commands from menus.
- Choose options from dialog boxes.
- Expand an icon into a window on the screen.
- Move windows on the screen.
- Change the size of windows.
- Use the Calculator.
- Shrink a window into an icon.
- Zoom a window.
- Save a document.
- Close an application.
- End a Windows session.

First, read instructions for using your particular device (mouse, graphics tablet, or touchscreen), then begin Exercise 1.



---

## Using a Mouse

A *mouse* is a small pointing device designed to fit comfortably under your hand. You will use the mouse to move icons, expand and shrink windows, and to choose commands. Using the mouse is as easy as pointing and clicking.

### Which button to press?

Windows can be used with either a single or multiple-button mouse. If you have a mouse with more than one button, use the *left-most* button. The applications you use may respond to the other buttons, but Windows uses only the left-most button unless you change this in the Windows Control Panel.

### Moving with a mouse

Moving the mouse across a flat surface moves the *pointer*, which is the arrow on the screen.

If you run out of room for the mouse--by going off the edge of the table, for instance--lift the mouse and put it back down where you have more room. Lifting the mouse does not move the pointer.

## Mouse techniques

Use the following techniques to operate Windows with your mouse:

To <i>point</i>	Move the mouse until the the screen pointer rests where you want it.
To <i>press</i>	Hold down the mouse button.
To <i>click</i>	Quickly press and release the mouse button.
To <i>drag</i>	Hold down the mouse button while moving the mouse.
To <i>double click</i>	Click the mouse button twice in rapid succession.
To <i>release</i>	Let go of the mouse button.

---

## Using a Graphics Tablet

A *graphics tablet* is an electronic tablet connected to a pen-shaped stylus. The point of the stylus can be depressed on the tablet surface to act in the same manner as a mouse button.

## Moving with a graphics tablet

With the stylus, you touch a point on the tablet surface to locate the Windows pointer at a corresponding spot on the screen. You click the stylus to select commands and manipulate the windows displayed.

## Touch tablet techniques:

Use the following techniques to operate Windows with a graphics tablet.

To <i>point</i>	Move the stylus on the tablet until the screen pointer rests where you want it.
To <i>press</i>	Press down on the stylus point.
To <i>click</i>	Quickly depress and let up on the stylus point.
To <i>drag</i>	Move the stylus across the tablet while depressing the point.
To <i>double click</i>	Click the stylus point twice in rapid succession.
To <i>release</i>	Let up on the stylus point.

---

## Using the Touchscreen Accessory

Hewlett-Packard's touchscreen accessory allows you to select commands and manipulate windows by touching them at the spot where they are displayed on the screen.

## Moving the touchscreen pointer

Touching a point on the touchscreen moves the pointer to that spot. If you drag your finger across the screen without breaking contact, the pointer will follow.

## Touchscreen techniques

Use the following techniques to operate Windows with a touchscreen.

To <i>point</i>	Touch the spot on the screen where you want the pointer to be at.
To <i>press</i>	Touch the spot on the screen you want selected. On the touchscreen, pointing and pressing are the same operation.
To <i>click</i>	Quickly tap the screen at the spot selected.
To <i>drag</i>	Move your finger across the screen without breaking contact.
To <i>double click</i>	Tap the selected spot on the screen twice in rapid succession.
To <i>release</i>	Remove your finger from the screen.

**Note**



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Many Windows commands may be too small for you to easily select using the touchscreen. In such cases, use the keyboard commands described in the chapters titled "Learning Windows with the Keyboard" and "Techniques."

---

---

## **Exercise 1: Running an Application**

The Desktop Applications disc contains application programs you can use to practice with Windows. In the following exercises you will use Notepad, a text editing application, to edit a list of tasks.

To use an application, you must first run it from the MS-DOS Executive window.

- Start Windows in the manner described in the chapter titled "Getting Started." When the MS-DOS Executive Window appears, proceed with the lesson.

### **If you have a dual-flexible disc drive system:**

If you have a dual-flexible disc drive system, one of your drives should contain the Windows System disc. To look at the directory for the Desktop Applications disc:

1. Place the Windows Desktop Applications disc in the flexible disc drive NOT occupied by the Windows System disc.
2. Point to the drive icon for the drive containing the Desktop Applications disc.
3. Click.

The icon of the designated drive turns dark (showing that it is selected). The directory of the Desktop Applications disc appears in the MS-DOS Executive window.

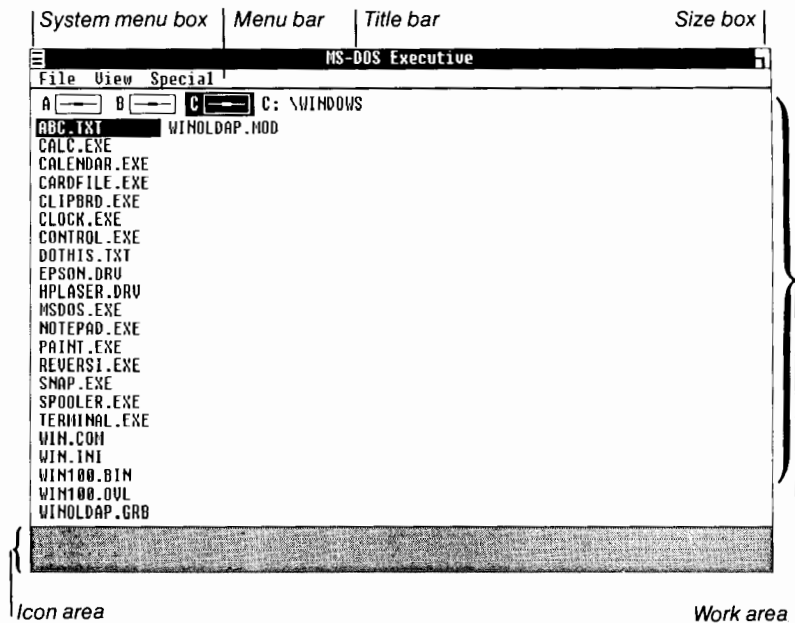
**If you have a hard disc:**

If you have a hard disc system, the files you need for these exercises were installed when you set up Windows on your hard disc and should appear in your MS-DOS Executive window.

**View the MS-DOS Executive**

The MS-DOS Executive is the main system application of Windows. You use the MS-DOS Executive to carry out such functions as copying files, changing drives or directories, or starting new applications.

For your reference the opening Windows screen and its parts are displayed and labeled below:



**Figure 3-1. Windows Screen**



## Run Notepad

To run Notepad:

1. Point to the filename NOTEPAD.EXE.

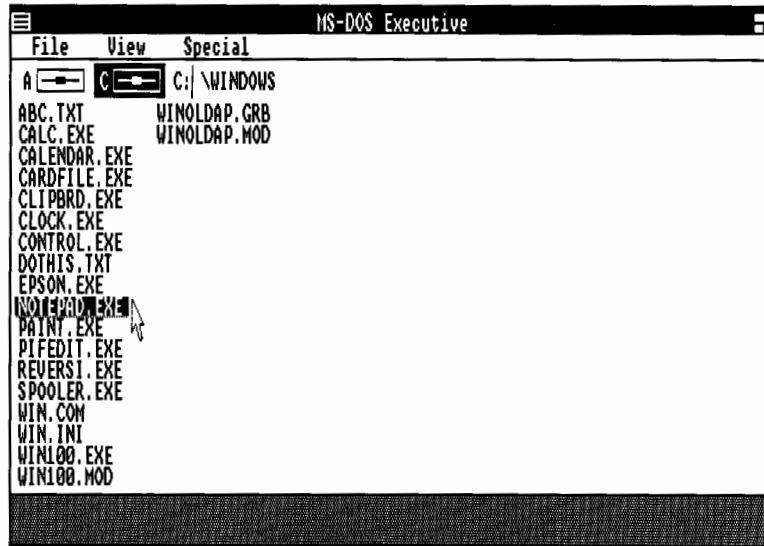
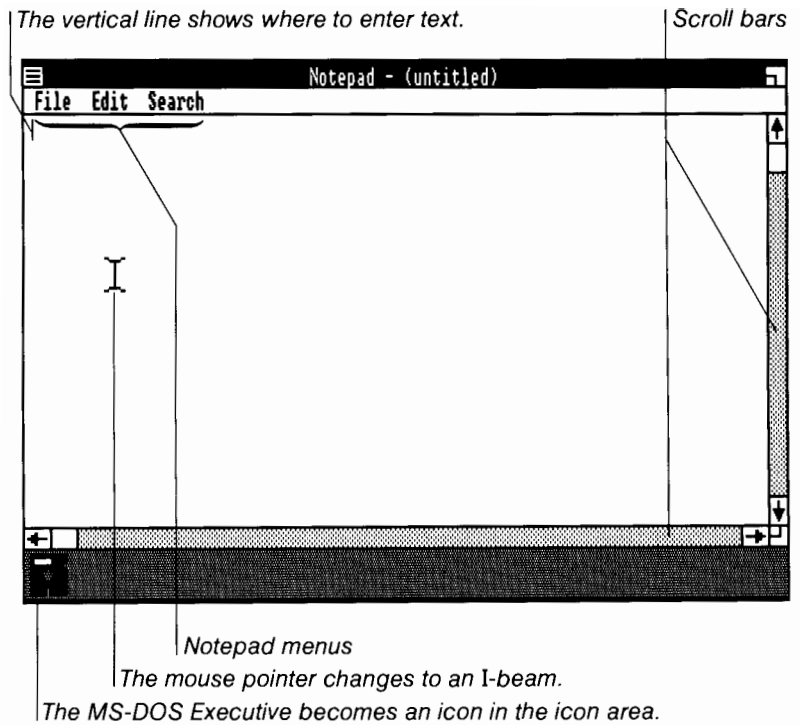


Figure 3-2. Highlighted Filename

2. Double click to run the program.

An hourglass appears briefly on screen, showing that Windows is working to start the program.



**Figure 3-3. Notepad Window**

The Notepad window replaces the MS-DOS Executive window in the work area. The MS-DOS Executive icon - a small flexible disc - appears in the icon area, indicating that the MS-DOS Executive application is still running, though not displayed.

If Windows doesn't run Notepad immediately, try double clicking faster. You can't hurt the mouse or Windows by experimenting.

**Where's the arrow?**

In the Notepad window, a vertical line, called the insertion point, indicates where the text you type will appear. The pointer becomes an I-Beam. To move the insertion point, move the I-Beam to wherever you have typed text or blank spaces and click.

---

## Exercise 2: Choosing Commands

Windows commands are contained in command *menus* in the System Menu box and on the menu bar. Each application has its own menus. Notepad has one System Menu, and three Application Menus, *File*, *Edit*, and *Search*.

### Look at the Notepad menus

Look at the File Menu.

1. Point to the File Menu and press.
2. Release.

You can use the same technique to look at the Edit and Search Menus.

To choose a command, press on the menu name and drag the highlight down to the command you want. As long as you press, you can move the highlight up and down the menu. When you release, Windows carries out the highlighted command. If you release before choosing a command, the menu disappears and nothing happens.

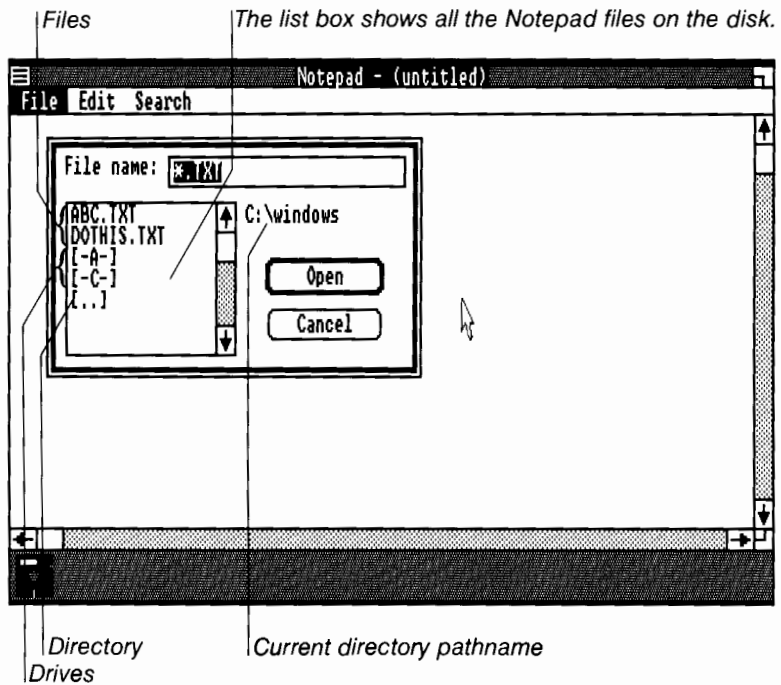
### Choose the Open command

For example, to choose the Open command, which opens Notepad text files for you to look at and edit:

1. Point to the File Menu and press.
2. Drag down to the Open command.
3. Release.

A dialog box appears. The dialog box prompts you for

additional information before Windows can carry out the command. In this case, you are to choose a filename listed in the list box section of the dialog box.



**Figure 3-4. A Dialog Box**

**Select a file from the dialog box**

To select a filename from the dialog box

- Point to the filename DOTHIS.TXT and click.

## Choose the Open button

Now choose the Open button to carry out the command:

- Point to the Open button and click.

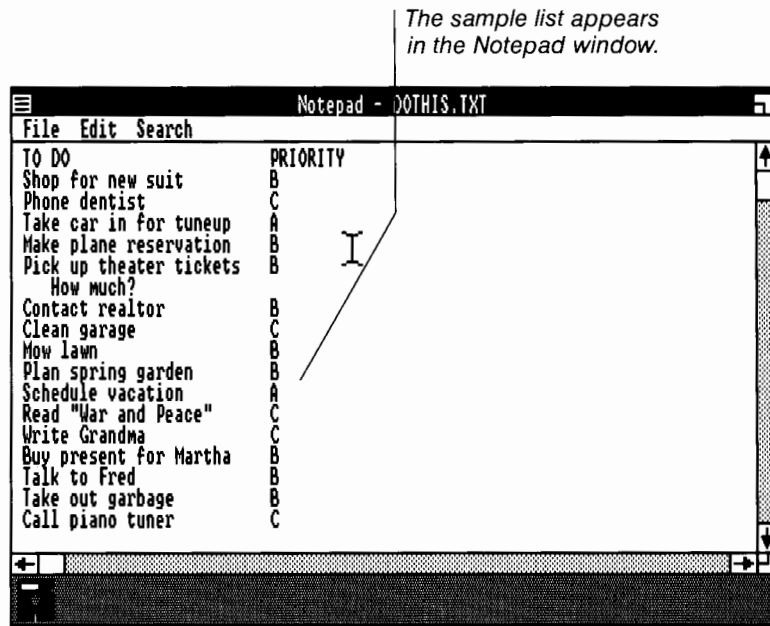


Figure 3-5. DOTHIS.TXT File Opened in Notepad

### Exercise 3: Choosing Options

The Notepad document on your screen is a "To Do" list of tasks. These tasks are ranked by letter, with the letter "A" designating the most important.

#### Choose the Find command

First, use the Find Command in the Search Menu to find those important tasks:

1. Point to the Search Menu and press.
2. Drag the highlight down to the Find command.
3. Release.

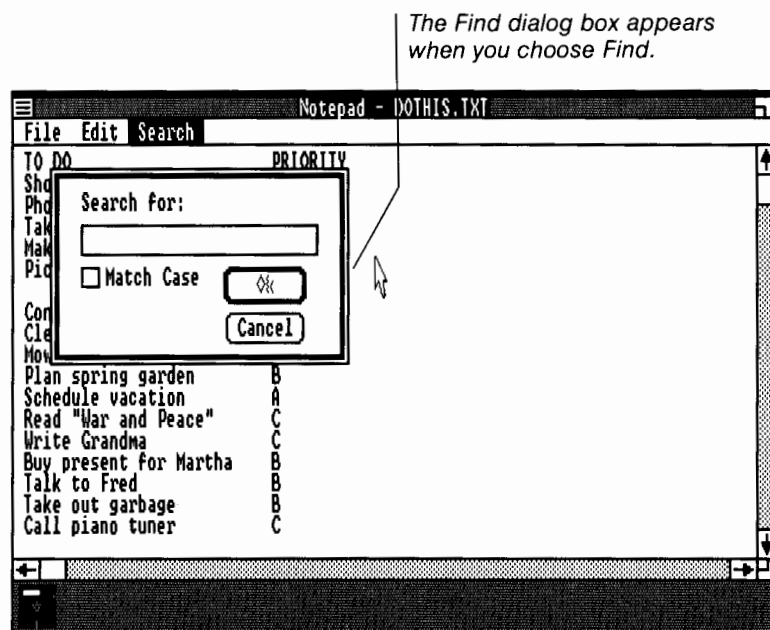


Figure 3-6. Find Dialog Box

## Specify the text you want to find

A dialog box appears, prompting you to type the text you are seeking.

1. Type the text you want to find in the text box at the top of the dialog box. In this case, type a *capital A* to search for all the occurrences of capital "A" in the list.

If you make a mistake, press the **BACKSPACE** key and type over.

2. Point to the Match Case option and click. (Match Case means you want to locate occurrences of capital "A" only.)
3. Click the Ok button. This carries out the command.

*The Find dialog box disappears. The first occurrence of the text is highlighted.*

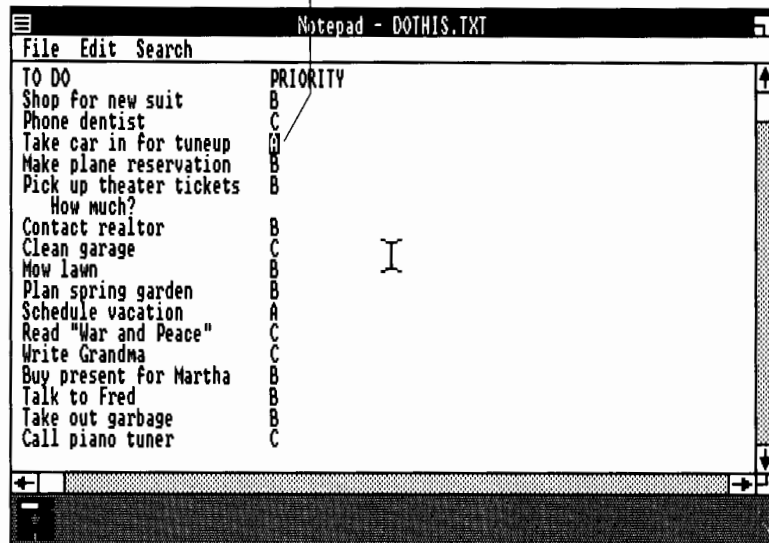


Figure 3-7. Find Command Executed



## Choose the Find Next command

Now you want to find the next occurrence of "A". Use the Find Next command to continue the search.

1. Point to the Search Menu and press.
2. Drag the highlight to the Find Next command and release the mouse button.
3. Windows highlights the next occurrence of the text.
4. Continue to use the Find Next command until all occurrences of "A" have been found.

When there are no more occurrences of "A", Windows displays a dialog box with the message:

Can't find: A

OK

5. Click the OK button to continue.

---

## Exercise 4: Expanding the MS-DOS Window

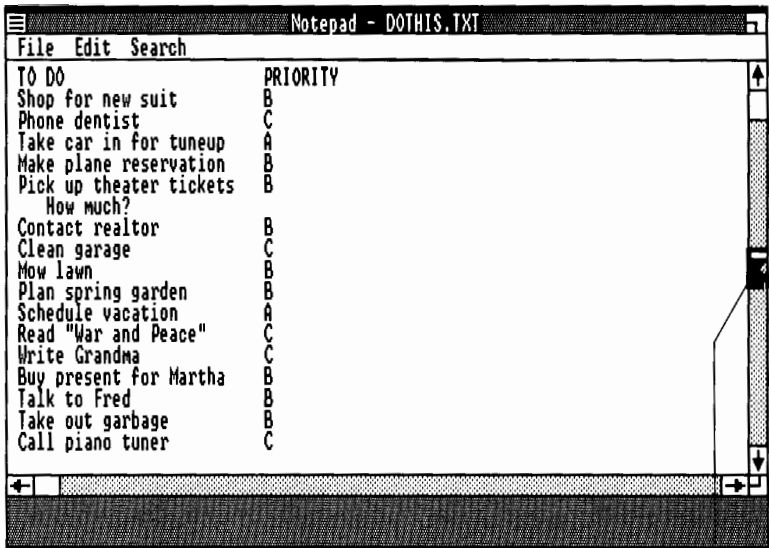
One of the tasks listed is buying theater tickets. You have already decided that you want tickets for three \$16.75 seats.

You will now activate the Windows Calculator, to compute the total cost of your tickets and note the cost on your list.

### Expand the MS-DOS Executive icon

To run an application such as Calculator, you must start it from the MS-DOS Executive window. Because the MS-DOS Executive is currently an icon in the icon area, you must *expand* the icon into a window in order to run the application from it.

1. Point to the MS-DOS Executive icon. The pointer changes to a square.
2. Press and drag the icon until the MS-DOS Executive icon is on the right border of the Notepad window. The icon should be *all* the way right, only half the icon showing in the work area.



Position the MS-DOS Executive icon on the right border.

Figure 3-8. MS-DOS Icon at Right Window Border

3. Release.

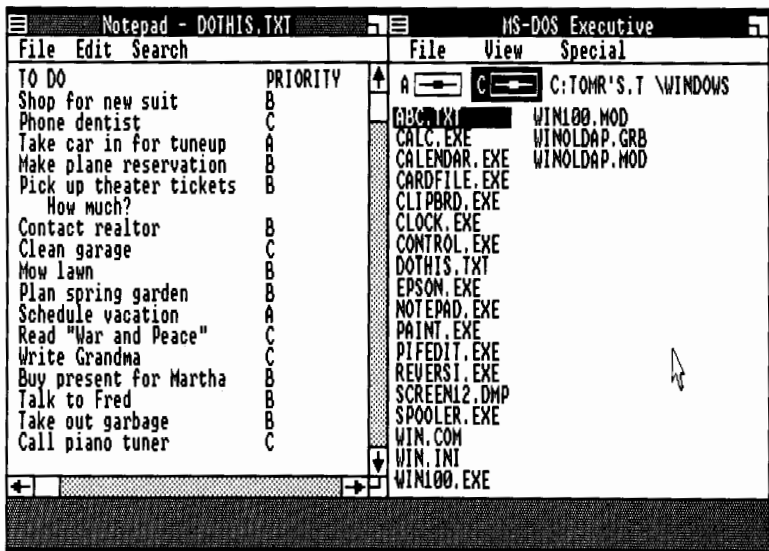


Figure 3-9. Notepad and MS-DOS Executive Windows

## Note



As long as you continue to press, you can drag the icon on the screen. When you release, the icon expands into a window.

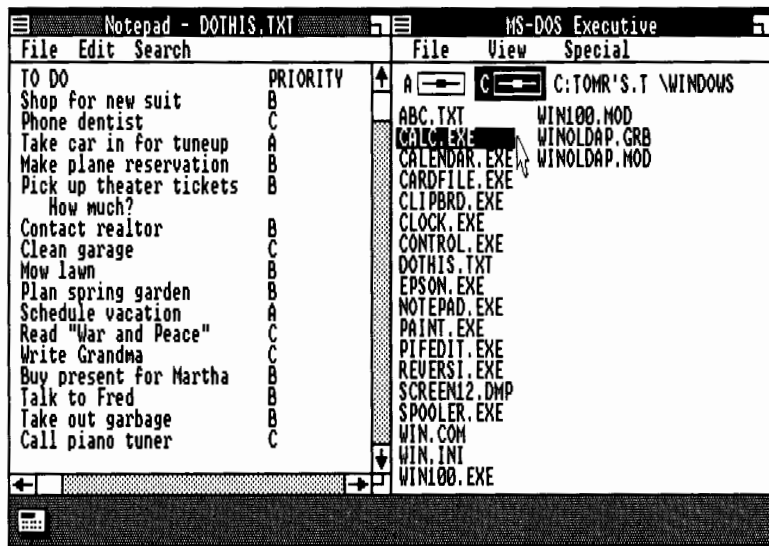


## Run the Calculator

Now you are ready to run the Calculator application.

The last time you ran an application, the MS-DOS Executive became an icon. This time you can run the Calculator as an icon and keep the MS-DOS Executive window on the screen.

1. Hold down the **Shift** key.
2. In the MS-DOS Executive window, double click the filename **CALC.EXE**.



The Calculator icon appears in the icon area.

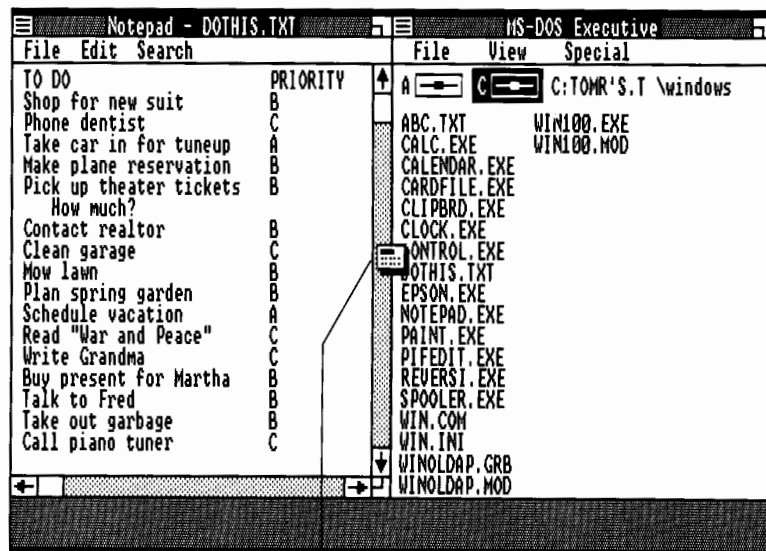
Figure 3-10. Calculator Started as an Icon

The Calculator icon appears in the icon area. The Calculator is running on your computer but isn't displayed in the work area.

## Expand the Calculator

Now you can expand the Calculator icon and position your windows in a variety of ways on the screen.

1. Point to the Calculator icon in the icon area.
2. Press.
3. Drag the Calculator icon onto the border between the Notepad and MS-DOS Executive windows.

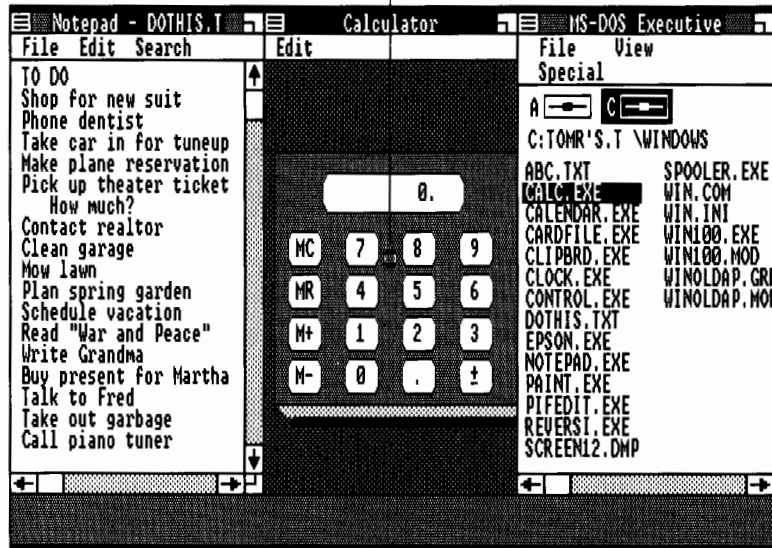


*Position the Calculator icon on the border.*

Figure 3-11. Calculator at Window Border

4. Release.

Note that the mouse pointer changed shape.



The Calculator window expands in the work area.  
The windows to the left and right are adjusted.

Figure 3-12. Notepad, Calculator, and MS-DOS Windows

Notice that because of the dimensions of the Calculator window, not all the Calculator buttons are displayed. To display all the buttons and operate the Calculator, you will, in the next exercise, have to rearrange the windows on the screen.

## Automatic tiling

Windows arranges the windows on your screen so that you can see everything you are working with. This process is called *automatic tiling*.

- If you place the icon on a horizontal border, the new window opens below the border.
- If you place the icon on a vertical border, the new window opens on that border.

- If you place the icon within a window, it replaces the application in that window (and the original application becomes an icon in the icon area).

The chapter titled "Techniques" has more information on positioning windows on the screen.

---

## **Exercise 5: Moving Windows on the Screen**

You can rearrange your windows on the screen in many ways.

In the following example you will move the MS-DOS Executive window below the Notepad window to make the Notepad and Calculator windows wider and easier to use.

### **Move the MS-DOS Executive**

Move an expanded window by its title bar.

1. Point to the middle of the MS-DOS Executive title bar.
2. Press. The pointer changes to the MS-DOS Executive icon.
3. Drag the MS-DOS Executive icon down and to the left until the icon is on the lower border of the Notepad window.
4. Release.





Figure 3-13. MS-DOS Executive Moved under Notepad

See the chapter titled "Techniques" for more information on moving and positioning windows.

## **Exercise 6: Changing the Size of a Window**

You can change the size of a window with the Size command from the System Menu. In this example, you will make the Notepad window a little wider so you can easily see the text in the list.

### **Enlarge the Notepad window**

To enlarge the Notepad window:

1. Select the Notepad window by clicking anywhere within it. When a window is selected, it becomes the "active" window. The title bar darkens, indicating that the next command you choose will affect this window.
2. Point to the System Menu box at the left side of the title bar.
3. Press to display the System Menu.
4. Drag the highlight down to the Size command and release.

A size box appears where the menu was.

The pointer changes to a small box.

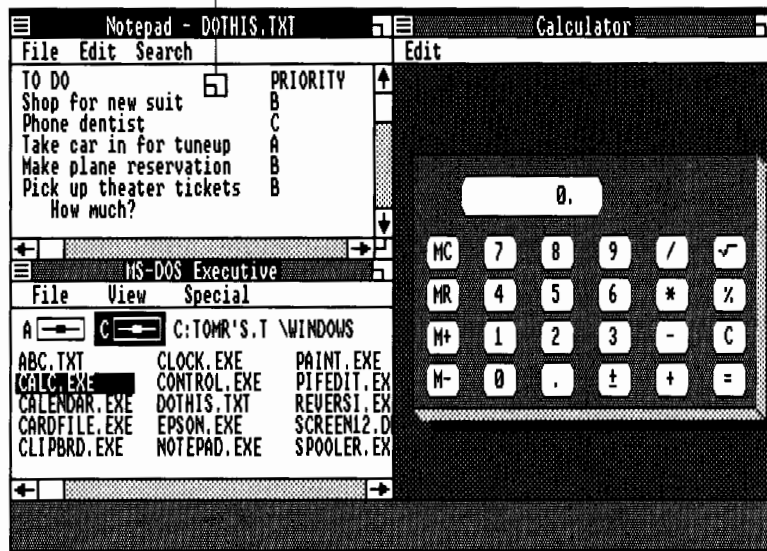
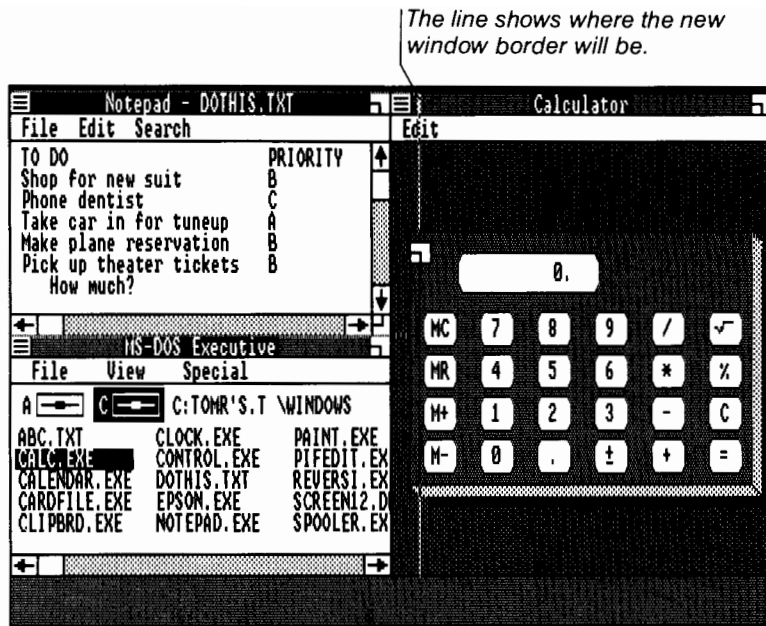


Figure 3-14. Size Box

5. Move the size box to the right beyond the window border.

As you cross the border, vertical or horizontal lines indicate the new window size.

6. When the lines indicate the window is the size you want, press.



**Figure 3-15. Size Box Moved beyond Window Border**

Windows widens the Notepad window and adjusts the size of any adjacent windows.

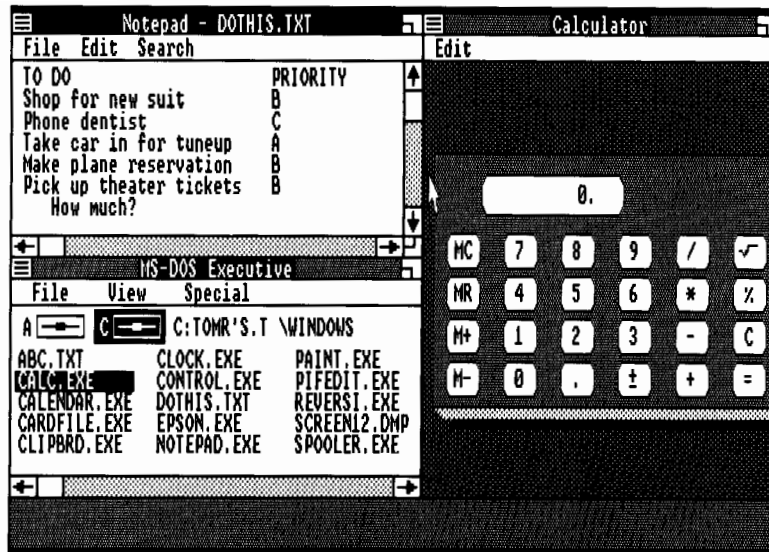


Figure 3-16. Enlarged Notepad Window

**Note**



To make a window smaller, you first drag the size box beyond the window borders, then back inside.

## Exercise 7: Using the Calculator

### Make your calculations

Now use the Calculator to calculate the cost of the three \$16.75 theater tickets.

To calculate the cost of your theater tickets:

- Click on the following numbers and symbols in the Calculator window: **16.75\*3=**

If you make a mistake, click **C** for clear and start over.

*The amount appears on the Calculator display.*

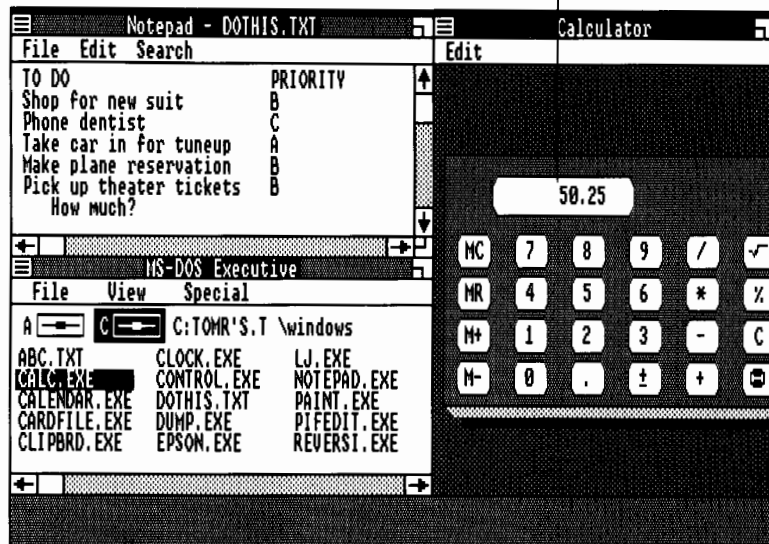


Figure 3-17. Calculator with Figures

## Type the figures into Notepad

Once you've made the calculation, type the figures into Notepad:

1. In the Notepad window, click to the right of the question mark after "How much?"

If "How much?" is not displayed in your Notepad window, click on the down arrow in the lower right of the Notepad window until it is, then click to the right of the question mark.

2. Type a space, then type **\$50.25**

If you make a mistake, use the BACKSPACE key to erase and start over.

---

## **Exercise 8: Shrinking a Window**

You are finished with the Calculator for now. You can remove it from the screen by shrinking the window into an icon. This will leave the Calculator still available in memory if you want to use it again.

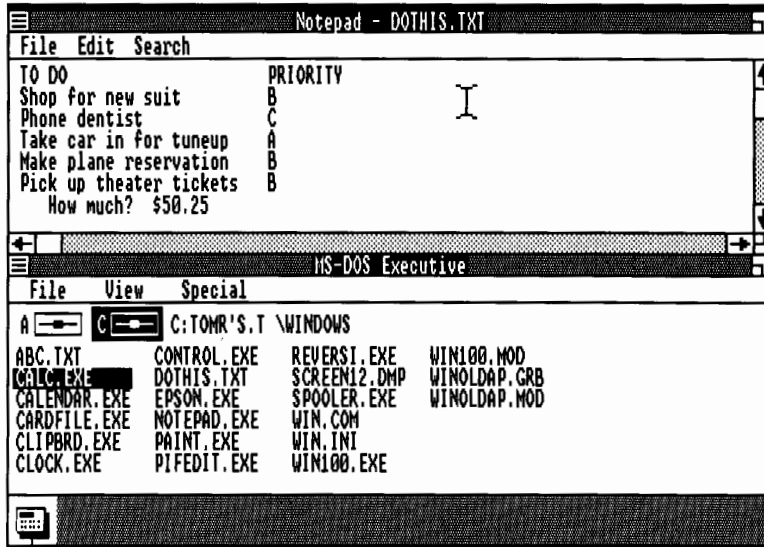
### **Shrink the Calculator window into an icon**

You can shrink a window by dragging its icon back into the icon area.

1. Point to the middle of the title bar of the Calculator window.
2. Press.
3. Drag the Calculator icon into the icon area.
4. Release.



The other windows adjust to fill the screen.



The Calculator icon appears in the icon area.

Figure 3-18. Calculator Shrunk to Icon

---

## **Exercise 9: Zooming a Window**

The screen is now divided between the Notepad and MS-DOS Executive windows. Perhaps you would like to see the full Notepad window to review your entire "To Do" list. You can do this with the Zoom command from the System Menu.

### **Zoom the Notepad window**

To Zoom the Notepad window:

1. Point to the System Menu box in the Notepad window and press.
2. Drag the highlight down to the Zoom command.
3. Release.

The zoomed window takes up the entire screen.

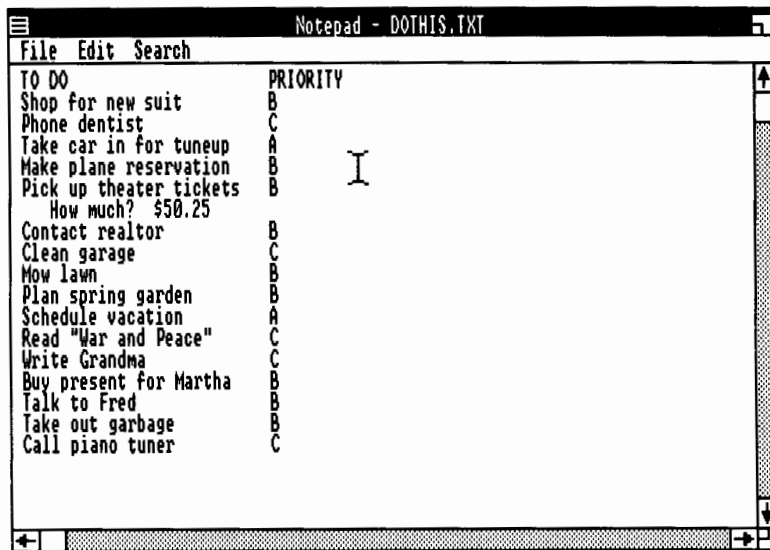


Figure 3-19. Zoomed Notepad Window

### Dezoom the Notepad window

Although the Notepad window takes up the entire screen, the MS-DOS window is still intact. To dezoom the window:

1. Point to the System Menu box again and drag the highlight down to the Zoom command.
2. Release.

The screen looks as it did before.

## Exercise 10: Saving a Document

You should save your work frequently when you work with any program. The File Menu has two commands for saving documents: Save and Save As. The Save command saves an existing document on the disc, overwriting the previous version. The Save As command saves a new document, or a new version of a document.

For this exercise, use the Save As command from the Notepad File Menu. The revised "To Do" list will be saved under a new name, while the original will remain intact.

1. Point to the File Menu name, then drag the highlight down to the Save As command.
2. Release. The Save As dialog box appears.
3. The current filename (DOTHIS.TXT) appears in the text box. To replace it, type a new filename, **MYLIST.TXT**, in the text box.

If you make a mistake, use the **BACKSPACE** key to erase and start over.

4. Click the Save button to carry out the command.

---

## **Exercise 11: Closing an Application**

To close an application and remove it from memory, use the Close command from the application's System Menu.

For example, to close Notepad:

1. Point to the System Menu box in the Notepad window, press, then drag the highlight down to the Close command.
2. Release.

The Notepad window disappears and Notepad is removed from memory. (Note that the icon is not in the icon area.) To use Notepad again, you must activate it from the MS-DOS Executive window.

## Exercise 12: Ending a Windows Session

To quit Windows, go to the MS-DOS Executive window and use the End Session command from the Special Menu.

1. Point to the Special Menu and drag the highlight down to the End Session command.

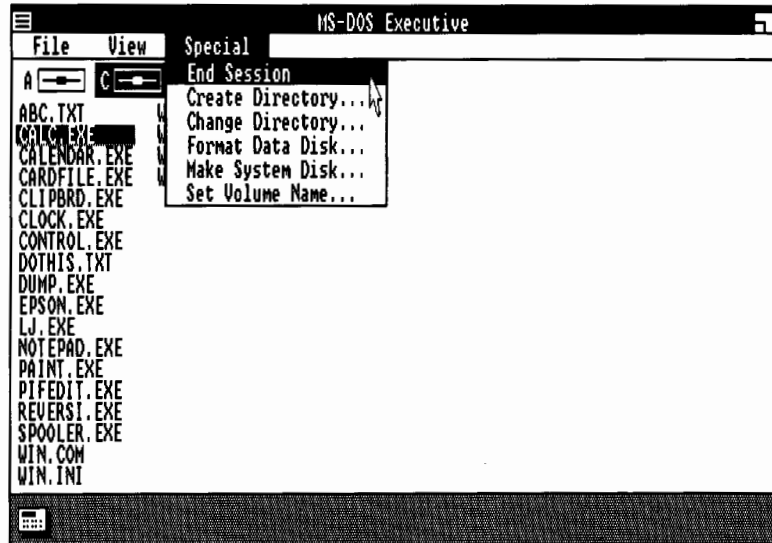


Figure 3-20. MS-DOS Executive Special Menu

2. Release. You see a dialog box asking if you want to end the session.

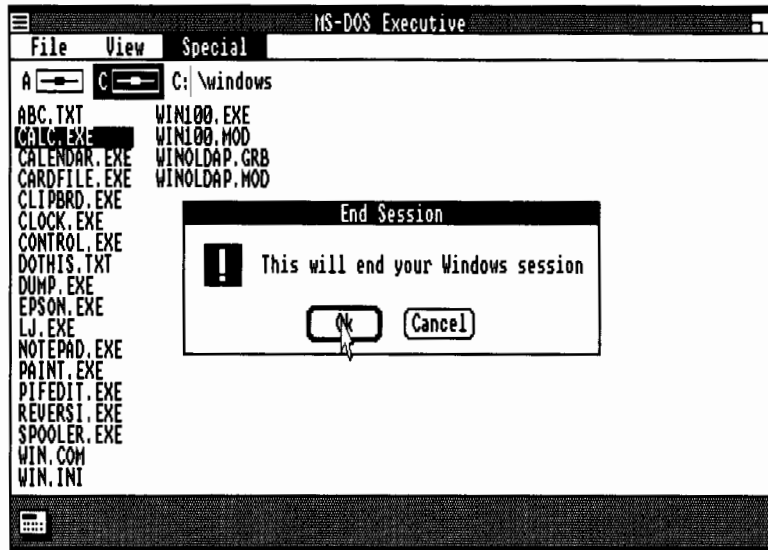


Figure 3-21. End Session Dialog Box

3. Click Ok to carry out the command.

---

## Review

To review some important sequences:

### To start an application:

Point to the application file in the MS-DOS Executive and double click.

### To open a System Menu:

Point to the System Menu box in the upper left window corner and press.

### To open other command menus:

Point to the menu name on the command menu bar and press.

### To choose a command from a menu:

Open the menu, drag the pointer to the command you want, and release.

### To choose options from dialog boxes:

Point to the options you want and click.

### To start an application as an icon:

Hold down the **Shift** key and double click on the application's filename.

### To expand an icon into a window:

Point to the icon, press, drag the icon into the work area and release.



**To move windows on the screen:**

Point to the window title bar, press, drag the icon to a window or window border, and release.

**To change the size of a window:**

Choose the Size command in the System Menu, move the size pointer beyond the window border then to the size you want, and click.

**To shrink a window to an icon:**

Point to the window title bar, press, drag the icon into the icon area, and release.

**To zoom or dezoom a window:**

Choose the Zoom command in the System Menu.

**To save a document:**

Choose the Save command from the File Menu.

**To close an application:**

Choose the Close command from the File Menu.

**To end a Windows session:**

Choose the End Session command from the MS-DOS Executive Special Menu.

**The next step:**

You have learned most of the basic techniques for using Windows.

For a review and more detailed description of the techniques learned here, refer to the chapter titled "Techniques."

For a description of using Windows to manage your files, discs, or directories, refer to the chapter titled "Using the MS-DOS Executive."

For a further description of commands relating to specific WIN system applications, refer to the chapters titled "Using the Clipboard," "Using the Control Panel," and "Using the Spooler."

For instructions on using standard applications through Windows, refer to the chapter titled "Techniques for Standard Applications."

For instructions on using the WIN Desktop applications, refer to the *Microsoft Windows Desktop Applications User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*.



# 4

## Learning Windows with a Keyboard

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The exercises in this chapter are designed for Windows users who work from the keyboard alone. If you have a mouse, touchscreen, or other pointing device, go to the chapter titled "Learning Windows With a Mouse, Tablet, or Touchscreen" for exercises designed for users of pointing devices.

If you are a new user, you will find this chapter especially helpful. The instructions and the illustrations will tell you exactly what to do.



**Using this chapter:**

In this chapter you will learn how to:

- Start an application.
- Choose a command from a menu.
- Choose options in dialog boxes.
- Save an application document.
- Close an application.
- Expand icons to windows.
- Run multiple windows.
- Change the size of windows.
- Use the Calculator.
- Shrink a window into an icon.
- Zoom a window.
- End a Windows session.

