

**Executive's Aid**

# **TORCH**

## **COMPUTERS**





**Executive's Aid  
User Manual**

# **TORCH COMPUTERS**

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## Chapter 1

# The Executive's Aid System

### 1. Introduction to Executive's Aid

This manual explains how to use the Executive's Aid package, which runs on the Torch computer. The package has the following easy to operate programs:

- a Typewriter      – a word processor.
- b Cardex          – a card indexing system.
- c Diary            – an electronic desk diary.

Cardex, provides the interface, between free – format source data entry and a computer sorted card indexing system, while Typewriter allows free – format document preparation and editing. You are, therefore, not restricted to the usual – “field – data type” conventions normally associated with such programs. Diary is an electronic diary system which allows appointments for personnel to be inserted, deleted and amended as well as providing more advanced facilities using a light pen.

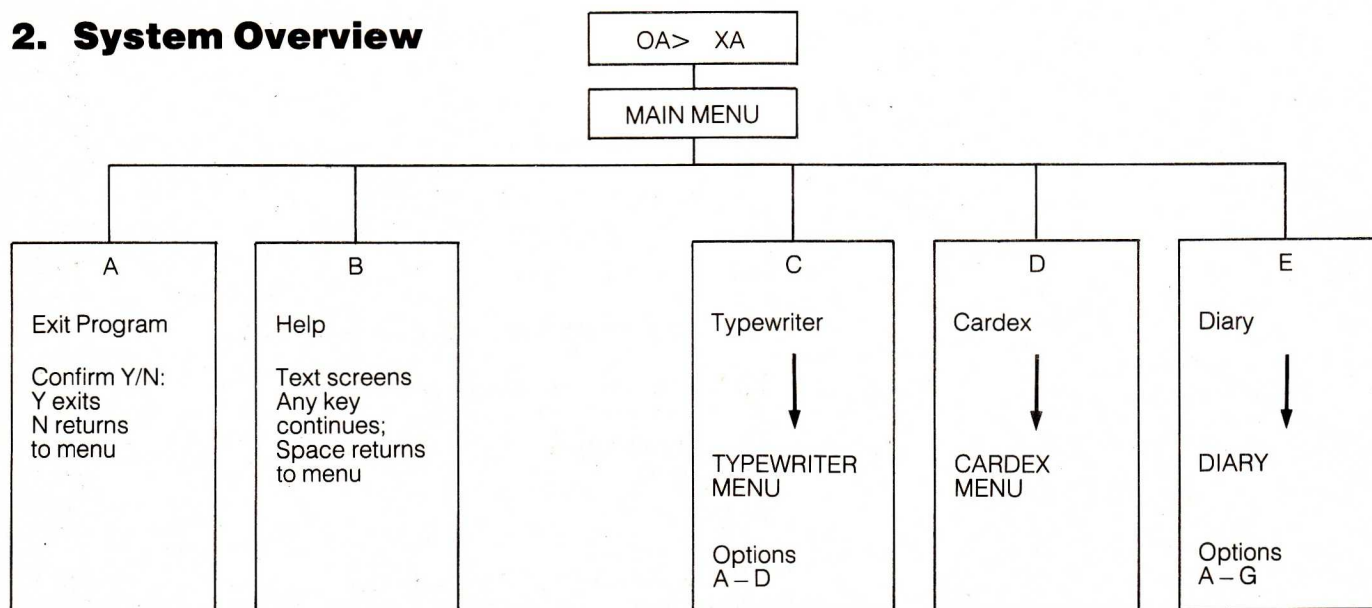
Executive's Aid can be used with no previous programming experience since it is entirely “menu driven”. The order in which these “menus”, appear on any particular occasion the program is run will depend entirely upon your replies (which will generally be one letter only). You can move “backwards” through a sequence of menus by exiting from the current one, usually by pressing 'A' when the current menu is displayed.

When using the packages it is recommended that the manual is read superficially once and then go through it again with the machine, trying the worked examples.

In order to use the TORCH efficiently you should be familiar with the keyboard layout. For more guidance on this see the TORCH User Guide.