*Remember, where keys to run the HP 150 are different from those for the HP Vectra, special instructions for the HP 150 are stated in italics, immediately following the first set of instructions.*

*Remember, unless otherwise noted, **Extend char** refers to the HP 150 left **Extend char** key only..*

**Shaded text emphasizes key sequences especially important to run Windows.**

---

## Exercise 1: Running an Application

The Desktop Applications disc contains application programs you can use to practice with Windows. In the following exercises you will use Notepad, a text editing application, to edit a list of tasks.

- Start Windows in the manner described in the chapter titled "Getting Started." When the MS-DOS Executive Window appears, proceed with the lesson.

### If you have a dual flexible disc drive system:

If you have a dual-flexible disc drive system, one of your drives should contain the Windows System disc. To look at the directory for the Desktop Applications disc:

1. Place the Windows Desktop Applications disc in the flexible disc drive NOT occupied by the Windows System disc.
2. Hold down **CTRL** and the letter of the drive containing the Windows Desktop Applications disc. For example, press:

**CTRL** -A

or

**CTRL** -B

The icon of the designated drive turns dark (showing that it is selected). The directory of the Desktop Applications disc appears in the MS-DOS Executive window.

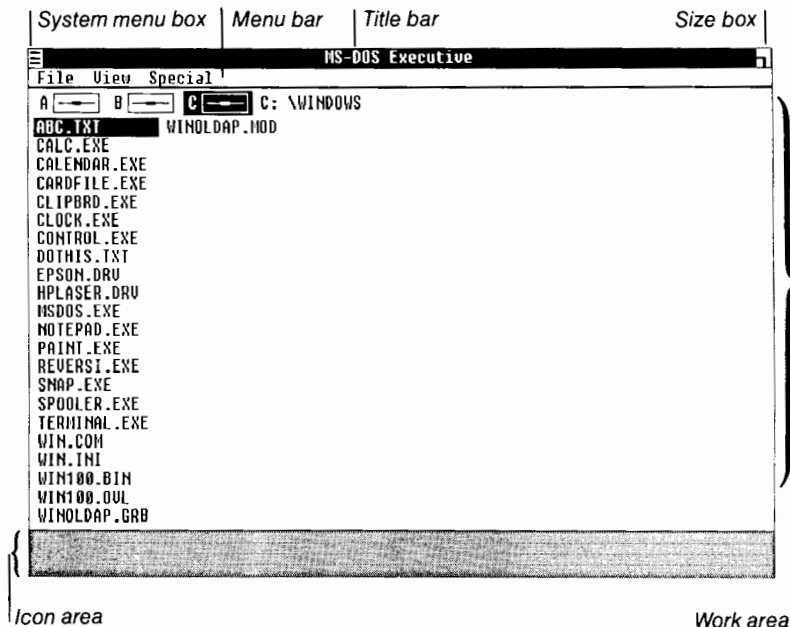
**If you have a hard disc:**

If you have a hard disc system, the files you need for these exercises were installed on your hard disc when you set up Windows and should appear in your MS-DOS Executive window.

**View the MS-DOS Executive**

The MS-DOS Executive is the main system application of Windows. You *must* use the MS-DOS Executive to start all other applications in Windows. You also use the MS-DOS Executive to carry out such functions as copying files, changing drives or directories, or viewing directories.

For your reference the opening MS-DOS Executive screen and its parts are displayed and labeled below:



**Figure 4-1. Windows Screen**

## Run Notepad

Through the MS-DOS Executive, the first Desktop application you will run is Notepad. To run Notepad:

1. Press the arrow keys until you highlight the filename NOTEPAD.EXE.

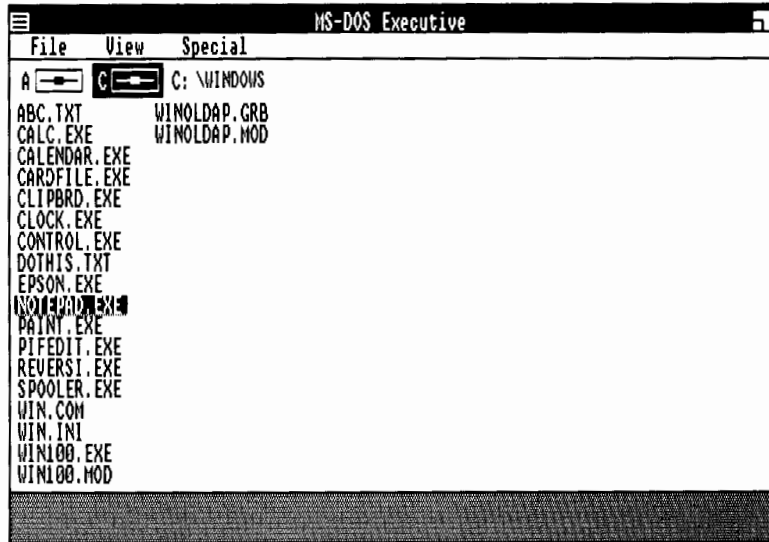


Figure 4-2. Highlighted Filename

2. Press **Enter** to run the program.

*HP 150 users, press **Return**.*

An hourglass appears briefly on the screen, showing that Windows is carrying out your command.

Pressing **Enter** on the HP Vectra, or **Return** on the HP 150, starts the highlighted program or application in the MS-DOS Executive.



The Notepad window replaces the MS-DOS Executive window in the work area. The MS-DOS Executive *icon* - a small flexible disc - appears in the icon area at the bottom of the screen, indicating that the MS-DOS Executive application is still available, though not displayed. A text insertion point appears in the upper left corner of the Notepad window.

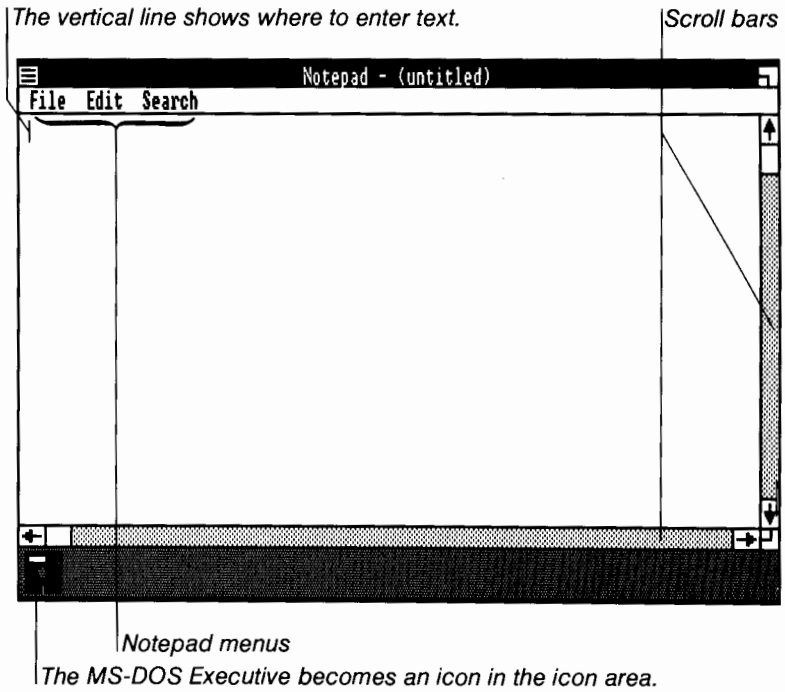


Figure 4-3. Notepad Window

---

## Exercise 2: Choosing Commands

Windows commands are contained in command *menus* in the System Menu box and on the menu bar. Each application has its own menus. Notepad has one System Menu and three Application Menus, *File*, *Edit*, and *Search*.

### Look at the Notepad Menus

Now you will look at the command menus for Notepad. To open the System and Application Menus for Notepad:

1. Hold down **Alt** and press SPACEBAR.

*HP 150 users, hold down **Extend char** and press SPACEBAR.*

*Remember, unless otherwise noted, **Extend char** refers to the left **Extend char** key only.*

The Notepad System Menu, which contains commands to size, move, icon, zoom, or close the window, appears.

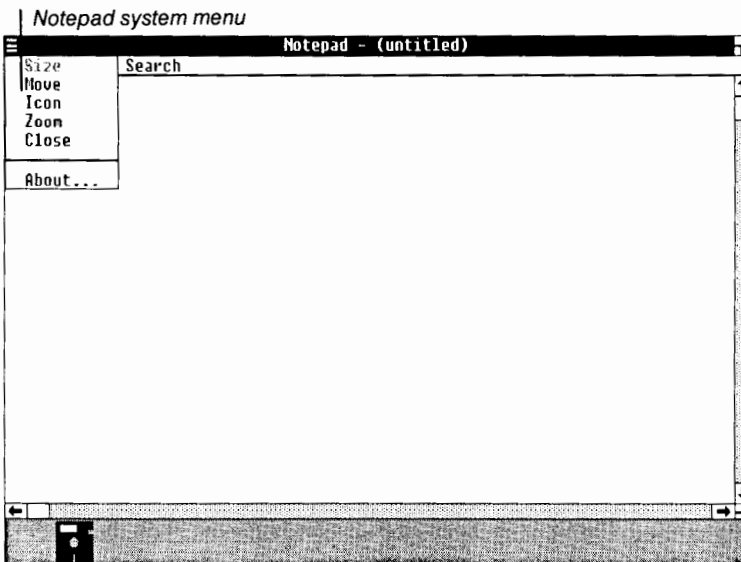


Figure 4-4. Notepad System Menu

Pressing **Alt**-SPACEBAR on the HP Vectra, or **Extend char**-SPACEBAR on the HP 150, opens the System Menu for any WIN application.

2. Press the **▶** arrow key to open the menu to the right, Notepad File Menu.
3. Press the **▶** arrow key to open the Notepad Edit Menu, and again to open the Notepad Search Menu.
4. When you are finished looking at the menus, press **ESC**.

Pressing **ESC** always cancels a command menu or dialog box. If, in Windows, you accidentally open the wrong menu, select the wrong command, or change your mind, **ESC** lets you cancel and start over.

## Choose the Open command

Now, you will open a text file in Notepad with the Open command from the Notepad File menu. To choose a Windows command from a menu, highlight the command you want by opening the menu, then typing the initial letter of that command.

The Open command opens Notepad text files for you to look at and edit:

1. Press **Alt**-F to open the File command menu.

*HP 150 users, press **Extend char**-F.*

Pressing **Alt** or **Extend char** plus the initial letter of any menu other than the System Menu quickly displays that menu on the screen.

2. Press **O** to highlight Open.

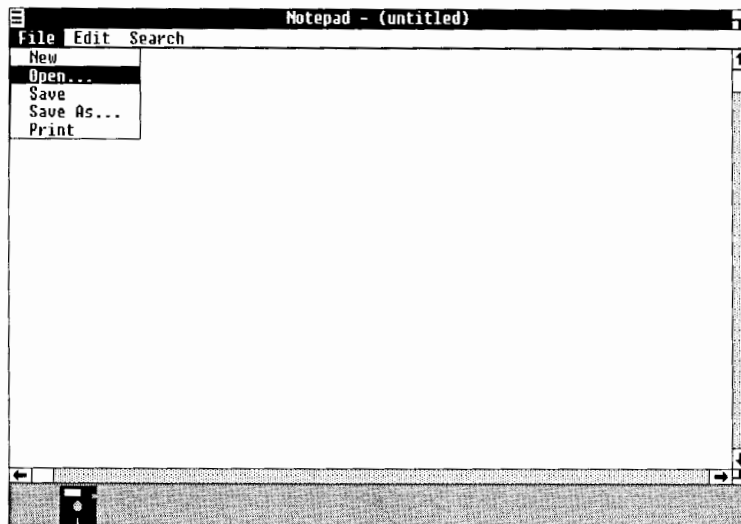


Figure 4-5. Highlighted Open Command

Pressing the initial letter of a displayed menu command highlights that command.

3. Press **Enter** to carry out the command.

*HP 150 users, press **Return**.*

A dialog box appears. Windows displays dialog boxes after some commands to prompt you for additional information needed to carry out those commands. In this case, you must tell Windows which file you want to open.

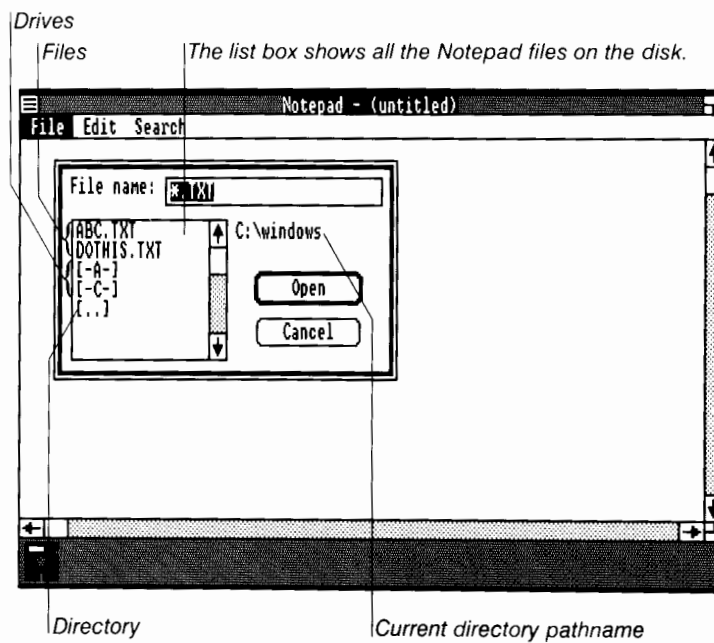


Figure 4-6. A Dialog Box

## Select a Filename from the Dialog Box

Now you will choose a filename listed in the list box section of the dialog box. To select a filename in the list box:

1. Press  to move to the list box.

Pressing  moves your cursor from one setting to another in a dialog box.

2. Press the  arrow key to highlight the filename, DOTHIS.TXT.

*The filename also appears in the text box.*

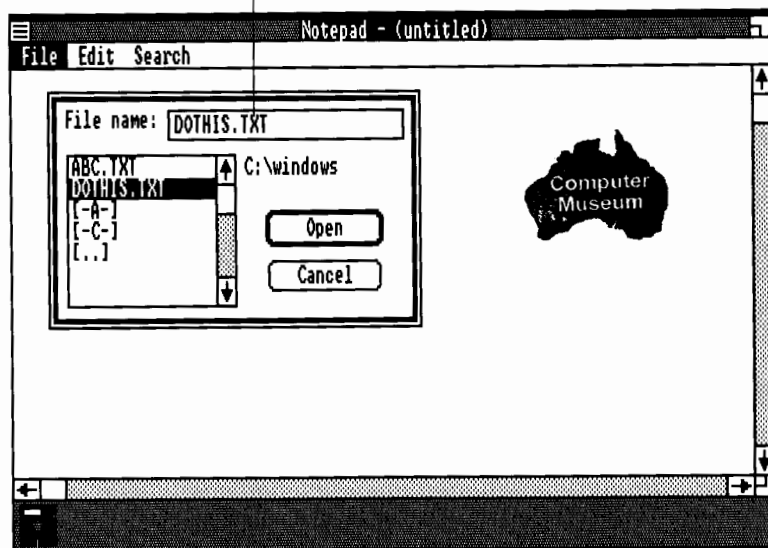


Figure 4-7. Selected Filename

## Select the Open button

Now you will select the dialog box Open button to carry out the open command. To select the Open button:

1. Press `Tab` to underscore the Open button.
2. Press `SPACEBAR` to carry out the Open command.

Pressing `SPACEBAR` executes the settings selected in the dialog box.

Notepad displays the DOTHIS.TXT file on screen.

*The sample list appears in the Notepad window.*

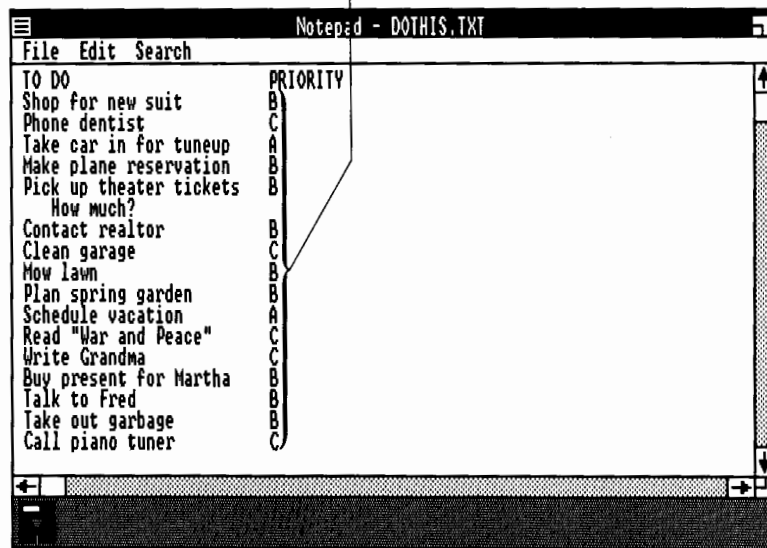


Figure 4-8. DOTHIS.TXT File Opened in Notepad

---

### Exercise 3: Choosing Options

The Notepad document on your screen is a "To Do" list of tasks. These tasks are ranked by letter, with the capital letter "A" designating the most important.

#### Choose the Find command

First, you will use the Find command in the Search Menu to find those tasks marked with the capital letter "A."

1. Press **Alt**-S to open the Search menu.

*HP 150 users, press **Extend char**-S.*

2. Press **F** to highlight Find.

3. Press **Enter**

*HP 150 users, press **Return**.*



The Find dialog box appears when you choose Find.

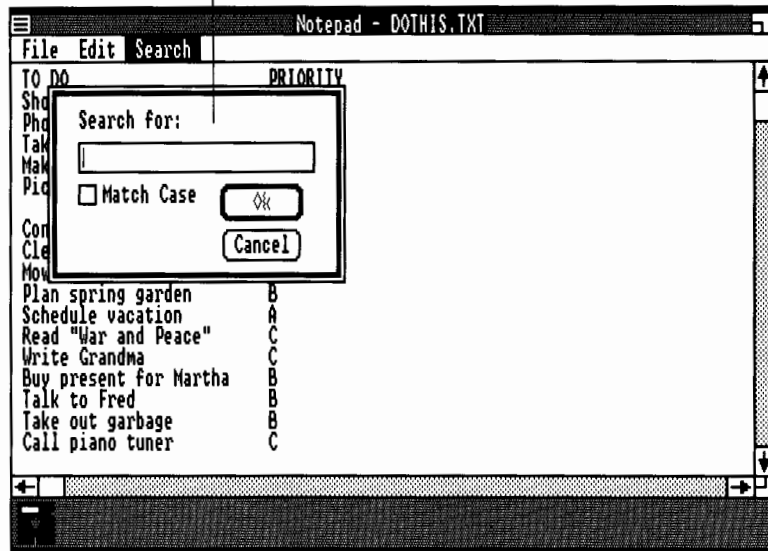


Figure 4-9. Find Dialog Box

### Specify the text you want to find

A dialog box appears, prompting you to type the text you are seeking.

1. Type the text you want to find in the text box at the top of the dialog box. In this case, type a *capital A* to search for all the occurrences of capital "A" in the list.

If you make a mistake, press the BACKSPACE key and type over.

2. Press **Tab** to underscore the Match Case option (Match Case means you want to locate occurrences of capital "A").
3. Press SPACEBAR to select this option.
4. Press **Tab** to underscore to the Ok button.

5. Press SPACEBAR to choose Ok. This carries out the command. Windows highlights the first occurrence of "A" within the text.

*The Find dialog box disappears. The first occurrence of the text is highlighted.*

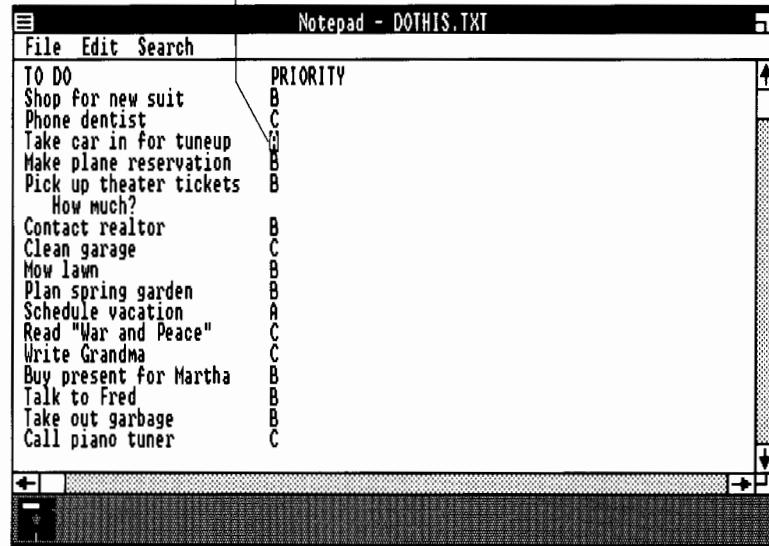


Figure 4-10. Find Command Executed

### Choose the Find Next command

Now you want to find the next occurrence of "A". Choose the Find Next command to continue the search.

1. Press **Alt**-S to open the Search menu.

*HP 150 users, press **Extend char**-S..*

2. Press **F** twice to highlight the Find Next command.

3. Press **Enter**. Windows highlights the next occurrence of "A" within the text.

*HP 150 users, press **Return**.*

4. Continue to use the Find Next command, repeating steps 1-3, until you've found all occurrences of priority "A".

When there are no more occurrences of "A", Windows displays a dialog box with the message:

Can't find: A

OK

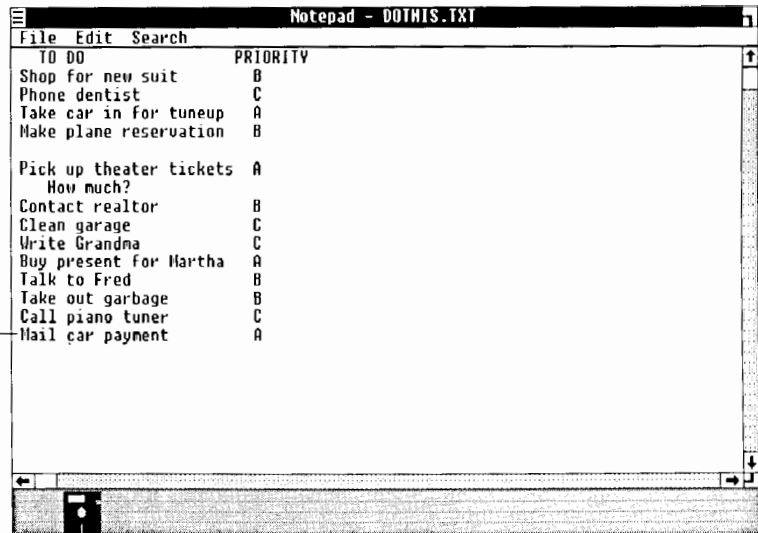
5. Press **SPACEBAR** to eliminate the message and continue to your next task.

## Adding text

Now you will add a new task to your list.

1. Use your arrow keys (**Do not** use your **Enter** or **Return** key) to move your cursor past the last task listed in the DOTHIS.TXT file.
2. Below this line type: **Mail car payment A**

If you make a mistake, use the **BACKSPACE** key to erase and start over again.



*New line of text*

**Figure 4-11. Item Added to DOTHIS.TXT**

## Exercise 4: Saving a Document

In the last exercise you added a line to your Notepad document. In this exercise you will save your changed file. The Notepad File Menu has two commands for saving documents: Save and Save As. The Save command saves an existing document on the disc, overwriting the previous version. The Save As command saves a new document, or a new version of a document.

For this exercise, use the Save As command from the Notepad File Menu. The revised "To Do" list will be saved under a new name, while the original remains intact.

1. Press **Alt**-F to open the File menu.

*HP 150 users, press **Extend char**-F.*

2. Press **S** twice to highlight the Save As command.
3. Press **Enter**. The Save As dialog box appears.

*HP 150 users, press **Return**.*

4. The current filename (DOTTHIS.TXT) appears in the text box. To replace it, type a new filename, MYLIST.TXT in the text box.

If you make a mistake, press the BACKSPACE key and start over.

5. Press **Tab** to move the underscore to the Save button.
6. Press SPACEBAR.

Windows saves the file under the new name.

## Exercise 5: Closing an Application

You will now close the Notepad application. To close an application:

1. Press **Alt**-SPACEBAR to open the Notepad System Menu.

*HP 150 users, press **Extend char**-SPACEBAR.*

2. Press **C** to highlight the Close command.

3. Press **Enter** to close the Notepad application.

*HP 150 users, press **Return**.*

The Notepad window disappears from the screen and is replaced by the MS-DOS Executive window.

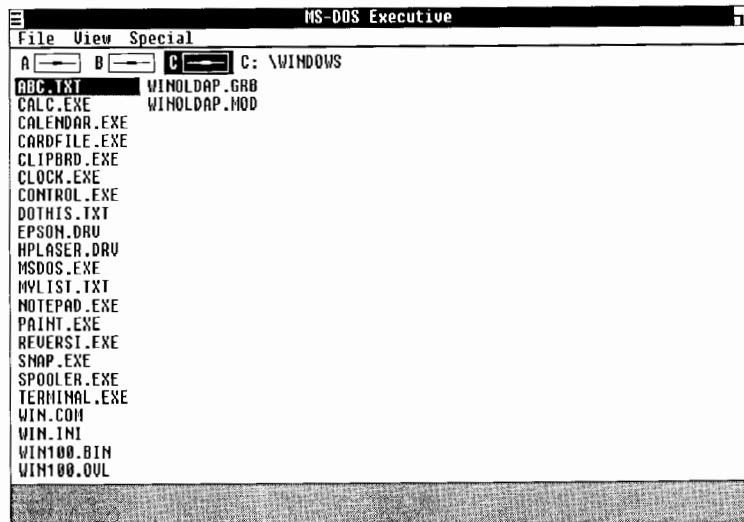


Figure 4-12. Notepad Window Removed from Screen

---

## Review

So far in this lesson you have:

Started Windows

Opened up an application

Selected commands from the application menus

Saved a file

Closed an application

## Important sequences

To review some important sequences:

### To start an application:

Select a program file in the MS-DOS Executive window and Press **Enter**.


*HP 150 users, select a program file and press **Return**.*

### To open a System Menu:


Press **Alt**-SPACEBAR.

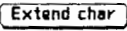
*HP 150 users, press **Extend char**-SPACEBAR.*

**To open other command menus (two ways):**


- Open the System Menu and press the  arrow key.


or

- Press  plus initial letter of menu name.

*HP 150 users, press  plus initial letter of menu name.*

**To choose a command from a menu:**

Type the initial letter of that command and press .

*HP 150 users, type initial letter and press .*

**To select settings in a dialog box:**

Press .


**To cancel a menu, command, or dialog box:**


Press .

**To execute settings in a dialog box:**

Press SPACEBAR.

**To save a file:**

Select the Save or Save As command from the File menu and press .

*HP 150 users, select Save or Save As and press .*



### To close an application:

Select the Close command from the System Menu and press **Enter**.

*HP 150 users, select the Close command and press **Return**.*

### The next step:

You now have the following options:

- If you want to continue, proceed to **Exercise 6**.
- If you want to repeat Exercises 2-5, use the arrow keys to select **NOTEPAD.EXE** again and press **Enter**.

*HP 150 users, select **NOTEPAD.EXE** and press **Return**.*

- If you want to exit Windows and continue later:

1. Press **Alt**-SPACEBAR to open MS-DOS Executive System Menu,

*HP 150 users, press **Extend char**-SPACEBAR.*

2. Press **C** to select Close and press **Enter**.

*HP 150 users, select Close and press **Return**.*

## Exercise 6: Starting Applications as Icons

If you exited Windows at the end of Exercise 5, restart Windows as described in the chapter titled "Getting Started."

The MS-DOS Executive window now fills your work area. In this exercise you will activate two applications, Notepad and Calculator.

The last time you activated an application, the MS-DOS Executive was replaced in the work area. This time you will start the Notepad and Calculator as icons and keep the MS-DOS Executive displayed on the screen.

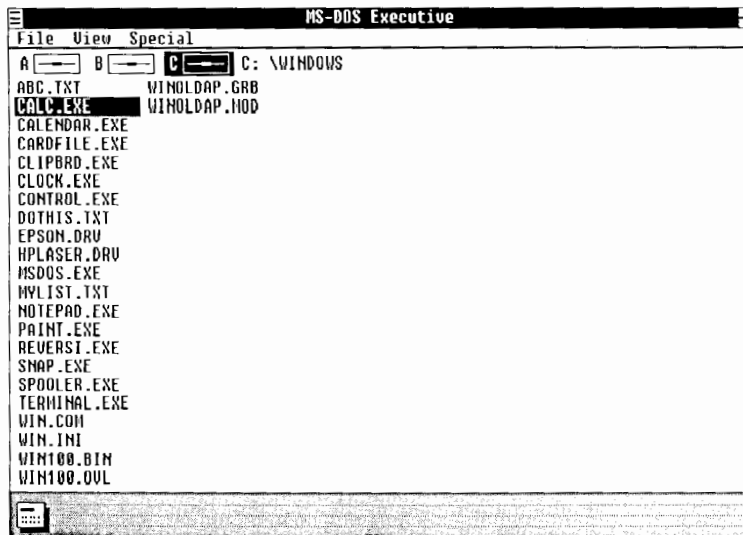
### Start the Calculator as an icon.

Starting applications as icons enables you to run multiple applications more quickly because the MS-DOS Executive remains active on the screen. To load the Calculator as an icon:

1. Press the arrow keys to highlight the filename, CALC.EXE, in the MS-DOS Executive window.
2. Press **Shift** - **Enter**.

*HP 150 users, press **Shift** - **Return**.*

Pressing **Shift** - **Enter** on the HP Vectra, or **Shift** - **Return** on the HP 150, loads an application from the MS-DOS Executive window as an icon.



*The Calculator icon appears in the Icon area*

**Figure 4-13. Calculator Icon**

The Calculator icon appears in the icon area. The Calculator is active in memory, but isn't displayed in the work area.

### **Select MYLIST.TXT to start Notepad**

Next, you will select MYLIST.TXT. Selecting any filename with the .TXT extension automatically starts the Notepad and opens the file selected for editing.

1. Press the arrow keys to highlight the filename, MYLIST.TXT.

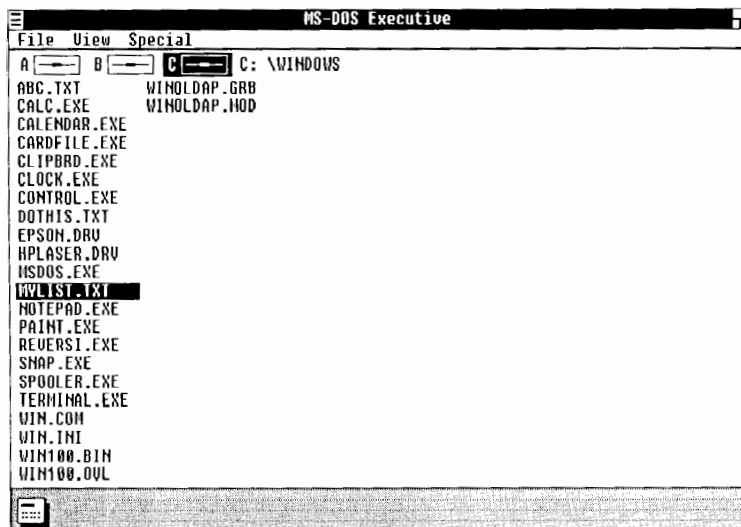


Figure 4-14. Highlighted MYLIST.TXT filename

2. Press **Shift** - **Enter** .

*HP 150 users, press **Shift** - **Return** .*

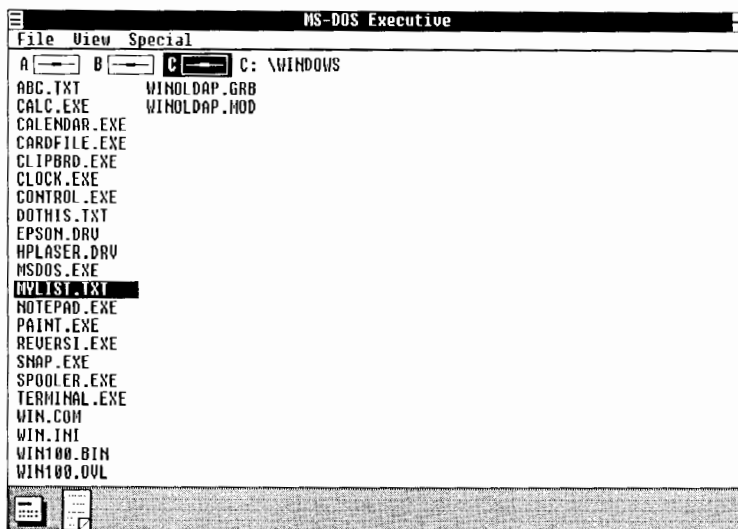


Figure 4-15. Calculator and Notepad Icons

## Exercise 7: Expanding an Icon

Right now you have three applications running on your computer. One application is running in a window and two applications are running as icons.

To see all applications at the same time, we must move the Notepad and Calculator icons onto the screen and *expand* them into windows.

## Select applications

Currently the MS-DOS Executive is the active application. To move the Notepad and Calculator applications to screen, we must first *select*, or make one of them the active application.

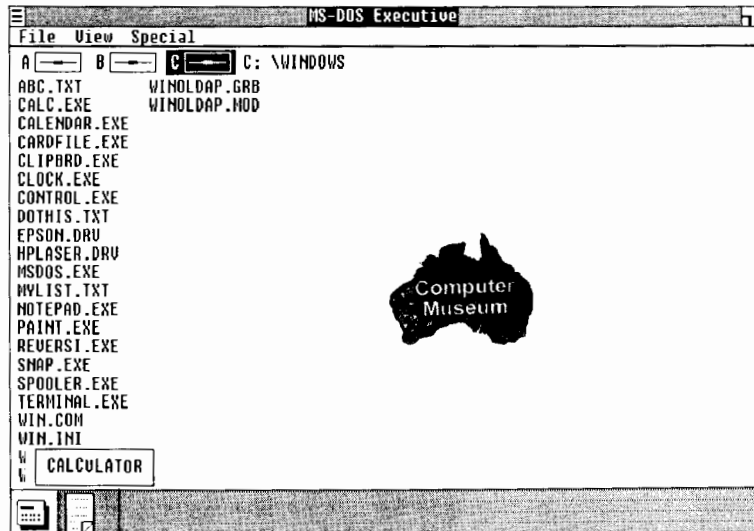
To select an application:

- Hold down **Alt** and press the **Tab** key.

*HP 150 users, hold down **Extend char** and press the **Tab** key.*

Pressing **Alt** - **Tab** on the HP Vectra or **Extend char** - **Tab** on the HP 150 moves your selection from one application to another.

Notice when you press **Tab**, the area around the Calculator icon is highlighted and a title bar appears briefly above it, indicating the Calculator icon is active.



Calculator title bar

Figure 4-16. Title bar above Calculator Icon

Now, select another application:

1. Hold down **Alt** and press the **Tab** key again.

*HP 150 users, hold down **Extend char** and press the **Tab** key.*

Notice the same thing happens to the Notepad icon.

2. Press **Alt** - **Tab** again to move back to the MS-DOS Executive.

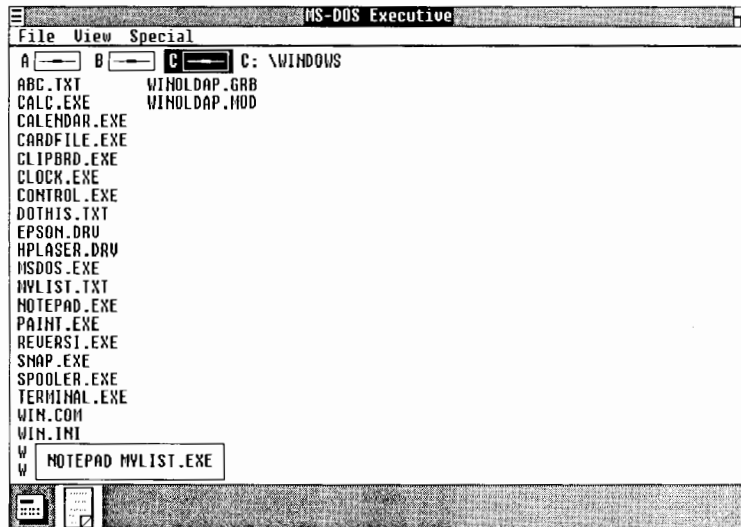
*HP 150 users, press **Extend char** - **Tab**.*

Notice the title bar above the MS-DOS Executive window darkens. When you move to, or select, an application running in a window, its title bar always darkens.

3. Repeat several times, noting the changes on the screen every time you press **Alt**-**Tab** or **Extend char**-**Tab**.

4. If necessary, press **Alt**-**Tab** once or twice more to highlight the Notepad icon.

*HP 150 users, press **Extend char**-**Tab**.*



**Figure 4-17. Highlighted Notepad Icon**

The Notepad icon is now active, meaning you can open its command menus and choose commands from them.

### **Move and place Notepad**

You will now use the Move command in the Notepad System Menu to expand the Notepad icon to a window.

1. Press **Alt**-**SPACEBAR**.

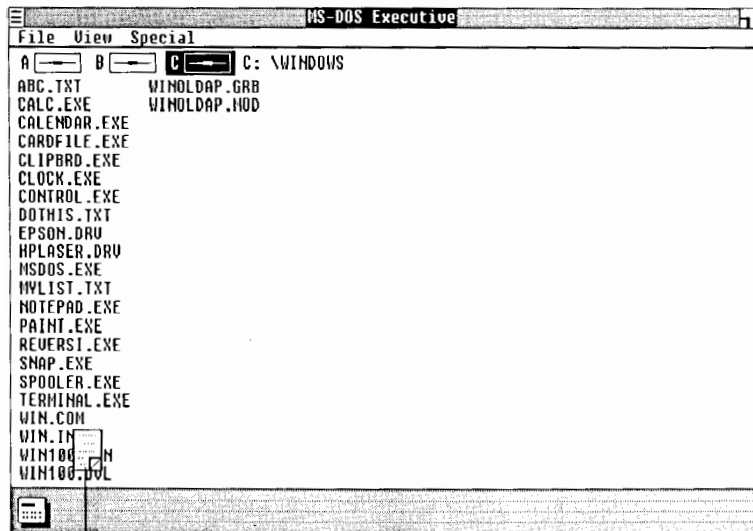
*HP 150 users, press **Extend char**-**SPACEBAR**.*

The Notepad System Menu appears above the icon.

2. Press **M** to highlight the Move command.
3. Press **Enter** to activate the Move command.

*HP 150 users, press **Return**.*

The icon moves into the work area.

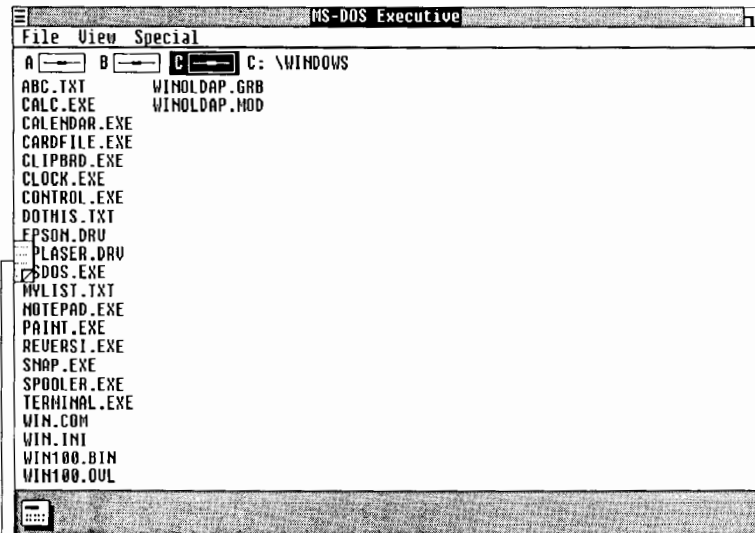


*Notepad icon appears in the Work area*

**Figure 4-18. The Notepad Icon in the Work Area**

4. Press the **↑** arrow key, then the **←** arrow key until the Notepad icon is on left border of the MS-DOS Executive window, as shown in the following figure. Be sure it *touches* the window border.





Move the notepad icon to the left border

**Figure 4-19. Notepad Icon on Left Window Border**

5. Press **Enter**.

*HP 150 users, press **Return**.*

The MS-DOS Executive window now shares the screen with the Notepad window. Note the file MYLIST.TXT is already opened and displayed.

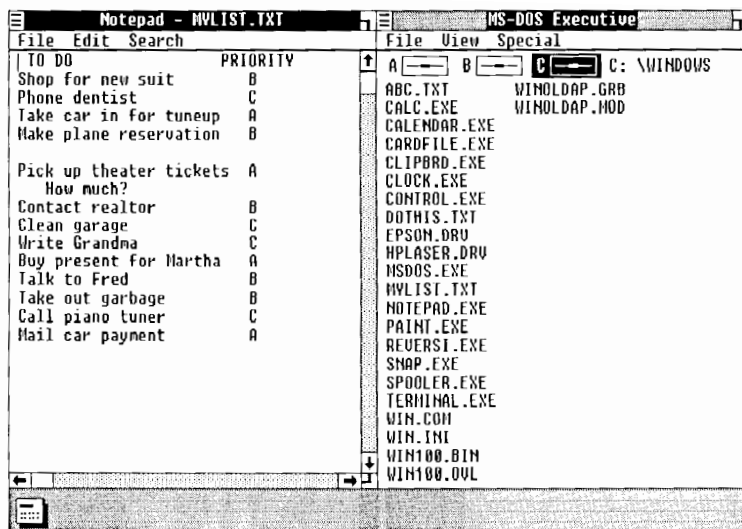


Figure 4-20. Notepad and MS-DOS Executive Windows

6. Press **Alt** - **Tab** until you highlight the Calculator icon.

*HP 150 users, press **Extend char** - **Tab**.*

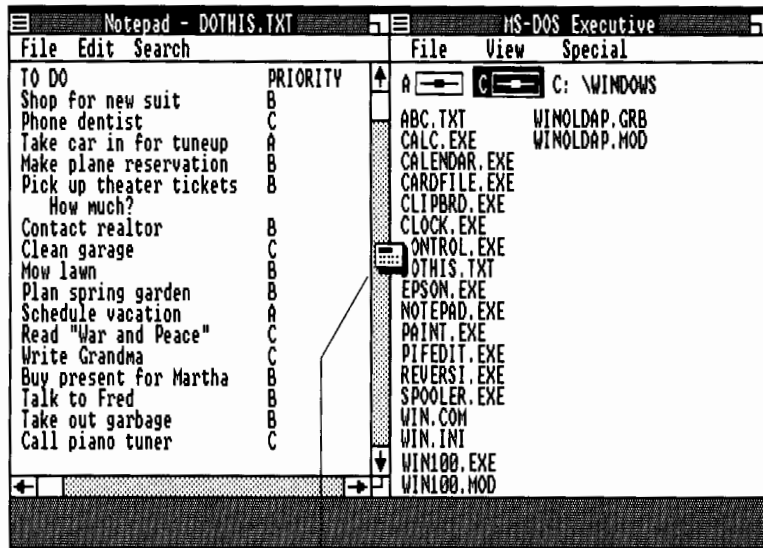
7. Press **Alt** - **SPACEBAR** to display the System Menu.

*HP 150 users, press **Extend char** - **SPACEBAR**.*

8. Press **M** to highlight the Move command and press **Enter**.

*HP 150 users, highlight the Move command and press **Return**.*

- Press the **↑** arrow key, then the **→** arrow key until the Calculator icon is on the border between the Notepad and MS-DOS Executive windows, as shown in the following figure.

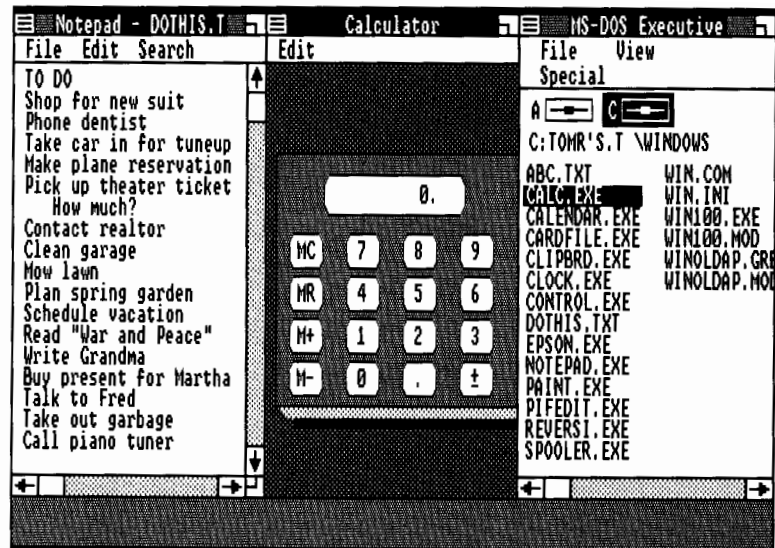


*Position the Calculator icon on the border.*

**Figure 4-21. Calculator Icon at Window Border**

- Press **Enter**.

*HP 150 users, press **Return**.*



The windows to the left and right are adjusted to make room.

Figure 4-22. Notepad, Calculator, and MS-DOS Windows

## Automatic tiling

Windows arranges the windows on your screen so that you can see everything you are working with. This process is called *automatic tiling*.

- If you place the icon on a horizontal border, the new window opens below the border.
- If you place the icon on a vertical border, the new window opens on that border.
- If you place the icon within a window, it replaces the application in that window (and the original application becomes an icon in the icon area).

The chapter titled "Techniques" has more information on positioning windows on the screen.

## Exercise 8: Changing the Size of a Window

You can change the size of a window with the Size command from the System Menu. In this exercise, you will make the Calculator window a little wider so you can easily see all the keys.

To enlarge the Calculator window:

1. In the Calculator window, press **Alt**-SPACEBAR to display the System Menu.

*HP 150 users, press **Extend char**-SPACEBAR.*

2. Press **S** to highlight the Size command.

3. Press **Enter**.

*HP 150 users, press **Return**.*

A size box appears in the center of the Calculator window.

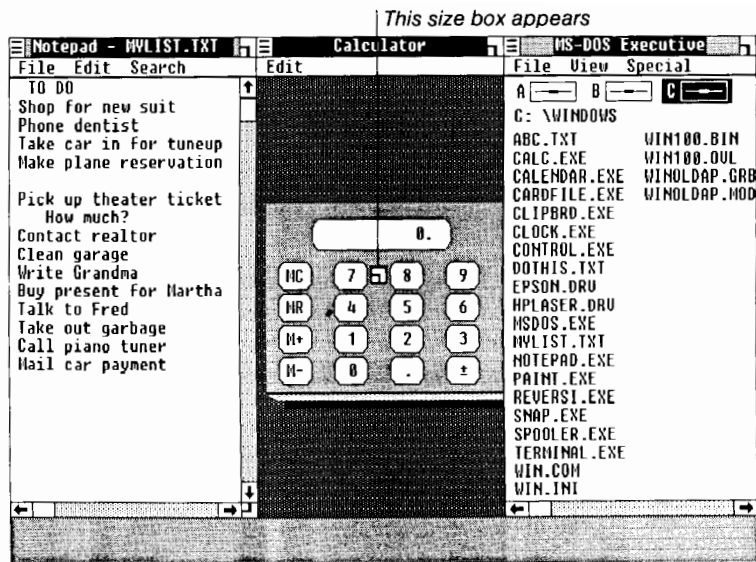




Figure 4-23. Size Box in Calculator Window

4. Press the  arrow key to move the size box to the window border. As you cross the border, vertical or horizontal lines appear, indicating the new size of the window. Keep pressing the  arrow key until the lines indicate the size you want.

The line shows where the new window border will be

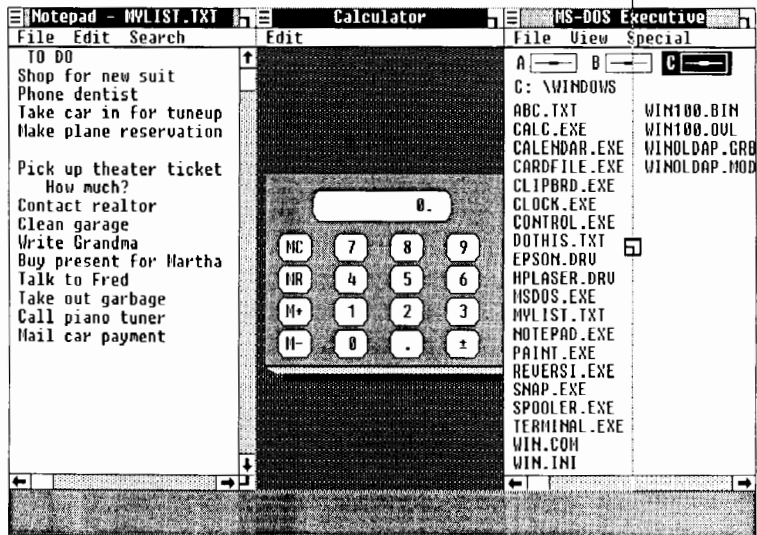


Figure 4-24. Size Box beyond Calculator Window Border

5. Press **Enter**.

*HP 150 users, press **Return**.*

Windows widens the Calculator window and adjusts the size of any adjacent windows.

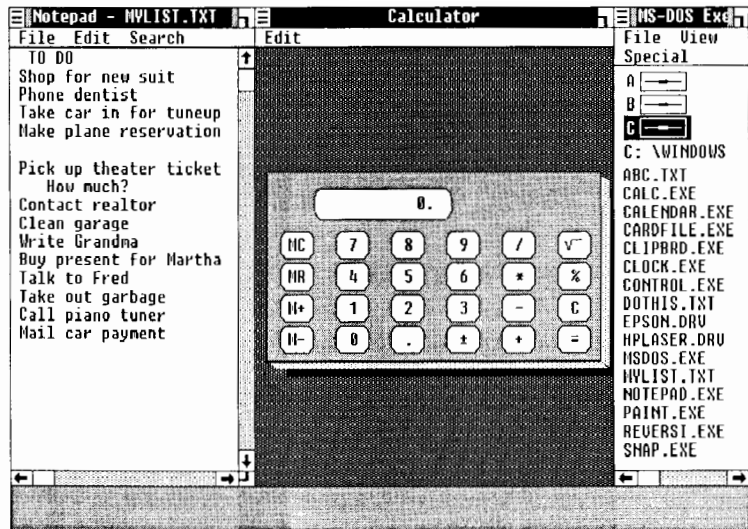


Figure 4-25. Enlarged Calculator Window

**Note**



To make a window smaller, first move the size box beyond the window borders, then back inside.



## Exercise 9: Using the Calculator

Notice one of the items in the MYLIST.TXT file in the Notepad Window is "Pick up theater tickets...How much?" Now you will use the Calculator to calculate the cost of three \$16.75 theater tickets and add this information to your Notepad.

### Make your calculations

To use the Calculator:

- Type the numbers from the top row of the keyboard:  
**16.75\*3=**

If you make a mistake, press **C** to clear and start over.

The Calculator displays the answer automatically.

*The amount appears in the Calculator display*

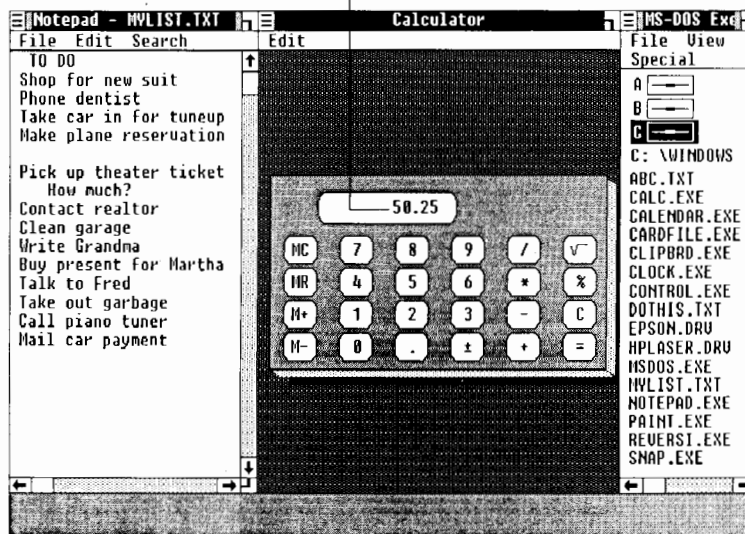


Figure 4-26. Calculator with Figures

## Type the figures into Notepad

To type the figures into Notepad:

1. Press **Alt**-**Tab** until you select the Notepad window.

*HP 150 users, press **Extend char**-**Tab**.*

2. Press the arrow keys to move to the line that says "How much?"
3. Press the arrow keys to move the insertion point to the right of the question mark.
4. Type a space, then type: **\$50.25**

If you make a mistake, use the **BACKSPACE** key to erase and start over.

## Save the changes to MYLIST.TXT

Now use the Save command in the Notepad File menu to save the changes to MYLIST.TXT.

1. Press **Alt**-**F** to open the File menu.

*HP 150 users, press **Extend char**-**F**.*

2. Press **S** to highlight the Save command.
3. Press **Enter**.

*HP 150 users, press **Return**.*

Windows saves the file under the old name.

## Exercise 10: Shrinking a Window

You are finished with the Calculator for now. You can remove it from the screen by shrinking the window into an icon. This will leave the Calculator still available in memory if you want to use it again.

Shrink the window with the Icon command from the System Menu.

1. Press **Alt** - **Tab** until the Calculator title bar darkens.

*HP 150 users, press **Extend char** - **Tab**.*

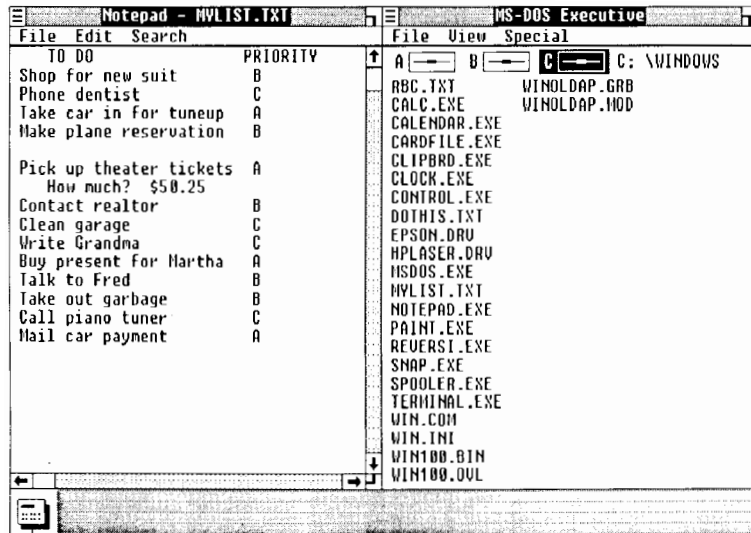
2. Press **Alt** -SPACEBAR to display the System Menu.

*HP 150 users, press **Extend char** -SPACEBAR.*

3. Press **I** to highlight the Icon command.

4. Press **Enter**.

*HP 150 users, press **Return**.*



The calculator icon appears in the Icon area

Figure 4-27. Calculator Reduced to Icon

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## Exercise 11: Zooming a Window

The Calculator is now an icon, and the Notepad and MS-DOS Executive are displayed as windows. In this exercise you will Zoom, or enlarge, one of these applications to cover the entire screen.

### Zoom the MS-DOS window

You can zoom a window two ways; you can use the Zoom command in the System Menu or use a shortcut. In this exercise you use the shortcut; you can use this shortcut to quickly view any window or icon full-screen:

1. Press **Alt** - **Tab** until you select the MS-DOS Executive window.

*HP 150 users, press **Extend char** - **Tab**.*

2. Press **Alt** - **Enter** to zoom the MS-DOS Executive.

*HP 150 users, press **Extend char** - **Return**.*

The MS-DOS Executive expands to cover the entire screen.

The zoomed window takes up the entire screen

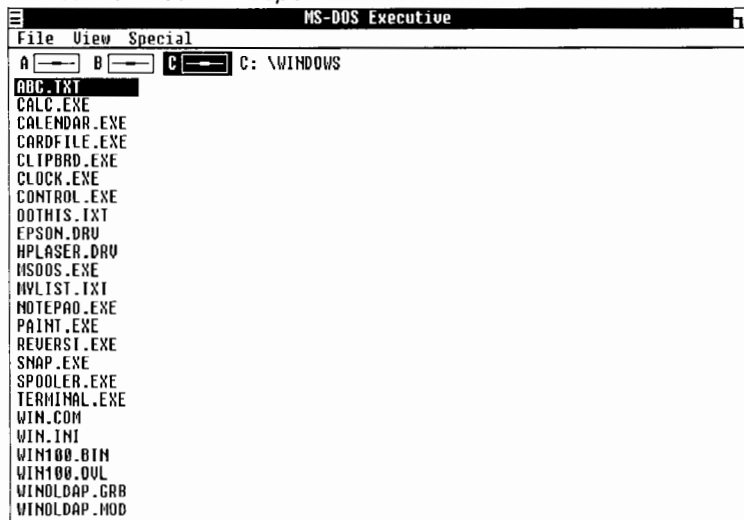


Figure 4-28. Zoomed MS-DOS Executive Window

Pressing **Alt** - **Enter** on the HP Vectra or **Extend char** - **Return** on the HP 150 zooms an application window or icon.

### Dezoom the MS-DOS window

Although the MS-DOS Executive takes up the entire screen, the Notepad window is still intact. To dezoom the MS-DOS Executive:

1. Press **Alt** - **Enter**.

*HP 150 users, press **Extend char** - **Return***

The MS-DOS Executive returns to its original size.

If you want to, select and zoom the Notepad or Calculator in the same way you did the MS-DOS Executive.

## Exercise 12: Ending a Windows Session

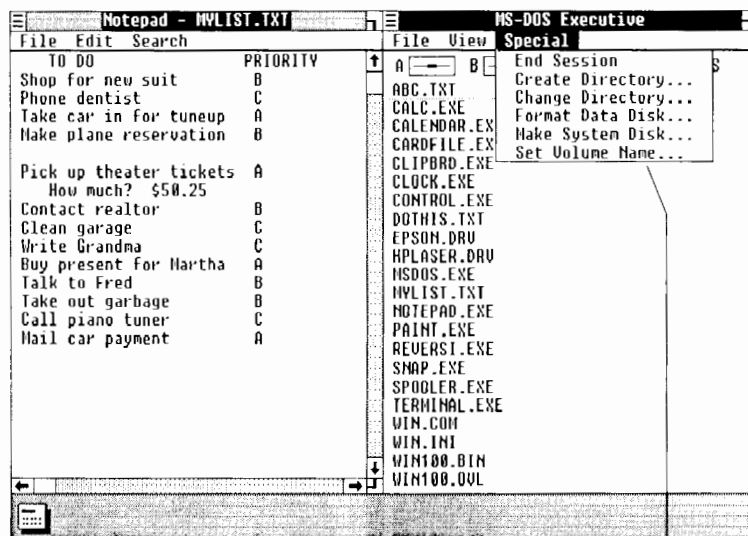
To quit Windows, use the End Session command from the MS-DOS Executive Special Menu.

1. If necessary, Press **Alt** - **Tab** to select the MS-DOS Executive.

*HP 150 users, press **Extend char** - **Tab** if necessary.*

2. In the MS-DOS Executive, press **Alt** - **S** to open the Special menu.

*HP 150 users, press **Extend char** - **S**.*



*The MS DOS Executive Special Menu*

**Figure 4-29. MS-DOS Executive Special Menu**

3. Press **E** to highlight the End Session command and press the **Enter** key.

*HP 150 users, press **E** and **Return**.*

4. You see a dialog box asking if you want to end the session. Ok is already selected, so press SPACEBAR to carry out the command.

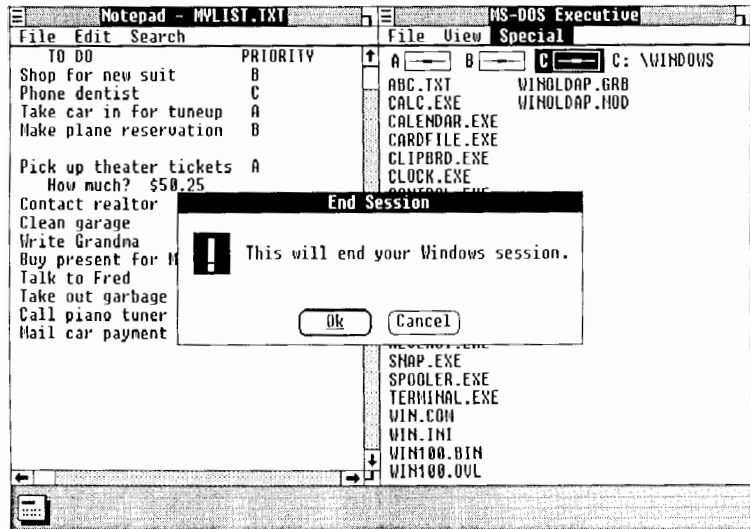


Figure 4-30. End Session Dialog Box

The Windows screen disappears and you return either to DOS or to your PAM screen.



## Review

In exercises 6-12 you:

Started applications as icons

Changed applications

Expanded icons into windows

Placed multiple windows in the work area

Changed the size of a window

Used the Calculator

Shrank a window into an icon

Zoomed and dezoomed a window

Exited Windows

## Important sequences

To review some important sequences:

**To start an application as an icon:**

Select the application filename in the MS-DOS Executive and press **Shift** - **Enter** .

*HP 150 users, select the application filename and press **Shift** - **Return** .*

**To move from one application to another  
(select an application):**

Press **Alt** - **Tab** .

*HP 150 users, press **Extend char** - **Tab** .*

**To expand an icon or move a window:**

1. Select the Move command from the System menu, and press **Enter** .

*HP 150 users, select the Move command and press **Return** .*

2. Use the arrow keys to place the icon in the work area and press **Enter** again.

*HP 150 users, place the icon into the work area and press **Return** .*

**To change a window size:**

Select the Size command from the System Menu and press **Enter** .

*HP 150 users, select the Size command and press **Return** .*

**To shrink a window to an icon:**

Select the Icon command from the System Menu and press **Enter** .

*HP 150 users, select the Icon command and press **Return** .*

**To zoom an icon or window, or dezoom a window:**

Select the icon or window and press **Alt** - **Enter** .

*HP 150 users, select the icon or window and press*

**Extend char** - **Return** .

**To end a Windows session (two ways):**

- Select the End Session command from the Special Menu of the MS-DOS Executive and press **Enter** .

*HP 150 users, select End Session and press* **Return** .

- Select the Close command from the System Menu of the MS-DOS Executive and press **Enter** .

*HP 150 users, select Close and press* **Return** .

## The next step:

Now that you have completed the Windows tutorial, you have the basic knowledge to run Windows.

For a review and more detailed description of the techniques learned here, refer to the chapter titled "Techniques."

For a description of using Windows to manage your files, discs, or directories, refer to the chapter titled "Using the MS-DOS Executive."

For a description of commands relating to specific WIN system applications, refer to the chapters titled "Using the Clipboard," "Using the Control Panel," and "Using the Spooler."

For instructions on using standard applications through Windows, refer to the chapter titled "Techniques for Standard Applications."

For instructions on using the WIN Desktop applications, refer to the *Microsoft Windows Desktop Applications User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*.





# 5

## Techniques

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This chapter describes, in detail, the various ways of carrying out Windows operations. Some of these techniques and operations have been described in the "Learning Windows" chapters; other techniques were not described in the lessons, but you may find them useful, nevertheless.

Individual WIN applications may require additional techniques for carrying out tasks.

See your application manual for details.

If you have a mouse, tablet, or touchscreen, you can combine pointer device and keyboard techniques to find the easiest way to perform a task.

## Using this chapter:

Most Windows operations described in the "Learning Windows" chapters can be carried out more than one way. In this chapter different techniques for the following operations are described:

- Selecting windows and icons
- Selecting objects in windows
- Choosing commands
- Choosing options in dialog boxes
- Running applications
- Expanding icons
- Moving windows
- Changing the size of windows
- Zooming windows
- Shrinking windows to icons
- Scrolling within windows
- Closing applications
- Ending Windows sessions

## Note



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If you already completed the tutorials in the "Learning Windows" chapters, you may just wish to skim this chapter for the double *asterisked* ( \*\* ) headings or instructions. The *asterisks* indicate operations, techniques, or shortcuts that were not talked about in your tutorials. Otherwise, you can use this chapter as a general reference.

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Headings will indicate whether instructions apply to keyboard users or to pointing device users. Where a heading gives no indication, instructions apply to both.

*Where keys to run the HP 150 are different from those for the HP Vectra, special instructions for the HP 150 are stated in italics immediately following the first set of instructions.*

*In the HP 150 instructions, **Extend char** refers to the left **Extend char** key unless otherwise noted.*

## Selecting Windows and Icons

This section describes techniques for selecting windows and icons. If you have started several applications on your computer, either as icons or windows, you need to select, or move to, the application you want to work in. When you select it, it becomes the active application.

### Selecting windows

#### With Keyboard:

- Use **Alt** - **Tab** to select windows from top to bottom and left to right.

*HP 150 users, use **Extend char** - **Tab**.*

- Use **Alt** - **Shift** - **Tab** to select windows from bottom to top and right to left.

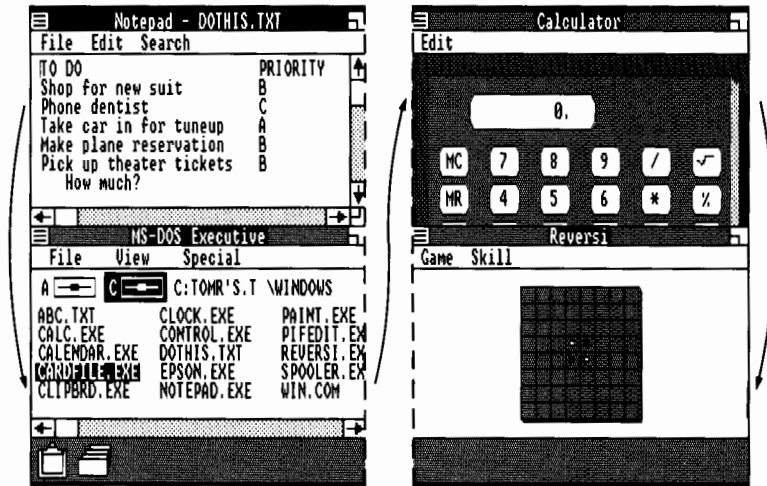
*HP 150 users, use **Extend char** - **Shift** - **Tab**.*

#### With a Pointing Device:

- Click anywhere within the window.



Press ALT-TAB to move from window to window--first down the column . . . then to the right.



Then icons are selected from the left to the right.

Press ALT-SHIFT-TAB to move in the opposite direction.

Figure 5-1. Selecting Windows and Icons

## Selecting icons

Once the selection has moved through the windows, it moves to the icon area.

### With Keyboard:

- Use **Alt** - **Tab** to select icons from left to right.

*HP 150 users, use* **Extend char** - **Tab**.

- Use **Alt** - **Shift** - **Tab** to select icons from right to left.

*HP 150 users, use* **Extend char** - **Shift** - **Tab**.

### With a Pointing Device:

- Click anywhere on the icon.

---

## Selecting an Object in a Window

Within a window, you sometimes *select* the object that the next command or action (such as copying, deleting, or running) will affect. The selected object is usually highlighted -- that is, it appears in reverse video.

### With Keyboard:

- Use the arrow keys to move to the object you want to select. In some cases, moving to the object selects it. If not, follow the instructions for your particular application.

### With a Pointing Device:

- Point to the item you want and click.

See your application manual for detailed information on selecting within a specific application. See the chapter titled "Techniques for Standard Applications" for information on selecting within non-WIN applications.

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## Choosing Commands from Menus

To *choose* a command means to select a command and start its execution. Windows commands are organized in *menus* on the menu bar. Each application has its own menus.

This section discusses techniques for displaying menus and choosing commands.

## Choosing System Menu commands

The Size, Move, Icon, Zoom, and Close commands are common to all WIN applications. They are all contained in the System Menu of that application.

### With Keyboard:

1. Press **Alt**-SPACEBAR to display the System Menu.

*HP 150 users, press **Extend char**-SPACEBAR.*

2. Press the initial letter of the command to highlight it.
3. Press the **Enter** key to carry out the command.

*HP 150 users, press **Return**.*

### With a Pointing Device:

1. Point to the System Menu box in the upper left corner of the window and press.
2. Drag the highlight down to the command you want.
3. Release.

## Choosing non-System Menu commands

The other commands are contained in the menus on the menu bar.

### With Keyboard:

1. Press **Alt**-SPACEBAR to display the System Menu.

*HP 150 users, press **Extend char**-SPACEBAR.*

2. Press the **▶** or **◀** arrow key to display the menu containing the command you want.
3. Press the initial letter of the command to highlight it.
4. Press the **Enter** key to carry out the command.

*HP 150 users, press **Return**.*

### \*\* Shortcut With Keyboard:

1. Hold down the **Alt** key and press the initial letter of the menu to display the menu.



*HP 150 users, hold down **Extend char** and press the initial letter of the menu.*

2. Press the initial letter of the command to highlight the command.
3. Release the **Alt** key to carry out the command.

*HP 150 users, release **Extend char**.*

You can press the **ESC** key to cancel a command or to make a menu go away.

\*\* If the menu has more than one command with the same initial, you may have to press the initial letter more than once. (For example, if two commands start with C you need to press C twice to get to the second one.)

\*\* If the menu bar has more than one menu with the same initial, use the  and  arrow keys to go to the second or third menu name with the same initial.

\*\* Occasionally you may notice that some commands on the menu are disabled (appear gray). You cannot choose these commands at this time. You may need to select something before choosing the command.

Your application may have *shortcut keys* -- they appear to the right of the menu command. Shortcut keys are usually function keys or control key sequences. Press a shortcut key to carry out a command without displaying a menu.

#### **With a Pointing Device:**

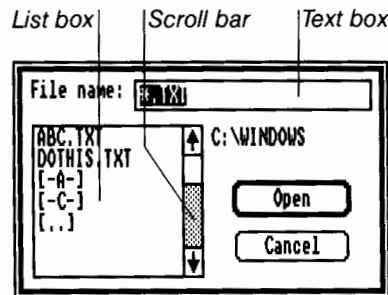
1. Point to the menu name and press.
2. Drag the highlight down to the command you want.
3. Release.

## Selecting Options in Dialog Boxes

This section describes techniques for selecting options in dialog boxes. Windows displays a dialog box when it needs additional information to carry out an action. The dialog box contains areas where you enter the information. The dialog box may show a message telling you the type of information needed.

Often a dialog box appears with information already in it reflecting what you've selected on the screen, or options chosen earlier. Some commands or options may appear in a gray tone, indicating that they are currently disabled.

The flashing underscore always shows where you are in the dialog box. When you move the underscore to a text box, it changes to a vertical line called the insertion point.

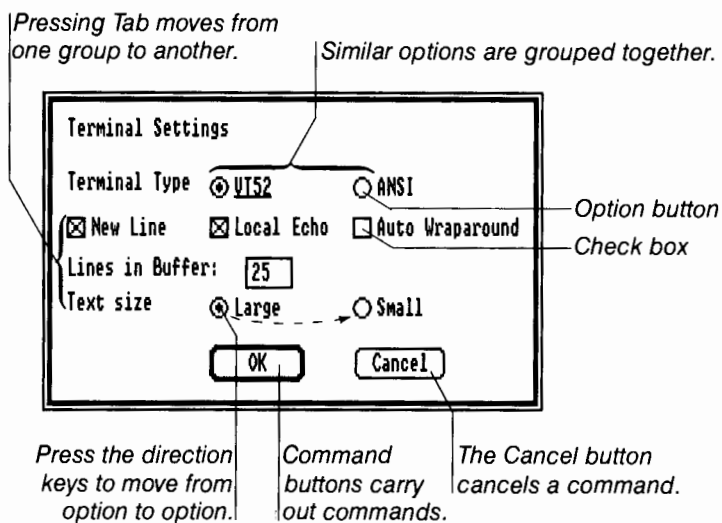


Press TAB to move from text box to list box.

Figure 5-2. A Dialog Box

- \*\* You type information in a *text box*. What you type appears to the left of the vertical line, which pushes existing text to the right as you type. You can press the BACKSPACE key to correct typing errors in a text box.

- \*\* The *list box* contains the names of available choices -- in this case, the names of files on the disc. The list box may have scroll bars if all available choices don't fit in the list box.
- \*\* Some dialog boxes contain *command buttons*, such as Save or Find (instead of Open and Cancel), which are labeled to indicate what the buttons will do.
- \*\* Square *check boxes* and circular *option buttons* let you select options for a particular command: check boxes represent options that are set on or off; option buttons let you select one option from a group of options.



**Figure 5-3. Check Boxes and Option Buttons**

## Moving in the dialog box \*\*

### With Keyboard:

The following table describes the ways to move within a dialog box:

**Table 5-1. Keys for Moving in a Dialog Box**

To:	Press:
Move within the dialog box	<input type="button" value="Tab"/> or <input type="button" value="Shift"/> - <input type="button" value="Tab"/> .
Move the insertion point within a text box	Arrow keys.
Move within a group of check boxes	<input type="button" value="Tab"/> .
Move and select within a group of option buttons	Arrow keys.
Move and select within a list box	<input type="button" value="▲"/> or <input type="button" value="▼"/> arrow keys.

## Selecting in a dialog box

### With Keyboard:

To make selections within a dialog box:

- Tab to the location and press SPACEBAR.

### With a Pointing Device:

1. Point to the item in the text box.
2. Click.



## Selecting the default command button \*\*

Command buttons with bold borders are defaults -- the options most frequently used. To automatically select the default options:

### With Keyboard:

- Press **Enter**.

*HP 150 users, press **Return**.*

Some dialog boxes have System Menus. You can use the Close command to close dialog boxes that have no Ok or Cancel button. You can also press the **ESC** key to close the dialog box.

## Running Applications

Usually you run applications from the MS-DOS Executive window.

### With Keyboard:

1. Use the arrow keys to move to the filename in the MS-DOS Executive window. (It will probably have an .EXE or .COM extension.)
2. Press the **Enter** key.

*HP 150 users, press **Return**.*

### With a Pointing Device:

- Double click the filename of the application you want to run. (This filename usually has an .EXE or .COM extension.)

See the chapter titled "Using the MS-DOS Executive" for information on the different ways you can run applications.

## Expanding Icons

This section describes techniques for expanding icons into windows and positioning them on the screen. *Expanding* an icon means moving the application icon from the icon area into the work area, and creating a window for the application.

### With Keyboard:

1. Select the icon in the icon area by pressing

**Alt** - **Tab** or **Alt** - **Shift** - **Tab**.

*HP 150 users, press*

**Extend char** - **Tab** or **Extend char** - **Shift** - **Tab**.

2. Press **Alt** - **SPACEBAR** to view the System Menu.

*HP 150 users, press* **Extend char** - **SPACEBAR**.

3. Choose the Move command.
4. Press the arrow keys to move the icon to the desired position on the screen.
5. Press the **Enter** key to complete the move.

*HP 150 users, press* **Return**.

### \*\* Shortcut With Keyboard:

1. Select the icon by pressing **Alt** - **Tab** or **Alt** - **Shift** - **Tab**.

*HP 150 users, press*

**Extend char** - **Tab** or **Extend char** - **Shift** - **Tab**.

2. Choose the Icon command from the System Menu.

Windows expands the new window just above where the icon was, below any windows already in the column. Other windows on the screen are adjusted.

**With a Pointing Device:**

1. Point to the icon in the icon area.
2. Press and drag the icon to the desired position in the work area.
3. Release.



\*\*

**Shortcut With a Pointing Device:**

- Double click on the icon.

The icon expands to a window just above the icon area.

**How Windows  
arranges your  
screen**

Windows uses the following conventions when you position and expand icons in the work area:

- If there are no windows on the screen, the new window fills the screen.
- If you position the icon within an existing window, the new window replaces it. The existing window shrinks to an icon in the icon area.

- If you position the icon on an existing window border, Windows adds the new window to those already on the screen. Where the window appears depends on the placement of the icon.

For example, if you position the icon on a horizontal border, the new window opens adjacent to that border.

If you position the icon on a vertical border, the new window opens adjacent to that border and creates a new vertical column on the screen. (For example, if you place the icon on a left border, the new window opens to the left of the existing window.)

If you place the icon on the intersection of window corners, Windows expands a horizontal window.

Windows are resized to affect the fewest number of windows; Windows usually adjusts and resizes any window(s) adjacent to a newly opened window.

- \*\* If you use the shortcut methods of expanding icons (choosing the Icon command or double clicking on the icon), Windows expands the new window in the column directly above the icon and below any windows already expanded in that column.

## Moving Windows

This section describes techniques for moving windows. You move windows in much the same way that you expand icons -- by selecting and then placing the icon on top of a window or a window border.

### \*\* With Keyboard:

1. Select the window you want to move by pressing **Alt** - **Tab** or **Alt** - **Shift** - **Tab**.

*HP 150 users, press*

**Extend char** - **Tab** or **Extend char** - **Shift** - **Tab**.

2. Choose the Move command from the System Menu. When you press **Enter**, an icon appears.

*HP 150 users, choose the Move command and press*

**Return**.

3. Move the window icon by pressing the arrow keys until the icon is resting in another window or on a window border.

4. Press the **Enter** key again to complete the move.

*HP 150 users, press* **Return**.

### With a Pointing Device:

1. Point to the middle of the title bar of the window you want to move and press. The pointer changes to an icon.
2. Drag the icon to the new location and release.

When you move a window, Windows follows the same placement rules used when you expand a window.

If you select a window that is already on the screen and position its icon within another window, the two windows will trade places.

---

## Changing the Size of Windows

This section describes techniques for changing window sizes. Although Windows adjusts the size of your windows automatically when you expand or move them, you may want to make some of the windows on the screen larger or smaller to suit your needs.

### With Keyboard:

1. Select the window by pressing **Alt** - **Tab** or **Alt** - **Shift** - **Tab**.

*HP 150 users, press*

**Extend char** - **Tab** or **Extend char** - **Shift** - **Tab**.

2. Choose the Size command from the System Menu. A small size box appears in the middle of your window.
3. Move the size box past the window borders to the size you want by pressing the arrow keys.
4. If you want a smaller window, move the size box beyond the window borders, then return to the size you want.
5. Press the **Enter** key to complete the action.

*HP 150 users, press* **Return**.

### With a Pointing Device:

1. Choose the Size command from the System Menu. The small size box appears in the window.



2. Move the size box to the size you want. To make the window larger, move the size box beyond the window border. To make the window smaller, move beyond, then back within, the borders.

3. Click.

**\*\* Shortcut With a Pointing Device:**

Some windows may have a small size box in their upper or lower right corner. If you have a mouse, tablet, or touchscreen, you can use this size box instead of the Size command to change the window size:

1. Point to the size box of the window you want to change.
2. To make the window larger, drag the size box beyond the window borders. To make the window smaller, drag beyond, then back within, the borders.
3. When the window is the size you want, release.

---

## Zooming

This section describes techniques for zooming and dezooming windows and icons. To display an application running as a window or icon full-screen, you can *zoom* it. To zoom with either keyboard or pointing device:

1. Select the window.
2. Choose the Zoom command from the System Menu.

**\*\* Shortcut With a Pointing Device:**

- Double click the size box to zoom a window.

or

- Hold down the **Shift** key, then double click on an icon to zoom that icon.

**Shortcut With Keyboard:**

- Select the window or icon and press **Alt** - **Enter** .

*HP 150 users, select the window or icon and press*  
**Extend char** - **Return** .

A zoomed window obscures all other windows as well as the icon area. When you zoom back out, or *dezoom*, Windows restores the screen to its previous state.

## Dezooming

To dezoom do any of the following:

- Choose the *Zoom* command from the System Menu.

or

- Double click the size box.

or

- Press **Alt** - **Enter** .

*HP 150 users, press **Extend char** - **Return** .*

---

## Shrinking Windows

This section describes techniques for shrinking a window into an icon. You *shrink* a window into an icon when you are finished working with it, but want it available to use later. The application is still running in memory (represented by the icon in the icon area), but is not taking up space in the work area. It is useful to shrink a window if you are running a time-consuming process and want to put it aside and return to it later. Also, you can shrink a window to make more room on your screen.

### With Keyboard:

1. Select the window you want to shrink by pressing

**Alt** - **Tab** or **Alt** - **Shift** - **Tab**.

*HP 150 users, press*

**Extend char** - **Tab** or **Extend char** - **Shift** - **Tab**.

2. Choose the Icon command from the System Menu.

### With a Pointing Device:

1. Point to the title bar of the window you want to shrink and press. The pointer changes to an icon.
2. Drag the icon into the icon area and release.

### \*\* Shortcut With a Pointing Device:

- Double click the title bar of the window you want to shrink.


## Scrolling \*\*

This section describes techniques for scrolling windows. When a file contains more information than can be displayed in a window, you can *scroll* the file forwards, backwards, or sideways to see the additional information.

### With Keyboard:



Once you have reached the last character or item in the window:

- Press the arrow key in the direction you want to scroll.



For example, to scroll right, go to the right-most character or item on the screen and keep pressing the  arrow key.

**Table 5-2. Keyboard Scrolling Techniques**

#### *HP Vectra users:*

To scroll:	Press:
Up one screen	
Down one screen	

#### *HP 150 users:*

To scroll:	Press:
Up one screen	
Down one screen	

### With a Pointing Device:

Some application windows have scroll bars, which let you use mouse, tablet, or touchscreen to scroll in the following manner:

**Table 5-3. Pointing Device Scrolling Techniques**

To scroll:	Do this:
One line at a time	click the scroll arrows at either end of the scroll bar.
One window at a time	click in the gray area on either side of the scroll box.
To a general location	drag the small white box (the <i>scroll box</i> ) in the scroll bar to a position in the scroll bar that corresponds to the general location you want (beginning, middle, or end of the file).

---

## Messages from Unselected Windows \*\*

When an unselected application needs to send you status or error information, you will hear a beep; the application will then flash its title bar or icon.

- Press **Alt** - **Tab** or **Alt** - **Shift** - **Tab** to select the application's window or icon.

*HP 150 users, press*

**Extend char** - **Tab** or **Extend char** - **Shift** - **Tab**.

The message will appear as soon as you have selected the window or icon.

---

## Closing Applications

You close an application -- remove it from memory -- when you are finished with it. To work with it again, you need to run the application from the MS-DOS Executive window.

To close an application with either keyboard or pointing device:

1. Select the application window you want to close.
2. Choose the Close command from the System Menu.

### \*\* Shortcut With a Pointing Device:

- Double click the System Menu box.

If you close the MS-DOS Executive window and no other windows are on the screen, it ends your session.

---

## Ending a Session

When you end a Windows session, you quit Windows and return to MS-DOS. If you have applications running when you end the session, you may be prompted to save them.

To end a session with either keyboard or pointing device:

1. Choose the End Session command from the MS-DOS Executive's Special Menu.
2. You will see a dialog box asking you to confirm that you want to end the session. Choose Ok.

# 6

## Using the MS-DOS Executive

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The MS-DOS Executive is displayed automatically whenever you start Windows.

The MS-DOS Executive gives you access to the MS-DOS commands. You use the MS-DOS Executive to run applications, copy or print files, and rename or delete files or directories. You can also create directories to organize files into convenient groups.



## Using this chapter:

This chapter describes using the MS-DOS Executive to do the following tasks:

- Selecting files, directories, or disc drives
- Running an application
- Running an application as an icon
- Managing (renaming, copying, printing, deleting, getting information on) files
- Managing (creating, displaying, changing, deleting) directories
- Managing (formatting, naming, changing) discs
- Running MS-DOS utility programs

## Note



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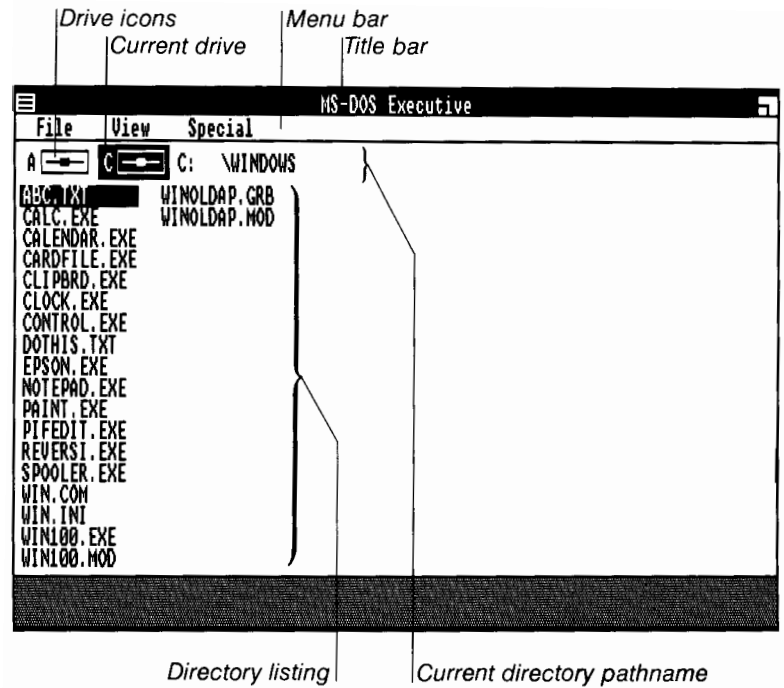
Operations or techniques not talked about in the "Learning Windows" chapters are marked with double asterisks ( \*\* ) in the heading or margin.

---

Headings will indicate whether instructions apply to keyboard users or to pointing device users. Where a heading gives no indication, instructions apply to both.

*Where keys to run the HP 150 are different from those for the HP Vectra, special instructions for the HP 150 are stated in italics, immediately following the first set of instructions.*

*In the HP 150 instructions, **Extend char** refers to the left **Extend char** key.*



**Figure 6-1. The MS-DOS Executive**

The MS-DOS Executive is displayed automatically when you start Windows.

The *directory listing* shows the files in the current directory.

The *menu bar* contains the names of the MS-DOS Executive menus.

The *title bar* displays the application name.

The *drive icons* represent the disc drives of your computer. The *current drive* is highlighted in reverse video.

The *pathname* in the MS-DOS Executive shows what directory you are in. The pathname consists of the drive name, followed by the volume name (if there is one), then the current directory pathname.

The *flashing underscore* shows where you are in the window.

If the entire listing can't fit in the window, the MS-DOS Executive will display a horizontal *scroll bar*. See the chapter titled "Techniques" for more information on scrolling.

For detailed information on MS-DOS directory structure and files, see the MS-DOS manuals, *Vectra MS-DOS User's Reference*, or *Using Your HP Touchscreen Personal Computer*.

## Making Selections

When you work with Windows, you need to *select* the object that the next command or action will affect. The selected object is usually highlighted -- that is, it appears in reverse video.

This section describes how to select filenames, directories, or drives in the MS-DOS Executive.

To select a file or directory (shown in bold) in the MS-DOS Executive window, use the arrow keys to move the flashing underscore to the file or directory name. You can also type the first letter of a filename or directory name -- for example, if you type **S**, you go to the first filename or directory beginning with S. Typing **S** again takes you to the second filename or directory beginning with S, and so on.

### With Keyboard:

The following table describes how to make selections from the keyboard:

**Table 6-1. Selecting Items in the MS-DOS Executive**

To select:	Press:
A filename or directory	arrow keys or initial letter
Drive icons	<b>CTRL</b> -drive letter

### With a Pointing Device:

- Point to the drive, filename, or directory you want and click.

## Deselecting an item \*\*

You can cancel or deselect an item you already selected.

### With Keyboard:

1. Use the arrow keys to underscore the highlighted item.
2. Press SPACEBAR.

### With a Pointing Device:

1. Point to the highlighted item.
2. Press the **Shift** key and click.

---

## Selecting Multiple Items

This section describes selecting multiple items in the MS-DOS Executive.

Selecting more than one item allows you to carry out DOS and Windows operations on more than one item at a time. For example you can select several files in the menu and then copy, delete, or get information on all of them with one command.

## Selecting scattered files \*\*

You can select files that are scattered throughout the MS-DOS Executive listing:

### With Keyboard:

1. Use the arrow keys to move the underscore to the first file you want to select.
2. Press **Shift**-SPACEBAR to select it.

3. Press **CTRL**-arrow key to move across files you don't want to select.
4. Repeat steps 2 and 3 to select all desired files.

#### With a Pointing Device.

1. Hold down the **Shift** key and click on each file you want to select.
2. Release the **Shift** key.

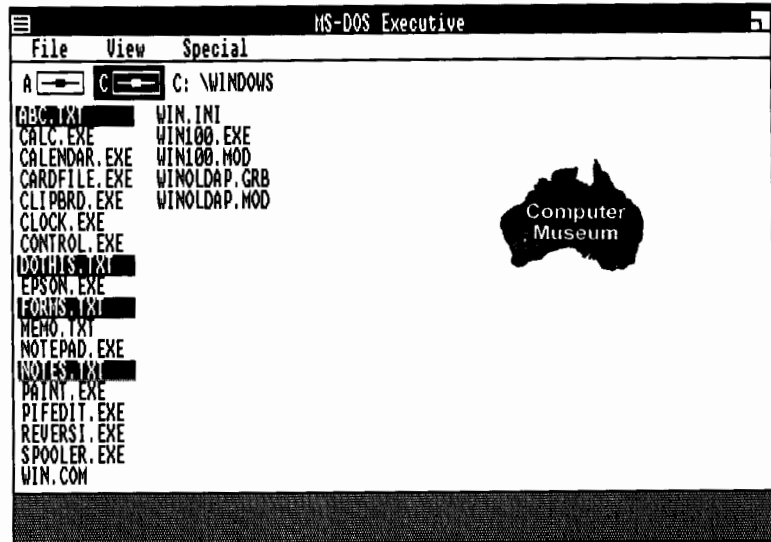


Figure 6-2. Selected Scattered Files

#### Selecting a block of files \*\*

You can also select a block of files -- that is, files that are next to each other:

#### With Keyboard:

1. Move the underscore to the first file you want to select.

2. Hold down the **Shift** key and use the arrow keys to move to the rest of the files you want to select. The filenames will be selected as you move across them.
3. Release the **Shift** key when you are finished selecting.

#### With a Pointing Device.

1. Point to the first file you want to select.
2. Hold down the **Shift** key and click on all files you want to select.
3. Release the **Shift** key when you have selected the files you want.

#### Note



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Selecting more than one file allows you to carry out Copy, Delete, Get Info, or Print commands on a group of files; however you cannot carry out Run, Load, or Rename commands on more than one file at a time.

---

The chapter titled "Techniques" contains more information about selecting and about other basic skills.

---

## Scrolling

If your MS-DOS Executive lists more directory or filenames than fit in one window, it will display scroll bars that allow you to scroll the screen.

See the chapter titled "Techniques" for details on how to scroll with the keyboard and with the mouse.

---

## Running an Application

This section describes techniques for running, or starting, an application with the MS-DOS Executive.

---

### Note



To run standard applications, see the chapter titled "Techniques for Standard Applications."

---

An application file usually has the name of the program as the filename, with an .EXE or .COM extension. For example, the file containing the Calculator program is CALC.EXE.

You run applications from the MS-DOS Executive window. Running an application file loads the file into a window, usually replacing the MS-DOS Executive window.

#### With Keyboard:

- Select the application filename and press the **Enter** key.

*HP 150 users, select the application filename and press **Return**.*

#### With a Pointing Device:

- Point to the filename and double click.



## Using the Run command \*\*

To run an application in a different directory, use the Run command from the MS-DOS Executive File Menu. The Run command lets you supply additional information, such as a pathname or a command line argument:

1. Choose the Run command from the File Menu. The Run dialog box appears.
2. Type the application filename in the text box. Include the .EXE or .COM filename extension. Include additional information (such as a pathname) if you need to.
3. Choose Ok.

## Running an application through its data file \*\*

Many WIN applications supply a particular filename extension to the files you create with them (e.g., Notepad creates files with .TXT extensions; Cardfile creates files with .CRD extensions). With applications of this type, you can run an application and open a file -- for example, a text file or a data file -- in one step:

- Select and run the text or data file you want to open in the same way you would its application file.

The application will run automatically and open the text or data file you selected.

The data filename extensions that will automatically run an application are set in the [extension] section of the Windows WIN.INI file. See the appendix titled "Customizing Your WIN.INI File" for details.

## Running an Application as an Icon

This section describes techniques to run or load applications as icons. You can run, or activate, one or more applications as icons. When you run an application as an icon, the selected application appears as an icon in the icon area rather than replacing the MS-DOS Executive on the screen.

### With Keyboard:

1. Select the filename and press **Shift** - **Enter**.

*HP 150 users, select the filename and press*

**Shift** - **Return**.

2. Repeat to run additional applications as icons.

### With a Pointing Device:

- Hold down the **Shift** key and double click on the application filename; repeat to run additional applications as icons.

## Using the Load command \*\*

If you want to run an application as an icon, but need to supply additional information (such as a pathname or parameters), use the Load command from the File Menu:

1. Choose the Load command from the MS-DOS Executive File Menu.
2. Type the application filename in the text box. Include the .EXE or .COM filename extension. Include any additional information (such as a pathname) you need.
3. Choose Ok.

---

## Working With Files

This section describes renaming, copying, printing, deleting, and getting information about files with the MS-DOS Executive.

A file can contain a document, an application, a program you have written, or lines of text.