**NOTE: This manual is not intended as a programmers guide or technical reference manual; these are provided separately by TORCH.**

### 2. System Overview





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**Chapter 1**  
**Executive's Aid**

1.	<b>Introduction</b>	2
2.	<b>System Overview</b>	2
3.	<b>Contents</b>	3&4
4.	<b>Executive's Aid</b>	5
4.1	Getting Started	5
4.2	Executive's Aid Menu	6
4.3	Executive's Aid Menu Options	6

---

**Chapter 2**  
**Typewriter**

1.	<b>Introduction</b>	7
2.	<b>Conventions</b>	8
2.1	Program Conventions	8
2.2	Conventions used in this Chapter	8
3.	<b>Section Guide</b>	9
4.	<b>Getting started</b>	9
5.	<b>Typewriter</b>	10
5.1	Typewriter Menu	10
5.2	Typewriter Menu Options	10
6.	<b>Typewriter Screen</b>	12
6.1	Areas of the Screen	12
7.	<b>Creating a Document</b>	14
7.1	Basic cursor movement	16
7.2	Extended cursor movement	16
7.3	Extended Operation Keys	18
8.	<b>Direct Commands</b>	19
8.1	Cursor Movement	19
8.2	Deletions	19
8.3	Extended Operation Keys	19
8.4	Insert	20
8.5	Begin and End	20
8.6	Quit	20
8.6.1	Escape	20
8.7	Help	21
8.8	Miscellaneous Keys	21
9.	<b>General Editing</b>	21
9.1	Insertion of text	21
9.2	Deletion of text	22
10.	<b>Indirect Command Summary</b>	23
11.	<b>Saving a Document</b>	25
12.	<b>Backups</b>	25
12.1	COPY	25
12.2	DUP	26
13.	<b>Printing a Document</b>	26

---



**Chapter 3**  
**Cardex**

1.	<b>Introduction</b>	27
2.	<b>Program Conventions</b>	27
2.1	Conventions used in this Chapter	28
3.	<b>Section Guide</b>	28
4.	<b>Getting Started</b>	28
5.	<b>Cardex</b>	29
5.1	Cardex Menu	30
5.2	Cardex Menu Options	31
6.	<b>Examples</b>	32
6.1	Cardex Menu	32
6.2	Browse Screen	33
6.3	Detail Screen	34
7.	<b>Browse Screen</b>	35
7.1	Browse Screen Options	36
7.2	Example	36
8.	<b>Found Menu</b>	36
8.1	Found Screen	37
9.	<b>Detail Screen</b>	37
10.	<b>Printing Cards</b>	38
11.	<b>Removing a box</b>	38

**Cardex Appendix A**  
**Cardex System Overview**

A.1	Cardex Menu	39
A.2	Browse Screen	39
A.3	Detail Screen	40
A.4	Found Menu	40
A.5	Found Screen	40

**Chapter 4**  
**Diary**

1.	<b>Introduction to Diary</b>	41
2.	<b>Conventions used in Diary</b>	41
3.	<b>Getting Started</b>	43
4.	<b>The Calendar Screen</b>	43
4.1	Calendar Screen Options	45
4.2	System Overview	45
5.	<b>The Engagement Screen</b>	45
5.1	Engagement Screen Options	46
6.	<b>The Special Functions Screen</b>	47
6.1	Special Functions Screen Options	47
	<b>Executives Aid Appendix A</b>	48
	<b>Glossary</b>	



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## 4. Executive's Aid

### 4.1 Getting Started

First of all it is most important to copy the relevant programs from the disk supplied to a secondary disk. This is to ensure that you always have a duplicate copy of the programs in case your disk should accidentally become damaged or unusable.

When the TORCH CPN prompt:

0A>

appears, insert the disk supplied into the lower disk drive, drive 'B:', taking care to handle the disk only by the label, and then close the door.

NOTE: Make certain that the disk is inserted correctly into the drive otherwise various errors can occur when your TORCH attempts to look for information on that disk. In case of problems at this stage refer to your TORCH User Guide.

The copying will be from drive 'B:' to drive 'A:', that is, from the disk in the lower drive, to the disk in the upper drive.