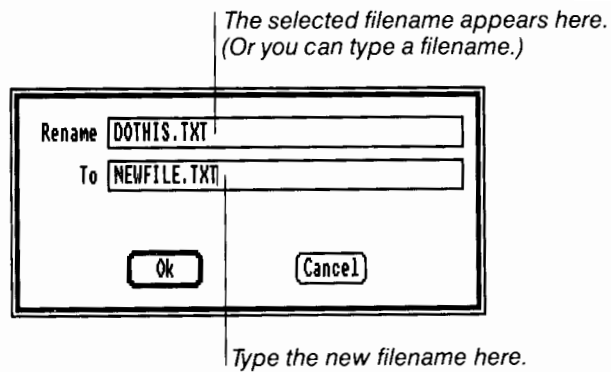
Files in Windows use MS-DOS filenaming conventions. See your HP Vectra or HP 150 DOS user manuals for information on naming files, directories, and paths.

Since many applications automatically supply a filename extension, you needn't supply one unless you want to. When deleting files, however, you must supply the entire filename, including any extension.

### Changing the names of files \*\*

To change a filename, use the Rename command from the MS-DOS Executive File Menu:

1. Select the file you want to rename.
2. Choose Rename from the File Menu. The Rename dialog box appears.
3. Type the new filename in the To text box.
4. Choose Ok.



**Figure 6-3. The Rename Dialog Box**

### **Copying files \*\***

To copy a file under a new name or create a copy in a different directory, use the Copy command from the File Menu:

1. Select the file you want to copy.
2. Choose the Copy command from the File Menu. The Copy dialog box appears. The selected filename appears in the text box labeled Copy.
3. Type the new filename, or the directory you want to copy to, in the text box labeled To.
4. Choose Ok.

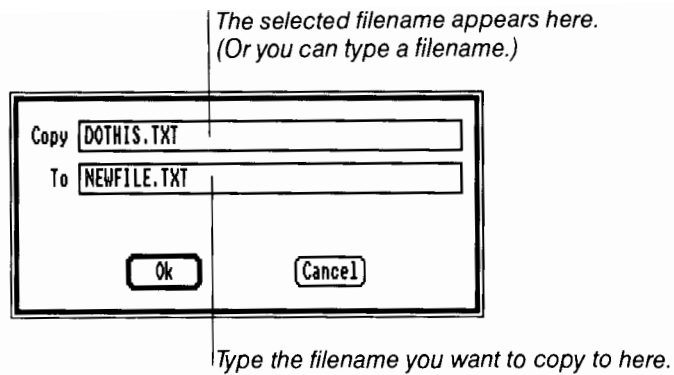


Figure 6-4. The Copy Dialog Box

### Copying groups of files \*\*

To copy several files at the same time, you select all the files and then copy them all in one operation.

1. Select all the files you want to copy.
2. Choose the Copy command from the File Menu.
3. You will see all the selected filenames in the Copy text box. In the To text box, type the files or directory that you want the files copied to.
4. Choose Ok.

#### Note



---

You cannot copy more than one file to a single file. You can copy multiple files to a directory.

---

For details on selecting groups of files, see "Making Selections" in this chapter.

## Printing files \*\*

Most applications have a command that prints files you create with that application. You should use that command whenever possible.

However, if you want to print files from the MS-DOS Executive, you can use the Print command from the File Menu. You can print text files, data files, or pictures with the Print command:

1. Select the file you want to print.
2. Choose Print from the File Menu. The Print dialog box will appear.
3. Choose Ok.

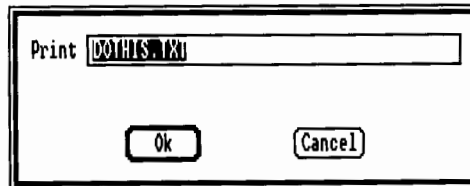


Figure 6-5. The Print Dialog Box.

Execution of the Print command creates a print spool file which is sent to the Spooler program. See the chapter titled "Using the Spooler" for more information on the spooler.

**Note**

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Refer to the hardware manual for your printer for instructions on setting up the printer and connecting it to your computer.

If printing with an HP ThinkJet or HP2603A printer, see the section titled "Using HP Printers" in the appendix titled "Windows Updates."

---

See the chapter titled "Using the Control Panel" for details on setting up, adding, or removing a printer.

**Deleting files \*\***

When a file is no longer useful, you may want to delete it to make room for other files. When you delete a file, you remove it from the disc permanently. You delete files with the Delete command from the File Menu:

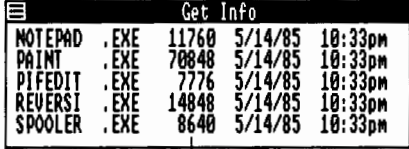
1. Select the file you want to delete.
2. Choose Delete from the File Menu. The Delete dialog box displays the name of the selected file.
3. Choose Ok.

To delete more than one file at a time, select all the files you want to delete, then follow the procedure above.

## Getting information about files \*\*

If you want more information about a particular file or group of files, you can use the Get Info command from the File Menu. When you choose Get Info, Windows displays a dialog box showing the filename(s), size in bytes, and the date and time it was created or last changed:

1. Select the files you want information for.
2. Choose Get Info from the File Menu. The Get Info dialog box will appear. (You may need to scroll to see all the information in the dialog box.)
3. When you are finished looking at the dialog box, press  or choose the Close command from the System Menu or the dialog box.



Get Info				
NOTEPAD	.EXE	11760	5/14/85	10:33pm
PAINT	.EXE	70848	5/14/85	10:33pm
PIFEDIT	.EXE	7776	5/14/85	10:33pm
REVERSI	.EXE	14848	5/14/85	10:33pm
SPOOLER	.EXE	8640	5/14/85	10:33pm

Labels below the table:  
- *Filenames* (under the first two columns)  
- *Size in bytes* (under the third column)  
- *Date and time created or changed* (under the last two columns)

Figure 6-6. The Get Info Dialog Box



---

## Working With Directories

This section describes creating, displaying, changing and deleting directories with the MS-DOS Executive.

A directory organizes a group of files under a single name. You can also create subdirectories within a directory.

The name of the current directory (the one you are in now) is always shown in the pathname at the top of the MS-DOS Executive window. (A pathname is a sequence of directory names with backslashes separating the names.)

Directory names appear at the beginning of the directory listing in the MS-DOS Executive window. A directory name appears in bold letters when the listing is in short form. When the listing is in long form, directory names are listed in one long column followed by DIR.

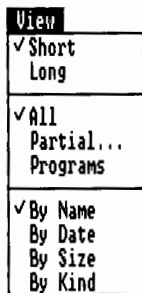
### Creating directories \*\*

You must create a directory before you can put files in it:

1. Choose the Create Directory command from the Special Menu. The Create Directory dialog box will appear.
2. Type the new directory name.
3. Choose Ok.

Once you create a directory, you can use the Copy command from the File Menu to copy files into it. See Copying Files in this chapter for details. You can use an application to create new files for the directory.

## Changing the directory display \*\*



When you first start Windows, the files in the MS-DOS Executive window are listed in alphabetical order. The directory names are at the top of the list.

However, sometimes you will want to see the files listed in a different way. Perhaps you want to see them in order of their size, or by the date they were created or changed. Or perhaps you would like to see only files having the same extension.

You can change the order in which files are listed by using commands from the View Menu.

### The View Menu

The commands in the View Menu are divided into three groups. Some commands have checkmarks beside them. This means that these commands are in effect.

When you choose a command from the View Menu, it affects only the directory you are displaying at that time.

You can choose a command from each group on the View Menu to list your files in different ways:

- The *Short* command displays a listing in multiple columns by filename only.
- The *Long* command displays each file's filename, extension, size in bytes, and date and time created or last changed. The display is in one long column.
- The *All* command lists all files in the directory.
- The *Partial* command lets you specify a subset of the directory to display.

- The *Programs* command displays files with .EXE, .COM, and .BAT extensions only.
- The *By Name* command sorts the listing alphabetically.
- The *By Date* command sorts a directory by the date and time each file was created or most recently changed (with most recent first).
- The *By Size* command sorts files in a directory from largest to smallest (in bytes).
- The *By Kind* command sorts files alphabetically by filename extension.

All commands except *Partial* take effect as soon as you choose them. See the following procedure for details on using the *Partial* command.

### Displaying part of a directory \*\*

You may not always want to see all the files in a directory, but would prefer to see only some files. For example, you may want to see only the files with the .EXE extension. Use the *Partial* command to specify the kind of files you want to see:

1. Choose *Partial* from the *View Menu*. The *Partial* dialog box will appear.
2. In the text box, specify the file or files you want to see. Use wildcard characters to tell Windows which sort of file to display -- for example, type \*.EXE to display all filenames with the .EXE extension.

Wildcards are special characters used to represent other characters in a filename. See the manuals titled *Using Vectra: MS-DOS Version* or *Using Your HP Touchscreen Personal Computer* for details on using wildcards to specify filenames or directory names.

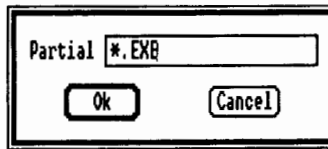


Figure 6-7. The Partial Dialog Box

3. Choose Ok.

### Changing directories \*\*

You can change directories when you want to see what is in another directory, or want to work with the files in another directory. You can move from one directory to another easily with the Change Directory command from the Special Menu. With keyboard or pointing device:

1. Choose the Change Directory command from the Special Menu. A dialog box appears. The text box contains the name of the directory you are in now.
2. Type the directory you want to go to, including a drive letter and pathname if you wish.
3. Choose Ok.

### Changing to a lower directory \*\*

You can use the MS-DOS Executive directory list to quickly change to any sub-directory of the current one.

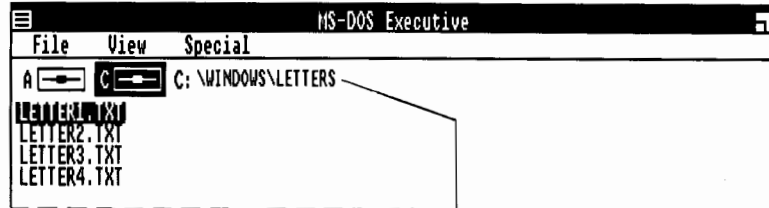
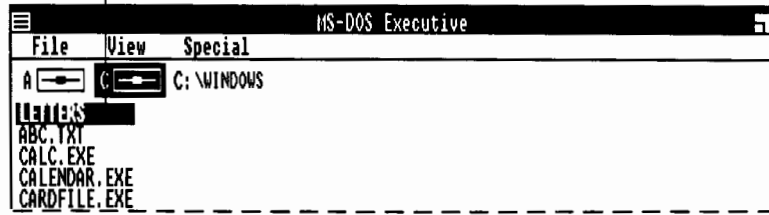
#### Shortcut With Keyboard:

1. Select the name of the directory you want (directories appear in boldface).

2. Press the **Enter** key.

*HP 150 users, press **Return**.*

*To go to this directory, highlight it and press ENTER (or double click).*



*The LETTERS directory listing appears.*

*The pathname shows you are in the LETTERS subdirectory.*

**Figure 6-8. Changing Directories**

**Shortcut With a Pointing Device:**

- Point to the name of the directory you want, then double click .

**Using the pathname \*\***

The pathname at the top of the MS-DOS Executive window always shows your location in the directory structure. If you have a pointing device, you can move quickly from one directory to another by clicking on the pathname.

When you click on the pathname, the Change Directory dialog box appears. The pathname to the left of the place you clicked appears in the text box. You can type the pathname of any directory you want, then click Ok.

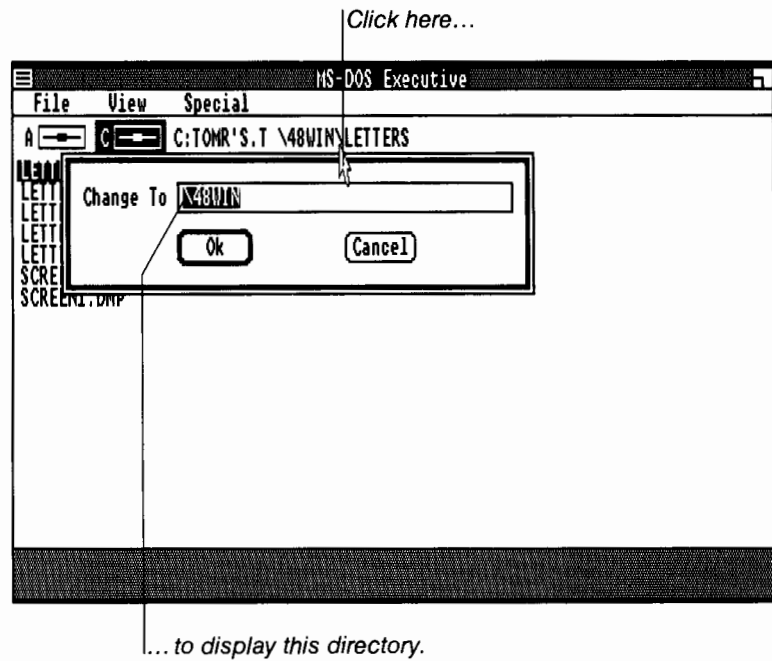


Figure 6-9. Changing Directories with a Pointing Device

### Changing to a higher directory \*\*

You can use the pathname or the BACKSPACE key to quickly change to a higher directory.

#### Shortcut With a Pointing Device:

- Point to the pathname and double click on the directory where you want to go.

To change to the root directory, double click on the first back slash in the pathname.

### Shortcut With Keyboard:

- Press the BACKSPACE key.

Each time you press, you change to the next higher directory.

### Displaying multiple directories \*\*

To display two different directories at the same time, run a second MS-DOS Executive window and select a different directory or disc icon in each window.

#### With Keyboard:

1. In the MS-DOS Executive window select MSDOS.EXE (on a flexible drive system, this is located on the Windows System disc).
2. Start the second MS-DOS Executive as an icon.
3. Select the Move command in the System Menu to place the MS-DOS Executive icon in the work area on a Window border.
4. When the second MS-DOS Executive window appears, select the directory that you want to see and press **Enter**.

*HP 150 users, select the directory and press **Return**.*

#### With a Pointing Device:

1. In the MS-DOS Executive window select MSDOS.EXE (on a flexible drive system, this is located on the Windows System disc).
2. Start the second MS-DOS Executive as an icon.
3. With the pointing device, place the MS-DOS Executive icon in the work area on a Window border and release to expand into a window.

4. When the second MS-DOS Executive window appears, point to the directory that you want to see and doubleclick.

### **Displaying directories on other discs \*\***

You can use the MS-DOS Executive to quickly display the directories on other discs.

#### **With Keyboard:**

- Press **CTRL** plus the drive letter to choose a drive icon; this displays the directories on the disc in that drive.

#### **With a Pointing Device:**

- Click on the desired drive icon.

Each copy of the MS-DOS Executive window acts independently of the other(s), so you can display and work with different directories in each window.

See the chapter titled "Techniques" for details on running applications as icons and moving them into the work area.

### **Printing directory listings \*\***

Windows prints the directory listing as it appears in the MS-DOS Executive window:

1. Select the directory.
2. Choose the Print command from the File Menu. The Print dialog box appears.
3. Choose Ok.



To print the current directory, first deselect any files or directories that are selected. (To deselect a filename or directory, press SPACEBAR. If you have a pointing device, point to the selected filename, press the **Shift** key and click .) Then use the procedure described above.

## **Deleting directories \*\***

Before you can delete a directory permanently from the disc, you must first delete all files in the directory. Windows will not delete a directory that contains files. This precaution protects you from losing files should you unintentionally try to delete a directory.

To delete a directory:

1. Select all the files in the directory and choose the Delete command from the File Menu to delete them.
2. Select the directory name and choose the Delete command from the File Menu.

---

## Working With Discs

You can use the MS-DOS Executive to format and name data and system discs and change the current disc or disc drive.

### Formatting a disc \*\*

Before you can use a new disc, you must first prepare the disc by *formatting* it. You can format the disc as a data disc or a system disc. A data disc is a blank formatted disc for storing data. A system disc contains the files necessary for starting DOS. You cannot format a hard disc in Windows.

#### To make a data disc:

1. Insert the new disc in your computer's disc drive.
2. Choose the Format Data Disk command from the Special Menu. A dialog box will appear.
3. Choose the button for the drive containing the new disc.
4. Choose Ok.

---

#### Caution



Formatting a disc erases any information that is already on the disc.

You must format a disc *only* in a like-capacity drive; for example, format a 1.2 megabyte disc *ONLY* in a 1.2 megabyte drive; format a 360K disc *ONLY* in a 360K drive.

---

### To make a system disc:

To make a system disc, use the Make System Disk command from the Special Menu. Insert a *blank* disc in your drive and use the same procedure described for making a data disc. The Make System Disk command may request that you insert your DOS system disc.

### Naming discs \*\*

To identify a disc by its contents, give it a volume name. Use the Set Volume Name command on the Special Menu:

1. Select the drive icon for the drive containing the disc you want to name.
2. Choose Set Volume Name from the Special Menu.
3. The Set Volume Name dialog box appears. Type a name in the text box.
4. Choose Ok.

The volume name for the disc will appear after the drive letter in the pathname.

### Changing disc drives \*\*

You can use the MS-DOS Executive to change the current disc or disc drive.

#### With Keyboard:

- Press **CTRL** plus the letter of the desired disc or disc drive.

#### With a Pointing Device:

- Click on the desired drive icon.

---

## Running MS-DOS Utility Programs

MS-DOS utility programs are those programs supplied on your MS-DOS discs to help you manage your system. You can run MS-DOS utilities two ways within Windows: directly from the MS-DOS Executive, or from the COMMAND.COM utility.



### Running from the MS-DOS Executive \*\*

Some MS-DOS utility programs such as EDLIN or CHKDSK can be run directly from the MS-DOS Executive.

1. In the MS-DOS Executive window display the directory or drive containing the MS-DOS utilities.
2. Run the desired utility.

---

#### Note



If you run the CHKDSK utility within Windows, the last two lines of the CHKDSK report, "bytes total memory," and "bytes free." will be incorrect. For the correct reading of free memory, use the About command in the System Menu of the MS-DOS Executive.

---

### Running from COMMAND.COM \*\*

You can also run MS-DOS utilities in Windows by first running COMMAND.COM; this allows you to run utilities that require you to type extra information:

1. Do one of the following:
  - Dual-flexible drive users, insert a disc containing COMMAND.COM (this file is not on the Windows disc) and display this disc in the MS-DOS Executive window.

- Hard disc users, display the root directory (containing COMMAND.COM) in the MS-DOS Executive window.
2. Run COMMAND.COM from the MS-DOS Executive window.
  3. Type the command you want to run and press the **Enter** key.

*HP 150 users, type the command and press **Return**.*

The utility file supporting this command must be located in the current drive or directory or in a directory specified in the DOS path.

4. When you are finished, type **EXIT**, then choose the Close command from the System Menu to close COMMAND.COM.

## Note



---

To run successfully in Windows, a utility must have an entry in the [pif] section of the WIN.INI file or be supplied with a PIF file. See the chapter titled "Techniques for Standard Applications" for more information.

---

# 7

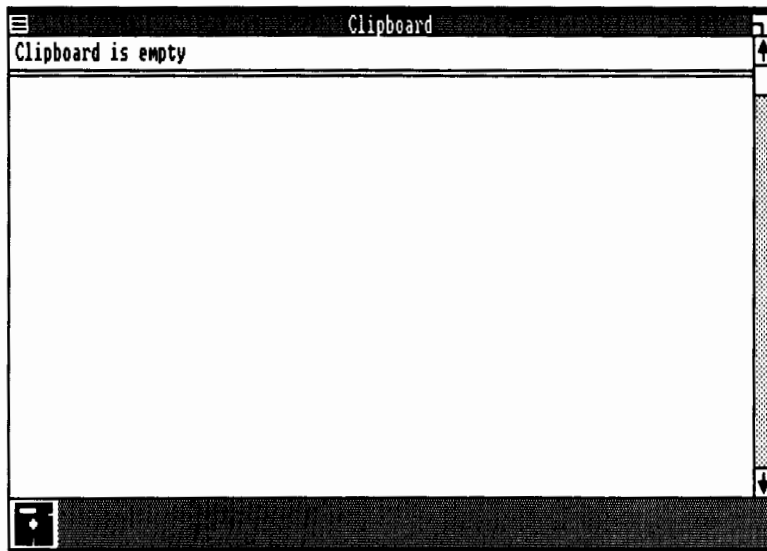
## Using the Clipboard

---

In Windows, the Clipboard holds information from other applications which is being copied or moved. Clipboard enables you to move or copy information:

- From one place in a window to another. For example, you can move text around in a report as you edit.
- From one window to another window. For example, you can copy information from one report into another report.
- From one application to another application. For example, you can move a picture from Paint or a total from Calculator into the text of a report.

You don't have to *run* Clipboard to actually use it; the Cut, Copy, Paste, and screen snapshot commands executed in other applications will automatically use Clipboard to store or transfer the information they need.



**Figure 7-1. An Empty Clipboard**

### **Cut, Copy, and Paste**

To put information from your application onto the Clipboard, use your application's Cut, Copy or screen snapshot commands.

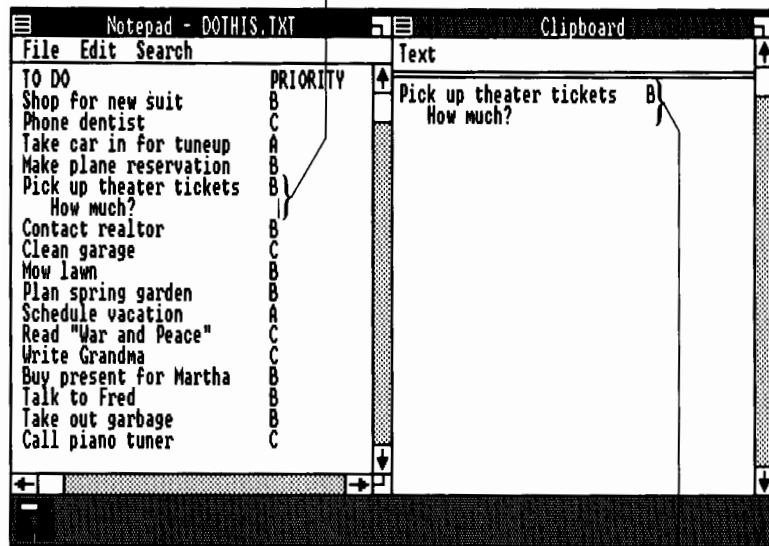
To insert information from the Clipboard to your application, use your application's Paste command.

While your application may have different names for these commands, they should operate in this way:

- The Cut command *deletes* the selected information from the window and places it on the Clipboard.
- The Copy command *makes a copy* of the selected information and places it on the Clipboard, leaving the selected information in its original location.

- The screen snapshot command is a key sequence you can use in most standard applications to copy a *screenful of information*. This information is then placed on the Clipboard. The screen snapshot key sequence is **Alt** - **Prt** for HP Vectra users and **Extend char** - **Prt** for HP 150 users.
- The Paste command *inserts* information from the Clipboard to a selection in a window. If there is an insertion point, the information appears to the left of the insertion point. If there is a selection, then the information from the Clipboard replaces the selection. You can paste the same information from the Clipboard as many times as you wish.

*This text was copied.*



*The text appears in the Clipboard*

**Figure 7-2.** Text Copied from the Notepad to the Clipboard



Generally, text and data are stored on the Clipboard and the formatting for your text or data is not. However, this can vary from application to application.

## Note



---

Some standard applications have commands similar to Cut, Copy, and Paste, although they don't necessarily use the Windows Clipboard to transfer information.

Some standard applications (*non-transferring* applications) cannot use the Clipboard to transfer information.

---

### Displaying the Clipboard

For most applications the Clipboard is always available when you are running Windows. Although you needn't run any file to use the Clipboard, you can run a file to display the Clipboard contents. To display the contents of the Clipboard

- Run CLIPBRD.EXE from the MS-DOS Executive Window.

## 8

# Using the Control Panel

---

You use the Control Panel to adjust such Windows system settings as date and time, printer assignments, and baud rates for communications devices. You can also specify screen colors.

The Control Panel lets you adjust these settings quickly and easily without running the Setup program again. Many of the changes you make in the Control Panel are reflected in the WIN.INI file. (See the appendix titled "Customizing Your WIN.INI File" for information about WIN.INI.)

**Using this chapter:**

This chapter describes using the Control Panel to effect the following changes in your Windows system:

- Changing the time
- Changing the date
- Changing the cursor blink rate
- Changing the double click rate
- Adding or removing printers
- Configuring your system (setting your printer and communications ports)
- Adding or removing fonts
- Selecting screen colors
- Changing the active mouse button
- Changing the country settings

Headings will indicate whether instructions apply to keyboard users or to pointing device users. Where a heading gives no indication, instructions apply to both.

To run the Control Panel:

- Run CONTROL.EXE from the MS-DOS Executive window.

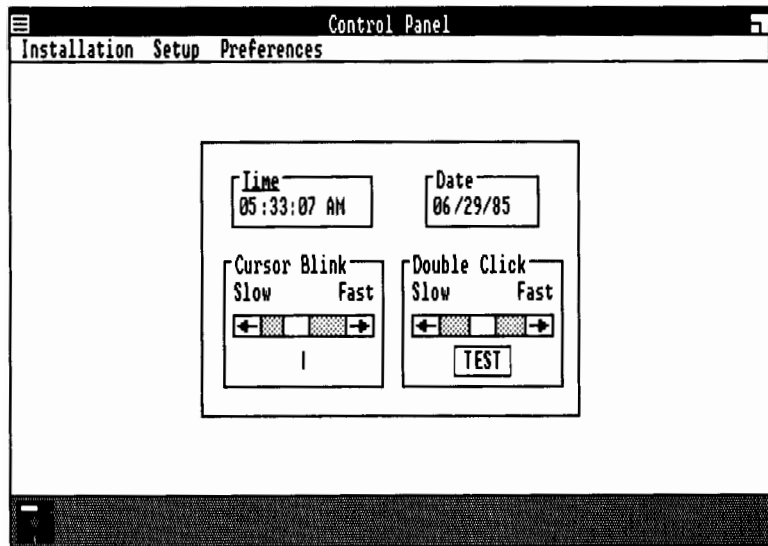


Figure 8-1. The Control Panel

The Control Panel has four sections: Time, Date, Cursor Blink, and Double Click. There are three menus: Installation, Setup, and Preferences.

## Changing the Time

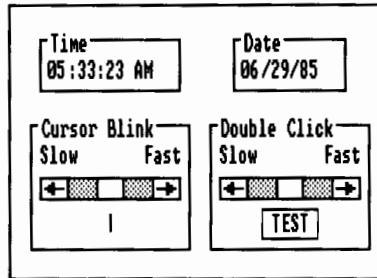


Figure 8-2. The Time Section

The time you set from the Control Panel will be reflected in any application (such as Clock or Calendar) that uses the system time.

### With Keyboard:

1. Press  , if necessary, to move to the Time section.
2. Use the  and  arrow keys to highlight the hours or minutes you want to change.
3. Press the  key to increase the number; press the  key to decrease the number.

### With a Pointing Device:

1. Click the part of the time (for example, minutes) you want to change.
2. Click the up arrow to increase the number or the down arrow to decrease the number.

## Changing the Date

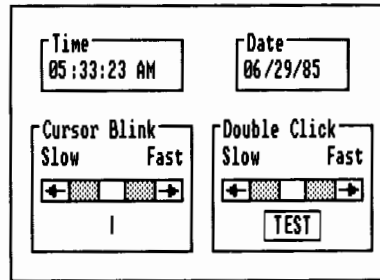


Figure 8-3. The Date Section

You change the date the same way that you change the time.

### With Keyboard:

1. Press the  key to move to the Date section.
2. Use the  and  arrow keys to highlight the number you want to change.
3. Press the  key to increase the number; press the  key to decrease the number.

### With a Pointing Device:

1. Click to highlight the number you want to change.
2. Click the up arrow to increase the number or the down arrow to decrease the number.

## Changing the Cursor Blink Rate

Some applications have an underscore (cursor) or insertion point that blinks. The blink rate is the frequency at which the cursor flashes.

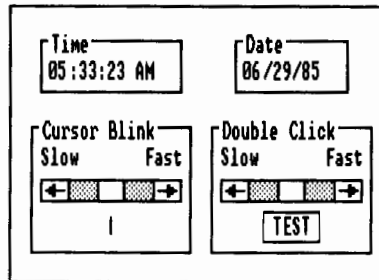


Figure 8-4. The Cursor Blink Section

### With Keyboard:

1. Press the **Tab** key to go to the Cursor Blink section.
2. Press the **Left Arrow** or **Right Arrow** key to scroll to the setting you want. The farther right you scroll, the faster the blink rate.

The vertical cursor within the Cursor Blink section reflects the new setting. This rate will stay in effect until you change it again.

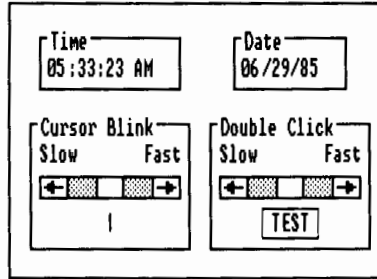
### With a Pointing Device:

- Click the right or left scroll arrow,  
or
- Drag the scroll box within the scroll bar.

## Changing the Pointing Device Double Click Rate

The following information about double click rates is for mouse, tablet, or touchscreen users.

When you double click with the mouse button, stylus point, or touchscreen, Windows interprets your action by the speed with which one click follows another. You can change the expected speed in the Double Click section.



**Figure 8-5. The Double Click Section**

To change the double click rate:

- Click the right or left scroll arrow in the Double Click section,

or

- Drag the scroll box within the scroll bar.

The farther right you scroll, the faster Windows expects a double click.



You can test the new double click setting by double clicking the Test button. The color of the test button will change if you click your mouse button or stylus point, or tap your touchscreen quickly enough for Windows to read your actions as a double click.

---

## **Adding and Removing Printers**

When you first set up Windows, you select the printer you'll use with your system. To change this selection, use the Add New Printer and Delete Printer commands from the Installation Menu.

### **Adding printers**

To add a new printer to your system:

1. Choose the Add New Printer command in the Installation Menu. A dialog box prompts you to insert the disc containing the printer driver file you want to install into an available disc drive.

Usually this disc is your Windows Utilities disc, though sometimes it could be a disc supplied with your printer.

2. Insert this disc in the drive specified or type an alternative drive in the dialog box and insert the disc in that drive. Then choose Ok.

A second dialog box appears, listing the printers available on the disc.

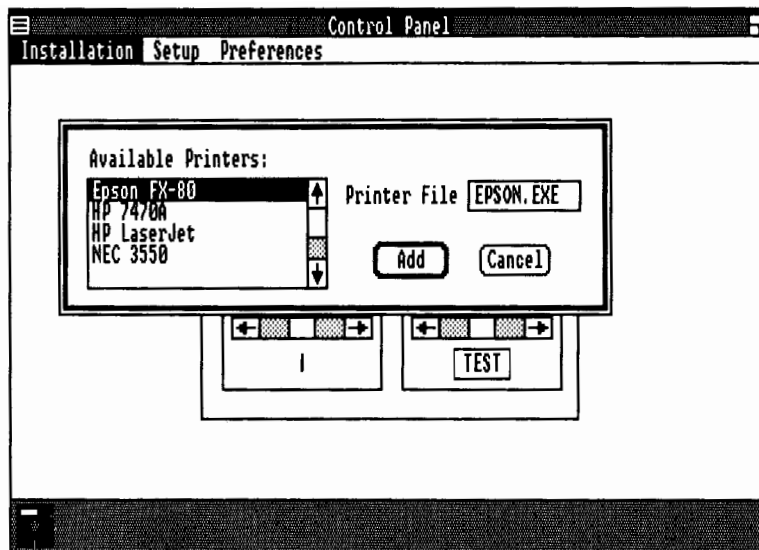


Figure 8-6. The Add Printer Dialog Box

3. Select the printer that you want from the list box. (The name of the corresponding printer driver file appears in the Printer File text box at the right.)

**Note**



Drivers for HP peripherals are developed and fully supported by Hewlett-Packard. Drivers for Non-HP peripherals are included for your convenience.

4. Choose the Add button.
5. A dialog box prompts you to enter the drive or directory you want to copy the printer file to. The drive containing the Windows System disc or the directory containing the Windows system files will appear in the text box. If you want to change this, type the drive or directory you want in the text box. (The directory must already exist.)

**Note**

---

If you do not specify a drive or directory, the file will be copied to the Windows System disc if you have a dual-flexible drive system. The file will be copied to the directory containing Windows if you have a hard disc system.

---

6. Choose Ok.

**The next step: configure your system**

Whenever you add a new printer to your system, you must let Windows know which port the printer is connected to. See "Configuring Your System" in this chapter for more information on this procedure.

**Note**

---

If you have added an HP ThinkJet or HP2603A printer to your list of available printers, see "Using HP Printers" in the appendix titled "Windows Updates."

---

**Removing printers**

To remove a printer from your system, use the Delete Printer command from the Installation Menu.

1. Choose the Delete Printer command. A dialog box will list the printers you have set up.
2. Select the printer name you want to remove from the list box. The name of the corresponding printer driver file appears in the text box.

3. Choose the Delete button.

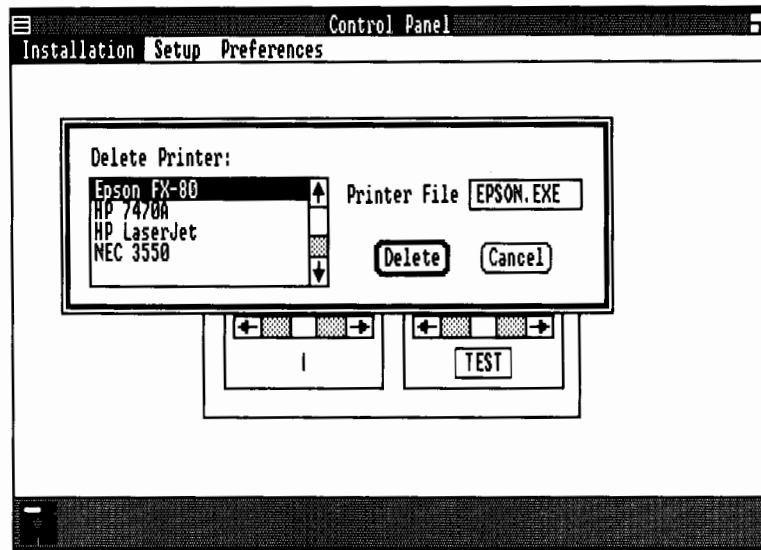


Figure 8-7. The Delete Printer Dialog Box

4. A dialog box prompts you for the location of the printer driver file. Type the name of the drive or directory and choose Ok. The Control Panel will delete the printer setting from the WIN.INI file and delete the printer file from your Windows directory.

**Note**



If other printers use the printer file that appears in the Delete Printer dialog box, that printer file will not be deleted from the named directory; it will still be available to the other printers.

---

## Configuring Your System

You use commands on the Setup Menu to change printer port assignments, set the system default printer and specify its output modes, and set up serial communications ports.

### Setting up printer connections

Windows needs to know which port your printer is connected to. You can use the Control Panel Connections command to set or change the port for your printer(s).

To change or set printer connections:

1. Choose the Connections command from the Setup Menu. You will see the Connections dialog box.

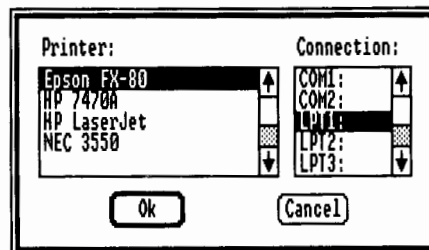


Figure 8-8. The Connections Dialog Box

2. Select the printer you want to change from the Printer list box. The current port assignment for the selected printer appears to the right.
3. Select one of the ports (*HP 150 users, in Windows, the HP 150 ports, PRN, LST, AUX, PORT1, and PORT2 are labeled LPT1, LPT2, LPT3, COM1, and COM2, respectively*).

If you have more printers added to Windows than available ports, assign the unused printer to the port labeled "None."

**Note**

---

In Windows, if you are using a serial printer, you *must* select a communications port (COM1 or COM2).

---

4. Choose Ok.

**Note**

---

If your printer connects to a communications port (Vectra ports, COM1 or COM2, or HP 150 ports, PORT1 or PORT2), you must, in addition, use the Communications Port command to set up your communications port. See "Setting up a communications port."

---

**Setting up printers**

You can use the Printer command on the Setup Menu to specify a system default printer and set its output modes. The system default printer is the printer that applications designed for Windows will use. Printer output modes are printer-specific settings such as portrait (normal page orientation) vs. landscape (output oriented lengthwise on the page) or color for plotters. These options vary from printer to printer. This command is useful if you have several printers installed because Windows needs to know which printer you want to use.

To select a printer:

1. Choose the Printer command from the Setup Menu. The Printer dialog box appears. The list box contains all the available printers and their port connections.
2. Select the printer name you want from the list box.
3. Choose the Ok button.

You will see another dialog box containing the mode settings for your printer. To choose another output mode:

- Choose from the options for printer output or answer the questions in the dialog box.

## Setting up a communications port

If you are connecting a device, such as a modem or serial printer, to one of your computer's communications ports, use the Communications Port command to set the baud rate, stop bits, parity, handshake, and word length options for that connection.

### Note



---

If you are setting up a serial printer, make sure the port settings match the serial communications specifications supplied by your printer manufacturer.

---

To choose a communications port:

1. Choose the Communications Port command from the Setup Menu. A dialog box appears displaying the current serial ports available and their port settings.
2. Choose a port, and the settings for that port will appear (*HP 150 users, remember, in Windows, PORT1 and PORT2 are labeled COM1 and COM2 respectively*).



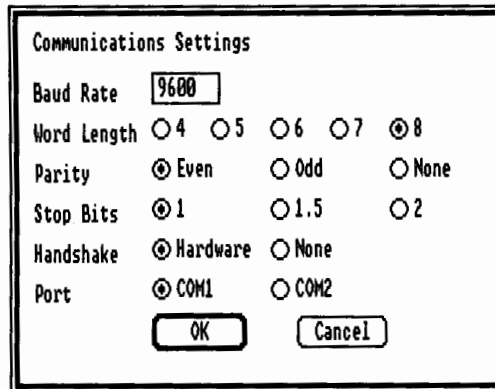


Figure 8-9. The Communications Dialog Box

3. Choose any of the options.
4. Choose Ok.



---

## Adding or Removing Fonts

The Windows fonts determine what kind of characters certain applications, such as Microsoft's Write or Paint, can display on your screen or send to your printer.

To change or add to the available fonts, use the Add New Font and Delete Font commands from the Installation Menu. The Setup program installs fonts automatically, based on your choices of graphics adapter and printer(s). You can override the automatic settings by adding or deleting fonts with the Control Panel.

### Adding fonts

To add a new font to your system:

1. Choose the Add New Font command from the Installation Menu. A dialog box prompts you to insert the disc containing the font files into an available disc drive A.

Usually this disc is your Windows Font disc; however, it could be a supplemental disc supplied with your printer.

2. Insert this disc in the drive specified, or type an alternative drive in the dialog box and insert the disc in this drive. Then choose Ok.

A second dialog box appears, listing the fonts available on the disc.

3. Select the font that you want from the list box. (The name of the corresponding font file appears in the Font File text box at the right.)

Be sure to choose a font with a *set number* compatible with your computer, graphics display board, and

printer or plotter. See the section in this chapter titled "Description of fonts" for more information on set numbers.

4. Choose the Add button.
5. A dialog box prompts you to enter the drive or directory you want to copy the font file to. The drive containing the Windows System disc or the directory containing the Windows System files will appear in the text box. If you want to change this, type the drive or directory you want in the text box. (The directory must already exist.)
6. Choose Ok.

## Note



---

If you do not specify a drive or directory, the file will be copied to the Windows System disc if you have a dual-flexible system. The file will be copied to the directory containing Windows if you have a hard disc system.

---

## Removing fonts

To remove a font from your system, use the Delete Font command from the Installation Menu.

1. Choose the Delete Font command. A dialog box will list the fonts you have set up.
2. Select the font name you want to remove from the list box. The name of the corresponding font file appears in the text box to the upper right.
3. Choose the Delete button.
4. A dialog box prompts you for the location of the font file. Type the name of the drive or directory and

choose Yes. The Control Panel will delete the font setting from the WIN.INI file and delete the font file from your Windows directory.

## Description of fonts

The list of available fonts in the Add New Font or Delete Font dialog box includes the font name, font sizes, and the set number.

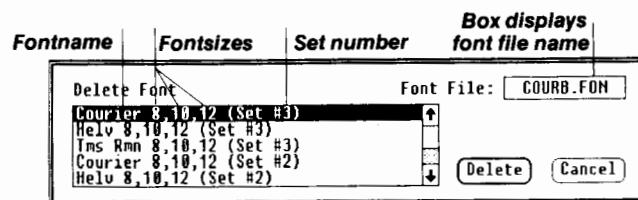


Figure 8-10. Listing in Delete Font Dialog Box

Two types of fonts are provided: "raster" fonts and "stroke" fonts. Raster fonts are generally used only for devices such as the screen and dot matrix printers. They are available only in fixed sizes. Raster fonts look better and may be faster than stroke fonts when drawn on raster devices. Stroke fonts are typically used if your output is going to a plotter.

### Font names

Fonts have names that represent their different characteristics. The following table lists fonts included on your Windows Font disc.

**Table 8-1. Fonts Included on Font Disc**

<b>Font name</b>	<b>Description</b>
Helv	(Raster font) A proportional font (characters have varying widths) without serifs.
Courier	(Raster font) A fixed width font (characters have uniform widths) with serifs.
Tms Rmn	(Raster font) A proportional font with serifs.
Roman	(Stroke font) A proportional font with serifs.
Modern	(Stroke font) A proportional font without serifs.
Script	(Stroke font) A proportional font of slanted characters formed from nearly continuous curved lines.

The following fonts are not included on the Font disc, but you may see them in some applications. These fonts cannot be added or deleted.

**Table 8-2. Additional Fonts**

<b>Font Name</b>	<b>Description</b>
System	(Raster font) A fixed width font used by the WIN system applications.
Terminal	(Raster font) A fixed width font that is the same as the font your computer displays from DOS. For use with many standard <i>windowing</i> applications.

### **Font set number**

The set number is based on the devices with which the fonts are primarily designed to be used. When you add a font, select one with a set number that is compatible with your hardware:

**Set #1.** Stroke fonts. Can be used on any computer with screen, printer, or plotter devices of any resolution.

**Set #2.** Raster fonts. Designed for use with HP Vectra and compatibles with 640 x 200 screen resolution (this includes computers with IBM Color Graphics Adapter or compatible card installed) or with the HP 150 or Touchscreen computers with 512 x 390 screen resolution.

**Set #3.** Raster fonts. Designed for use with HP Vectra or compatible models with 640 x 350 or higher screen resolution or with the HP Touchscreen II. This includes computers with the HP Multimode, HP EGA, Hercules(r) or compatible graphics adapter cards installed.

**Set #4.** Raster fonts. Designed for use on any computer with printers in 60 dpi resolution.

**Set #5.** Raster fonts. Designed for use on any computer with printers in 120 dpi resolution, including the HP

ThinkJet.

Additional printers supported by the above font sets are listed in the "Font Set Numbers" section of the appendix titled "Windows Updates."

### Device fonts

In addition to the fonts described above, "device" fonts may be listed by an application. These are the fonts that are provided by the device. For example, on a print wheel printer, font names correspond to wheel names. On the HP LaserJet laser printer, font names may correspond to the fonts contained in the font cartridge.

Device fonts may not be added or deleted with the Control Panel, but may be listed when the output device is selected. Since there may not be a corresponding raster font for the screen, Windows will usually display a similar font.

---

#### Note



Because applications handle fonts differently, some applications may not list all available fonts.

---

---

## Selecting Screen Colors

You use the Screen Colors command from the Preferences Menu to adjust the text and background colors on your screen. You can specify hue, brightness, and amount of color for

- Window background
- Window text
- Scroll bars
- Active (selected) title bar
- Inactive (unselected) title bar
- Title bar text
- Window frame (the thin border around the outside of the window)
- Menu bar
- Menu text
- Screen background (icon area)

The Screen Colors command also lets you adjust the shades of gray used on the screen.

---

### Note



The IBM Color Graphics Adapter does not display color in the high resolution graphics mode.

---

To select screen colors:

1. Choose the Screen Colors command from the Preferences Menu. You will see the Screen Color dialog box.



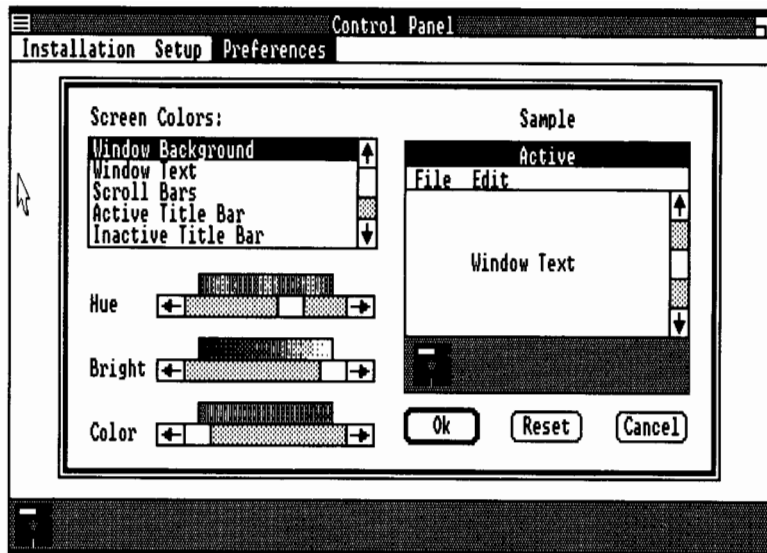


Figure 8-11. The Screen Color Dialog Box

2. In the list box, select the part of the screen or window you want to adjust the color for.
3. Move to the Hue scroll bar by using the **Tab** key or clicking with a mouse, tablet, or touchscreen. Available colors appear in the color palette above the scroll bar. Scroll to the right or to the left to choose a color.

Use the **Right Arrow** and **Left Arrow** arrow keys to change settings in small increments. To move across the scroll bar more quickly, use the **Pg Up** or the **Pg Dn** key.

If you have a mouse, tablet or touchscreen, click the arrows or drag the scroll box.

The "Sample" area simulates the window appearance.

4. Move to the Bright scroll bar. Scroll to the right to brighten the color (increase the amount of white). Scroll to the left to make the color darker.

5. Move to the Color scroll bar. Scroll to the right for a more vibrant, intense color. Scroll to the left for less intensity or saturation.

When the Color setting is on the extreme left of the scroll bar, adjustments to the Hue and Bright scroll bars will only result in shades of gray and black and white.

The controls for Hue, Brightness, and Color are similar to those on a color TV; adjust the controls until you have the effect you want.

## Note



---

You need to run the Windows Setup program again if you want to add or change graphics cards, install a mouse, or change the resolution of the graphics card you already set up. You cannot use the Control Panel to make these changes in your system configuration. See the chapter titled "Getting Started" for information on running Setup.

---

---

## Changing the Mouse Button

Windows usually responds only to the left mouse button. You can use the Mouse command in the Preferences Menu to switch the effective mouse button from left to right (and vice-versa).

To switch the effective button:

1. Select the Mouse command from the Preferences Menu. You will see the dialog box which lets you switch the functionality from left to right.
2. Choose the Ok button.

Setting this option lets you use the right button to perform Windows tasks. You need set the option only once; it will remain set until you change it. For applications that normally use the right button for additional functions, the left button will now perform these functions.

### Note



---

The Mouse command appears in the Preferences Menu only if a mouse is connected to your computer.

---

## Changing the Country Settings

You can use the Country Settings command in the Preferences Menu to change your WIN application's date, time, number, and currency formats to conform to the standards of different countries.

To select a country's format standards:

1. Choose the Country Settings command in the Preferences Menu.

The Country Settings dialog box appears.

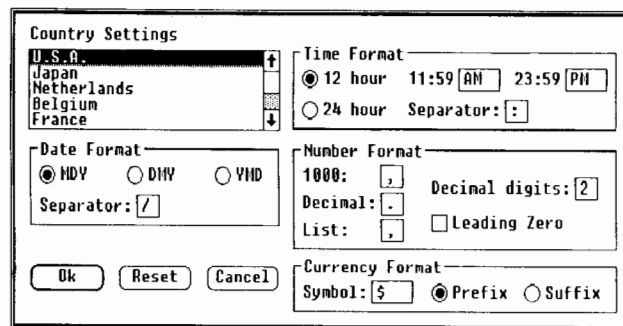


Figure 8-12. The Country Settings Dialog Box

2. In the upper left section of the dialog box, select the country whose formats you want to use (scroll up or down to see all the countries listed).

If the country you want to select is not listed, select the last option, "Other Country."

As you make your selection, the default date, time, number, and currency formats for the country you select appear.

3. If you wish, use your **Tab**, arrow, and SPACEBAR keys to move to other settings to change individual formats.

If you selected "Other Country," change the date, time, number, and currency formats to conform to the standards in the unlisted country.

4. Choose the OK button.

The new formats will be used by your WIN applications to display date and time until changed again through the Control Panel. If your application supports the number formats or currency symbols specified in Country Settings, these will also be used.

If you want to cancel the settings you just made, choose the Cancel button.

If you want to return to the default settings, choose the Reset button.

# 9

## Using the Spooler

---

The Windows Spooler prints files. It prints your files in *background* mode, so you can use your computer for other tasks while your work is being printed.

Whenever you choose a Print command in a WIN application, the application creates a special print spool file and automatically starts the Spooler to print the file. When the Spooler is started, its icon appears in the icon area.

You can look at the Spooler window. The Spooler window lists files in the order they will be printed. This listing is called a *print queue*. You can also use the Spooler window to interrupt or cancel a print job.

If you need information about setting up your printer, see the printer manual. The chapter titled "Using the Control Panel" gives you details on adding or removing a printer and on specifying printer modes and options.

## Note



---

The spooler is used only for WIN applications.

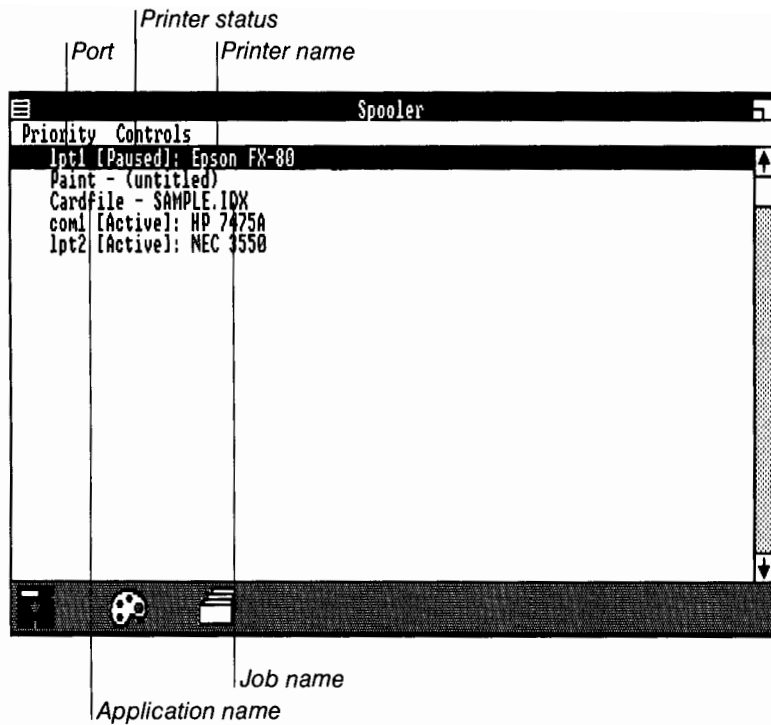
On a dual-flexible system, the Spooler resides on the Windows System disc.

---

### Viewing the print queue

To look at the print queue:

- Expand the Spooler icon in the work area. You can do this by choosing the Move or Icon command from the System Menu, or by dragging the icon into the work area. See the chapter titled "Techniques," for details on expanding icons.



**Figure 9-1. The Spooler Window**

The first file on the list is the one that is printing now. The Spooler works on one job at a time, in the order that they are listed. If the listing scrolls off the bottom of your screen, use the vertical scroll bar to see the entire list.



---

## The Spooler Commands

You use the commands on the Priority Menu to specify how fast you want to print your work. You use the commands on the Control Menu to interrupt or cancel print jobs.

## The Priority Menu



Use the Priority Menu commands to specify how fast you want to print your work. These commands change the rate of data transfer from the Spooler to the printer ports.

### Specifying how fast to print

- Choose the High command if you want the Spooler to print a job faster. This setting uses more of your computer's resources for printing. The system will slow down, and other applications you are running will be slower.
- Choose the Low command if you want the Spooler to print more slowly and leave more of your computer's resources for other applications that you are working with.

The check mark on the menu indicates the current setting.

## The Control Menu

Use the Control Menu commands to temporarily halt or cancel a print job. Use the  or  arrow key to highlight the job to be interrupted or cancelled. If you have a pointing device, you can click on the filename to select it. See the chapter titled "Techniques" for details on selecting.

## Interrupting a print job

To interrupt a print job:

1. In the Spooler window, select the filename of the job you want to interrupt.
2. Choose the Pause command to temporarily halt the printing.
3. Choose the Resume command when you are ready to continue printing the file.

## Cancelling a print job

To cancel a print job:

1. In the Spooler window, select the filename of the job you want to cancel.
2. Choose the Terminate command. The Terminate dialog box appears, asking you to confirm the cancellation.
3. Choose the Yes button.

**Caution**



---

If you terminate a job that is printing in graphics mode, you may need to reset your printer to ensure that the buffer is cleared.

---

---

## Spooler Messages

The Spooler sometimes displays information about the status of your printing jobs. If the Spooler needs to display information, but the window or icon is not selected, the title bar or icon will flash. Select the Spooler's window or icon to display the message.

### Note



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If you want to bypass the spooler when printing documents, you can edit your WIN.INI file to do so. See "Settings in Windows" in the appendix titled "Customizing your WIN.INI File."

---

## Techniques for Standard Applications

---

*Standard* applications, unlike WIN applications, are applications that were not specifically written for Windows, but which, nevertheless, can run under Windows. Popular standard applications that run under DOS -- such as Lotus 1-2-3, Microsoft Multiplan(r), and Multimate(r) -- can run with Windows.

Windows makes working with multiple standard applications faster, easier, and more efficient. *Some* standard applications run with full Windows capabilities: they allow windowing, program-switching, and copying and pasting. *Most* standard applications will run in Windows with at least one or two of these capabilities.

### Note



---

Windows integrates standard applications already written for a given personal computer such as the Vectra or HP 150; it does *not* expand the set of standard applications which run on that computer. WIN applications will run under Windows on any system -- including the Vectra and HP 150.

---

**Before you read  
this chapter:**

This chapter frequently refers to terms and procedures discussed in previous chapters. We recommend you read Chapters 1-9 for full understanding of the instructions in this chapter. Not all applications mentioned in this chapter are supported on all HP personal computers or with all versions of MS-DOS.

**Using this chapter:**

This chapter describes:

- The capabilities of standard applications that run within Windows and the role of Program Information Files and the WIN.INI file
- Setting up standard applications for Windows
- Running and closing standard applications
- Techniques for selecting, moving between, scrolling within, transferring data from, and printing screen information from standard applications
- Creating and editing PIF files

**First**, read "Introduction to Standard Applications" in this chapter for necessary background information and terminology.

**Then**, read "Setting Up Standard Applications," "Running and Closing Standard Applications," and "Working With Standard Applications" in this chapter for instructions on preparing, starting, and operating standard applications within Windows.

**If** you have to create or modify Program Information Files for your application, then read "Creating and Editing PIF Files" in this chapter.

**Scan** "Special Notes on Individual Applications" in the appendix titled "Windows Updates" to see if any special instructions are included for running your particular application.



## Introduction to Standard Applications

This section describes how various standard applications run in Windows. It also describes files that "help" standard applications run in Windows.

## Grades of standard applications

Standard applications run in Windows with different degrees of Windows capability. There are:

- Standard *windowing* applications, which can run in windows, much like WIN applications, with full Windows features.
- Standard *non-windowing* applications, which run under Windows but use the entire screen.
- *Special* or memory-resident applications that can only be run before starting Windows.

**Windowing Applications.** Standard applications that can run in a window and share the screen with other applications are called *windowing* applications. Standard *windowing* applications usually run with other Windows features such as a System Menu, program switching, and copy and paste capabilities.

Examples of *windowing* applications include:

- dBASE II(tm) (on Vectra only)
- DOS utilities, such as COMMAND.COM
- DisplayWrite 3(tm) (on Vectra only)

If you are using a Vectra, applications that you can install to run with an ANSI device driver (ANSI.SYS) or that have an option to run in a TopView(tm) window can usually run as *windowing* applications.

**Non-Windowing applications.** Standard *non-windowing* applications require exclusive use of the screen and cannot share it with other applications.

**Currently, the majority of standard applications running on your Vectra or HP 150 are non-windowing applications.**

Most *non-windowing* applications still allow program-switching and other Windows features; however, some do not.

Some *non-windowing* applications are *non-switching*. They must be closed before you can switch back to the Windows screen and other applications.

Some *non-windowing, non-switching* applications cannot be opened from Windows unless all other applications are closed.

Some *non-windowing* applications are *non-transferring*. They do not allow you to transfer their information to other applications.

**Note**



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WIN and *windowing* applications can also be *non-transferring*; however, most WIN and *windowing* applications do allow data transfer.

---

Examples of *non-windowing* applications include:

- WordStar
- Lotus 1-2-3
- some HP 150 DOS utilities

*Hewlett-Packard Proprietary* applications are those personal computer applications developed by Hewlett-Packard. Most current HP Proprietary applications are *non-windowing*. Some of these applications include:

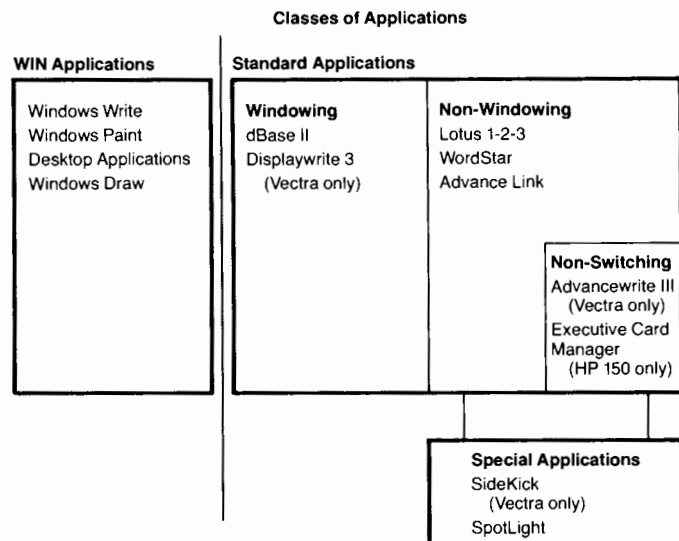
- Executive Spreadsheet
- Executive Card Manager
- AdvanceLink

**Special applications.** *Special* (or memory-resident) applications are applications that can be loaded and remain resident in the system so they can be invoked while other programs are running. These applications include:

- SideKick(r) (on Vectra only)
- SpotLight(tm) (on Vectra only)

*Special* applications must only be run *before* you start Windows and activated only while you are running a standard *non-windowing* application.

Figure 10-1 summarizes the grades of applications that run under Windows.



**Note:** The ability of an application to transfer data is NOT dependent upon the class of application defined above.

**Figure 10-1. Classes of Applications**



## Other necessary files

To run your standard application(s) efficiently, Windows needs additional information contained in *Program Information Files* or the Windows *WIN.INI* file.

**Program Information Files.** Program Information Files (or PIF files) are files that tell Windows how much memory to reserve, and whether your standard application is *windowing*, *non-windowing*, *non-switching*, or *non-transferring*.

Every application file with a .COM or .EXE extension (except DOS utilities and *special* applications) should have a corresponding PIF file to run efficiently in Windows.

If you try to run your standard application *without* its PIF file, your application may run incorrectly or with less than its full Windows capability.

Windows provides ready-made PIF files for many standard applications. In some cases, however, you may have to create a PIF file with the Windows PIF Editor application.

"Setting up with the PIF file" in this chapter provides instructions on using PIF files to set up standard applications.

**The WIN.INI file.** If a standard application does not require a PIF file, it will require an entry in the Windows WIN.INI file. The WIN.INI file contains many settings used to configure Windows.

Most DOS utility programs and *special* applications do not require PIF files; however, their filenames, memory requirements, and any special status, must be entered in the WIN.INI file.

"Setting up with the WIN.INI file" in this chapter provides instructions on using the WIN.INI file to set up DOS utility and *special* applications.

---

## Setting up Standard Applications

Before you run a standard application in Windows for the first time, you should set it up with either the PIF or WIN.INI file to run with optimum performance. Refer to the following instructions.

### Setting up with the PIF file

Follow the steps below to set up a standard application that is not a DOS utility or a *special* application in Windows.

#### 1. Install your standard application

If you have not already done so, follow the directions in your application's documentation to install your application on your flexible or hard disc. After installing your application, start Windows.

#### 2. Find your application's .EXE or .COM file

All applications that run under DOS use at least one *executable* or *command* file with an .EXE or .COM filename extension. If you do not know the name(s) of your application's executable or command file(s), examine your application disc(s) to find out.

- A. Insert your application disc into an empty disc drive.

If you are using a dual-flexible drive system, insert this disc into the drive not containing the Windows System disc.

- B. In the MS-DOS Executive, select this drive to view your application's files.

Write down the name of any application file with an .EXE or .COM extension. For example: WS.COM, DBASE.COM, PE.EXE.

If your application consists of more than one disc, repeat the steps described above to examine the remaining discs.

### 3. Check for your application's PIF file

PIF files are usually given filename(s) matching or very similar to the names of their corresponding application's .EXE or .COM file(s) plus the extension .PIF. For example: WS.PIF, DBASE2.PIF, PE.PIF.

In the MS-DOS Executive, look for your application's PIF file(s) on the discs or directories specified below.

- If you are using a dual-flexible drive system, look for your PIF files in the \PIF subdirectory of the Font disc.

Insert your Windows Font disc in the drive not containing the Windows System disc; then select this drive to view the PIF files.

- If you are using a hard disc system, look for these files in the \PIF subdirectory of the directory containing Windows.
- Look on the application disc itself using the sequence described for finding the .COM or .EXE files in step 2.

*For applications with multiple .COM or .EXE files, each .COM or .EXE file should usually have its own PIF file (exceptions are application installation files, with names like WINSTALL.EXE, SETUP.COM, etc., which usually do not run under Windows).*

#### 4. Do one of the following sequences:

After you have looked for your PIF file:

##### **If a PIF file exists:**

If a PIF file, or PIF files, exist for your application, use the MS-DOS Executive Copy command to copy them to one of several locations:

- To the disc or directory containing your standard application's .COM or .EXE files.

or

- To any directory specified in your DOS PATH. Refer to the *Vectra MS-DOS User's Reference* or *HP 150 MS-DOS User's Guide* for more information on the DOS PATH commands.

*Remember, applications with multiple .COM or .EXE files should usually have a separate PIF file copied for each.*

**If the PIF and application filenames differ:**

Some of the PIF files provided in the \PIF directory have filenames slightly different from their corresponding application filename. For example, the program filename for dBASE II is DBASE.COM, but its PIF filename is DBASE2.PIF (note the "2" added to the name).

If your PIF and *non-HP* application filenames differ, copy the PIF file to the appropriate disc or directory, then use the MS-DOS Executive Rename command to rename the PIF file to match the corresponding application. For example, rename DBASE2.PIF to DBASE.PIF.

Changing the PIF filename to match the application's enables Windows to recognize and read the application's PIF file when the application is started from its application filename.

**Note**



---

Names of some Hewlett-Packard Proprietary application .EXE files (e.g., RUN52.EXE, RUN59.EXE) differ considerably from their PIF filenames. If you are setting up an HP Proprietary application with a "RUN" .EXE file to run in Windows, copy the PIF file to the appropriate directory, but DO NOT rename it.

---

**If no PIF file exists:**

If no PIF file exists for your application, refer to the section titled "Creating and Editing PIF Files."

## Setting up with the WIN.INI file

If your application is a DOS utility program or a *special* application, first, install it on your flexible or hard disc; then, use Notepad to open the WIN.INI file and make sure the application filename is entered in the [pif] section of this file.

On a hard disc system, your WIN.INI file is located in the Windows directory. On a Vectra dual-flexible drive system, it is located on your Windows Startup disc. On an HP 150 dual-flexible drive system, it is located on your Windows System disc.

- Filenames for *special* applications should be entered in the [pif] section and set to 1 (for example, for the SideKick application you would enter the line **SK.COM=1** in the [pif] section). Windows recognizes programs assigned 1 as *special* applications.
- Filenames for any DOS utility program not already entered should be entered in the [pif] section and set equal to the memory (in kilobytes) necessary to run them. For example, the EDLIN.COM utility requires about 64K of memory to run on your computer, so you would enter the line **EDLIN.COM=64** in the [pif] section if it is not already there.

### Note



---

Some HP 150 DOS utilities (FORMAT.EXE, DEVCONFIG.EXE, EZCONFIG.EXE, BACKUP.EXE, SAVERAM.EXE, TERMINAL.COM, and INSTALL) are *non-windowing* applications. They require a PIF file and cannot be declared in WIN.INI.

---

See "Settings in [pif]" in the appendix titled "Customizing Your WIN.INI File" for details.

---

## Running and Closing Standard Applications

This section describes starting and closing standard applications. Standard applications run much like your WIN applications (WIN applications being those applications created especially to run in Windows).

### Starting most standard applications

Except for *special* applications, you can start standard applications the same way you run WIN applications; you can *also* start standard applications by selecting their PIF files:

#### Note



---

Most HP Proprietary applications should be started by your selecting their PIF files.

---

#### Starting with a keyboard:

1. Highlight the application filename in the MS-DOS Executive window.
2. Press the **Enter** key.

*HP 150 users, press **Return**.*

Your application will run with all possible Windows features specified in its PIF file.

### Starting with a pointing device:

- Double click the application filename in the MS-DOS Executive window.

Your application will run with all possible Windows features specified in its PIF file.

### Starting through the PIF file:

If your MS-DOS Executive lists your application's PIF file, you may also start your application by selecting this PIF file with either your keyboard or pointing device.

### Note



---

Most HP Proprietary applications *must* be started in this manner.

---

If you start an application through its PIF file, you can run the application with the Windows settings specified in that file, even if the PIF and application filenames differ.

You may, through the PIF Editor, create several different PIF files with *different* names for the same application. For example, you can create two PIF files, LOTUS1.PIF and LOTUS2.PIF for the Lotus 1-2-3 application.

One PIF file may specify a smaller required memory (to allow Lotus to run in Windows with other applications), and the other PIF file may specify a larger memory (to allow Lotus to handle large spreadsheets). When you want to run Lotus, you simply select the PIF file with the memory specifications you wish at the moment. See "Editing an existing PIF file" in this chapter.



## Closing standard applications

To close a standard application, use that application's quit or end command.

- If the application is *windowing*, the application's name appears in the title bar with parentheses around it. You can then close the window by choosing the Close command from the System Menu.
- If the application is *non-windowing*, Windows may display a message saying:

Press any key to continue.

This message allows you to look at the last screen of information before you close it.

## Starting a special application

You must start a *special* (memory-resident) application *before* running Windows, and you can invoke it only while running a *non-windowing* application.

1. In DOS, start the *special* application in the usual way.
2. Run Windows.
3. Within Windows, run a *non-windowing* application.
4. Within the *non-windowing* application, you may invoke the *special* application in the usual way.

### Note



---

You may experience problems using some *special* applications. Since the Windows Desktop applications provide many features found in popular memory-resident programs, consider using them instead.

---

## Running multiple standard applications

You can run as many applications at one time in Windows as your computer's memory will allow.

If you have a hard disc, you can load *more* standard applications than can fit in memory. Windows will move, or *swap* some of the old applications to your hard disc to make room for new ones.

If your computer has *extended* or *expanded* memory, you can set up a *virtual* disc for Windows to swap to. For further information, see the appendix titled "Swapping to Extended or Expanded Memory."

When running multiple applications, follow these suggestions:

- If you have a hard disc or extended memory, run the largest application first, to set the maximum size of the swap area, or specify the size of the swap area in the WIN.INI file. See the appendix titled "Customizing Your WIN.INI File" for details.
- If you try to run a standard application and Windows displays a message saying:

Not enough memory to run.

close some other applications and try to run the program again.

- If you have very low memory and run many applications at once, Windows may excessively swap data from your disc, causing your computer to run slowly. To speed up your computer, close any applications you do not need.
- If you are using a dual-flexible drive system and want to keep your data files on separate discs, be sure that the correct data disc is in the drive when you switch applications.

**Caution**

---

In some applications (e.g., Lotus 1-2-3), running two or more simultaneous sessions of the *same* application while using expanded memory *may* cause data from one session to corrupt data in the other session.

---

**Running large standard applications**

Occasionally, you may want to run a standard application that requires more memory than is available when Windows is running. Windows displays a message saying:

Not enough memory to run.

In this case, close all WIN programs except the MS-DOS Executive. Then run the application. When you are finished using the application, exit the application. When you exit the application, the Windows screen returns.

**Running batch (.BAT) files from Windows**

You can run standard applications from a batch file. If you choose to do so, you should create a PIF file for the batch file. The settings in this PIF file should be the same as in the application's PIF file, with the exception of the "Memory Required" and "Memory Desired" settings, which should always be 32K for the batch PIF. See "Creating and Editing PIF Files" for more explanation of the "Memory Required" and "Memory Desired" settings.

Batch files should be run from the MS-DOS Executive. Do not try to run them through COMMAND.COM in Windows.

---

## Working with Standard Applications

This section describes Windows techniques for moving between, scrolling within, transferring information from, and printing screen information from standard applications.

### Switching between windowing applications

If your standard application runs in a window and is sharing the screen with other applications, you can use the same procedures described in the "Selecting Windows and Icons" section of the chapter titled "Techniques."

- To go to the next window down or to the right, press **Alt** - **Tab**.

*HP 150 users press* **Extend char** - **Tab**.

- If you have a mouse, tablet, or touchscreen, point to the window (or icon) you want and click.

### Switching between non-windowing applications and Windows

If your standard application is *non-windowing* and switchable, you use a technique very similar to the keyboard technique above. You go back to Windows first, then to the next application you want to switch to.

#### Note



---

Remember, some applications are *non-switching*. The techniques described here do not apply to *non-switching* applications, which you must close before you can return to the Windows screen and work on other applications.

---

To move from a standard application to Windows, then to another application:

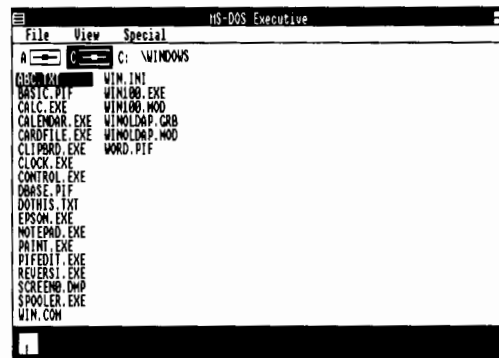
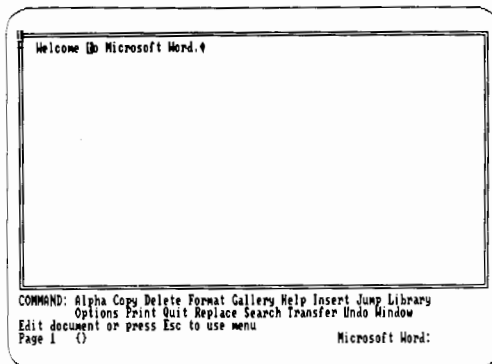
1. Press **Alt** - **Tab** to return to Windows.

*HP 150 users, press **Extend char** - **Tab**.*

The Windows screen appears. (If the MS-DOS Executive appears as an icon, move the icon into the work area.)

The icon for the application you just left appears at the bottom of the screen. Operation of this application is suspended until you go back to it.

*Press ALT-TAB to go from your standard application back to Windows.*



*The icon for the standard application appears in the icon area.*

**Figure 10-2. Moving between Two Applications**

2. To switch back to an application that is already loaded, move its icon into the work area. You can either use the Move command from the System Menu, or drag the icon with a pointing device.

If the application you switched to is *non-windowing*, the Windows screen will disappear.

## Note



---

If you cannot switch from your application, you may not have enough spare memory. Save your file, exit to Windows, close any unneeded applications and try again. If you still cannot switch, check the "Program Switch" line in your application's PIF file. See "PIF file options" in this chapter for more explanation. Remember, *some* applications are *non-switching*.

---

### Shortcut with the zoom keys:

A quick way to switch between the *non-windowing* application and the Windows screen is to use the zoom and dezoom shortcut keys.

- Press the zoom shortcut keys, **Alt** - **Enter**, to dezoom the application off the screen.

*HP 150 users, press **Extend char** - **Return**.*

The Windows screen appears.

- To zoom the application back onto the screen, select its icon by pressing **Alt** - **Tab** and press **Alt** - **Enter** again.

*HP 150 users, press **Extend char** - **Tab** to select and **Extend char** - **Return** to zoom.*

## Scrolling the window

When you run a standard *windowing* application, you may have to scroll to see all the information, especially if the application is sharing the screen with several other windows.

If you have a pointing device, you may use the window scroll bars to scroll up and down or right and left on your screen. See the chapter titled "Techniques" for details.

With either keyboard or pointing device, you can also use the Scroll command in your *windowing* application's System Menu.

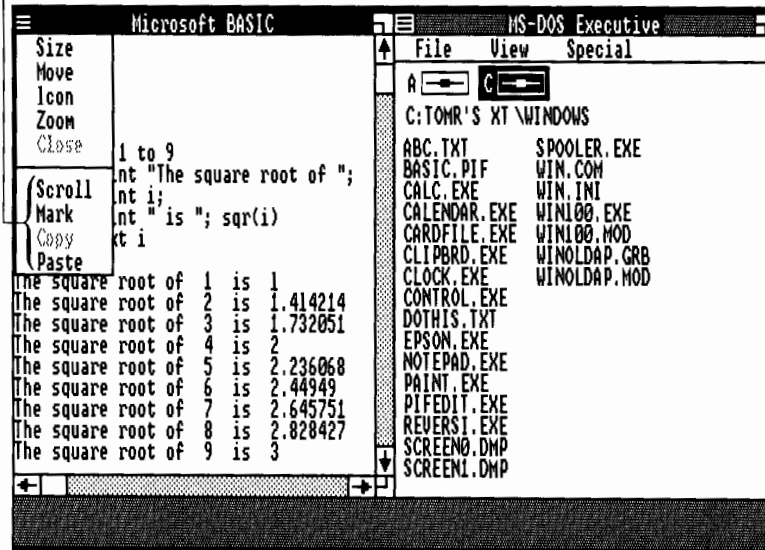
**Note**



If you are using a *non-windowing* application, these scrolling instructions do not apply. To move around in a *non-windowing* application use the method usually employed for that application.

In your *windowing* application, the Scroll command is one of four special commands appended to its System Menu.

*These commands are added to the System Menu: Scroll, Mark, Copy, Paste.*
















**Figure 10-3. Special Commands**

The Scroll command is independent of other commands your application may have for scrolling text or data within the application. Your standard application may have additional scrolling commands or keys for moving to other parts of a text file, for example. See the manual for your application for this information.



To use the Scroll command in a *windowing* application:



1. Select the Scroll command from the System Menu.
2. Then, use the following keys to scroll in the desired direction:

**Table 10-1. Scrolling a Standard Application**

To scroll:	Press:
Up one line	
Down one line	
Left one character	
Right one character	
Up one screen	 <i>on the HP Vectra</i>
	 <i>on the HP 150</i>
Down one screen	 <i>on the HP Vectra</i>
	 <i>on the HP 150</i>
Left one screen	 <i>on the HP Vectra</i>
	 <i>on the HP 150</i>
Right one screen	 <i>on the HP Vectra</i>
	 -  <i>on the HP 150</i>

To quit scrolling:

- Press  or .

*HP 150 users, press  or .*



## Transferring information

You use the other System Menu commands -- Mark, Copy, and Paste -- for transferring information. See the next section for details.

There are two ways to move and copy information between standard applications.

- You can transfer an entire screen of graphic or text information from most standard applications with the "screen snapshot" key combination.
- You can transfer selected text information from or to most standard applications with the additional commands -- Mark, Copy, and Paste.

Remember, some applications are *non-transferring* and do not allow use of the techniques described in this section.

### Using the "screen snapshot" keys

To copy an entire screen from a standard application to the Clipboard, use the **Alt**-**Prt** or **Extend char**-**Prt** keys.

1. Make sure the information you want to copy is on the screen.
2. Press the **Alt**-**Prt** keys.

*HP 150 users, press **Extend char**-**Prt**.*

This key combination takes a snapshot of the screen. The information is now available on the Clipboard and can be transferred to either WIN or standard applications by use of the Paste command discussed in the next section. Text is stored in its character (ASCII) representation.

## Note



---

If your file contains *extended* characters, Windows will transfer most, but not all, of these *extended* characters from one application to another.

---



### Using the Mark, Copy, and Paste commands

The Mark, Copy, and Paste commands allow you to select and transfer text information from one application to another.

- In a *windowing* application, the Mark, Copy, and Paste commands are appended to the System Menu.
- In a *non-windowing* application, they are contained in the "Windows" Menu.

To display either the System or "Windows" Menu:

- Press **Alt**-SPACEBAR.

*HP 150 users, press **Extend char**-SPACEBAR.*

The System or "Windows" Menu appears in the upper left corner of your screen.

To select commands from a "Windows" Menu in a *non-windowing* application, you must use the **▼** key to highlight a command and then press **Enter** on the Vectra or **Return** on the HP 150.

**The Mark command.** You use the Mark command to select data in the window so that you can copy it to the Clipboard.

To mark with a keyboard:

1. Choose the Mark command from the System or "Windows" Menu.

A rectangular cursor will appear at the upper-left corner of the window.

2. Press the arrow keys to move the cursor to the beginning of the area you wish to select. Press the **Shift**-arrow keys to select the area.

For example, to select a paragraph, move the cursor to the first character of the paragraph. Hold down the **Shift** key. Use the **→** key to go to the end of the line, then use the **↓** key to go to the last line of the paragraph. Release the **Shift** key.

3. To cancel the selection, press the **ESC** key.

Use the Mark command to select text.

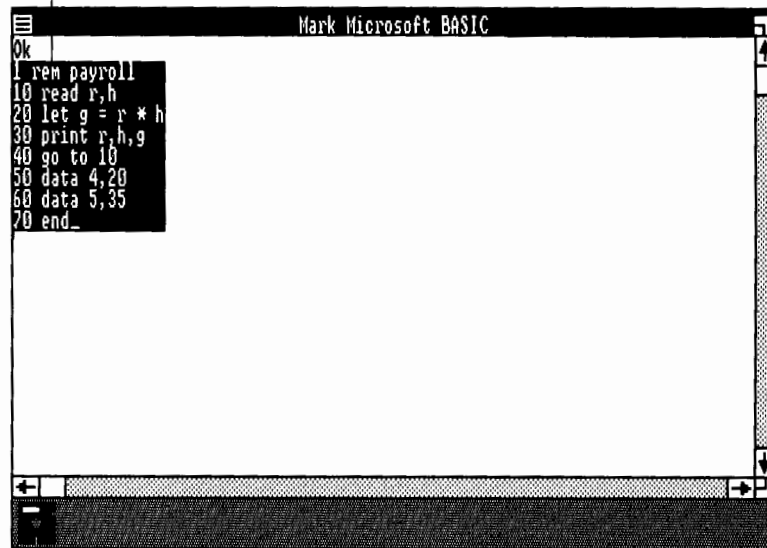
A screenshot of a window titled "Mark Microsoft BASIC". The window contains a list of BASIC code lines: "00", "1 rem payroll", "10 read r,h", "20 let g = r \* h", "30 print r,h,g", "40 go to 10", "50 data 4,20", "60 data 5,35", and "70 end\_". A dark rectangular selection box highlights the text from line 1 to line 7. The window has a standard Mac OS-style border with a menu bar at the top, a title bar, and scroll bars on the right and bottom.

Figure 10-4. Selected Text

To mark with a pointing device (*windowing* applications only):

1. Point to where you want to start marking.
2. Press.
3. Drag across the area of the screen you want to select.
4. Release.

**Note**



---

In standard applications, you can mark a maximum of one screen to copy.

---

**The Copy command.** After you select text data, you can use the Copy command to transfer it to the Clipboard. From there you can paste the information into another part of the same application, or into another WIN or standard application.

1. Use the Mark command to select the information.
2. Choose the Copy command from the System or "Windows" Menu.

The selected information is copied to the Clipboard.

Text is copied to the Clipboard in its character (ASCII) representation. Each line is terminated with a carriage return/line feed.

**The Paste command.** You can use the Paste command to transfer information from the Clipboard to a WIN or standard application. This includes data you may have copied from another section of the program.

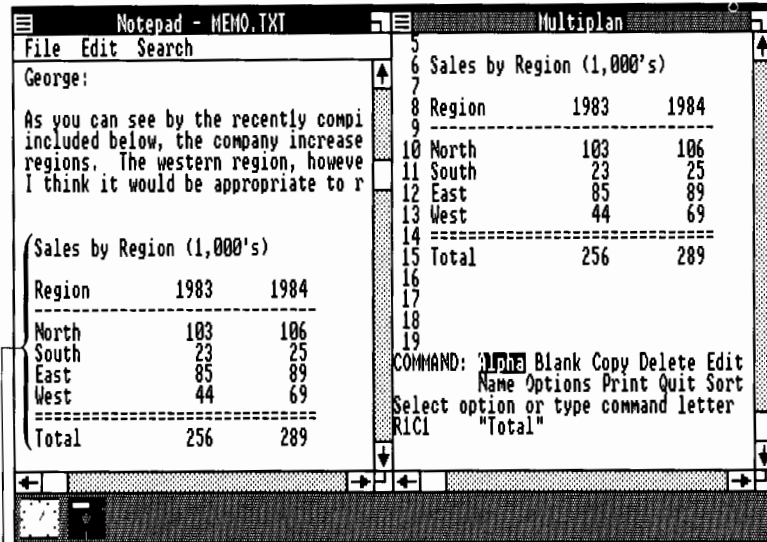
## Note



Graphic information can be pasted to graphic WIN applications only.

To paste to an application:

1. Position the cursor to the place in the program where you wish to insert the information.
2. Select the Paste command from the System or "Windows" Menu.



*This information was copied from Multiplan and pasted into Notepad.*

**Figure 10-5. Data Pasted into Notepad**

Text is transferred in its character representation. This means that the data is pasted into your program just as if it had been typed directly from the keyboard.

## Note



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If pasting information into a cell-based application (e.g., spreadsheet or database application), do not attempt to paste information into more than one cell at a time.

When data is pasted into any application, if the amount of information is more than can be held in the Screen Exchange buffer (4-36K depending on the computer and application), Windows will truncate the information pasted into the target application.

---

## Printing data from the screen

You can use the **Shift** - **Prt** keys to print a screen of text or graphic data directly from the types of standard applications specified below.

### Printing a screen of text

If you are using a *non-windowing*, text-only application, you can use **Shift** - **Prt** to print a screen of text information:

1. From Windows, start your application.
2. When you have the information on screen that you want to print, press **Shift** - **Prt**.

## Note



---

For the **Shift** - **Prt** function to work, the printer must be connected to LPT1 on the Vectra. On the HP 150, the printer is selected through the device control menu of the terminal function keys. Refer to the system documentation for your personal computer.

---

### Printing a screen of graphics (Vectra users only)

If you have an HP Vectra, and if you are using a *windowing* or graphic application, you can use **Shift** - **Prt** to print a screen of text or graphic information, provided you have the MS-DOS utility GRAPHICS.COM, and are attached to a ThinkJet or equivalent printer (e.g., Epson(r)):

---

#### Note



Switch 5 on the ThinkJet printer must be set to the *up* position.

ThinkJet printer model HP2225A (with HP-IB connection) does not support screen printing of *windowing* or graphic applications.

---

1. *Before* starting Windows, run the GRAPHICS.COM utility program in DOS.
  2. Run Windows.
  3. Run your *windowing* or graphic application.
  4. When you have the information on screen that you want to print, press **Shift** - **Prt**.
- 

#### Note



You cannot print an HP 150 *windowing* or graphics screen using **Shift** - **Prt**.

---

---

## Creating and Editing PIF Files

The settings in a PIF file tell Windows how much memory to reserve for an application and whether that application can be displayed in a window, be swapped to disc, respond to Windows key stroke commands, program-switch, or transfer information to other applications.

## When to change PIF settings

It is usually not recommended to change the settings in your PIF files except in such cases as the examples noted below. In such cases, use the Windows PIF Editor application to create or edit a PIF file.

- If no PIF file exists for your application, you should create one yourself.
- You may need to edit an existing PIF file to allocate more memory to an application if it does not run properly or run as expected.
- You may want to edit an existing PIF file to give an application (Lotus 1-2-3, for example) more memory than is currently allocated for it (this would allow you to run an especially large spreadsheet).
- On a Vectra, some applications which provide an option to install and run with an ANSI device driver (ANSI.SYS) can run as *windowing* applications if you deselect the Directly Modifies Screen setting in their PIF files.
- You may want to edit a PIF file to run a *windowing* application without some of its Windows features if those features do not work well.
- If your application file is contained in a different directory than your PIF file's, you may need to insert



its DOS pathname in the PIF file Program Name setting to run it from Windows.

## Before you begin

There are a few points to be aware of before editing or creating a PIF file:

### Caution



---

Running an application with improper PIF settings may "lock up" your computer, forcing you to abandon your current session. To avoid possible loss of data or other problems, please observe the precautions noted in this section.

---

- Do not edit the PIF files supplied on your master disc, and make a backup copy of your current PIF file before editing it.
- Save all important data files before creating, editing, or testing a PIF file.
- Remember, creating and editing PIF files may be a trial and error process, which may affect the performance of other applications (for example, allocating more memory to Lotus 1-2-3 may not allow Executive MemoMaker to be opened within Windows at the same time).

## Using the PIF Editor

Use the Windows PIF Editor application if you need to create or edit a PIF file.

- On a dual-flexible drive system, the PIF Editor is in the \PIF subdirectory of the Font disc.
- On a hard-disc system, the PIF Editor is in the \PIF subdirectory of the directory containing Windows.

## Creating a new PIF file

To create a new PIF file:

1. Run the PIFEDIT.EXE application from the MS-DOS Executive window to start the PIF editor. The PIF Editor options screen appears.

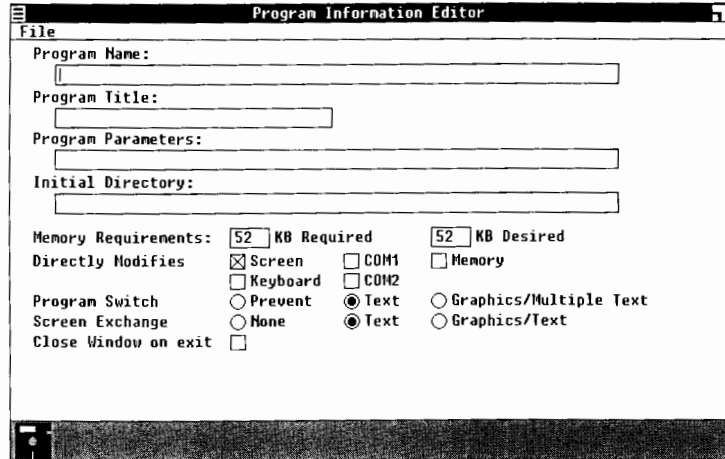


Figure 10-6. PIF Editor Options Screen

2. Type the application's filename in the Program Name text box. Include the original extension (.EXE, .COM, or .BAT).
3. Select the options or values that apply to the program.

Use **Tab** to move from one setting to another; use **SPACEBAR** to toggle option boxes on or off; use the arrow keys to select option buttons.

If you do not understand the options, use the **About** command in the System Menu or see the next section, "PIF file options," for more information.

## Note



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The About command displays a dialog box with a help listbox. To use it, select a topic, then choose the Help button.

---

4. Choose the Save command from the File Menu to save the new PIF file.

To create another PIF file, select New from the File Menu to reset the PIF editor screen.

5. Be sure to Copy the new PIF file to the correct flexible disc or hard disc directory (see step 4 of "Setting up with the PIF file" in this chapter).

### Editing an existing PIF file

To edit an existing PIF file:

1. Run the PIFEDIT.EXE application from the MS-DOS Executive window to start the PIF editor. The PIF Editor options screen appears.
2. Choose the Open command from the File Menu.
3. Type the name of the PIF file in the text box. Include pathname if necessary.
4. Choose the Open button. The current PIF settings for that application appear.
5. Change the options.

Use **Tab** to move from one setting to another; use SPACEBAR to toggle option boxes on or off; use the arrow keys to select option buttons (see the next section, "PIF file options," for a description of these options and settings).

6. Choose the Save command from the File Menu to save your changes. Be sure to save the edited PIF file to the correct flexible disc or hard disc directory (see step 4 of "Setting up with the PIF file" in this chapter).

## **PIF file options**

This section describes the entries on a PIF editor options screen. As you create or edit your PIF file, refer to this section to see what information you should enter for each setting. For sample PIF configurations, see the section titled "Sample PIF settings" in this chapter.

**Program Name:** In this box, type the application's pathname, filename, and extension.

**Program Title:** In this box, type a descriptive name for the application. Windows will display this name in the application's title bar above its window or icon.

**Program Parameters:** If your program requires special parameters, type them in this box. These would be the same parameters you would add next to the application's filename if you started the program from DOS (except for redirected I/O and piping commands, which are not supported by Windows).

If your application requires no parameters, or if you are uncertain, leave this option blank.

If you want Windows to prompt you for parameters, type: ?. The prompt will appear in the MS-DOS Executive window when you try to run or load the application.

Parameters can be filenames, letters, numbers, or any type of information up to 62 characters.

**Initial Directory:** If you want the application to automatically switch to another drive or directory after it is started, type that drive and directory in this box. The application will automatically look for data and support files in the drive or directory you specify.

If you do not want the application to switch directories, or if you are uncertain, leave this option blank.

**Memory Requirements:** The two "Memory Requirements" settings tell Windows the minimum and maximum memory requirements for your application.

- **KB Required.** In this box, type the minimum amount of memory required in kilobytes (KB) by your application. If you don't know how much is required, check the documentation for the application or consult the software developer. If you cannot find out, leave the default setting of 52KB.

"KB Required" is *not* the same as the kilobytes the application occupies on a disc.

- **KB Desired.** In this box, type the maximum amount of memory your program can use. Some applications run more efficiently if more than minimum memory is provided.

If you leave this entry blank or type zero, Windows will allocate all available memory to the application.

**Directly Modifies.** The "Directly Modifies" settings tell Windows if your application runs in a window, responds to Windows key stroke commands, uses your computer's communication ports, or is swappable to disc.

- **Screen.** Select this box if your application is *non-windowing* or runs poorly in a window, or if you want it to run as a *non-windowing* application.

Applications that directly modify the screen are *non-windowing*.

If you are are uncertain, select this box.

- **Keyboard.** Select this box if your application does not respond or responds poorly to Windows key stroke commands (such as **Alt** - **Tab** or **Extend char** - **Return**). Applications that directly modify keyboard data are *non-windowing*, *non-switching*, and cannot use the Mark, Copy, or Paste commands.

If you are uncertain, do not select this box.

- **COM1.** Select this box if your application uses communications port COM1 on the Vectra or PORT1 on the HP 150. If you select this box, Windows cannot run any other application that uses the above ports until you quit the first application. This prevents two applications from trying to use the same communications port at the same time.

Selecting this option usually prevents your application from being swapped to disc.

If you are uncertain, do not select this box.

- **COM2.** Select this box if your application uses communications port COM2 on the Vectra or PORT2 on the HP 150. If you select this box, Windows cannot run any other application that uses the above ports until you quit the first application. This prevents two applications from trying to use the same communications port at the same time.

Selecting this option usually prevents your application from being swapped to disc.

If you are uncertain, do not select this box.

- **Memory.** Select this box if running your application appears to affect the performance of Windows or of other open applications.

If you are uncertain, do not select this box.

**Program Switch.** The "Program Switch" options tell Windows under what conditions a *non-windowing* application can switch back to Windows using  **Alt** -  **Tab** on the HP Vectra or  **Extend char** -  **Tab** on the HP 150. If you are uncertain which option to choose, choose Text.

- **Prevent.** Select this button if you find that the application does not switch correctly or if you want to conserve memory. Applications that directly modify keyboard data are usually *non-switching*. If you select this button, you must quit the application to return to Windows.
- **Text.** Select this button if your application works in text mode only, or if it runs in text and graphics modes and you want to conserve memory.

If you select this button, you will be able to switch back to Windows only when the application is in text mode. If the application is in graphics mode, you must first toggle back to text mode or exit the program to return to Windows.

- **Graphics/Multiple Text.** Select this button if your application works in graphics mode. If you select this button, Windows allocates extra memory (16-36K) for you to switch back to Windows when the application is in text or graphics mode.

Due to extensive memory requirements, program switching is not supported for some applications using EGA or EGA-compatible high-resolution color modes.

**Screen Exchange.** The "Screen Exchange" options tell Windows what kind of screen information can be transferred from a standard application to the Clipboard using the "screen snapshot" keys (i.e., **Alt**-**Prt** on the HP Vectra or **Extend char**-**Prt** on the HP 150). Screen exchange requires additional system memory. Text screens generally do not require much memory (2K); graphics screens require up to 32K of memory. If you are uncertain, select the Text button.

- **None.** Select this button if your application is *non-transferring* or if you wish to prevent screen exchange and save memory.
- **Text.** Select this button to enable your application to store text screens on the Clipboard. For standard *windowing* applications, select the Text option.
- **Graphics/Text.** Select this button to enable your application to store text and graphics screens on the Clipboard.