Insert a blank, formatted disk, into drive 'A:' in the usual way. (See the TORCH User Guide for information on how to format discs).

To copy the correct information:

type:        COPY B:XA.\* TO A:

This will make a duplicate copy of all files beginning "XA.", the Executive's Aid program.

This should take a few seconds.

You will also probably want to make a copy of the "help" files.

To do this

type:        COPY B:\*.HLP TO A:

CAUTION: Any information stored on the disk in drive 'A:' may be overwritten by this process.

TECHNICAL NOTE: The files necessary to run Typewriter are: XA.COM, XA.PDS, XA.BLM. Typewriter may be run without the help files.

To use either of the packages, when the usual TORCH CPN prompt, (0A>), appears:

type:        XA    return

There will be a momentary hum and whirr of the disk drive as the operating system loads the correct program. While it is doing so the message:

Please wait

should appear in the top left of the screen. When the machine has read the EXECUTIVE'S AID program

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from disc successfully, a message informing you of how to get help at any stage is then displayed.

NOTE: The help key is the second blue key from the left of the TORCH keyboard. Pressing this at any stage when the program permits it will take you into a series of screens displaying helpful information. This is described in detail later.

Once Executive's Aid is in control, it will display the Executive's Aid menu.

NOTE: Any prompt terminated with a colon (':') only requires a single character for a reply, without pressing return.

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## 4.2 Executive's Aid Menu

The Executive's Aid menu displays the following choices on the screen:

- (A) Exit program
- (B) Help
- (C) Typewriter
- (D) Cardex
- (E) Diary

You are then prompted for your decision. The reply can only be one of A, B, C, D or E but these may be in upper or lower case. Any other reply will result in a bleep from your TORCH and it will wait for you to give a correct reply.

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## 4.3 Executive's Aid Menu Options

Any reply to a menu only requires a single key in the allowed range of response to be pressed.

NOTE: YOU DO NOT NEED TO PRESS THE RETURN BUTTON. This will enable you to operate the system faster when you become more proficient.

### (A) Exit program

To do this just type (upper or lower case) 'A' without pressing the return button. If you do take this option your TORCH will ask you to confirm, to make sure you did not press 'A' by mistake. Giving a positive response, by pressing 'Y', will cause control to leave the Executive's Aid program and return to the CPN operating system, pressing 'N' leaves the screen as it was before the request for confirmation.

This may be used to terminate execution of Executive's Aid.

**Backup copies of any important Cardex files or Typewriter documents should be made as soon as the program is exited. This may be done using the "COPY" command from the CPN operating system. (See TORCH User Guide for more details).**



---

NOTE: The HELP or ESCape keys may also be used at this stage. ESCape again asks you to confirm with a 'Y' returning you to the system or 'N' leaving things as they were.

### **(B) Help**

This has the same effect as pressing the blue "help" key and causes a screen of helpful information to be displayed.

Pressing any key except space will continue the help text after which the main menu appears. Using space at any other time will immediately return you to the main menu.

NOTE: Generally, pressing HELP at any other time will have the same effect, that is, display helpful information which may be continued by pressing any key except the space bar.

### **(C) Typewriter**

This causes control to pass to the Typewriter program, detailed in Chapter 2.

### **(D) Cardex**

This causes control to pass to the Cardex program, explained in Chapter 3.

### **(E) Diary**

This activates the Diary program, explained in Chapter 4.

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## **Chapter 2 Typewriter**

### **1. Introduction to Typewriter**

This chapter explains how to use Typewriter, the text editor which is supplied with the TORCH computer.

The concept behind this system is to create an electronic analogue of the physical typewriter. This is reflected in the display formats among other things. The system will thus be easier to adapt to for people only familiar with the world of typewriters rather than that of computers. It thus removes the gap normally present between paper and electronic concepts. At the same time the system offers greater speed and flexibility, as well as advanced editing features explained later in this manual.

Typewriter allows free – format document preparation and editing. A main advantage of the system is that documents are printed as they appear on the screen. There is no "formatting" step which has to be taken before the document is printed. This means that documents can be printed directly from Typewriter and that only one "picture" of the format of the text has to be remembered.

When using Typewriter it is recommended that this chapter is read superficially once and then read

through again with the computer, trying the worked examples.

When the Typewriter program is run the keyboard operates much as a normal typewriter. However in addition to the normal functions of a typewriter keyboard there is the important exception of a set of keys, (the thirteen brown keys on the left), known as the word processing keypad. As their name suggests, these keys are especially useful in a text editing/word processing context and their use is explained later.

These keys provide more choice of operation than is usually available under such systems, and, together with the "indirect command" facility provide a wide range of powerful options.

**It is most important that the program disk remains in disk drive 'A:', the upper drive, while the Typewriter program is running. This is because sections of program have to be loaded at irregular intervals depending on user input.**

TECHNICAL NOTE: Typewriter may be used to edit any standard ASCII text file.

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## **2. Conventions**

### **2.1 Program Conventions**

Generally the program does not distinguish between upper and lower case, for the purposes of sorting, or replies to "prompts" that it may issue from time to time.

When the program is expecting a reply:

- => indicates that more than one character is expected, (known as a "string"), followed by a carriage return
- :
- means that only a single character is expected with NO carriage return.

---

### **2.2 Conventions Used in this Chapter**

NOTE: text following this will generally be in the form of amplification of the main narrative

TECHNICAL NOTE: these relate to implementation methods. They should be ignored by first time users.

CAUTION: these are warnings to indicate that if an operation is performed incorrectly damage or loss of information may result.

The main convention, in addition to those listed above is the use of the following shorthand notation; for example:

(some identifier)

as a shorthand notation for all the "values" that "some identifier" could assume.



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For example, in the section on basic cursor movement, wherever the notation (extend) appears it may be replaced by any one of:

word    line    sentence    paragraph  
screen    file.

An optional argument to a command is written in square brackets following the command:

(command) [option]

Minimum abbreviations of commands are in upper case typeface

For example to get help in Typewriter, after pressing the "begin" key, you may type:

Help show    to get help on the SHOW command  
or simply

Help            to get more general information  
or just

H

followed by the "end" key.

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### **3. Section Guide**

Sections 5. to 9.3 describe the basic features of the system, and how to use them to create and edit a document. It is recommended that you first read these chapters and then try creating and editing a document before moving on to the advanced features.

Section 12. on backups should be read as soon as you have created a document that you wish to keep.

Sections 13. and 14. need only be read superficially upon the first few readings.

Subsequent sections of the manual describe more advanced features such as setting margins, printing documents, and so on.

For quick reference refer to sections 8. to 8.3

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### **4. Getting Started**

If you have not already done so, you should make a duplicate copy of the disc supplied. This is so that if your disc or any of the information stored on it should accidentally become damaged or destroyed you will always have a backup copy to rely on.

The procedure for doing this is detailed in Chapter 1 on Executive's Aid, Section 4.1 and also in the TORCH User Guide.

We recommend that backup copies of all important documents and files be made as soon as is feasible. This is almost certain to save work in the long run.

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To use the Typewriter program package, when the usual TORCH CPN prompt, (0A>), appears:

type:       XA    return  
(short for Executive's Aid).

When the machine has read the program from disc successfully, a message informing you of how to get help at any stage is then displayed, followed by the Executive's Aid menu. (See Chapter 1, Sections 4.2, 4.3).

When this appears you should press 'C' to enter Typewriter.

NOTE: The help key is the second blue key from the left of the TORCH keyboard. Pressing this at any stage when the program permits it will take you into a series of screens displaying helpful information. This is described in detail later.

When Typewriter is in control it will display the TYPEWRITER MENU.

NOTE: Any prompt terminated with a colon (':') only requires a single character for a reply, without pressing return.

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## **5. Typewriter**

### **5.1 Typewriter Menu**

The menu is displayed:

- (A) Exit program
- (B) Help
- (C) Edit a document
- (D) Print a document

You are then prompted for your decision. The reply can only be one of A, B, C, D, but these may be in upper or lower case. Any other reply will result in a bleep from your TORCH and it will wait for you to give a correct reply.