Due to extensive memory requirements, screen exchange is not supported for applications using EGA or EGA-compatible high-resolution color modes.

**Close Window on Exit.** This option closes the window of a standard application when you exit the program. If you do not chose this option for *windowing* applications, they will remain on the screen even after you exit them until you use the System Menu Close command; if you do not chose this option for *non-windowing* applications, some of them will remain on the screen after you exit them until you press another key.



## Sample PIF settings

The following sample PIF option settings assume you are using a Vectra with applications installed on a hard disc. They may give you an idea of how the settings affect the application in Windows. These are sample settings only. Correct PIF settings for the same application may differ on the Vectra and HP 150.

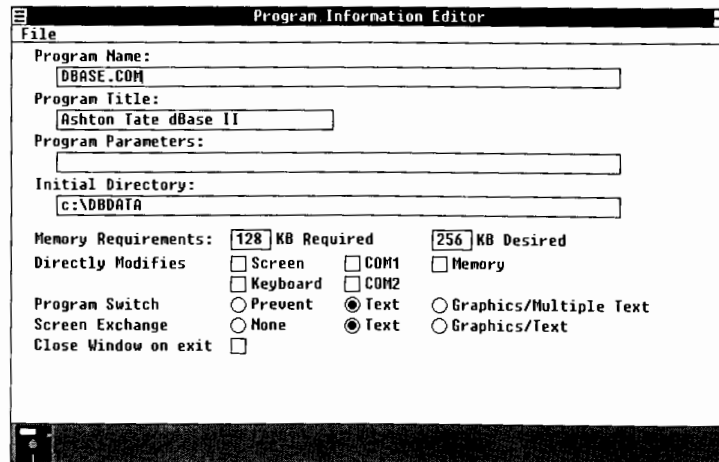


Figure 10-7. Sample dBASE II PIF Settings

dBASE II has the filename DBASE.COM. In this example the .COM and PIF files are located in the same directory, so no pathname is necessary in the Program Name setting. The application's initial directory is \DBDATA, meaning that after loading, dBASE II operates in that directory and looks there for its data files. It runs with a minimum of 128K of memory and can use up to 256K if that much is available. dBASE II does *not* directly modify the screen, which means it runs as a *windowing* application. You can switch to other applications and transfer text information to the Clipboard. When you close dBASE II with its normal command, the window remains on the screen until you close it with your pointing device or the Windows Close command.

**If you are still not sure...**

Creating or editing PIF settings for an application requires knowledge of that software package that may be unavailable to you.

The PIF files supplied with the HP version of Windows are fully supported by Hewlett-Packard; however, because of the detailed knowledge required for each individual application, Hewlett-Packard is not able to provide PIF file support for applications whose PIF files are not included in this package.

If you are selecting PIF settings for an application that HP does not supply a PIF file for, and you are uncertain, try running your application with different PIF settings (be sure to save all vital files beforehand), or consult the software developer for recommendations. Ask the following questions:

■ What is my application's:

required operating memory?  
recommended operating memory?

■ Does my application:

directly modify (write to) the screen?  
directly modify (write to) the keyboard?  
directly modify (use) the COM1 port?  
directly modify (use) the COM2 port?  
directly modify memory?  
operate in text mode only?  
operate in text and graphics mode?

Using this information, re-edit your PIF settings, if necessary.

## **If you run without a PIF file**

If you run an application and Windows cannot find a PIF file, Windows assumes the following settings:

Program Title: Ignored  
Program Parameters: Ignored  
Initial Directory: Ignored  
Memory Required: 52KB  
Memory Desired: All available memory  
Directly Modifies: Screen  
Program Switch: Text  
Screen Exchange: Text  
Close Window on Exit: Not selected

These settings may be incorrect for your application, and it may, thus, not run well without a PIF file.

# A

## Appendix A: Customizing Your WIN.INI File

---

Your WIN.INI file contains settings for many Windows features and WIN applications. Windows reads and uses these settings everytime you start up Windows.

The WIN.INI file is located either in the hard disc directory containing Windows on the Windows System disc. It includes several sections with a number of settings in each section. Most settings were entered automatically by the Windows Setup program.

Read this appendix for a description of each section, its settings, and the easiest way to change each setting.

### Changing settings

You use the Control Panel or Notepad to change, or customize, the WIN.INI file.

#### Customizing through Control Panel

If you need to change settings, you can change some settings through the Windows Control Panel. Refer to the chapter titled "Using the Control Panel" for more information on these settings.

#### Customizing through Notepad

Some settings you must change by directly editing the WIN.INI file through Notepad.

To edit WIN.INI settings through Notepad:

1. Open WIN.INI from Notepad.

Your WIN.INI file appears, displaying all the WIN.INI settings.

2. Locate the settings you want to change and edit them.
3. Save WIN.INI.

Notepad changes to WIN.INI do not take effect until Windows is restarted. To have the changes effective immediately, quit Windows and start again.

## Settings in [windows]

The [windows] section of WIN.INI contains settings for:

- Spooler able or disable
- Double click speed
- Cursor blink rate
- Filename extensions automatically listed as applications
- System default printer
- Applications running automatically
- Applications automatically loading as icons

The settings for a typical [windows] section might be:

```
spooler=yes
DoubleClickSpeed=500
CursorBlinkRate=450
Programs=com exe bat
Device=Epson FX-80,epson,LPT1:
SwapMouseButton=No
Run=
Load=
```

### Note



---

The order and number of your WIN.INI settings may differ slightly from those described in this manual.

---

The **spooler=** setting allows you to print from a Windows application without using the Spooler. This may be preferable when running Windows on a dual-flexible system since it conserves disc space. **To Change:** Use Notepad to change the spooler= line from yes to no. Note that setting spooler=no will disable printing from Windows Terminal.

The **DoubleClickSpeed=** and **CursorBlinkRate=** settings determine in milliseconds the double click and the cursor blink rates. The numbers that follow the equal sign can range from 1 to 999. The lower the number, the faster the rate. **To Change:** Use the Control Panel window to change the blink rate and double click speed settings.

The **Programs=** setting determines the files to be listed when the Programs command of the MS-DOS Executive View Menu is executed. In the default setting any file with a .COM, .EXE, or .BAT extension is listed. **To Change:** Use Notepad to add other extensions or delete existing file extensions.

The **Device=** setting indicates the default printer (or plotter), the device's printer filename, and the device's default port. **To Change:** Use the Control Panel Printer command to change this setting.

## Running applications automatically

The `SwapMouseButton=` setting tells Windows whether or not to change the active button on the mouse from left to right. **To Change:** Use the Control Panel Mouse command to toggle this setting on and off.

The `Run=` setting enables you to automatically run other applications in addition to the MS-DOS Executive when you start Windows.

For example, the setting:

```
Run=clock control clipbrd
```



starts the Clock, the Control Panel, and the Clipboard on the screen whenever you start a Windows session. Later, you can delete any of these from the `Run=` line and add others instead.

**To Change:** Use Notepad to enter filenames.

- Type the filenames of the applications you want (these are applications whose extensions on disc are either `.EXE`, `.COM`, or `.BAT`). Filenames can be up to eight characters in length.
- Include a space between the filenames.
- If the application you wish Windows to run is located on another disc or in another directory, specify a "pathname" to that disc or directory.

You can also tell Windows to automatically display a WIN application data file if you also include the file's extension. For example, if you have a Notepad text file of on-going activities that you want to be run for updating at the beginning of every Windows session, you can enter the following command:

```
Run=ongoing.txt
```

For the above command to work, the proper entry must be set in the [extensions] section of the WIN.INI file. See "Settings in [extensions]" in this appendix.

## Loading applications automatically

The `Load=` setting automatically loads applications as icons whenever you start Windows. For example, the setting:

```
Load=notepad
```

loads the Notepad application as an icon when you start Windows.

All procedures described for the `Run=` setting also apply to the `Load=` setting.

---

## Settings in [extensions]

Many WIN applications are associated with certain filename extensions. For example, any data file with the extension .CRD is associated with the Cardfile application.

If you select a file with one of these associated extensions, you can automatically open that data file and start its application in one step.

The associated filename extensions of the WIN applications are contained in the [extensions] section of the WIN.INI file.

A typical list of settings in [extensions] might be:

```
[extensions]
crd=cardfile.exe ^.crd
cal=calendar.exe ^.cal
trm=terminal.exe ^.trm
txt=notepad.exe ^.txt
```

**To Change:** Use Notepad to change or add a filename extension associated with an application; for instance, to the above settings, you can add the following setting:

```
wrd=notepad.exe ^.wrd
```

After Windows is restarted, selecting any Notepad file with the extension .txt OR .wrd will automatically start the Notepad application.

---

## Settings in [devices]

This section lists your system's output (printing) devices, and their printer files and port connections.

After you run Setup, the initial settings could look like this:

```
[devices]
EPSON FX-80=epson, LPT1:
HP 7470A=plotters, COM1:
NEC 3550=nec3550
```

Each setting contains, from left to right, the printer name, the equal sign, the printer driver filename, and the device's port (if one is assigned).

The settings in [devices] are set when you run the Setup program.

**To Change:** Use the Control Panel Add New Printer or Delete Printer commands to add or delete Printer Drivers. Use the Connections command to change port connections.

---

## Settings in [fonts]

The settings in the [fonts] section list the font files installed for your model printer(s). The font files for your printer are installed automatically when you run Setup. Each font file installed for your printer(s) has an entry in the [fonts] section listing the font name, the point size(s), the set group to which it belongs, and the font filename.

The following setting:

```
[fonts]
Courier 8,10,12 (Set #3)=COURB
```

indicates that your printer supports a courier style font with 8, 10, and 12 point sizes, belonging to Set #3 of the available Windows set groups (See "Font set number" in the chapter titled "Using the Control Panel"), and with the filename COURB.FON.

The fonts settings are automatically entered in this section during Setup.

**To Change:** Use the Control Panel Add New Font and Delete Font commands to add or delete font files.

---

## Settings in [colors]

These settings reflect the color settings of various parts of the Windows screen. The default settings are:

```
[colors]
Window=255 255 255
WindowText= 00 00 00
Menu=255 255 255
MenuText=00 00 00
WindowFrame=00 00 00
TitleText=255 255 255
ActiveTitle=00 00 00
InactiveTitle=128 128 128
Scrollbar=192 192 192
Background=128 128 128
```

The numbers on the right represent RGB settings (Red,Green,Blue) from 0 to 255. 00 represents no color (black), while 255 represents fully saturated color.

**To Change:** Use the Control Panel Screen Colors command to make changes to this section.



## Settings in [ports]

This section of WIN.INI lists the ports available for your system.

A typical port setting might look like this:

```
[ports]
LPT1:=
LPT2:=
COM1:=9600,n,8,1,p
COM2:=
OUTPUT.PRN=
```

The **LPT1:=** and **LPT2:=** settings represent the printer ports available on your computer (If you are using an HP 150, **LPT1:=** and **LPT2:=** represent the PRN and LST ports, respectively). These settings are entered in WIN.INI when you set up Windows.

**To Change:** If you install another printer port in your computer after you set up Windows, use Notepad to add another port setting, for example, **LPT3:=** (On an HP 150, **LPT3:=** represents the AUX port).

The **COM** settings, **COM1:=** and **COM2:=**, represent the communication ports available on your system (If you are using an HP 150, **COM1:=** and **COM2:=** represent **PORT1** and **PORT2**, regardless of your **DEVCONFIG** settings). The values to the right of **COM1:=** are baud rate, parity, word length, stop bits, and the retry (print/send) option, in that order. Consult your HP Vectra or HP 150 manual for the optional values. This information is entered in WIN.INI when you run Setup.

**To Change:** Use the Control Panel Communications Port command to change these settings.

## Sending printer output to a file

**OUTPUT.PRN=** is a filename. You can send printer (or plotter) output to a file rather than to a printer by adding the filename of the output file to the [ports] section.

When you restart Windows, you can assign a printer's output to this file. Run the Control Panel and choose the Connections command from the Setup Menu. The filename you added to the WIN.INI file will be listed among the other ports. Select the printer you want to change in the Printer list box. Then select the filename in the connections box and choose OK. The file you specify is overwritten for each print job.

**To Change:** Use Notepad to change or enter additional printer filenames. You can list up to eight entries (filenames and your normal port listings) in the [ports] section.

## Settings in [pif]

The [pif] section of your WIN.INI file contains:

- Settings for swapping your applications to disc
- Program information (PIF) settings for many DOS utilities and *special* programs.

Initial [pif] program information settings might look like this:

```
[pif]
SwapDisk=?
SwapSize=0
assign.com=1
attrib.exe=32
backup.com=64
chkdsk.com=64
```

## Swap settings

The **SwapDisk=** setting determines where Windows swaps an application. If **SwapDisk=?** then Windows will attempt to swap to the first fixed disc on the system. This is the default setting.

**To Change:** Use Notepad to change settings. If you set **SwapDisk=** equal to a drive letter, Windows will swap to that drive. To disable swapping altogether, set **SwapDisk=0**.

### Note



---

Do not set a flexible disc drive as the swap disc.

---

The **SwapSize=** setting enables you to reserve a minimum amount of memory as the swap area. If **SwapSize=0** (the default setting), Windows will set the swap size to the size of the first swappable application run.

**To Change:** Use Notepad to set a minimum swap area, change the number to the preferred size in kilobytes. You should take into account the program size, space for screen exchange, space for screen switching, and a 2K overhead for saving information about the application's current state.

For more information on swapping applications, see the chapters titled "Windowing Concepts" and "Techniques for Standard Applications" and the appendix titled "Swapping to Extended or Expanded Memory."

## PIF settings

The [pif] section already contains **PIF** settings for many MS-DOS utilities. You can, in addition, create **PIF** settings in WIN.INI for any *windowing* or *special* application.

**To Change:** Use Notepad to enter PIF settings for *windowing* or *special* applications.

**To enter a PIF setting for a *windowing* application:**

- In the [pif] section type the filename of the program, followed by an equal sign, then the amount of memory required to run the application.

You can usually find the application's memory requirements in the user's manual for that application. If it is not there, consult the software developer. Once you create a [pif] entry for a program, the following additional default settings are assumed:

Program Title: Filename without extension  
Initial Directory: Ignored  
Parameters: Ignored  
Memory Required: Specified above to the right of the equal sign  
Memory Desired: Same as memory required  
Screen Exchange: Ignored  
Program Switch: Ignored  
Directly Modifies: None

**To enter a PIF setting for a *special* application:**

- Type the name of the application followed by an equal sign, followed by 1.

See the chapter titled "Techniques for Using Standard Applications," for more information on entering PIF settings in WIN.INI.

## Settings in [intl]

The settings in this section reflect the current time, date, currency, number, and listing formats chosen through the Country Settings command in the Control Panel.

Typical [intl] settings for the United States might be the following:

```
[intl]
iCountry=1
iDate=0
iCurrency=0
iDigits=2
iTime=0
iLzero=0
s1159=AM
s2359=PM
sCurrency=$
sThousand=,
sDecimal=.
sDate=/
sTime=:
sList=,
dialog=yes
```

## Options settings

In the sample shown above, settings with the "i" prefix are option settings. The numbers to the right of the equal sign indicate options chosen for date, time, currency or number expressions.

The **iCountry=** option is the code number for the country you have chosen.

The **iDate=** options are **0** for m-d-y, **1** for d-m-y, or **2** for y-m-d format.

The **iCurrency=** options are **0** for currency symbol prefix with no separation; **1** for currency symbol suffix with no separation, **2** for currency symbol prefix, one character separation; or **3** for currency symbol suffix, one character separation.

The **iDigits=** option is the number of decimal digits in the currency.

The **iTime=** options are **0** for a 12 hour clock, or **1** for a 24 hour clock.

The **iLzero=** options are **0** for no leading zeros before numbers, or **1** for leading zeros.

**To Change:** Use the Control Panel Country Settings command to change these settings.

## Character settings

In the sample on the previous page, settings with the "s" prefix are character settings. The characters to the right of the equal sign define character strings in date, time, currency or number expressions.

The **s1159**= setting defines the suffix attached to times from 0:00 to 11:59.

The **s2359**= setting defines the suffix attached to times from 12:00 to 23:59.

The **sCurrency**= setting defines the currency symbol.

The **sThousand**= setting defines the separator between the thousands and hundreds digits in numbers.

The **sDecimal**= setting defines the separator between the integer and decimal digits.

The **sDate**= setting defines the separator between the days, months, and years.

The **sTime**= setting defines the separator between hour and minute in time expressions.

The **sList**= setting defines the separator between listed items.

**To Change:** Use the Control Panel Country Settings command to change these settings.

## Displaying the Country Settings command

The **dialog=yes** setting allows the Control Panel to display the Country Settings command in the Preferences Menu.

**To Change:** If you want to eliminate the Country Settings command from the Control Panel, use Notepad to replace **dialog=yes** with **dialog=no**.

See the chapter titled "Using the Control Panel" for details on Country Settings.

## B

# System Messages

---

This appendix describes messages that may appear in the middle of your window or MS-DOS Executive screen.

Many of the messages appear in dialog boxes with an Ok and a Cancel button. Choose Ok to make the dialog box and the message disappear before you proceed. Some dialog boxes include a Retry button. Choose this if you want to try the operation again.

### Note



---

This appendix lists the most common messages. Messages other than the ones listed here may appear while you are running Windows.

---

---

## Windows Messages

### Message:

Cannot read from device *device*

Cause: Windows is unable to read from the specified DOS device.

**Remedy:** The specified device was not available for input. Be sure the device is properly set up (and if appropriate, turned on). Choose Retry to try the operation again, or Cancel to end the operation. Check your HP Vectra or HP 150 manual for further information about device names and errors.

### Message:

Cannot read from drive *d*

Cause: One of the following:

- There is no disc in the specified drive.
- The disc drive door may be open or the disc may not be inserted properly (if a floppy disc drive is specified).
- Windows could not read the disc in the drive you specified. The disc may be defective, damaged, or unformatted. (See your DOS manual for details about disc errors.)

**Remedy:** Choose **Retry** to try the operation again. If a floppy drive is specified, be sure the disc is properly inserted. If you continue to receive this message, choose **Cancel**. You may want to run the DOS CHKDSK program to check the disc.

**Message:** Cannot write to device *device*

**Cause:** Windows is unable to write to the specified DOS device.

**Remedy:** The specified device was not available for output. Be sure the device is properly set up (and if appropriate, turned on). Choose **Retry** to try the operation again, or **Cancel** to end the operation. Check your DOS manual for further information about device names and errors.

**Message:** Cannot write to drive *d*

**Cause:** One of the following:

- There is no disc in the specified drive.
- The disc drive door may be open, or the disc may be improperly inserted (if a floppy disc drive is specified).
- Windows could not write to the disc in the drive you specified. The disc may be defective, damaged, or unformatted. (See your DOS manual for details about disc errors.)

**Remedy:** Choose **Retry** to try the operation again. If a floppy drive is specified, be sure the disc is properly inserted. If you continue to receive the message, choose **Cancel**.

**Message:** Insert *program* or *disc name* in drive *d*

**Cause:** Windows needs a program or file that is not on the disc in the active drive.

**Remedy:** Insert the specified disc and choose **Ok**.

**Message:** No more files can be opened

**Cause:** DOS is already running the maximum number of files.

**Remedy:** Close one or more of the applications you have running and try running the selected program again.

**Message:** Not enough memory to run

**Cause:** Windows tried to run a standard application that requires more memory than is currently available.

**Remedy:** Close one or more applications, then try to run the application again.

**Message:** Printer not ready

**Cause:** The printer may be out of paper or the printer is not turned on.

**Remedy:** Be sure the printer paper is properly installed and that the printer is connected and turned on.

**Message:** Write protected disk in drive *d*

**Cause:** The disc in drive *d* is write-protected.

**Remedy:** To write to this disc, remove the write-protect tab and choose Retry. Otherwise, choose Cancel.



## MS-DOS Executive Messages

- Message:** Cannot change directory to *name*
- Cause:** You have specified a filename instead of a directory name.
- Remedy:** Select or type a directory name, then retry the Change Directory command.
- 
- Message:** Cannot copy file to itself
- Cause:** You have attempted to copy a file to the same filename on the same disc or in the same directory. This is not allowed because it would destroy the file.
- Remedy:** Copy the file again, specifying a different filename.
- 
- Message:** Cannot copy more than one file to a single file
- Cause:** You have selected more than one filename and specified a single file as the destination.
- Remedy:** Select the file you want to copy and start again. To copy multiple files, specify a directory to copy them into.
- 
- Message:** Cannot create directory *directory name*
- Cause:** You tried to create a directory using a name that already exists in the current directory.
- Remedy:** Retry the command with a unique directory name.
- Cause:** You tried to create a directory on a disc that is write protected.
- Remedy:** Remove the write-protection tab, then retry the command.

**Message:**

Cannot create *filename*

**Cause:** You tried to save your work to a read-only file.

**Remedy:** Specify another filename when you save your work.

**Message:**

Cannot delete *filename*

**Cause:** You have tried to delete a file on a write-protected disc.

**Remedy:** Remove the write-protection tab and try again.

**Cause:** You have tried to delete a read-only file.

**Remedy:** You cannot delete the file.

**Message:**

Cannot delete the current directory

**Cause:** You have attempted to delete the current directory. This is not allowed, even if the directory is empty.

**Remedy:** Move to the parent directory and try again.

**Message:**

Cannot find *filename*

**Cause:** You have chosen an action requiring a file, and the MS-DOS Executive cannot find the file in the directory or on the disc.

**Remedy:** Make sure you typed the filename correctly. You may need to change directories to locate the file, or you may need to type a pathname before the filename. If the file is not on the disc, insert the disc containing the file in the drive. Choose the command and try again.

**Message:**

Cannot format diskette

**Cause:** The disc is either read-only (has a write-protect tab) or defective.

**Remedy:** Replace the disc and try again.

If the disc has a write-protect tab, you should remove it **ONLY** if you no longer need the files on the disc. After you remove the write-protect tab, you may format that disc.

**Message:** Cannot print

**Cause:** Your printer is not properly installed (this includes having proper settings in the WIN.INI file).

**Remedy:** Check the printer connections and Control Panel printer settings. Set your printer up properly and start again (See the chapter titled "Using the Control Panel" for details about printer settings).

**Message:** Cannot put DOS system on the diskette

**Cause:** The disc cannot be formatted with the system files.

**Remedy:** Put a blank formatted disc in the drive and retry the command.

**Message:** Cannot rename *name*

**Cause:** The specified file does not exist in the current directory or on the disc.

**Remedy:** Make sure the filename exists, then retry the **Rename** command. You cannot rename a directory.

**Message:** Cannot run *filename*

**Cause:** An error has occurred while running a program.

**Remedy:** Retry the **Run** command. If the command still does not work, be sure you are trying to run the correct file.

**Message:** Cannot set volume name

**Cause:** The disc is write protected.

**Remedy:** Remove the write-protection tab.

**Cause:** The disc directory is full.

**Remedy:** Check the directory to see if any files can be removed, then try again.

**Message:** Directory is not empty

**Cause:** The directory still contains files or subdirectories.

**Remedy:** Delete the files or subdirectories from the directory, or move the files to a different location, and start again.

**Message:** *directory name* has no files in it

**Cause:** You tried to copy files from an empty directory.

**Remedy:** Check to see that you used the correct directory or path name.

**Message:** Disk is full

**Cause:** You have tried to save a file, or have carried out an action that requires creating a new file (such as copying), and the disc is full.

**Remedy:** Insert another disc, or delete any unwanted files and directories from the disc, and try again.

**Message:** Multiple destinations not allowed

**Cause:** You have attempted to copy a single file to more than one new file, or to rename a single file with more than one new name.

**Remedy:** Copy or rename the file to a single destination.

**Message:** Multiple files not allowed

**Cause:** You have specified too many filenames for a command.

**Remedy:** Retry the command with only one filename specified.

**Message:** Not enough memory

**Cause:** You have carried out an action, such as copying a file, that requires more memory than Windows currently has available.

**Remedy:** Close one or more applications and try again.

**Message:** Not enough memory to display entire directory

**Cause:** The MS-DOS Executive requires more memory than is currently available to display the directory in full.

**Remedy:** If you want to see the entire directory, close one or more applications.

**Message:** Not enough memory to run *filename*

**Cause:** Windows tried to run a program that requires more memory than is currently available.

**Remedy:** To run the program, close one or more applications, then choose the Run command again.

**Message:** This will end your Windows session

**Cause:** You chose the End Session command, and Windows is asking you to confirm that you really want to end the session.

**Remedy:** Choose Ok to end the session. Choose Cancel to cancel the End Session command and continue working with Windows.

### **Messages about standard applications**

The following MS-DOS Executive error messages may appear when you attempt to run standard applications:

**Message:** Application still active

**Cause:** A standard application is still open. This message will appear if you attempt to end the Windows session while a standard application is still running.

**Remedy:** Close any standard applications that may be running. For most applications, use the quit or exit command.

**Message:** Cannot run with other applications

**Cause:** The program you selected is a special application that loads and stays resident or has the Modifies Memory option set in its PIF file.

**Remedy:** You must close all applications except the MS-DOS Executive before you can start this program.

**Message:** COM1 and COM2 is not available

**Cause:** The application that you selected requires access to serial communications port 1 or 2, but either you do not have a serial communications card installed as COM1 or COM2, or other applications are using your communications ports.

**Remedy:** To run the program you selected, you must close any other application that accesses the COM1 or COM2 port. If you don't have a serial port you cannot run the selected program.

**Message:** COM1 is not available

**Cause:** The application you have selected requires access to serial communications port 1 (COM1), but either you do not have a serial communications card installed as COM1, or another application is using COM1.

**Remedy:** To run the program you selected, you must close any other application that accesses the COM1 port. If you don't have a serial port you cannot run the selected program.

**Message:** COM2 is not available

**Cause:** The application that you selected requires access to serial communications port 2 (COM2), but either you do not have a serial communications card installed as COM2, or another application is using COM2.

**Remedy:** To run the program you selected, you must close any other application that accesses the COM2 port. If you don't have a serial port you cannot run the selected program.

**Message:** Initial directory not found

**Cause:** The initial directory for this program cannot be found or is invalid.

**Remedy:** Check the PIF file for the program and be sure that the initial directory setting is correct (See "PIF file options" in the chapter titled "Techniques for Standard Applications" for more explanation of this setting).

**Message:** Need more disk space

**Cause:** You attempted to load a standard application that required that Windows swap another application to disc. There was insufficient disc space for swapping.

**Remedy:** Close one of the other standard applications you have running and try the command again. If there is still limited space remaining on the swap disc, you may consider deleting some files.

**Message:** Need WINOLDAP files to run program

**Cause:** The program you selected requires the Windows system files WINOLDAP.MOD and WINOLDAP.GRB to run.

**Remedy:** These files should be in the same directory as your other Windows system files. Check the directory to make certain that they are available; if they are not, run the Windows Setup program again to install the necessary files in the directory containing Windows; then try running the program again.



If you have *extended* or *expanded* memory installed on your computer, you can set up a *virtual disc* in this area for swapping standard applications.

*Extended memory* and *expanded memory* are memory added to your computer beyond the normal 640K RAM limit with memory cards such as Above(tm) Board or the Advantage Board(tm) on the Vectra or the HP 150/Touchscreen expanded memory board. If your computer has memory above 640K, check your memory board to documentation to determine what kind of memory it is. The HP Vectra accomodates both types of memory; the HP 150 only accomodates *expanded* memory.

A *virtual disc* is an area set aside in extended or expanded memory to behave like an actual disc.

As described in the chapters titled "Windowing Concepts" and "Techniques for Standard Applications," *swapping* enables Windows to load and switch between more applications than your computer's Random Access Memory can support. Swapping is accomplished by temporarily moving some of these applications to a hard disc or, if available, to a virtual disc in extended or expanded memory.

Because it is faster, swapping to a virtual disc is preferable to swapping to hard disc.

After you set up a virtual disc and run Windows, an extra drive icon appears at the top of the Windows MS-DOS Executive screen.

This appendix describes:

- How to set up swapping to HP 150/Touchscreen expanded memory
- How to set up swapping to HP Vectra extended or expanded memory
- Instructions for swapping to *expanded memory* on the Intel Above Board.
- Messages that users of the Microsoft RAMDrive(tm) virtual disc program may see.

Read and follow the instructions pertinent to your computer and hardware.

If you set up the RAMDrive virtual disc on your HP Vectra, and Windows does not swap properly, check the section titled "RAMDrive error messages" in this appendix.

If you are using another virtual disc program, check the documentation for that program.



## Swapping to HP150/ Touchscreen Expanded Memory

If you install the HP 150 expanded memory board, you can set up Windows to swap applications to this area.

### 1. Install your expanded memory hardware:

Install your HP 150 expanded memory board, and set up the accompanying virtual disc program in your DEVCONFG program according to the HP memory board documentation.

If error messages are displayed after you install the expanded memory board and re-start your computer, check the memory board documentation.

### 2. Edit the WIN.INI file

To ensure that Windows automatically swaps to the virtual disc, you must change the SwapDisk= setting in your WIN.INI file:

A. Run Notepad and open the WIN.INI file.

B. In the [pif] section of the WIN.INI file, replace the ? in the line SwapDisk=? with the drive letter you assigned to the virtual disc in the DEVCONFG program.

For example, if you assigned the virtual disc drive E in DEVCONFG, you would replace the line, SwapDisk=? with SwapDisk=E:.

C. Save the WIN.INI file.

Once you set the SwapDisk setting in your WIN.INI file to the virtual disc drive letter, Windows automatically uses the virtual disc to swap standard applications.

### 3. Restart Windows

After you have edited your WIN.INI file, close and re-start Windows.

Windows sets the size of the swap area in expanded memory to the size of the largest application you run. On your MS-DOS Executive screen you will see an additional drive icon designating the new swap area in extended memory.

If you want to set a minimum swap area size, change the SwapSize setting in your WIN.INI file. Refer to the appendix titled "Customizing Your WIN.INI File" for details of the SwapSize setting.

## Swapping to HP Vectra Extended or Expanded Memory

If you install extended or expanded memory hardware on your HP Vectra, you can use the Microsoft RAMDrive program, included on the Windows Setup disc, to set up a virtual disc for swapping.

Microsoft does not recommend using the IBM VDISK(tm) virtual disc program for swapping from Windows. If you already have this virtual disc program installed on your Vectra to work in extended or expanded memory, you can replace it with RAMDrive. RAMDrive will function exactly like your old virtual disc.

### Hardware

RAMDrive works on an HP Vectra with the following hardware installed:

- An extended memory card
- The Intel Above Board or compatible accessory.

The Intel Above Board is designed to supply either *extended* memory or *expanded* memory to your Vectra.

If you are using an Intel Above Board configured for *expanded* memory, you must take special steps described in the section titled "Using Intel's Above Board Expanded Memory with Windows," in this appendix.

### Procedure

To setup RAMDrive for Windows, follow the steps are outlined below:

#### 1. Install extended memory hardware

Install your extended memory hardware according to the manufacturer's instructions.

If you are installing the Intel Above Board to supply *expanded* memory, refer to the section titled "Using Intel's Above Board Expanded Memory with Windows" in this appendix.

## 2. Add the RAMDrive command line to the CONFIG.SYS file

To ensure that your computer automatically sets up the RAMDrive virtual disc when you start it, you must insert a command line in the CONFIG.SYS file in your root directory:

- A. Create the CONFIG.SYS file, or edit the existing one, using a text editor program. If you have Windows set up, you can use Notepad.

You'll find CONFIG.SYS in your boot disc or directory (the disc or directory you start DOS from).

- B. Insert the RAMDrive command line. (See the section, "The RAMDrive Command Line," later in this appendix for more information.)

If you have already installed an Intel Above Board, insert the RAMDrive command line *after* the line DEVICE=EMM.SYS.

If your CONFIG.SYS file contains command lines for any *other* virtual disc program, (e.g., VDISK.SYS or QUICKMEM.SYS), insert the RAMDrive command line *ahead* of them in the CONFIG.SYS file.

- C. Save the modified CONFIG.SYS file to its original drive or directory.

## 3. Copy the RAMDRIVE.SYS file

After adding the RAMDrive command line in your CONFIG.SYS file, copy the RAMDRIVE.SYS file from the Windows Setup disc to the same drive and directory as your CONFIG.SYS file.

## 4. Edit the WIN.INI file

To ensure that Windows automatically swaps to the RAMDrive virtual disc, you must change the SwapDisk= setting in your WIN.INI file:

- A. Run Notepad and open the WIN.INI file.
- B. In the [pif] section of the WIN.INI file, replace the ? in the line SwapDisk=? with the drive letter assigned to RAMDrive.

DOS assigns the RAMDrive virtual disc the next available drive letter. For example, if you have a hard disc system with one floppy disc drive (A:) and one hard disc (C:), RAMDrive becomes D:. You would, therefore, replace the line, SwapDisk=? with SwapDisk=D:.

C. Save the WIN.INI file.

Once you set the SwapDisk setting in your WIN.INI file to the RAMDrive letter, Windows automatically uses the RAMDrive virtual disc to swap standard applications.

## 5. Restart your computer

After you have edited your CONFIG.SYS file and WIN.INI files, re-start your computer and Windows in the usual way.

DOS sets up RAMDrive automatically.

Windows sets the size of the swap area to the size of the largest application you run. On your MS-DOS Executive screen you will see an additional drive icon designating the new swap area in extended memory.

If you want to set a minimum swap area size, change the SwapSize setting in your WIN.INI file. Refer to the appendix titled "Customizing Your WIN.INI File" for details of the SwapSize setting.

## The RAMDrive Command Line

This section describes the RAMDrive command line which you must add to the CONFIG.SYS file. In the following description of the RAMDrive command line:

- Characters enclosed in brackets indicate optional parts of the command line.
- Italics represent the type of information needed.
- Capital letters indicate text which must be entered as shown.

The RAMDrive command line has the following form:

**DEVICE=[d:][path]RAMDRIVE.SYS [size] [sectors] [entries] [/E or /A]**

The parts of the command line are explained below.

*For sample command lines see section titled "Sample RAMDrive Command Lines" in this appendix.*

**DEVICE=** Tells DOS to install a device driver. In this case, RAMDrive is the device driver program.

**d:** The letter of the disc drive where you store the RAMDRIVE.SYS file. If the file is on the disc you use to start DOS, you needn't include a disc drive designation.

**path** The directory where you store the RAMDRIVE.SYS file. If the file is in the directory you use to start DOS, you needn't include a pathname.

**RAMDRIVE.SYS** The name of the RAMDrive program file. You must include this part of the command line.

**size** The amount of memory you want the RAMDrive virtual disc to have. Include this part of the command line only if you want more memory than 64K, or if you want to include numbers for *sectors* or *entries*. You can type a number from 16 (16 kilobytes) to 4096 (4 megabytes). The *size* cannot exceed the amount of memory on your extended memory board. To use all of the extended memory for the RAMDrive, type a number equal to the amount of extended memory you have. If you do not want to use all of your extended memory for RAMDrive, see the following section, "Calculating RAMDrive Size Requirements," for details on calculating how much memory you will need.

**sectors** The number of bytes per sector. Include this part of the command line only if you need sector sizes larger than 128 bytes. RAMDrive accepts only the numbers 128, 256, 512, and 1024.

If you do not understand the purpose of this number, either omit this part of the command line or type 128. You must type a number in this part of the command line if you want to type a number for *entries*.

**entries** The maximum number of entries you want in the root directory of the RAMDrive virtual disc. Entries are either filenames or directory names. The more entries allowed, the more applications you can swap to RAMDrive. Include this part of the command line only if you want more than 64 entries. You can type a number from 2 to 1024.

The value of *entries* is adjusted up so that the area for the root directory entries fills to the nearest sector size boundary. For example, if you give a value of 25, and the sector size is 512 bytes, 25 will be rounded up to 32 which is the next multiple of 16 (there are 16 32-byte directory entries in 512 bytes).

**/E or /A** Switches that specify your hardware. Use the switches as follows:

Use:	For:
/E	HP Vectra with extended memory or Intel Above Board configured for extended memory.
/A	Intel Above Board configured for expanded memory (See section titled "Using Intel's Above Board Expanded Memory").

## Calculating RAMDrive size requirements

Although you'll usually want to set *size* equal to the total amount of available memory, you can calculate how much memory you need.

The memory you set up determines the amount available for swapping. The *size* cannot exceed the amount of memory on your extended memory board.

To calculate the requirement for *size*:

1. Find the size requirement for your largest application, as stated in the program's documentation or what you have set in the application's PIF file.

2. Add 75K.

This is the space required for program switch and screen exchange information.

3. Multiply the sum of these two numbers by the number of standard applications you expect to run.

4. Multiply the result by 1.02 and round the result up to the next whole number.

This adds 2% to the total space requirement for the DOS region of RAMDrive.

For example, if you want to switch between three standard applications and the largest requires 256K, then set the size to 1013K.

5. If the result is less than the amount of memory on your extended memory board, type the result in the *size* part of the RAMDrive command line.

If the result is greater than the amount of memory on your extended memory board, type a *size* value equal to the memory available.

## Sample RAMDrive Command Lines

The following are two sample RAMDrive command lines in the CONFIG.SYS file with explanations of their effects:

### Sample One

```
DEVICE=RAMDRIVE.SYS /E
```

This command line gives you 64K of memory for virtual disc storage and up to 64 files and directories in this RAMDrive. The RAMDrive is in HP Vectra extended memory. The RAMDRIVE.SYS file is in the drive or directory you start DOS from.

**Note**

---

If the amount of memory you set aside for RAMDrive is equal to the amount of extended memory available, RAMDrive uses 1K for administrative purposes. In this example, if your memory available is just 64K, you will have 63K available for the RAMDrive.

---

When RAMDrive is set up, the following message will appear:

```
Disk size: 64 k
Sector size: 128 bytes
Allocation unit: 1 sectors
Directory entries: 64
```

**Sample Two**

```
DEVICE=C:\WIN\RAMDRIVE.SYS 1024 128 256 /A
```

This command line gives you 1024K (1 megabyte) of memory for virtual disc storage and up to 256 files and directories in this RAMDrive. The RAMDrive virtual disc is on Expanded Memory. The RAMDRIVE.SYS file is located in the \WIN directory on drive C:.

When RAMDrive is set up, the following message will appear:

```
Disk size: 1024 k
Sector size: 128 bytes
Allocation unit: 2 sectors
Directory entries: 256
```

Once you have a RAMDrive command line in your CONFIG.SYS file, RAMDrive is set up automatically every time you start DOS.

## Using Intel's Above Board Expanded Memory

In some Vectra or equivalent computers, the Intel Above Board is installed and configured to supply *expanded* memory because many popular applications, such as Lotus 1-2-3, make use of its *expanded* and cannot access *extended* memory.

If you are using an Above Board configured for *expanded* memory, you can still set up a RAMDrive virtual disc for Windows to swap to, but you must include the special software described in this section.

1. After installing the Above Board hardware, copy the EMM.AT file from the Windows Setup disc to EMM.SYS on the Above Board disc.
2. Insert the Above Board disc in drive A, follow the instructions in the Above Board manual, and run SETUPAT.

If you run Windows from a floppy disc, be sure to use SETUPAT to setup the disc you use to start your computer (i.e., your Windows Startup disc or your DOS disc).

3. Then follow the instructions in the preceding section to add any RAMDrive command lines.

For assistance in using Above Board, contact Intel Customer Support (see your Above Board documentation for the phone number).



## RAMDrive Error Messages

After you set up your RAMDrive virtual disc, the following messages may appear when you re-start your computer.

### Message:

Bad or missing *d:path* RAMDRIVE.SYS

**Cause:** The drive letter (*d:*) or the pathname (*path*) are incorrect. The RAMDRIVE.SYS file is not in the drive or directory shown in the RAMDrive command line.

**Remedy:** Edit your CONFIG.SYS file and type the correct drive and pathname in the RAMDrive lines.

### Message:

Microsoft RAMDrive version -- *YYY* virtual disc *d:*

This is not an error message. It appears when DOS sets up RAMDrive.

*YYY* is the version of RAMDrive.

*d:* is the DOS drive letter assigned to this RAMDrive.

The "virtual disc *d:*" part of this message does not appear on computers using DOS 2.x.

Check the following information when it appears on your screen, and change the corresponding parts of the command line as necessary:

```
Disk size: x k
Sector size: x bytes
Allocation unit: x sectors
Directory entries: x
```

This information from RAMDrive tells you:

Message:	Indicates:
Disk size	How much memory RAMDrive assigned to the drive. When you use the /E switch or no switch, size shown may be 1K smaller than the size in the RAMDrive command line.
Sector size	How many bytes are in a sector.
Allocation unit	How many sectors are in an allocation unit.

Directory entries	How many root directory entries can exist (includes one for the volume label).
-------------------	--

**Message:** RAMDrive: Above Board Memory Manager not present

**Cause:** You included the /A switch in the RAMDrive command line, but RAMDrive could not find the Above Board memory manager. DOS will not install the RAMDrive program.

**Remedy:** Make sure your CONFIG.SYS file contains the line

```
DEVICE=EMM.SYS
```

This line must appear before any RAMDrive command lines.

**Message:** RAMDrive: Above Board Memory Status shows error

**Cause:** While trying to set up the RAMDrive in Above Board memory, DOS detected an error. DOS will not install the RAMDrive program.

**Remedy:** Run the Above Board Confidence test to check the Above Board memory. Take the appropriate corrective action as instructed in the Above Board manual.

**Message:** RAMDrive: Computer must be PC-AT, or PC-AT compatible

**Cause:** You should include the /E switch only when you have an HP Vectra or PC AT compatible computer. DOS will not install the RAMDrive program.

**Remedy:** Delete /E from the RAMDrive command line.

**Message:** RAMDrive: Incorrect DOS version

**Cause:** RAMDrive runs only on 2.x and 3.x versions of DOS. DOS will not install the RAMDrive program.

**Remedy:** Because Windows requires DOS 2.x or later, you need to switch to a 2.x or later version of DOS so you can run Windows as well as RAMDrive.

**Message:**

RAMDrive: Insufficient memory

**Cause:** Your system has insufficient memory available for RAMDrives. DOS will not install the RAMDrive program.

**Remedy:** If you want to use the RAMDrive program, you must add memory to your system.

As an alternative solution, reset the system memory switch settings inside the computer to reserve memory for a RAMDrive. For instructions on setting switches, refer to your computer's technical reference or the manual provided with any of your computer's memory boards.

**Message:**

RAMDrive: Invalid parameter

**Cause:** One of the following:

- The command line contains too many parts, such as more than three numbers or more than one pathname.
- One of the numbers for size, sectors, or entries in the command line exceeds the range of permitted numbers. For example, you may have the RAMDrive size set for 8K, which is too small.
- You included both /E and /A in the same RAMDrive command line.

DOS will not install the RAMDrive program.

**Remedy:** Edit your CONFIG.SYS file and change the incorrect RAMDrive lines.

**Message:**

RAMDrive: I/O error accessing drive memory

**Cause:** DOS detected an error while trying to set up RAMDrive. DOS will not install the RAMDrive program.

**Remedy:** Run memory tests to check the memory where RAMDrive is set up.

**Message:**

RAMDrive: No extended memory available

**Cause:** Your system has no memory available for RAMDrive. DOS will not install the RAMDrive program.

**Remedy:** If you want to use the RAMDrive program, you must add memory to your system.

As an alternative solution, reset the system memory switch settings inside the computer to reserve memory for a RAMDrive. For instructions on setting switches, refer to your computer's technical reference or the manual provided with any of your computer's memory boards.



## D

## Windows Updates

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### Keeping up to date

The *HP PC Communicator* magazine provides current information on Hewlett-Packard's personal computer software packages, including Windows. To stay up to date, we recommend that you order a subscription (HP Product Number 45530).

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### The HP-HIL Upgrade Message

Some Vectra users may receive an "HP-HIL Upgrade" message while they are setting up Windows. If you receive this message, it means your Vectra needs a special system configuration to run smoothly with an HP mouse or other HP-HIL pointing device.

If you want to install the HP-HIL Upgrade:

- When you see the "HP-HIL Upgrade" message, type **Y**.

Windows will add the file `HPHIL.SYS` to your hard disc root directory or to the floppy disc you use to start your computer (i.e., your Windows Startup disc, or your DOS disc).

Windows will also create a `CONFIG.SYS` file or add lines to an existing `CONFIG.SYS` file:

```
DEVICE=\HPHIL.SYS
```

### Note



---

You *cannot* install the HP-HIL upgrade on your original DOS *master* disc. Install the Upgrade on a non-write-protected *copy* of your DOS master disc and use that disc to start your system.

---

If at a later date you choose to upgrade the Vectra system ROMs, this HP-HIL Upgrade will no longer be necessary, and the above lines should be removed from the `CONFIG.SYS` file.

**If your Upgrade install failed:**

Your Upgrade install may fail due to two types of problems: insufficient disc space or disc media error.

**If your DOS disc does not have enough space:**

There are two possible solutions:

- You can return to the Menu, exit Setup, remove some unneeded files from your DOS disc, run Setup again, and choose the HP-HIL Upgrade option again.
- If you previously installed the "Copy System" option on the Windows Startup disc, you can continue the Setup program and not install the HP-HIL Upgrade on your DOS disc. Then, each time before you run Windows, start your Vectra with the Windows Startup disc rather than your DOS disc.

If you did *not* previously install the "Copy System" option, you cannot use this solution.

**If your DOS disc has a possible media error:**

1. Press **R** to retry the Upgrade install.
2. If Retry fails, remove your DOS disc from its drive.
3. Confirm it is the disc you normally use to start your Vectra.
4. If it is, return to the Menu, exit Setup, and copy the DOS disc contents to a new disc using the **DISKCOPY** command.
5. Then rerun Setup using the new disc.

---

**Using HP printers**

Read the following tips for most efficient use of HP printers.

**ThinkJet Printer**

Two Windows printer drivers are supplied to support different ThinkJet models. One driver supports the ThinkJet HP2225A model (with the HP-IB connector); the other driver supports the ThinkJet HP2225C (with the parallel port connector) and the ThinkJet HP2225D (with the communications port connector).

**If you use the ThinkJet HP2225C or HP2225D driver:**

- Set switch 5 *up* to print WIN documents and many standard application documents; however, some standard applications require you to set switch 5 *down* to print some documents. If an application requires you to change the switch 5 setting, turn off your printer, set switch 5 up or down, and turn your printer back on before printing.

- You may use both Windows fonts and ThinkJet *device* (or internal) fonts. For the fastest and highest quality printing on the HP2225C or HP2225D printers, use only the ThinkJet *device* fonts: Elite, Elite expanded, Elite compressed, or Elite Expanded-Compressed.
- For maximum printing speed, leave the right margins unjustified in the document printed through Windows. Justifying paragraphs in your document causes the ThinkJet printhead to make extra passes on justified lines. If you want to justify your document text, we suggest you do so in your final draft only.

If you use the ThinkJet HP2225A driver:

Justification and font changes do not affect the print speed of the HP2225A ThinkJet printer.

Unusual configurations, such as a ThinkJet HP2225C connected to an HP 150, or a ThinkJet HP2225A connected to a Vectra, are not supported in Windows.