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### **5.2 Typewriter Menu Options**

Any reply to a main menu option only requires a single key in the allowed range of response to be pressed.

NOTE: YOU DO NOT NEED TO PRESS THE RETURN KEY. This will enable you to operate the system faster when you become more proficient.

#### **(A) Exit program**

To do this just type (upper or lower case) 'A' without pressing the return key. If you do take this option your TORCH will ask you to confirm, to make sure you did not press 'A' by mistake. Giving a positive response, by pressing 'Y', will cause control to leave the Typewriter program and return to the Executive's Aid menu, pressing 'N' removes the message.



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**Backup copies of any important Typewriter documents should be made as soon as control returns to the TORCH CPN operating system. This may be done using the "COPY" command. (see TORCH User Guide for more details).**

NOTE: The HELP or ESCape keys may also be used at this stage. ESCape again asks you to confirm with a 'Y' returning you to the system or 'N' leaving things as they were.

### **(B) Help**

This has the same effect as pressing the blue "help" key and causes a screen of helpful information to be displayed.

Pressing any key except space will continue the help text after which the main menu appears. Using space at any other time will immediately return you to the Typewriter menu.

NOTE: Generally, pressing HELP at any other time will have the same effect, that is, display helpful information which may be continued by pressing any key except the space bar.

### **(C) Edit text**

This will usually be the option you wish to take. It allows you to enter text into a document, the name of which you have to give. The name of a document must be from one to eight alphanumeric characters long. A document name may also be prefixed with 'A:' or 'B:' (representing the drive) and suffixed with '.' followed by up to three alphanumeric characters; known as the "file extension".

If a document with the name you have given already exists, the beginning of the document is displayed, with the first line of text appearing above the bar line, otherwise, a blank screen is presented. Generally however, the program will remember the name of the last document you were preparing, in which case you may simply press return to make amendments to it or overtype the name displayed to edit a different piece of text. The file is saved automatically, under the name you gave it, when you exit from the editing process by pressing the blue QUIT key at the top left of the keyboard.

### **(D) Print text**

As in the previous option, the program asks for a document name. Pressing return while typing the document name causes the program to assume that the name is exactly that which appears between the left and right parentheses. If this file is found it is then printed, if not you are told so and asked for a different name. If you are confused by this you should first of all ensure that you have spelt the name correctly.

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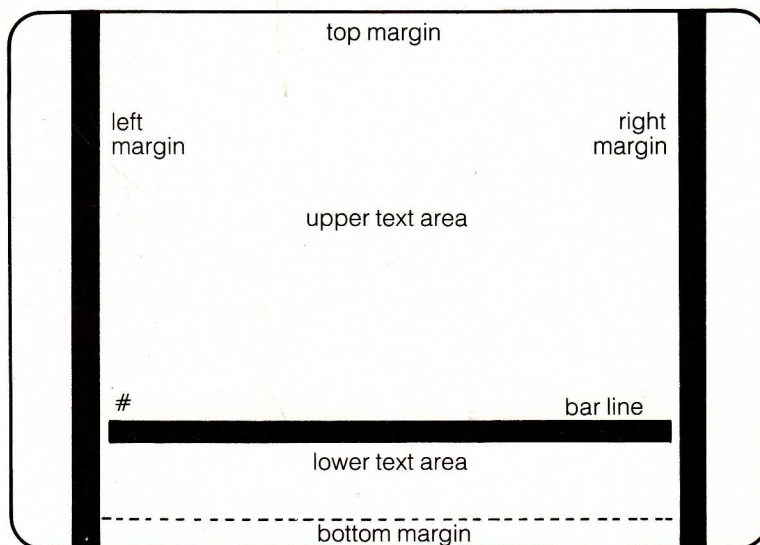


NOTE: It is most important that a printer is correctly connected before you attempt to print anything. This may involve using either the \*FX 5,1 or \*FX 5,2 commands for parallel and serial printers respectively. These commands are fully explained in the TORCH User Guide. If a printer is not connected the TORCH may fail to respond to anything typed at the keyboard, this is known as the system being "hung". It may be possible to escape from this situation by pressing the red ESCape key. If not you may have to use ctrl/shift/esc to abandon the program.

## 6. Typewriter Screen

When you have entered Typewriter, via option 'C' (edit text) from the Typewriter menu, the computer will draw a bar line across the screen, dividing it into two areas, and will leave the cursor immediately above the line, at the left side of the screen.

This is an approximation of what the screen looks like.



# represents the cursor (blinking line on the screen)

Text can only appear in the upper and lower text areas. At any time the cursor indicates the next position in which you can enter a character.

All text editing is done with the cursor immediately above the bar line. To do anything other than move the cursor, slide the text about and generally edit, you will have to press a key such as BEGIN. You may then issue one or more commands followed by END to return to the edit mode.

### 6.1 Areas of the Screen

#### a) The bar line

This line represents the bar line of a typewriter. It divides the screen into two areas, and remains in a constant position, about a third of the way up the screen. ALL text editing is done immediately above this line, with the cursor moving back and forth across



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the screen. The bar line may contain information about the setting of margins and tabulation points.

b) The upper text area

This covers most of the screen above the bar line. All text editing is done at the bottom of the upper text area. As text is typed in, line by line, the document moves up this area, just as it would on a real typewriter, until the top of the page moves off the screen. It may however be moved down the screen if you want to modify what has been typed before, or just to look at it. This area will only ever contain edited text.

c) The lower text area

This covers most of the screen below the bar line. This area normally represents the paper below the type head of a physical typewriter. It is therefore blank when a document is being typed for the first time; if the document is moved down the screen, analogous to moving the roller on an ordinary typewriter, then text will move down, past the bar line, into this area.

This area may also be used to display helpful information on commands and editing facilities available. The blue help key may be pressed at any time to display helpful instructions. Sometimes help information will be displayed automatically. This will normally be when you hesitate in issuing a command. To remove the help text you can:

1. press "begin" followed by "end"
2. press "begin" followed by "QUIT"
3. press "begin" followed by "esc"
4. press "begin" followed by "SHOW" and then "end"

d) The top margin

This area covers the very top of the screen. It contains information such as the name of the document currently being edited, the page number currently being edited, and so forth.

e) The bottom margin

This area covers the very bottom of the screen. It is usually blank, but will be written to when the computer does not understand something. When this happens, it will make an audible "beep" noise and will explain the problem in the bottom margin.

f) The left margin

This area is always blank at present.

g) The right margin

This is also used for displaying formatting information. It may hold the 'v' character representing the fact that a "hard" carriage return occurs at the end of the line, i.e. you pressed "return" at the end of that line. If it is blank then a "soft" carriage return is present i.e. the

program has inserted a carriage return for you. A ':' represents the beginning or end of the file.

---

## **7. Creating a Document**

Whenever a document appears on the screen, the cursor is positioned to the first "unprotected field", that is the first position that text may be typed.

For the purposes of document preparation, via Typewriter, certain keys have special meanings. This particularly applies to the word processing keypad on the left. These keys are useful throughout Typewriter.

The objects of the following exercise are:

1. to show you how documents are created and edited
2. to familiarise you with the keyboard layout
3. to use the cursor movement keys

It is assumed that you have just taken option 'C', to edit text, from the Typewriter menu.

When under option 'C', to edit text, Typewriter responds to two types of command:

- (a) direct – entered directly from the keyboard and executed immediately.
- (b) indirect – entered between pressing the word processing "begin" and "end" keys.

Indirect commands are used to avoid having too many keys set aside for specific functions. This increases Typewriter's speed and flexibility.

Anything which is not a command is interpreted as being input into the document you are preparing and will thus appear on the screen.

Example: When the program asks for a document name

type: MYDOC

The Typewriter screen is then displayed with the cursor to the far left of the screen and on the line immediately above the bar line.

Type: As you type the cursor moves from left to right.

If you make a mistake while typing, use the "delete this" key to erase characters back to the error.

The cursor will now be to the right of the full stop, the text being on the line immediately above the bar line.