### HP2603A Printer

The HP2603A printer supports printing on both continuous and single sheets of paper.

To prevent skewing on single sheets, HP recommends you format your documents to leave a one inch bottom margin on each page (for example, if printing on a standard sized sheet at 6-lines-per-inch spacing, you would format your document at 60 lines per page).

---

## Special Notes on Individual Applications

In this section special suggestions for running individual standard applications are noted.

### Using Lotus 1-2-3

If you want to give Lotus 1-2-3 the maximum amount of available memory in your machine, you can change the amount in the KB Required option in the PIF file to 640KB and select None from the PIF screen exchange options. Close all other applications except for the MS-DOS Executive, then run the program.

### Using Microsoft Multiplan

You can run Multiplan as either a *windowing* or *non-windowing* application on the HP Vectra. You must run Multiplan as a *non-windowing* application on the HP 150.

If you are using an HP Vectra and want to run Multiplan in a window, use the Multiplan PIF file (MP.PIF) supplied with Multiplan 2.0.



1. Run the Multiplan Install utility program (included on the Multiplan Install disc).
2. Select the Windows option from the Installation menu.

If you are using either an HP Vectra or HP 150 and want to run Multiplan as a *non-windowing* application, replace the Multiplan PIF file (MP.PIF) with the MP.PIF file in the PIF subdirectory included with the Windows software.

You may also modify the existing PIF file with the PIF Editor, selecting the "Directly Modifies Screen" option).

### Using Microsoft Word with an EGA card (Vectra only)

A special PIF file, WORDEGA.PIF, is included with the Microsoft Word application for users who want to run Word under Windows using an EGA card.

The WORDEGA.PIF file runs Word in *character/text* mode, which allows you to switch between Word and Windows even though you are using an EGA card. To use, copy this file to the directory containing the Word program and rename it WORD.PIF.

If you want to run Word in *graphics* mode, you should use the *original* WORD.PIF file provided in the \PIF directory. Using the original PIF file, however, will not allow you to program-switch between Word and Windows using an EGA card.

On systems without an EGA card, you can use the WORDEGA.PIF file to reduce the memory required when running Word with Windows.

---

### Font Set Numbers

The font sets provided by Windows support the following hardware:

**Set #1.** Stroke fonts. Can be used on any computer with screen, printer, or plotter devices of any resolution.

**Set #2.** Raster fonts. Designed for use with HP Vectra and compatibles with 640 x 200 screen resolution or with the HP 150 or Touchscreen computers with 512 x 390 screen resolution.

**Set #3.** Raster fonts. Designed for use with HP Vectra or compatible models with 640 x 350 or higher screen resolution or with the Touchscreen II computer.

**Set #4.** Raster fonts. Designed for use on any computer with printers in 60 dpi resolution, including the following:

- Epson(r) MX-80, FX-80, and compatibles (Landscape mode)
- IBM Proprinter (Landscape mode)
- Okidata(r) 92, 93, 192, 193 (Landscape and Portrait mode)
- Star Micronics SG-10 (Landscape mode)

**Set #5.** Raster fonts. Designed for use on any computer with printers in 120 dpi resolution, including the following:

- Hewlett-Packard ThinkJet
- Epson MX-80, FX-80, and compatibles (Portrait mode)
- IBM Proprinter (Portrait mode)
- Okidata 92, 93, 192, IBM Compatible models (Portrait mode)
- Star Micronics SG-10 (Portrait mode)

---

## Using Windows on a Network

When installing Windows on a network, you should label the installed files as READ-ONLY.

As a network user, you should have a local copy of the WIN.INI file that you can read and make changes to. This will allow you to have your own settings for such things as the number of printer ports and screen colors. Be sure your local WIN.INI file is in a directory in the PATH setting in your AUTOEXEC.BAT file.





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# MICROSOFT WINDOWS DESKTOP APPLICATIONS USER'S GUIDE

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FOR THE HP VECTRA AND HP150/TOUCHSCREEN  
PERSONAL COMPUTERS



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# Introduction to Windows Desktop Applications

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Microsoft(r) Windows comes equipped with built-in applications. Each is like a standard desktop aid.

**Notepad.** Notepad is an electronic memo pad. You can copy or cut text from other applications and paste it into Notepad, or copy or cut from Notepad and paste into other applications.

**Cardfile.** With Cardfile, you can avoid sorting paper index cards by hand. Enter any information you want (for example, names, addresses, phone numbers) in any order, and let Cardfile do the sorting for you.

**Terminal.** Terminal lets you connect your computer to other computers. Once connected, you can gather information from such sources as Dow Jones News and Retrieval(r) and CompuServe(sm).

**Calendar.** Calendar helps you keep track of your daily appointments. Unlike its desktop paper counterpart, Calendar has an alarm to remind you of your appointments.

**Calculator.** Use Calculator to produce the figures you need. You can perform standard arithmetic operations, and calculate percentages and square roots.

**Clock.** Shrink the clock to an icon, and the familiar clockface -- complete with sweeping second hand -- remains on your screen without taking up any work space.

**Reversi.** Take an occasional break to play Reversi -- an intriguing and challenging game.

## About the Manual

This manual is divided into seven chapters, one for each application. You don't have to read the entire manual to use a single application. Everything you need to know about each application is contained in one chapter.

This manual assumes that you already know how to use Windows. Refer to the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers* for information on how to move between windows, expand a window, start an application from the MS-DOS(tm) Executive window, and perform other Windows actions.

The terminology in this manual is the same as is used in the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*. Refer to it for details if you aren't sure how to choose a command, select an option from a dialog box, or perform other actions that are the same for all Windows applications.

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# 1

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## Notepad

The Windows Notepad is a text editor you use to create, modify, and display text files. Although Notepad is primarily a place to jot down notes or short memos, you can also use Notepad to create and edit batch files, and edit your WIN.INI file.

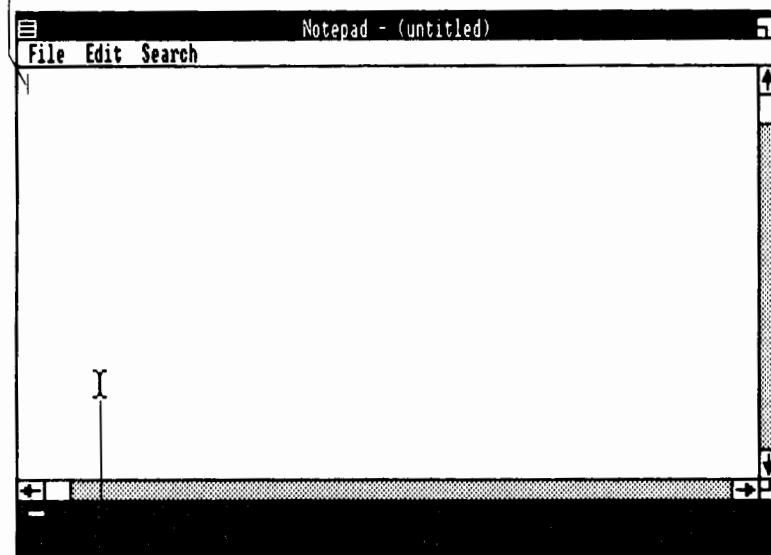
## Starting Notepad

To start Notepad:

- Select and run NOTEPAD.EXE in the MS-DOS Executive window.

When you start Notepad, it automatically creates an empty, untitled window where you can start typing text.

*Flashing insertion point*



*Mouse pointer*

Figure 1-1. Notepad Window



## Typing Text

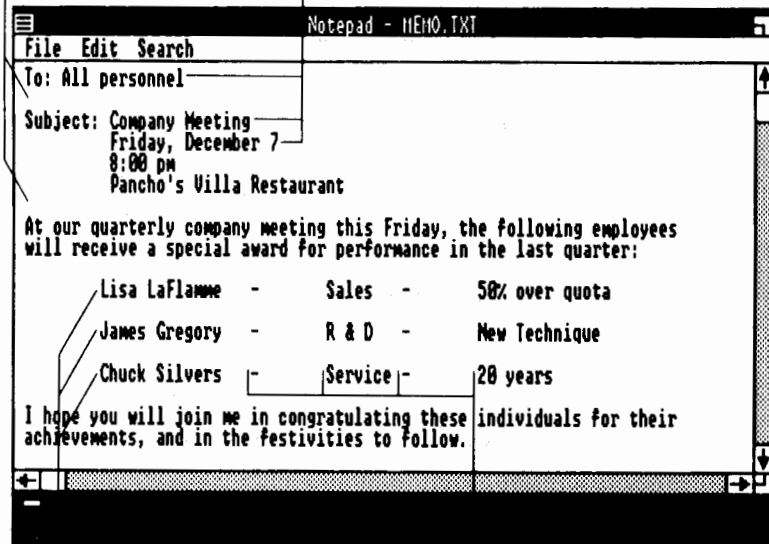
You can type in the Notepad window whenever it is active; just start typing. Notepad enters text at the insertion point. The insertion point starts in the upper-left corner of the Notepad window and moves to the right as you type.

## Formatting Text

Formatting with Notepad is easy. You type the text exactly as you want it to appear, using the **Enter** or **Return** key, the **Tab** key, the **BACKSPACE** key, and the **SPACEBAR** to format the text.

Press the **ENTER** key twice to insert a space between paragraphs.

Press the **ENTER** key to end a line.



Press the **TAB** key to indent a line.

Press the **TAB** key to insert tab stops.

Figure 1-2. Formatting with the **Enter** and **Tab** Keys

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## Scrolling

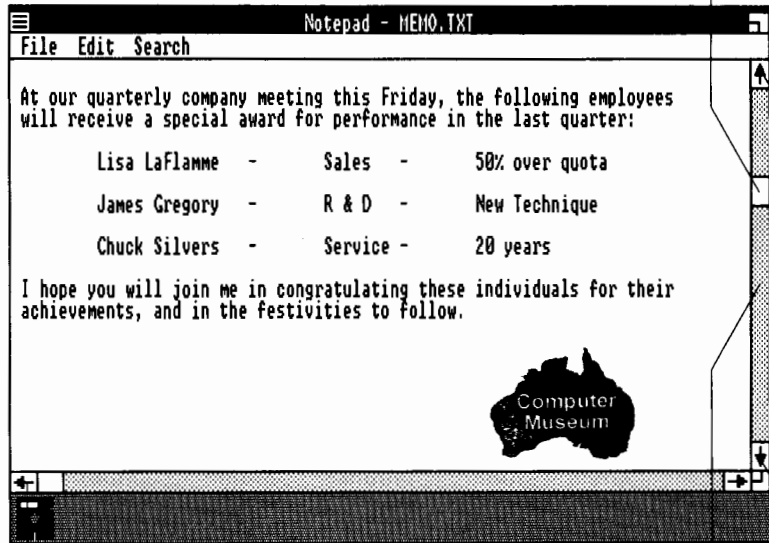
If your typing goes beyond the borders of the window, Notepad automatically scrolls the text to the left or up so that the insertion point always remains visible in the window.

When the text in the file is longer or wider than can be shown at one time, you can scroll through the file to view the text.

**With Keyboard.** To scroll a Notepad file with the keyboard, use the arrow keys to move the insertion point in the direction you want to scroll. When you reach the edge of the window, press the key again to scroll the window in that direction. Press **Pg Up** on the HP Vectra or **Prev** on the HP 150 to scroll up one screen. Press **Pg Dn** on the HP Vectra or **Next** on the HP 150 to scroll down one screen.

**With a Pointing Device.** To scroll a Notepad file with a mouse, tablet or touchscreen, use the scroll bars, as shown in Figure 1.3.

The position of the scroll box corresponds to where you scroll in the file. To scroll to the middle of your file, drag the scroll box to the middle of the scroll bar.



Click in the grey area to scroll one screen.  
Click the up or down scroll arrow to scroll one line.  
Click the left or right scroll arrow to scroll one character.

Figure 1-3. Scrolling with a Pointing Device

## Editing in Notepad

You edit text in the Notepad window using commands from the Edit Menu. You can delete text, move or copy text to a new location, and search for text within a Notepad file.





You can also transfer text between Notepad and other applications by using the Clipboard. When you delete or copy text with the Notepad Cut or Copy command,

Notepad puts the text on the Clipboard. The Notepad Paste command copies information from the Clipboard into your Notepad file.

For more information about the Clipboard, see the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen*.

## Moving the Insertion Point

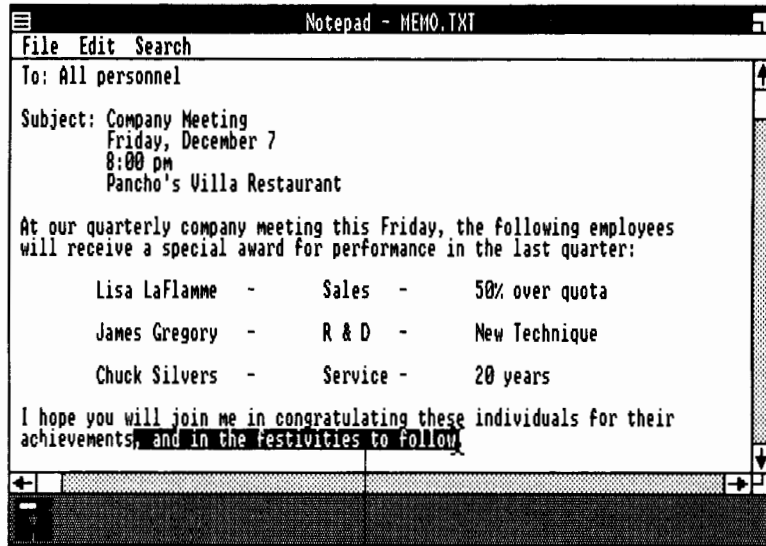
When you open a file in the Notepad window, the insertion point starts in the upper-left corner. If you work in another window and then come back to Notepad, the insertion point reappears where you left it. You can move the insertion point to wherever you have typed text or blank spaces.

**With Keyboard.** To move the insertion point with the keyboard, use the arrow keys. The  key moves the insertion point up one line; the  key moves it down one line. The  key moves the insertion point one character to the left; the  key moves it one character to the right.

**With a Pointing Device.** To move the insertion point with a mouse, tablet, or touchscreen, move the pointer to the desired spot in the existing text and click.

## Selecting Text

Before you use a command from the Edit Menu, you first select the text you want the command to affect.



*Selected text*

**Figure 1-4. Selected Text**

#### **With Keyboard.**

1. Use the arrow keys to move the insertion point to the beginning of the text you want to select.
2. While holding down the **Shift** key, use the arrow keys to move the insertion point to the end of the text you want to select.

#### **With a Pointing Device.**

1. Point to the beginning of the text you want to select.
2. Press.
3. Drag to the end of the text you want to select.
4. Release.

You may want to select all of the text in a file -- to copy it, for example.

To select all the text in a file:

- Choose Select All from the Edit Menu.

## Deleting Text

You can delete text with either **Shift** - **DEL** or the Clear command from the Edit Menu. You can replace deleted text only by retyping it.

To delete text:

1. Select the text you want to delete.
2. Press **Shift** - **DEL** or choose Clear from the Edit Menu.

*HP 150 users, press **Shift** - **Delete char** or choose Clear.*

If you want to have the option of putting the text back, use **DEL** on the HP Vectra, or **Delete char** on the HP 150, or the Cut command from the Edit Menu to move the selected text to the Clipboard. You can paste text from the Clipboard into any part of any document. Note, however, that each time you put something on the Clipboard, it replaces whatever was previously on the Clipboard.

## Moving Text

You can move text from one place to another in a Notepad file by first deleting it with the Cut command, then pasting it into its new location with the Paste command.

To move text:

1. Select the text you want to move.
2. Choose Cut from the Edit Menu, or press the **DEL** key. Notepad moves the selected text to the Clipboard.

*HP 150 users, choose Cut or press **Delete char**.*

3. Move the insertion point to where you want the text to appear.
4. Choose Paste from the Edit Menu, or press the **Ins** key

*HP 150 users, choose Paste or press **Insert char**.*

## Copying Text

If you want to use the same text more than once in a document, you don't have to type it over each time you want to use it. You can copy the text to the Clipboard with the Copy command from the Edit Menu. Then you can paste the text in as many places as you want with the Paste command.

To copy text:

1. Select the text you want to copy.
2. Choose Copy from the Edit Menu. Notepad copies the selected text to the Clipboard.
3. Move the insertion point to where you want the copied text to appear.

4. Choose Paste from the Edit Menu, or press the **Ins** key.

*HP 150 users, choose Paste or press **Insert char**.*

## Undoing edits

Choosing the Undo command cancels the most recent edits you made.

- After you have executed a Copy, Cut, or Paste command, immediately choose the Undo command from the Edit Menu to cancel that edit.

## Wrapping text

The Wordwrap option automatically wraps a line of Notepad text that has reached the right edge of a window back to the left side without you having to press **Enter** or **Return**.

- Choose the Wordwrap option in the Edit Menu.

A check mark indicates the Wordwrap option is active. And the lines of text rearrange themselves to fit within the width of the Notepad window.

## Finding Text

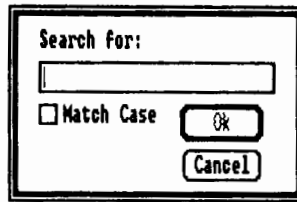
You can find and change text in a Notepad file with the Find commands from the Search Menu. When you use a Find command, you can start the search at any point in a file, and you can specify whether Notepad should match upper-case and lower-case characters when searching for text.

To find text:

1. Move the insertion point to where you want the search to begin.



2. Choose Find from the Search Menu. Notepad displays the Find dialog box.



**Figure 1-5. Find Dialog Box**

3. In the Search For text box, type the characters or words you want Notepad to find.
4. Notepad is preset to ignore capitalization when it searches for text. If you want to find only occurrences with the same arrangement of upper-case and lower-case letters you typed, select Match Case.
5. Choose the Ok button to start searching.

Notepad searches forward from the insertion point and highlights the first occurrence of the specified text, or tells you if the text does not occur after the insertion point.

To find further occurrences of the specified text, choose the Find Next command from the Search Menu,

If you choose the Find Next command, Notepad does not display the Find dialog box, but immediately searches for the last text searched for. With the Find Next command, you can quickly find and edit repeated occurrences of the text you specified with the Find command.

---

## Working with Notepad Files

You create, open, save, and print Notepad files with commands from the File Menu in the Notepad window. You print and delete Notepad files with commands from the File Menu in the MS-DOS Executive window.

### File Size

As you work on a file, Notepad keeps track of how big it is. Notepad shows the size of the file as the percentage of free space you still have. When a file has less than 10 percent free space, you should consider splitting the file and working on it as two different files.

To find out how much free space you have:

- Choose the About command from the System Menu.

### Opening a File

You can open new or existing files in the Notepad window. If you open a Notepad file when there is another file already open, Notepad closes the current file. If you have unsaved changes in the current file, Notepad asks you if you want to save them before it closes the file.

**Table 1-1. Responses to Unsaved Notepad File Changes**

Choose:	To:
Yes	Save changes.
No	Discard changes.
Cancel	Continue working in the current file.

## Creating a New File

To open a new, blank Notepad file:

- Choose New from the File Menu.

Notepad opens a new file in the Notepad window.

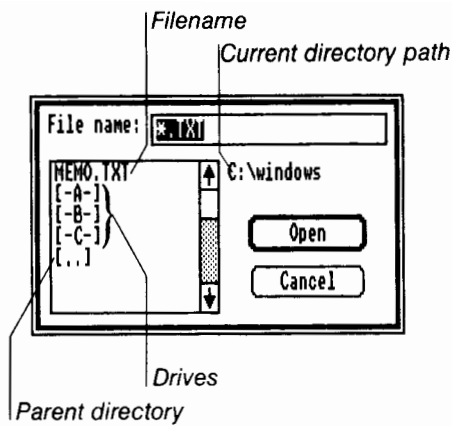
## Opening an Existing File

Although you can open any file in Notepad, opening the wrong file could cause serious problems, including loss of data or applications. You should open only text (ASCII) files. Windows text files generally have one of the following extensions: .TXT, .BAT, or .INI. You can open an existing file either from the Notepad window or from the MS-DOS Executive window.

**From the Notepad Window.** To open an existing file from the Notepad window:

1. Choose Open from the File Menu.

Notepad displays the Open dialog box. Note that directories and drives are enclosed in brackets.



**Figure 1-6. Open Dialog Box**

2. In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
3. Choose the Open button.

To quickly open a file in the list box with a mouse, tablet, or touchscreen:

- Double click the filename of the file you want to open.

**From the MS-DOS Executive.** To open an existing file from the MS-DOS Executive:

- Select the filename and press the **Enter** key.

*HP 150 users, press **Return**.*

- Or, with a mouse, tablet, or touchscreen, double click the filename.

Windows starts Notepad and opens the file.

### Creating a Time Log File

You can use Notepad to create a log to keep track of how you spend your time during the day. Type **.LOG** as the first line in a Notepad file and Notepad automatically adds the current date and time to the end of the file every time you open it. To add the current date and time to a file you already have open, choose **Time/Date** from the **Edit** menu. By adding notes about what you are doing after each date and time, you create an accurate log of how you spend your time.

### Viewing Files in Other Directories

You can view files that are in directories or drives other than what Notepad first displays when you choose the **Open** command. Initially, Notepad displays only files with the **.TXT** extension, as well as drives and directories.

To view different files in the **Open** dialog box:

1. Select from the list box; or, in the text box at the top of the **Open** dialog box, type the directory, drive, or kind of files you want to view. For example, you can type **\*.BAT** to view all the files having that extension.
2. Choose the **Open** button.

Notepad lists the files in the directory or group of files you specified. The **Open** dialog box remains on the screen until you open a specific file or cancel the command.

## Saving a File

When you create a new file, or when you are finished with a file for the moment, you can save it and come back to it later. There are two commands you can use to save a Notepad file: Save As and Save.

### Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename, and retain the original copy of the file on the disk under the old filename.

To save a new file:

1. Choose Save As from the File Menu. Notepad displays the Save As dialog box.

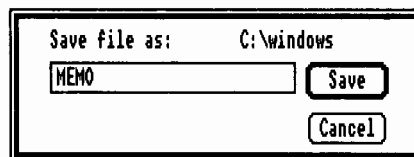


Figure 1-7. Save As Dialog Box

2. Type a filename for the file. If you don't type an extension, Notepad automatically adds .TXT to the filename.
3. Choose the Save button.

Notepad saves the file on the disk. The file remains on the screen so that you can continue working on it, and the

name of the file now appears in the title bar of the Notepad window.

## Note



---

If you type the name of a file that already exists, Notepad asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

---

## Saving Changes

The Save command saves the changes to the current file on the disk.

To save changes to the current file:

- Choose Save from the File Menu.

Notepad replaces the file on the disk with the current file.

## Printing a File

You can print your Notepad files using the Print command from the File Menu.

## Deleting a File

You can delete a Notepad file when you no longer want it, or to make room for other files on your disk. You delete a file using the Delete command from the File Menu in the MS-DOS Executive window. For information on deleting files, see "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*.

---

## Editing Text from Other Applications

You can use Notepad to edit text from other applications.

1. In the other application, use the Windows Copy command or the screen snapshot command (**Alt** - **Prt** on the Vectra; **Extend char** - **Prt** on the HP 150) to transfer the text to the Clipboard.
2. Then in Notepad, use the Paste command to insert this text on the screen and edit.

After editing, you can copy this text back to the original files with the MS-DOS Executive Copy command or the Notepad Save As command.



## 2

## Cardfile

---

The Windows Cardfile is a filing application you use to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. Cardfile is like a set of index cards that sort themselves.

## Starting Cardfile

To start Cardfile:

- Select and run `CARDFILE.EXE` in the MS-DOS Executive window.

When you run Cardfile, it displays an untitled window where you add cards and fill them in. Cardfile sorts them for you automatically.

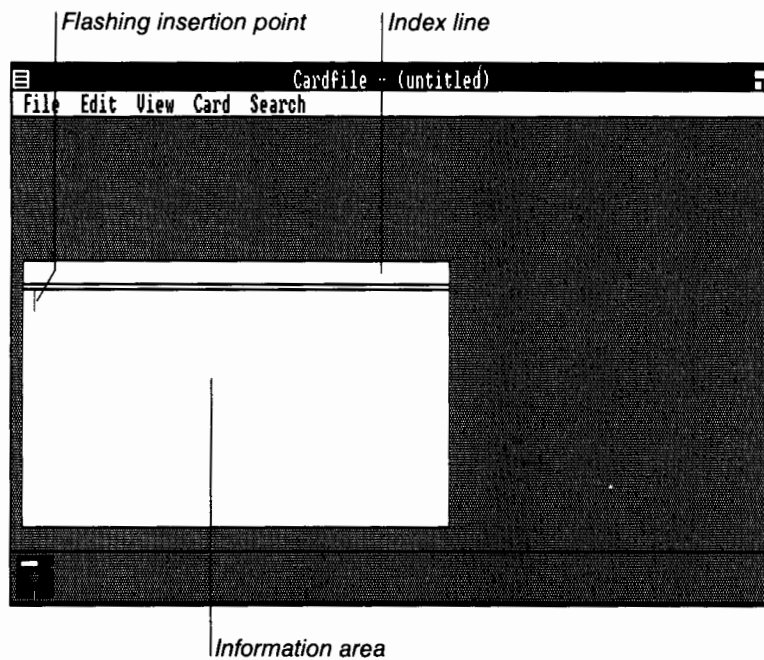


Figure 2-1. Cardfile Window

## Creating a Cardfile

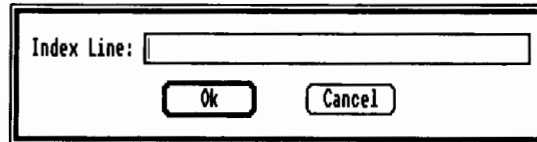
A new file starts with a single, blank card. This section tells you how to fill in a blank card and how to add new blank cards.

### The Index Line

The index line is the bar at the top of each card. Cardfile uses the text you put in the index line to sort the cards alphabetically.

To put text in the index line:

1. Choose Index from the Edit Menu or double click on the card's index line. Cardfile displays the Index dialog box.



**Figure 2-2. Index Dialog Box**

2. Type the index text into the text box. If you make a mistake while typing, use the BACKSPACE key for corrections.
3. Choose the Ok button.

After you create the index line text, you can type the text for the rest of the card.

## Typing Text

You can type in the Cardfile window whenever it is active. Just start typing. When you have more than one card in your file, Cardfile puts what you type on the front card.

Cardfile enters text at the insertion point. The insertion point starts in the upper-left corner of the card, just below the index line, and moves to the right as you type.

## Formatting Text

Type the text exactly as you want it to appear, using the **Enter** key (or **Return** key on the HP 150), the **Tab** key, the BACKSPACE key, and the SPACEBAR to format the text.

Press the **TAB** key to indent a line.

Press the **ENTER** key to end a line.

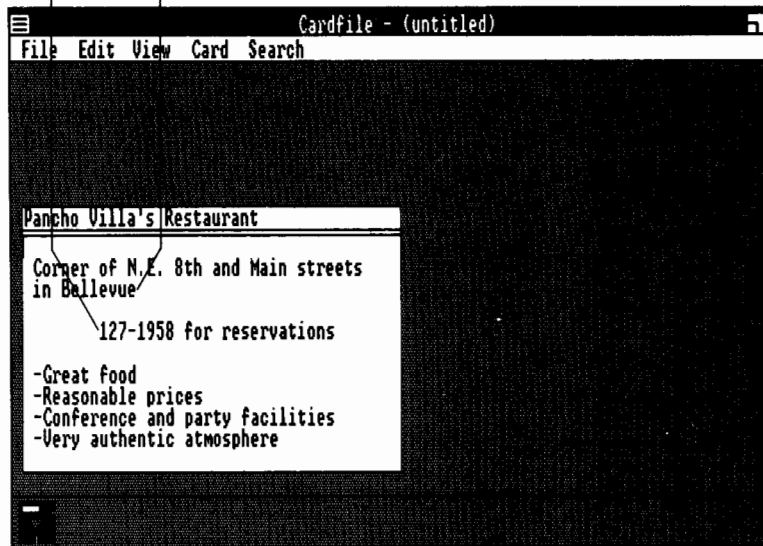


Figure 2-3. Formatting with the **Enter** and **Tab** Keys

## Adding a Card

To add a new card to a file:

1. Choose Add from the Card Menu. Cardfile displays the Add dialog box.
2. Type the text for the new card's index line.
3. Choose the Ok button.

Cardfile adds the new card to your file in alphabetical order, and scrolls the file to display the new card at the front, where you can add text.

---

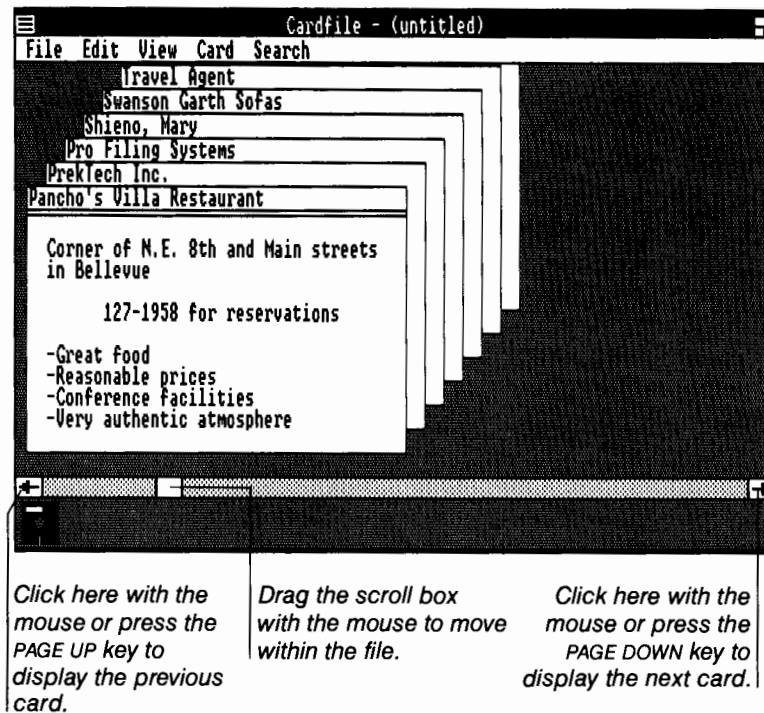
## Moving Through a File

Cardfile commands affect only the front card. To look at a card or carry out any actions on it, you need to move through the file and bring the card to the front of the file.

You can scroll through a file, bring a specific card directly to the front of a file, or search for a specific occurrence of text in a file. No matter which method you use, Cardfile always keeps the cards in alphabetical order.

## Scrolling

The Cardfile window has a horizontal scroll bar at the bottom of the window. You can scroll through the cards with a keyboard, mouse, tablet, or touchscreen. Figure 2-4 shows how to scroll through a file.



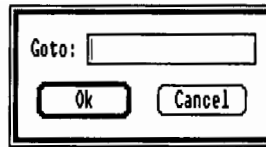
**Figure 2-4. Scrolling Through a File**

Whether you scroll with a pointing device or keyboard, the scroll box in the horizontal scroll bar at the bottom of the screen shows your relative position in the file. The scroll box appears at the far left of the scroll bar when the card that comes first alphabetically in the file is displayed at the front. The scroll box appears at the far right when the last card in the file is displayed at the front.

### **Bringing a Card to the Front**

To bring a specific card to the front of a file:

1. Choose Go To from the Search Menu. Cardfile displays the Go To dialog box.



**Figure 2-5. Go To Dialog Box**

2. In the text box, type the text of the index line for the card you want to bring to the front. You don't have to type the entire index line, only enough to distinguish it from the other cards.
3. Choose the Ok button.

You can also use the **CTRL** key to bring a card to the front of a file. When you hold down the **CTRL** key and press a letter on the keyboard, Cardfile scrolls to display the first card that has that letter at the beginning of its index line.

If a card's index line is visible, you can bring the card to the front of the file with a mouse, tablet, or touchscreen by clicking on the index line.

---

## Editing Cards

You edit text in a card with commands from the Edit Menu. You can change or delete text, or move or copy it to a new location.

You can also transfer text between Cardfile and other applications by using the Clipboard. When you cut or copy text using the Cardfile Cut or Copy command, Cardfile puts the text on the Clipboard. The Paste command copies

information from the Clipboard into the front card in your file.

For more information about the Clipboard, see the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*.

## **Changing the Index Line**

To change the text in the index line:





1. Bring the card you want to change to the front of the file.
2. Choose Index from the Edit Menu or double click on the card's index line. The Index dialog box appears with the current index line text in the text box.
3. Use the arrow keys to move the insertion point. Use the BACKSPACE key to remove unwanted text. Type the new text.
4. Choose the Ok button.

Cardfile automatically replaces the card in the correct alphabetical order in the file, then scrolls the file to display that card at the front.

## **Moving the Insertion Point**

When you open a new or existing file, the insertion point starts in the upper-left corner of the front card. If you work in another window and then come back to Cardfile, the insertion point reappears where you left it. You can move the insertion point to wherever you have typed text or blank spaces.

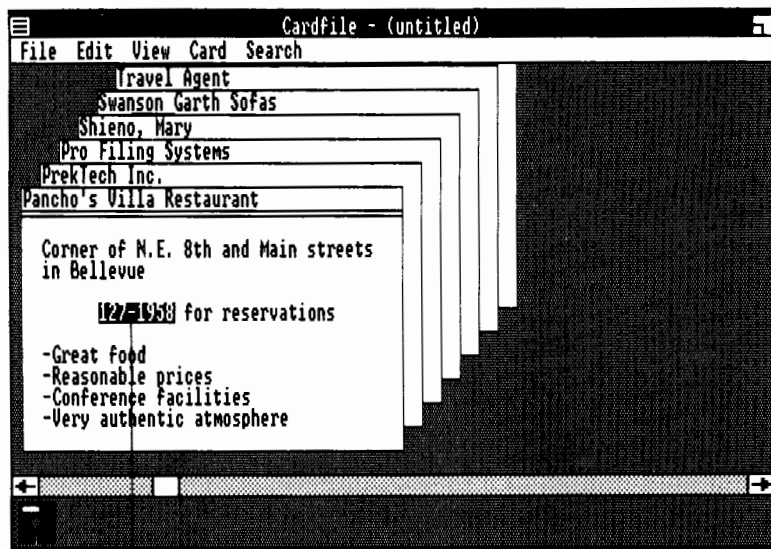


**With Keyboard.** To move the insertion point with the keyboard, use the arrow keys. The  key moves the insertion point up one line; the  key moves it down one line. The  key moves the insertion point one character to the left; the  key moves it one character to the right.

**With a Pointing Device.** To move the insertion point with a mouse, tablet, or touchscreen, move the pointer to where you want the insertion point and click.

## Selecting Text

Before you use a command from the Edit Menu, you first select the text you want the command to affect.



Selected text

Figure 2-6. Selected Text

#### With Keyboard.

1. Use the arrow keys to move the insertion point to the beginning of the text you want to select.
2. While holding down the **Shift** key, use the arrow keys to move the insertion point to the end of the text you want to select.

#### With a Pointing Device.

1. Point to the beginning of the text you want to select.
2. Press.
3. Drag the pointer to the end of the text you want to select.
4. Release.

## Deleting Text

You can delete text with the BACKSPACE key, the **DEL** key, or the Cut command from the Edit Menu. You can replace text deleted with the BACKSPACE key only by retyping it.

If you want to have the option of putting the text back, use **DEL** on the HP Vectra, **Delete char** on the HP150, or the Cut command from the Edit Menu to move the selected text to the Clipboard. You can paste text from the Clipboard into any part of any card. Note, however, that each time you put something on the Clipboard, it replaces whatever was previously there.

To delete text from a card:

1. Select the text you want to delete.

2. Use the **DEL** key or the Cut command to remove the text.

*HP 150 users, use **Delete char** or Cut to remove the text*

## Moving Text

You can move text from one place to another in a card by first deleting it, then pasting it into its new location.

### Moving Text on the Same Card

To move text on the same card:

1. Select the text you want to move.
2. Choose Cut from the Edit Menu, or press the **DEL** key.

*HP 150 users, choose Cut or press **Delete char**.*

3. Move the insertion point to where you want the text moved.
4. Choose Paste from the Edit Menu, or press the **Ins** key.

*HP 150 users, choose Paste or press **Insert char**.*

### Moving Text to Another Card

To move text from one card to another:

1. Select the text you want to move.
2. Choose Cut from the Edit Menu.

3. Bring the card you want to put the text on to the front.
4. Move the insertion point to where you want to put the text.
5. Choose Paste from the Edit Menu, or press the **Ins** key.

*HP 150 users, choose Paste or press **Insert char**.*

## Copying Text

If you want to use the same text more than once in a file, you don't have to type it over each time. You can copy the text to the Clipboard with the Copy command from the Edit Menu. Then you can paste the text in as many places as you want.

### Copying Text on the Same Card

To copy text to the same card:

1. Select the text you want to copy.
2. Choose Copy from the Edit Menu. Cardfile copies the selected text to the Clipboard.
3. Move the insertion point to where you want the copied text to appear.
4. Choose Paste from the Edit Menu, or press the **Ins** key.

*HP 150 users, choose Paste or press **Insert char**.*

## Copying Text to Another Card

To copy text to from one card to another:

1. Select the text you want to copy.
2. Choose Copy from the Edit Menu.
3. Bring the card you want to put the text on to the front.
4. Move the insertion point to where you want to put the text.
5. Choose Paste from the Edit Menu, or press the **Ins** key.

*HP 150 users, choose Paste or press **Insert char**.*

## Undoing edits

You can cancel the most recent edit you have made with the Undo command in the Edit Menu.

- Immediately following an edit you want to cancel, choose the Undo command from the Edit Menu.

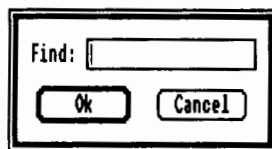
## Finding Text

You can find and change text in cards with the Find commands from the Search Menu. When you use a Find command, you can start the search at any point in the file. When finding text, Cardfile ignores capitalization.

To find text:

1. Move the card from which you want the search to begin to the front of the file.

2. Move the insertion point to where you want the search to begin.
3. Choose Find from the Search Menu. Cardfile displays the Find dialog box.



**Figure 2-7. Find Dialog Box**

4. In the text box, type the characters or words you want Cardfile to find.
5. Choose the Ok button to start searching.

Cardfile searches from the insertion point in the front card and highlights the first occurrence of the specified text. Cardfile tells you if the text does not occur after the insertion point.

After Cardfile has found the first occurrence of the specified text, you can find further occurrences by choosing the Find Next command from the Search Menu.

If you choose the Find Next command, Cardfile does not display the Find dialog box, but immediately searches for the last text searched for. With the Find Next command you can quickly find and edit repeated occurrences of the text you specified with the Find command.

## Adding Information from Other Applications

You can add text and artwork onto a card from another application, or from a card into another application. For example, you might want to create a small map or other picture in Windows Paint, then transfer it to a card with a friend's address on it. You are limited only to what fits on the card.

To add information from other applications:

1. Put the information on the Clipboard with the appropriate command from the application, usually Cut or Copy from the Edit Menu.
2. If you are pasting a picture, move to the Cardfile window and choose Picture from the Edit Menu.
3. On the card, move the insertion point to where you want to put the information.
4. Choose Paste from the Edit Menu, or press the **Ins** key.

*HP 150 users, choose Paste or press **Insert char**.*

5. If you pasted a picture, choose Text from the Edit Menu to reset the Edit Menu to handle text.

## Restoring a Card

If you change your mind about changes you made to a card, you can restore it to its original condition as long as it is still at the front of the file. Once you scroll, you cannot reverse the changes.

To restore a card:

- Choose Restore from the Edit Menu.

## **Deleting a Card**

You can also delete cards from a file. Be careful about which card you delete, however, because you can replace a deleted card only by retyping the entire card.

To delete a card:

1. Bring the card you want to delete to the front of the file.
2. Choose **Delete** from the **Card Menu**.

Cardfile deletes the front card.

## **Copying a Card**

To copy a card in your file:

1. Bring the card you want to copy to the front of the file.
2. Choose **Duplicate** from the **Card Menu**.

Cardfile adds an exact copy of the front card to the front of the file.



## Working With Cardfile Files

You create, open, save, and print files with commands from the File Menu in the Cardfile window. You delete files with the File Menu in the MS-DOS Executive window.

### File Size

As you work on a file, Cardfile keeps track of how big it is. Cardfile shows the size of a file as the number of cards in the file.

To find out how many cards are in a file:

- Choose About from the System Menu.

### Opening a File

You can open new or existing files in the Cardfile window. If you open a file when there is another already open, Cardfile closes the current file. If you have unsaved changes in the current file, Cardfile asks you if you want to save them before it closes the file.

**Table 2-1. Responses to Unsaved Cardfile Changes**

<b>Choose:</b>	<b>To:</b>
Yes	Save changes.
No	Discard changes.
Cancel	Continue working in the current file.

### **Creating a New File**

To create a new file from the Cardfile window:

- Choose New from the File Menu.

Cardfile opens a new file in the Cardfile window.

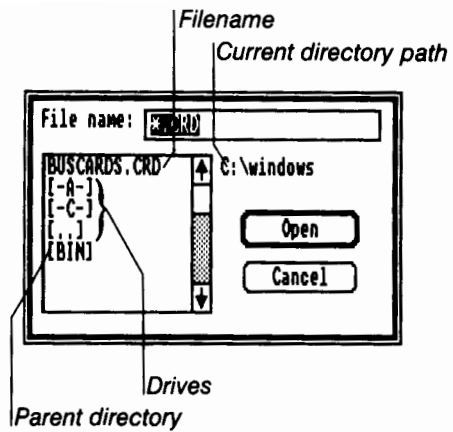
### **Opening an Existing File**

There are two ways to open an existing file: from the Cardfile window and from the MS-DOS Executive window.

**From the Cardfile Window.** To open an existing file from the Cardfile window:

- Choose Open from the File Menu.

Cardfile displays the Open dialog box. Note that directories and drives are enclosed in brackets.



**Figure 2-8. Open Dialog Box**

1. In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
2. Choose the Open button.

To quickly open a file in the list box with a pointing device:

- Double click the filename of the file you want to open.

**From the MS-DOS Executive.** To open an existing file from the MS-DOS Executive:

- Select a filename with the extension .CRD and press the **Enter** key.

*HP 150 users, select the filename and press **Return**.*

- Or, with a mouse, tablet, or touchscreen, double click the filename.

Windows automatically runs Cardfile and opens the file.

## **Viewing Files in Other Directories**

You can view files that are in directories or drives other than what Cardfile first displays when you choose the Open command. Initially, Cardfile displays only files with the .CRD extension, as well as drives and directories.

To view different files in the Open dialog box:

1. Select from the list box; or, in the text box at the top of the Open dialog box, type the directory, drive, or kind of files you want to view. For example you can type \*.TXT to view all the files having that extension.
2. Choose the Open button.

Cardfile lists the files in the directory or group of files you specified. You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or cancel the command.

## Saving a File

When you create a new file, or when you are finished with a file for the moment, you can save it and come back to it later. There are two commands you can use to save a file: Save As and Save.

### Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename while retaining the original copy of the file on the disk under the old filename.

To save a new file:

1. Choose Save As from the File Menu. Cardfile displays the Save As dialog box.

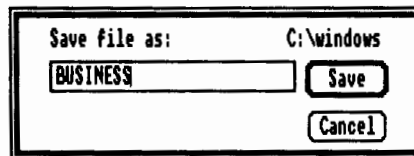


Figure 2-9. Save As Dialog Box

2. Type a filename. If you don't type an extension, Cardfile automatically adds .CRD to the filename.
3. Choose the Save button.

Cardfile saves the file. The file remains on the screen so that you can continue working in it. The name of the file now appears in the title bar of the Cardfile window.

## Note



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If you type the name of a file that already exists, Cardfile asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

---

### Saving Changes

The Save command saves the changes to the current file on the disk.

To save changes to a file:

- Choose Save from the File Menu.

Cardfile replaces the file on the disk with the current file.

### Printing a File

You can print a single card or an entire file using commands from the File Menu.

To print a single card:

1. Bring the card you want to print to the front of the file.
2. Choose Print from the File Menu.

To print an entire file:

- Choose Print All from the File Menu.

## Deleting a File

You can delete a file to make room for other files on your disk. You delete a file with the Delete command from the File Menu in the MS-DOS Executive window. For information on deleting a file, see "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide for the HP Vectra and HP 150.Touchscreen Personal Computers*.

## Merging Files

If you want to consolidate your information, you can merge another file into the current file.

To merge two files:

1. Choose Merge from the File Menu. Cardfile displays the Merge dialog box.

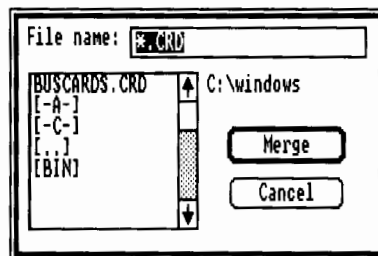


Figure 2-10. Merge Dialog Box

2. Select the file you want to merge with the current file.
3. Choose the Merge button.

Cardfile merges the cards from the other file with the cards in the current file and sorts them alphabetically.

## **Viewing a File as a List**

You can view a file as a list as well as a series of cards. In the List view, Cardfile displays the index line of every card in the file. For example, you could create a phone directory by including a name and phone number in the index line of each card in a file, and then displaying the file as a list.

To display the List view:

- Choose List from the View Menu.

You scroll through your list with the arrow keys or by using the scroll bar with a mouse or other pointing device.

## **Automatic Dialing**

If you have a Hayes or Hayes-compatible modem, Cardfile will dial a number for you.

To have Cardfile dial a number for you:

1. Select the entry you want in the List view, or bring the card you want to the front in the Card view.
2. Choose Autodial from the Card Menu.

Cardfile displays a dialog box.



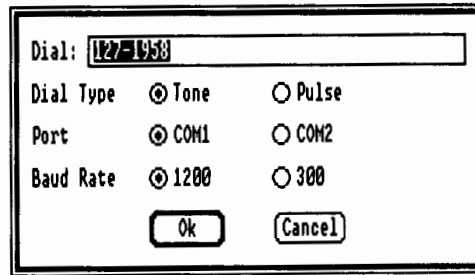


Figure 2-11. Autodial Dialog Box

3. If necessary, change the options.
4. Press **Enter** or click the Ok button.

*HP 150 users, press **Return** or click Ok.*

Cardfile dials the number in the Dial text box.

**Dial.** Cardfile searches for a phone number in the selected card in List view, or the front card in Card view. Cardfile searches from the beginning of the card, starting with the index line, and puts the first phone number it finds into the Dial text box. If you want Cardfile to use a number other than the first number on the card, select the number before you choose the Autodial command. If you want to change the number in the Dial text box, retype the number or edit it.

**Dial Type.** Select the dialtype of your phone. If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone. Generally, pushbutton telephones use tone dialing and rotary dial telephones use pulse dialing.

**Port.** Select the port to which your modem is connected.

**Baud Rate.** The baud rate is determined by your modem. For the correct setting, consult the owner's manual for your modem.



**3**

## **Terminal**

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The Windows Terminal is a terminal emulation application you can use to connect your computer to other computers or online information services such as Dow Jones News/Retrieval(tm), CompuServe(sm), the Source(sm).

## Using this Chapter:

This chapter describes:

- Starting Terminal
- Setting up Terminal
- Connecting and using Terminal
- Creating and saving Terminal setup files
- Emulating VT52 and Zenith Terminals

### Note



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The Terminal application is designed for connecting your personal computer to on-line information services at low baud rates.

The Terminal application is not a full terminal emulator program and does not include an HP data handshake protocol. For this reason, while it will work under certain circumstances, the Terminal application is *not* supported by Hewlett-Packard as a terminal link to the HP 3000.

For connecting your Vectra or HP 150 to an HP 3000 computer and carrying out data transfer, Hewlett-Packard recommends using the more advanced features of the HP AdvanceLink programs.

---

### Before Starting Terminal

Before you start Terminal, make sure all necessary communications hardware is installed and physically connected to your computer.

## Starting Terminal

To start the Terminal program:

- Select and run `TERMINAL.EXE` in the MS-DOS Executive window.

When you start Terminal, it displays a blank window.

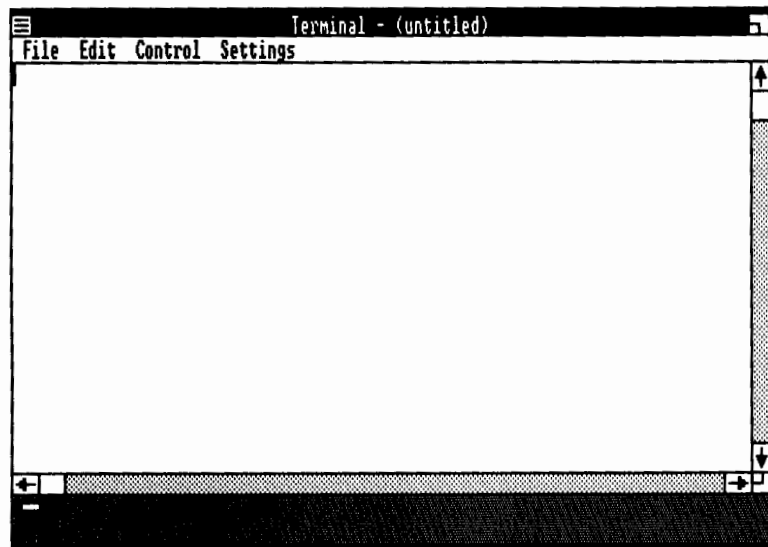


Figure 3-1. Terminal Window

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## Setting Up Terminal

Before you connect Terminal, use the commands in the Settings Menu to set up Terminal to work with your communications system.

### Note



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Terminal provides the options necessary to connect your computer to other systems. However, for details on exact settings, consult the user's guides for the specific system and equipment you are using.

---

## Terminal Settings

The terminal settings enable you to specify how your computer will display and store incoming data.

To set the terminal settings:

1. Choose Terminal from the Settings Menu. Terminal displays the Terminal Settings dialog box.

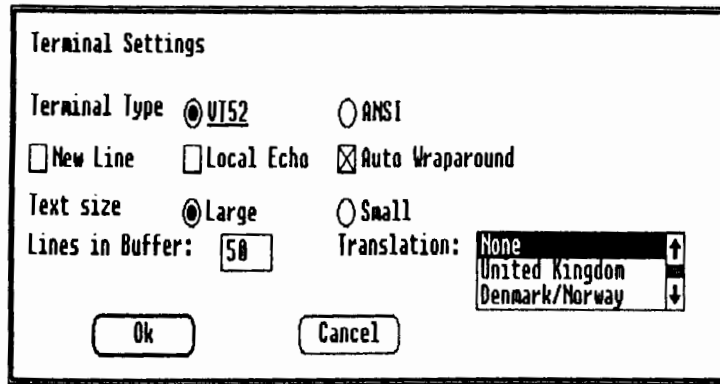


Figure 3-2. Terminal Settings Dialog Box

2. Select the appropriate options for your computer.

**Terminal Type.** Consult the appropriate user's guide for information on which setting to use for this option.

**Note**



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HP terminal types are not supported on Terminal; however, if you are connected to an HP 3000 computer, select the ANSI setting for best results.

---

**New Line.** This option is preset to move the insertion point to the beginning of a new line when Terminal receives a line feed character. If New Line is turned off, the insertion point moves down one line but does not move to the start of the line.

**Local Echo.** If the computer you are connected to is transmitting data half-duplex, it does not echo your keystrokes on your screen. Local Echo is preset so that Terminal displays all the text you type on your screen. You can turn this option off if the computer you are connected to is transmitting full-duplex and echos your typing.

**Auto Wraparound.** This option affects how the incoming data is displayed. If Auto Wraparound is on, the insertion point returns to the first column when it reaches the 80th column. If Auto Wraparound is off, the insertion point stops at the last column, and incoming characters write over the last character. Turn this option off if the computer you are connected to provides this feature.

**Text Size.** Terminal can display two different sizes of text. Large text normally appears in the terminal window. Select Small if you want to fit more information on your screen.

**Lines in Buffer.** The buffer is where incoming information is stored while Terminal is connected to a service, allowing you to pause and review this information. The size of the buffer determines how much information is saved before it is replaced by new information. You can set the buffer to be from 25 to 999 lines long. If you select a number that is higher than available memory, it will automatically set the largest buffer that current memory permits.

**Note**



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If the terminal window is set to display 80 characters by 25 lines (using the Text size option Small), you may wish to set the Lines in Buffer to 25. This will lessen the time it takes to resume after a pause.

---

**Translation.** If your computer is connected to a system using one of the European ISO 7-bit character sets, the translation list box enables Terminal to receive and display the character set for the country you choose.

Choose the character set for your particular country only if you are connected to a computer service using that same European ISO character set; otherwise, leave the default setting at "None."



## Communications Settings

The communications settings specify how your computer sends and receives data to your computer or modem connection.

To set the communications settings:

1. Choose Communications from the Settings Menu.  
Terminal displays the Communications Settings dialog box.

Communications Settings

Baud Rate

Word Length  4  5  6  7  8

Parity  Even  Odd  None

Stop Bits  1  1.5  2

Handshake  XOn/XOff  Hardware  None

Connection  Modem  Computer

Port  COM1  COM2

Figure 3-3. Communications Settings Dialog Box

2. Select the appropriate options for the service to which you are connecting.

**Connection.** This option is preset to Modem. Select Computer only if your computer is directly connected to the other computer.

**Port.** Select the port to which you have connected your modem or line to another computer.

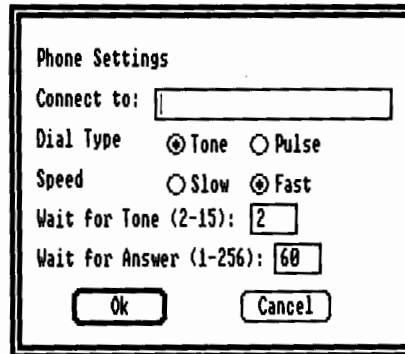
The settings for **Baud Rate**, **Word Length**, **Parity**, **Stop Bits**, and **Handshake** in the dialog box are determined by the modem you are using and the service to which you are connecting. Consult the appropriate user's guide for information on which settings to use.

## Phone Settings

If you have a Hayes or Hayes-compatible modem, you can set Terminal to automate connecting to the other computer or information service. If you set the phone settings, Terminal automatically dials the number you specify and waits for the connect tone.

To set your phone settings:

- Choose Phone from the Settings Menu. Terminal displays the Phone Settings dialog box.



The image shows a 'Phone Settings' dialog box with the following fields and options:

- Connect to:** A text input field containing the number '1'.
- Dial Type:** Radio buttons for 'Tone' (selected) and 'Pulse'.
- Speed:** Radio buttons for 'Slow' and 'Fast' (selected).
- Wait for Tone (2-15):** A text input field containing the number '2'.
- Wait for Answer (1-256):** A text input field containing the number '60'.
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom.

Figure 3-4. Phone Settings Dialog Box

**Connect To.** Type the telephone number of the service in the Connect To text box. Make sure you type the entire number, including 1 and the area code, if necessary. Leave this option blank if you are using an acoustic coupler rather than a modem.

Commas instruct the modem to pause before dialing the number. For example, if you must dial 9 to get an outside line, type a comma after the 9. This allows time to wait for a dial tone before the modem dials the number. You can use hyphens in the number for clarity; the modem ignores them.

**Dial Type.** Select the dial type of your phone. If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone. Generally, pushbutton telephones use tone dialing, and rotary dial telephones use pulse dialing.

**Speed.** This option controls how fast Terminal dials the number when you choose the Connect command. Some phone systems require the number to be dialed more slowly than others. If you are unable to make a connection, change this option and try again.

**Wait for Tone.** This option defines how long Terminal waits for a connect tone after the phone that it is trying to reach answers. Type the length of time, in seconds, that you want Terminal to wait for the connect tone before hanging up. You may specify between 2 and 15 seconds.

**Wait for Answer.** This option is preset to hang up if there is no answer after 60 seconds. You can specify a different period for this option, between 1 and 256 seconds.

---

## Connecting and Using Terminal

After you have used the commands from the Settings Menu to set up Terminal the way you want it, you can connect your computer to another computer. You use the commands from the Control Menu to make the connection and to control sending and receiving information.

### Connecting Terminal

After you define all the correct settings, you can connect to the other computer. To connect Terminal:

1. Choose Connect from the Control Menu.

Terminal connects your computer to the service, using the settings from the dialog boxes.

If Terminal displays the message, "There is no phone number in the Phone settings; do you wish to continue?":

- Chose the Ok button if you are connecting directly to another computer without using a telephone.
- Chose the Cancel button if you are making the connection with a telephone, then fill in the Phone settings dialog box and choose the Connect command again.

If the connection fails, check to make sure you have correctly set all the dialog box options for the commands from the Settings Menu.

2. After you are connected, log on in the usual way for your system.

## Note



---

HP does not support Terminal as a terminal link to the HP 3000; however, if you are connecting to an HP 3000 computer, append the "; TERM=18" option to the MPE HELLO command line when you log on. For example:

```
:HELLO RODGER.MKT/AQUA; TERM=18
```

---

### Connecting with an acoustic coupler

If you are connecting via a telephone and using an acoustic coupler rather than a modem, you dial the number yourself, wait for the connect tone, and then choose the Connect command from the Control Menu. Make sure the Connect To option in the Phone Settings dialog box is blank.

### Disconnecting Terminal

When you connect Terminal, a checkmark appears next to the Connect command on the Control Menu.

To disconnect Terminal:

1. Log off the system to which you are connected in the normal way.
2. Choose Connect from the Control Menu.

This toggles off the Connect command, disconnecting Terminal.

## Pausing

During a session you can temporarily stop incoming data from scrolling off the screen with the Pause command. Data that comes in while Pause is in effect is diverted to the buffer. Once the buffer fills up, however, further data may be lost if you don't have XON/XOFF handshaking. See the user's guide for the service to which you are connected for more information on this feature.

To temporarily stop incoming data:

- Choose Pause from the Control Menu.

When you choose Pause, a checkmark appears next to Pause on the menu, and Terminal displays a pause message in the Terminal window.

To continue receiving data:

- Choose Pause from the Control Menu.

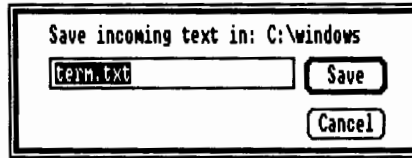
## Capturing Data

Normally, data is displayed on your screen as it is received by Terminal. You can set Terminal to capture the incoming data in a file at the same time it is being displayed on the screen.

To capture data:

1. Choose Capture from the Control Menu.

Terminal displays the Capture dialog box.



**Figure 3-5. Capture Dialog Box**

2. Type the name of the file into which you want Terminal to put the captured data.

If the file already exists, Terminal appends the captured data to it. If the file does not yet exist, Terminal creates it and adds .TXT to the filename. You don't have to type an extension unless you want a different one.

3. Choose the Save button.

When Capture is in effect, a checkmark appears on the menu next to the Capture command.

To stop capturing data:

- Choose Capture from the Control Menu.

The checkmark disappears from the menu, and Terminal stops capturing the incoming data. Uncaptured data scrolls off the screen and cannot be retrieved.

When Terminal captures data, it puts it in a text file. Text files can be used in any application that can load them. For example, you can open a file with captured data in the Notepad window.



## Breaking the program

The Break command in the Control Menu works like a terminal break key. You can use the Break command to send a signal to get the attention of a host computer or to interrupt host program execution.

## Printing Data

You can send data to your printer at the same time it is appearing on your screen.

To print incoming data:

- Choose Print from the Control Menu.

A checkmark appears on the menu next to the Print command when Print is in effect and a P appears in the title bar.

To stop printing:

- Choose Print from the Control Menu.

## Using the Clipboard

You can copy data from your screen to the Clipboard. Data you copy to the Clipboard can later be pasted into other applications. You can also paste whatever is on the Clipboard into Terminal -- for example, to send a file.

To copy data to the Clipboard:

1. Choose Pause from the Control Menu to freeze the data on the screen.
2. Select the text you want to copy:

To select text with the keyboard, use the arrow keys to move the insertion point to the beginning of the text you want to copy. Hold down the **Shift** key and move the

insertion point to the end of the text you want to copy, then release the **Shift** key.

To select text with the mouse, move the pointer to the beginning of the text you want to copy, then drag the mouse pointer to the end of the text you want to copy.

- Choose Copy from the Edit Menu.

Terminal puts a copy of the selected text on the Clipboard.

You can include text from the Clipboard in what you are sending. When you paste text from the Clipboard, it appears on the screen just as if you had typed it.

To paste text from the Clipboard to the screen:

- Choose Paste from the Edit Menu.

Terminal adds the contents of the Clipboard to the screen at the insertion point.

---

## **Working with Terminal Setup Files**

Terminal Setup files enable you to save the settings for your computer communications system so you don't have to select your settings all over again each time you use Terminal.

You create, open, and save Terminal setup files with commands from the File Menu in the Terminal window. You delete Terminal setup files with commands from the File Menu in the MS-DOS Executive window.

### **Opening a Setup File**

You can open new or existing setup files in the Terminal window. If you open a setup file when there is another file already open, Terminal closes the current file.

#### **Creating a New Setup File**

To create a new setup file from the Terminal window:

- Choose New from the File Menu.

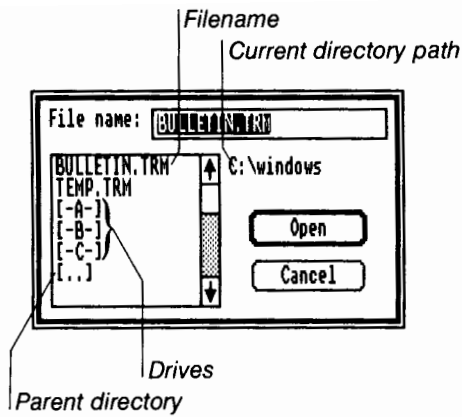
Terminal opens a new setup file in the Terminal window and resets all settings to their Windows defaults.

#### **Opening an Existing Setup File**

To use or change a file containing Terminal settings, open the file with the Open command from the File Menu.

1. Choose Open from the File Menu.

Terminal displays the Open dialog box. Note that directories and drives are enclosed in brackets.



**Figure 3-6. Open Dialog Box**

2. In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
3. Choose the Open button.

Terminal opens the file, but does not display it. You can use the file or change it. To see the settings in the current setup file, choose the different Settings commands to see their dialog boxes.

### **Viewing Files in Other Directories**

You can view files that are in directories or drives other than what Terminal first displays when you choose the Open command. Initially, Terminal displays only files with the .TRM extension, as well as drives and directories.

To view different files in the Open dialog box:

1. Select from the list box; or, in the text box at the top of the Open dialog box, type the directory, drive, or kind of files you want to view.
2. Choose the Open button.

Terminal lists the files in the directory or group of files you specified. The Open dialog box remains on the screen until you open a file or cancel the command.

## **Saving a Setup File**

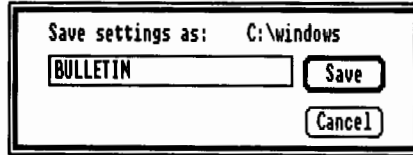
When you create or make changes to a Terminal setup file, you can save it and use it again later. For example, if you intend to connect to a certain service more than once, you can save the settings for that service in a setup file. Then, each time you want to connect to that service, you open the setup file instead of redefining all of the settings. There are two commands you can use to save a setup file: Save As and Save.

### **Saving a New Setup File**

Use Save As to name and save a new file. You can also use Save As to save the current file under a new name while retaining the original copy of the file on the disk under the old filename.

To save a new setup file:

1. Choose Save As from the File Menu. Terminal displays the Save As dialog box.



**Figure 3-7. Save As Dialog Box**

2. Type a filename for the setup file. If you don't type an extension, Terminal automatically adds .TRM to the filename.
3. Choose the Save button.

Terminal saves the setup file on the disk. The setup file remains in effect so that you can continue working in Terminal.

## Note



If you type the name of a file that already exists, Terminal asks if you want to replace the existing file with the file you are saving. Choose the Yes button to replace the existing file, or choose the No button and type a different filename.

## Saving Changes

The Save command saves the changes to the current setup file on the disk.

To save changes to the current setup file:

- Choose Save from the File Menu.

Terminal replaces the file on the disk with the current file.

### **Deleting a Setup File**

You can delete a Terminal setup file to make room for other files on your disk. You delete a setup file using the Delete command from the File Menu in the MS-DOS Executive window.

See "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers* for information on deleting files.

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### **ANSI/VT52 Terminal Emulator (On Vectra Only)**













In the Windows Terminal program, you can use your HP Vectra to emulate an ANSI/VT52 system terminal.

To use your HP Vectra numeric keypad for ANSI(VT100)/VT52 Applications mode, you press the NUM-LOCK key. This will produce either numeric codes or application codes depending on the program being run on the host computer.

## Keypad equivalents

If NUM-LOCK is on, you press the following keys on the Vectra numeric keypad to emulate ANSI(VT100)/VT52 terminal keys listed below.

**Table 3-2. ANSI -- Vectra Keypad Equivalents (with NUM-LOCK on)**

ANSI Key	Vectra Key
0	0 
1	1 
2	2 
3	3 
4	4 
5	5
6	6 
7	7 
8	8 
9	9 
-	-
,	
.	
	+














## Keypad cursor commands

If NUM-LOCK is off, then the Vectra numeric keypad emulates the VT100 and Zenith terminal cursor commands listed in the following table. The Vectra arrow keys emulate VT100 cursor commands only.











**Table 3-3. VT100/Zenith Cursor Command --Vectra Keypad Equivalents (with NUM-LOCK off)**

Cursor Move	Vectra Key
Insert character mode (VT100 and Zenith)	0 
Insert line (VT100 and Zenith)	1 
Cursor down (VT100)	2 
Delete line (VT100 and Zenith)	3 
Cursor left (VT100)	4 
Cursor right (VT 100)	6 
Home (VT100 and Zenith)	7 
Cursor up (VT100)	8 
Delete character (VT100 and Zenith)	9 

## Function key equivalents

The Vectra function keys can be used to emulate the ANSI (VT100)/VT52 terminal function keys and Zenith terminal function keys listed below:

**Table 3-4. ANSI--Zenith--Vectra Function Key Equivalents**

ANSI(VT100)/ VT52 Key	Z19/Z29 Key	Vectra Key
PF1	Blue/F6	
PF2	Red/F7	
PF3	White/F8	
PF4	F1	
	F2	
	F3	
	F4	
	F5	
	F9	
	HELP	

## Unsupported VT100 functions

The following VT100 functions are not supported by Terminal:

- 132 column mode
- printer mode options
- smooth scrolling
- character attributes (except reverse video)
- split screen
- double height/double width characters
- graphic character set
- alternate character sets
- reverse video screen



# 4

## Calendar

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The Windows Calendar is like a desktop calendar and appointment book.

You can maintain more than one Calendar file -- for example -- to keep track of more than one person's appointments. You can also set alarms to remind you of particular appointments.

Calendar gives you two views of time. In the Day view, you enter, display, or edit your appointments for each day. In the Month view, you select the day for which you want to see appointments.

## Starting Calendar

To start Calendar:

- Select and run CALENDAR.EXE in the MS-DOS Executive window.

When you first start Calendar, it displays the daily appointment window -- the Day view -- for the current date. Calendar uses the date and time you set when you start your computer. You can reset the date and time using the Control Panel. For details on the Control Panel, see the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*.

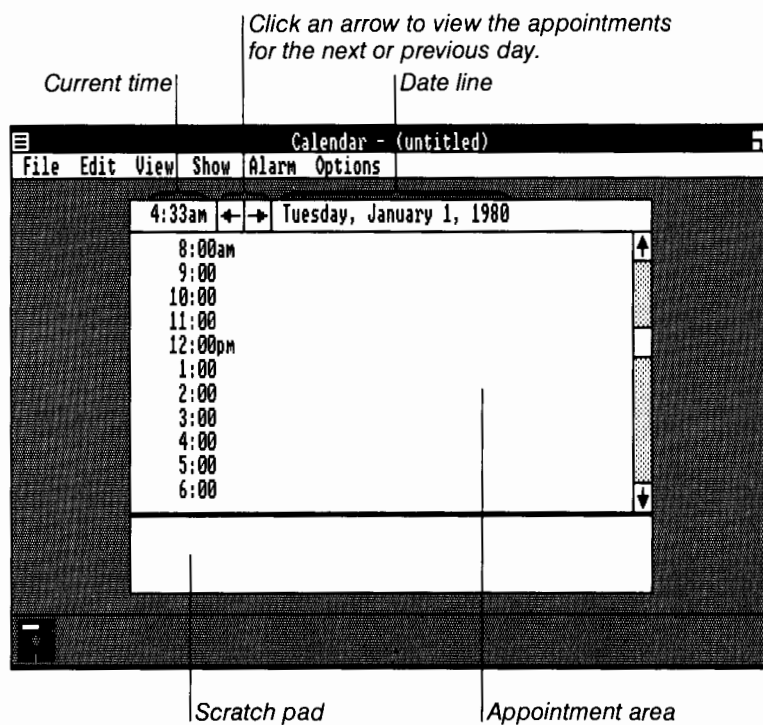


Figure 4-1. Calendar Window Day View



## Filling In the Day View

You enter appointments in the Day view. If you have switched to the Month view, choose the Day command from the View Menu.

## Selecting a Time

The Day view initially shows you a list of times at one hour intervals beginning with 8 a.m. Before typing the description of an appointment, you need to select the appointment time. You can select a time using either the keyboard or a pointing device.

### With Keyboard.

- Press the  key to move to the next hour. Press the  key to move to the previous hour.

### With a Pointing Device.

- Click the time.

If you wish to schedule an appointment for a time not currently on the screen, you need to scroll the display before selecting the time. For details on scrolling, see "Viewing Different Times" later in this chapter.

## Entering an Appointment

To enter an appointment in the Day view:

1. Select the time of the appointment. Use the arrow keys or point and click with a mouse, tablet, or touchscreen.

2. Type a description of the appointment.

For example, type **Lunch with Lydia**. Use the BACKSPACE key to correct typing errors.

3. Press the **Enter** key or select the time for the next appointment you want to enter.

*HP 150 users, Press **Return** or select the next appointment time.*

## Editing an Appointment

You can change the entry for any appointment you've previously entered. To do so, you must first select the text of the entry.

### Selecting Text

You can select text you want to edit with the keyboard or a pointing device.

#### With Keyboard.

1. Move the insertion point just to the left of first character of the appointment.
2. Hold down the **Shift** key and press the **▶** key to select the remainder of the appointment.
3. Release the **Shift** key.

#### With a Pointing Device.

1. Move the pointer just to the left of the first character of the appointment.
2. Press and drag to the end of the appointment.



### 3. Release.

#### Editing Text

Once you've selected the text, you can replace the entry with a new one:

- Type the new entry.

**Changing an entry.** The old entry is deleted as soon as you type the first character of the new one.

**Copying, cutting, and pasting.** You can also copy or cut text from Calendar into the Clipboard. Copied text remains in Calendar; cut text is deleted from Calendar. You can copy or cut text from either the appointment area or the scratch pad at the bottom of the screen.

To copy or cut text:

- Select the text as described above.
- Choose Copy or Cut from the Edit Menu.

To paste in text from the Clipboard:

1. Select the point where you want to insert the text -- either a time in the appointment area or the scratch pad at the bottom of the screen.
2. Choose Paste from the Edit Menu.

You can Paste an entry more than once until you copy cut or paste another piece of text.

## Setting the Alarm

You can set the alarm for as many appointments in your calendar as you want.

### Turning On the Alarm

To set the alarm:

1. Select the time at which you want an alarm to ring.
2. Choose Set from the Alarm Menu.

The alarm clock symbol (a small bell) appears to the left of the time you selected. When the alarm goes off, Calendar displays a dialog box reminding you of the appointment. The alarm will function as long as Calendar is running either in a window or as an icon. If the Calendar window is inactive, the title bar at the top of the Calendar window flashes. If Calendar is an icon when the alarm goes off, the icon flashes.

### Setting the Alarm for Sound

You can control whether or not the alarm makes a sound, in addition to displaying the dialog box or flashing the title bar or icon. Initially the alarm is set for sound, so it will ring unless you have set it to be silent.

To hear the alarm when it goes off:

1. Choose Controls from the Alarm Menu.
2. Make sure the Sound option is selected.
3. Choose the Ok button.

If you want a silent alarm, choose Controls from the Alarm Menu, deselect the Sound option, and choose the Ok button.

### Setting the Alarm for Early Ring

You can set Calendar to ring the alarm before appointments.

To set the alarm for early ring:

1. Choose Controls from the Alarm Menu.
2. Select the Early Ring text box.
3. Type a number between 1 and 10. This is the number of minutes before your appointment that you want the alarm to ring.
4. Choose the Ok button.

### Turning Off the Alarm

The alarm dialog box is displayed only if the Calendar window is active. If the Calendar window is inactive, the title bar flashes. If Calendar is an icon, the icon flashes.

**With Keyboard.** To turn off the alarm when the Calendar window is active:

- Press the **Enter** key to choose the Ok button in the alarm dialog box.

*HP 150 users, press **Return**.*

If the window is inactive, or if Calendar is an icon:

1. Press **Alt** - **Tab** until the window becomes active or you select the icon.

*HP 150 users, press **Extend char** - **Tab**.*

2. After Calendar displays the alarm dialog box, press the **Enter** key to choose the Ok button and turn off the alarm.

*HP 150 users, press **Return**.*

**With a Pointing Device.** To turn off the alarm when the Calendar window is active, click the Ok button in the alarm dialog box. If the window is inactive, or if Calendar is an icon, click the window or icon. After Calendar displays the alarm dialog box, click the Ok button to turn off the alarm.

### Removing an Alarm

If you change your mind about setting an alarm, you can remove it:

1. Select the time the alarm is set for.
2. Choose Cancel from the Alarm Menu.





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



## Viewing Different Times or Dates

You can move through Calendar to display the appointments you have entered, or to view a day other than the one currently displayed in the Day view.

## Viewing Different Times

You enter, edit, and view appointments in the Day view. The screen is not big enough to display all of the day's appointments, but you can scroll the Day view to see an appointment not currently visible on the screen.

**With Keyboard.** You move from one appointment to another by pressing the  or  key. When you reach the last visible appointment, press the  or  key to scroll the window to the next appointment.

To scroll to the next screen, press  on the HP Vectra or  on the HP 150. To scroll to the previous screen, press the  on the HP Vectra or  on the HP 150.


**With a Pointing Device.** If you have a mouse, tablet, or touchscreen, click one of the arrows at the end of the scroll bar to scroll the list of appointments in the direction the arrow points.

To scroll to the next screen, click in the grey area below the scroll box. To scroll to the previous screen, click in the grey area above the scroll box.

## Viewing Different Dates

You can change the day or month that is displayed by using the commands from the Show Menu. The commands on the Show Menu apply to days when in the Day view, and to months when in the Month view.

- Choose Today from the Show Menu, or press the **Home** key to return to the current day or month.

*HP 150 users, choose Today or press .*

- Choose Previous from the show Menu to display the day or month before the one on your screen.
- Choose Next from the Show Menu to display the day or month after the one on your screen.

If you have a mouse, tablet, or touchscreen, you can quickly display the next or previous day in the Day view by clicking on one of the arrows in the date line. If you click anywhere else in the date line, Calendar changes to display the Month view.

## Viewing Different Dates with the Month View

You can use the Month view to select the day for which you want to enter, edit, or view appointments. Selecting the day with the Month view may be faster than scrolling through the days one at a time with the Previous or Next command, or with a pointing device in Day view.

To change from the Day view to the Month view:

- Choose Month from the View Menu; or click in the date line.











The following two tables describe how to move around in the Month view and select the day you want with the keyboard or a pointing device.

Once you select the day you want, you can display its appointments by returning to the Day view. You move to the Day view by pressing **Enter** on the HP Vectra or **Return** on the HP 150, or by double clicking on the selected day.

Whether you use the keyboard or a pointing device, you can also move back to the Day view by choosing the Day command from the View Menu.

**With Keyboard.** With the keyboard, you use the arrow keys to select the day you want.

**Table 4-1. Keys for Viewing Dates in the Month View**

<b>To:</b>	<b>Press:</b>
Select the next day	
Select the previous day	
Select the day directly below the currently selected one	 (If the current date is in the bottom row of dates on the calendar, the  key selects the next month.)
Select the day directly above the currently selected one	 (If the current date is in the top row of dates on the calendar, the  key selects the previous month.)
Select the next month	
Select the previous month	
Select the current date or month	 on the Vectra  on the HP 150

**With a Pointing Device.** If you are using a mouse, tablet, or touchscreen, you select in the Month view as shown in the following table:

**Table 4-2. Viewing Dates with a Pointing Device**

<b>To select:</b>	<b>Click:</b>
Another day	Any day other than the current selection
Next month	The scroll arrow at the bottom of the scroll bar
Previous month	The scroll arrow at the top of the scroll bar
Next year	The grey area below the scroll box
Previous year	The grey area above the scroll box

### **Viewing a Specific Date**

You can display a specific date with the Date command.

To display a specific date:

1. Choose Date from the Show Menu.
2. In the text box, type the date you want Calendar to display.
3. Choose the Ok button.



You can type any date between January 1, 1980 and December 31, 2099. Type dates in the following format:

*mm/dd/yyyy* or *mm-dd-yyyy*

You do not need to type leading zeros for days or months. If you type a two-digit number for the year, Calendar assumes the 20th century. The following samples represent acceptable entries:

**Table 4-3. Sample Entries for Viewing Dates**

<b>Type:</b>	<b>For:</b>
<b>1/19/85</b>	January 19, 1985
<b>11-7-85</b>	November 7, 1985
<b>1/1/2010</b>	January 1, 2010

## Customizing Your Calendar

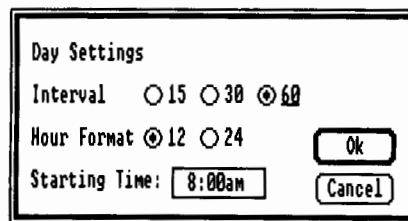
You can customize the Day view of your calendar with commands from the Options Menu.

### Changing Day Settings

The day settings control the appearance of the Day view.

To change the day settings:

1. Choose Day Settings from the Options Menu. Calendar displays the Day Settings dialog box.



**Figure 4-2. Day Settings Dialog Box**

2. Select the options you want.
3. Choose the Ok button.

**Interval.** This option controls the interval for daily appointments. You can select 15-minute, 30-minute, or 60-minute intervals.

**Hour Format.** Calendar can use either a standard 12-hour clock or a 24-hour clock.

**Starting Time.** The starting time is the earliest time Calendar lists when the Day view is displayed.

## Adding Special Times

You can enter appointments for special times. A special time is any time that falls between the interval you set with the Day Settings command on the Options Menu. For example, 11:10 is a special time.

To add a special time:

1. Choose Special Time from the Options Menu.
2. Type the time.
3. Choose the Insert button.

### Note



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If you are using a 12-hour format, you can insert A.M. times only.

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To delete a special time:

1. Select the time you want to delete.
2. Choose Special Time from the Options Menu. The Special Time dialog box appears with the selected time in the text box.
3. Choose the Delete button.

## Adding Notes

The daily appointment window has a scratch pad at the bottom for reminders.

To add notes:

1. Press the **Tab** key to select the scratch pad. An insertion point appears.
2. Type your notes, pressing the **Enter** key to end a line and the **BACKSPACE** key to correct typing errors.

*HP 150 users, press **Return** to end a line.*

3. Press the **Tab** key to return to the appointment area.

## Marking a Date

You can mark special days in the Month view, so you don't forget a special occasion, for example.

**Marking a date.** To mark a date in the Month view:

1. Use the arrow keys or point and click with the mouse to highlight the day you want to mark.
2. Choose Mark from the Options Menu.

Calendar puts a small box around the number.

**Unmarking a date.** When a marked date is highlighted, the Mark command changes to Unmark on the Options Menu.

To unmark a marked date:

1. Select the date you want to unmark.
2. Choose Unmark from the Options Menu.

Calendar removes the box around the number.



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## Working with Calendar Files

You create, open, save, and print Calendar files with commands from the File Menu in the Calendar window. You delete Calendar files with commands from the File Menu in the MS-DOS Executive window.

### Opening a File

You can have many different Calendar files, to keep track of different people's appointments, for example. You can open new or existing files in the Calendar window. If you open a Calendar file when there is another file already open, Calendar closes the current file. If you have unsaved changes in the current file, Calendar asks you if you want to save them before it closes the file.

**Table 4-4. Responses to Unsaved Calendar File Changes**

Choose:	To:
Yes	Save changes.
No	Discard changes.
Cancel	Continue working in the current file.

### Creating a New File

To create a new Calendar file:

- Choose New from the File Menu.

Calendar opens a new file in the Calendar window.

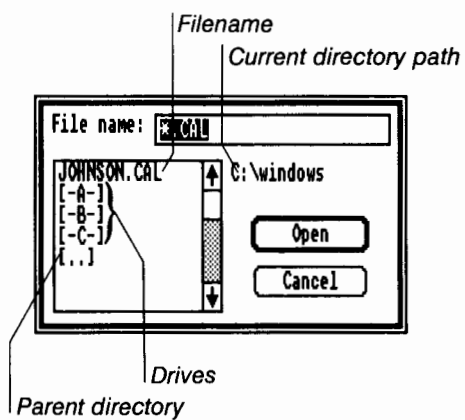
## Opening an Existing File

You can open an existing file from the Calendar window or from the MS-DOS Executive window.

**From the Calendar Window.** To open an existing file from the Calendar window:

1. Choose Open from the File Menu.

Calendar displays the Open dialog box. Note that directories and drives are shown in brackets.



**Figure 4-3. Open Dialog Box**

2. In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
3. Choose the Open button.

With a mouse, tablet, or touchscreen, you can select and open a file listed in the list box in one step:

- Double click the filename of the file you want to open.

**From the MS-DOS Executive.** To open an existing Calendar file from the MS-DOS Executive:

- Select the filename and press the **Enter** key.

*HP 150 users, select the filename and press **Return**.*

- Or, with a mouse, tablet, or touchscreen, double click the filename.

Windows automatically starts Calendar and opens the file.

## Viewing Files in Other Directories

You can view files that are in directories or drives other than what Calendar first displays when you choose the Open command. Initially Calendar displays only files with the .CAL extension, as well as drives and directories.

To view different files in the Open dialog box:

1. Select from the list box, or in the text box at the top of the Open dialog box type the directory, drive, or kind of files you want to see. For example, you can type \*.TXT to see all the files with that extension.
2. Choose the Open button.

Calendar lists the files in the directory you specified. You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or cancel the command.



## Saving a File

When you create a new file, or when you are finished with a file for the moment, you can save it and come back to it later. There are two commands you can use to save a Calendar file: Save As and Save.

### Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename and retain the original copy of the file on the disk under the old filename.

To save a new file:

1. Choose Save As from the File Menu.

Calendar displays the Save As dialog box.

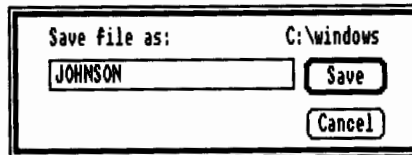


Figure 4-4. Save As Dialog Box

2. Type a filename for the file.

If you don't type an extension, Calendar automatically adds .CAL to the filename.

3. Choose the Save button.

Calendar saves the file. The file remains on the screen so that you can continue working in it. The name of the file now appears in the title bar of the Calendar window.

## Note



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If you type the name of a file that already exists, Calendar asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

---

## Saving changes

The Save command saves the changes to the current file on the disk.

To save changes to the current file:

- Choose Save from the File Menu.

Calendar replaces the file on the disk with the current file.

## Printing Appointments

You can print your appointments using the Print command from the File Menu.

To print your appointments:

1. Choose Print from the File Menu. Calendar displays the Print dialog box.

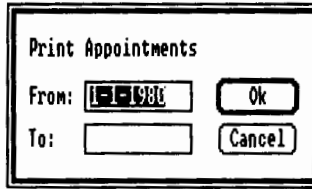


Figure 4-5. Print Dialog Box

2. In the From text box, type the first date you want printed.
3. In the To text box, type the last date you want printed. To print a single day's appointments, leave the To text box blank.
4. Choose the Ok button.

## Removing Appointment Days

You can remove a single day or a range of days to make room on your disk for other days.

To remove appointment days:

1. Choose Remove from the File Menu. Calendar displays the Remove dialog box.

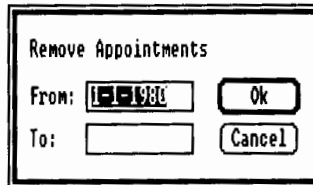


Figure 4-6. Remove Dialog Box

- 2 In the From text box, type the first date you want to remove.
3. In the To text box, type the last date you want to remove.

To remove a single day's appointments, leave the To text box blank.

4. Choose the Ok button.

## **Deleting a File**

You can delete a file to make room for other files on your disk. You delete a file using the Delete command from the File Menu in the MS-DOS Executive window.

See "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers* for information about deleting files.

# 5

## Calculator

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The Windows Calculator works just like a handheld calculator. It has many basic functions and a memory.

## Starting Calculator

To start Calculator:

- Select and run CALC.EXE in the MS-DOS Executive window.

When you start Calculator, it automatically creates a window with a calculator in it.

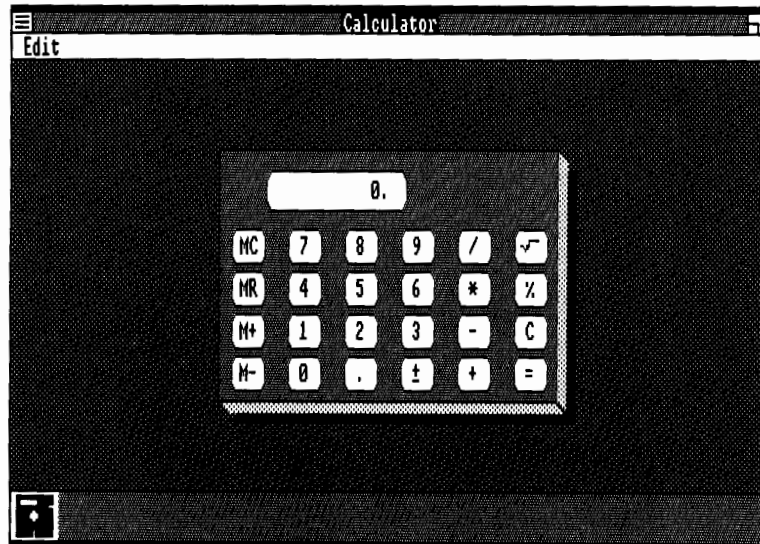
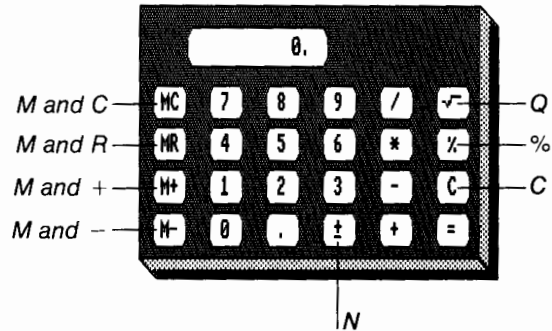


Figure 5-1. Calculator Window

## Using Calculator

You can use Calculator with either the keyboard or a pointing device.

**With Keyboard.** To use Calculator with the keyboard, use the keys indicated in Figure 5-2 to perform calculator actions.



**Figure 5-2.** Using the Keyboard

You can type the digits 0 through 9 and the plus, minus, multiplication, division, and equal signs on the keyboard, or on the numeric keypad.

### Note



HP Vectra users, depress **NUM lock** if you use the numeric keypad.

**With a Pointing Device.** To use Calculator with a mouse, tablet, or touchscreen, point to a key in the calculator window and click.

## Using the Memory

Calculator has its own memory. The figure in memory starts out as zero. You can add to or subtract from this value. You can also display or clear the memory. When using the memory functions from the keyboard, hold down the M key and the other specified key at the same time, then release both keys.

**Table 5-1. Calculator Operations**

<b>To:</b>	<b>With keyboard:</b>	<b>With a pointing device:</b>
Clear the memory	Hold down M and press C.	Click MC
Display the figure in memory	Hold down M and press R.	Click MR
Add the displayed figure to the memory	Hold down M and press + .	Click M+
Subtract the displayed figure from memory	Hold down M and press - .	Click M-



## Using the Clipboard

You can use the Clipboard to copy numbers from other applications into the Calculator display, and from the Calculator display into other applications.

To copy the figure in the display to the Clipboard:

- Choose Copy from the Edit Menu.

Calculator puts a copy of the displayed amount on the Clipboard.

To add a number from the Clipboard to the Calculator display:

- Choose Paste from the Edit Menu.

Calculator adds the number on the Clipboard to the Calculator display. If the Clipboard does not contain a number, Calculator does nothing. If the Clipboard contains a formula, Calculator pastes the result of the formula.



# 6

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## Clock

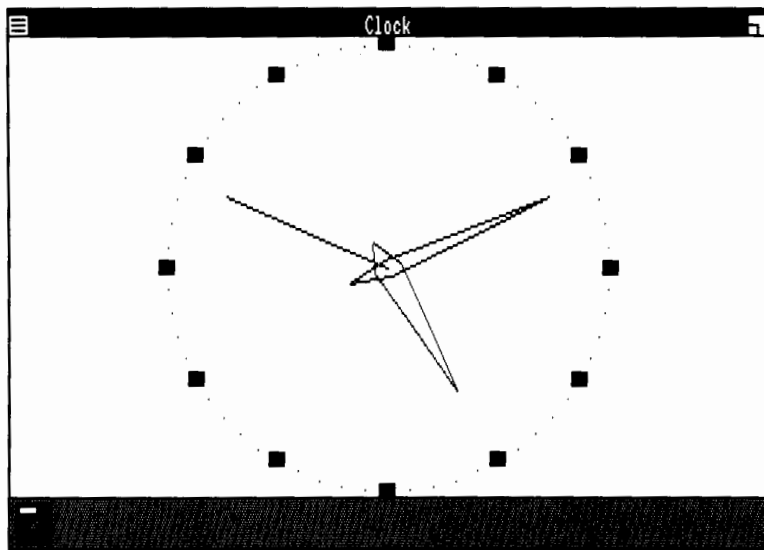
The Windows Clock is a standard clock. It shows the current time.

## Starting the Clock

To start the Clock:

- Select and run CLOK.EXE in the MS-DOS Executive window.

When you start the Clock, it automatically creates a window with a clock in it.



**Figure 6-1. Clock Window**

The Clock uses the time from your hardware clock or the time you enter when you start your computer. You can reset the Clock from the Control Panel. For details on using the Control Panel, see the *Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computers*.

The Clock continues to show the correct time even when you shrink it into an icon. With the Clock as an icon, you can have the current time displayed without using any of the workspace on the screen.



# 7

## Reversi

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Windows Reversi is a game you can play with your computer. The object of Reversi is to finish the game with more squares of your color on the board than the computer has of its color.

## Starting Reversi

To start Reversi:

- Select and run REVERSI.EXE in the MS-DOS Executive window

When you start Reversi, it creates a window with the game in it.

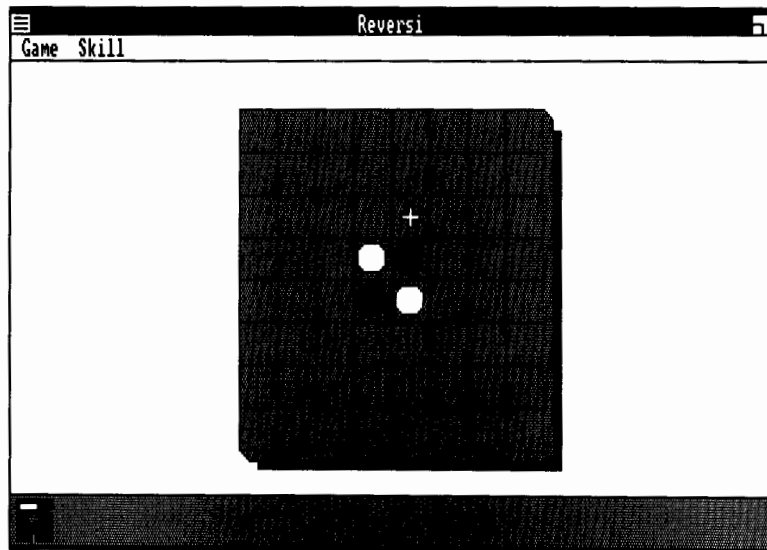


Figure 7-1. Reversi Window

Your squares are white and your computer's squares are black. In color, your squares are red and your computer's squares are blue.



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## Rules of the Game

The rules of Reversi are as follows:

- To turn black squares white, trap them between white squares. The black squares must be in a straight line: horizontal, vertical, or diagonal.
- If you can turn squares white, you must do so.
- If you cannot make a legal move, choose the Pass command from the Game Menu.

When neither you nor the computer can make a move, the game is over. The one with the most squares wins.



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## Playing Reversi

To play Reversi:

- Choose one of the four skill levels from the Skill Menu.

Skill levels range from **Beginner**, the easiest, to **Master**, the hardest. The higher the skill level, the longer your computer spends calculating its moves.

- Press the arrow keys, or point with a mouse, tablet, or touchscreen to move the pointer to a grey square.

The pointer changes to a cross where you can make a legal move.

- Press the **SPACEBAR** or click to make your move.

The pointer sometimes changes to an hourglass while the computer is calculating its move.

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## Practice Games

If you want to play a practice game, you can ask Reversi for hints. When you choose the Hint command from the Game Menu, Reversi shows you where it would move if it had your turn. You can accept the hint or make your move somewhere else.

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## Starting a New Game

You can start a new game at any time, even in the middle of the current game.

To start a new game:

- Choose New from the Game Menu.



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