If you now continue typing, without pressing the "return" key before you get to the end of the line, then it is possible that the letters of a word will become split over two lines. This is because the program inserts



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what is known as a "soft" carriage return if you reach the end of a line.

The screen may then appear as (for example):

As you type the cursor moves from left to right. Attempting to type over the end of the line without pressing "return" may produce unexpected results.

To prevent this you should press "return" before you get to the end of a line, as you would on a conventional typewriter. This is known as inserting a "hard" carriage return. To help you the bell will sound when you reach ten characters from the end of the line, again as on a normal typewriter.

The above text could then appear as:

bell sounds

As you type the cursor moves from left to right. Attempting to type over the end of the line without pressing "return" may produce unexpected results.

In these examples the left and right margins are set at columns one and sixty-five respectively, these are the "default" positions. This allows you to enter lines of up to sixty-five characters in length (including spaces). The sixty-sixth character would be put on the next line. The maximum length of a line is seventy eight (78) characters.

Margins may be moved using the indirect command "TABulate", explained later.

In Typewriter there are four ways to save a copy of a document.

They are:

- i) pressing the blue QUIT key. (top left)  
This automatically saves the document under the name you gave (MYDOC) when you took option 'C', to edit text, from the Typewriter menu. It returns you to the Typewriter menu.
- ii) pressing the red ESCape key.  
Firstly, a message asking you to confirm will have the same effect as pressing the QUIT key, that is, save the document and return you to the Typewriter menu. Pressing 'N' will remove the message and return you to normal editing mode.

The next two commands are included here only for completeness. They are known as "indirect commands", issued between pressing the "begin" and "end" keys. These commands are explained fully later.

- iii) The indirect command "Save [document]".  
This may be used to save the document you are currently editing with a different name to that which you first gave. If no document name is

given the current document name is used. When a copy of the document has been saved you may continue editing the current document.

- iv) The indirect command "Edit (document)". This command differs slightly from the others in that it not only saves the current document but also commences editing the document you give it as an argument.

To save the text entered above and return to the Typewriter menu press the blue **QUIT** key.

---

## **7.1 Basic Cursor Movement**

The simplest cursor movements are made using the keys explained below. These are the simplest of the "direct" commands.

NOTE: You should be aware of the blue 'HELP' and 'QUIT' keys at the top left of the keyboard which will enable you to get help or return to a previous "level" at any stage.

To move the cursor to the left:

press:        move ←

which is one of the blue keys situated in the top right of the keyboard. The cursor will now be sitting over the full stop. To move the cursor along faster, press the same key again but this time hold it down momentarily and watch the cursor move to the left one character at a time in rapid succession. This is known as "auto - repeat".

If the cursor hits the left edge of the 'paper', it will remain there, since there is only one line of text. When there is more than one line this would cause the text to "scroll" downwards and the cursor to be positioned at the right hand end of the previous line.

To move the cursor to the right:

press:        move →

which, again, is one of the blue keys in the top right of the keyboard. The cursor will move one character to the right or more than this if the auto - repeat facility is used.

When used alone the "move past" key also moves the cursor one character to the right.

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## **7.2 Extended Cursor Movement**

In practice of course we will wish to be able to move the cursor faster than this.

First of all position the cursor somewhere near the centre of the line, (by using the "move left" or "move right" keys as appropriate).

Now press the "move right" key.

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Press: word

(situated on the word processing keypad to the left of the keyboard)

Notice that the cursor skips to the beginning of the next word.

The "word" key is known as an "extended operation key". All such keys are used to increase the power, flexibility and ease of use of Typewriter. Think of them as always extending the range or power of a previous command.

Similarly, to move to the left a word at a time

Press: move ←

(which will cause the cursor to move one character to the left),

then press: word

and the cursor skips to the beginning of the word to the left, or, the beginning of the current word if the cursor was in the middle of a word. Pressing "word" again will cause the cursor to move to the beginning of the next word to the left. This is because Typewriter always "remembers" the last direction that you established by pressing either:

- (a) move←
- (b) move past
- (c) move→

The auto - repeat may be used by holding down the "word" key for slightly longer than normal.

There is one other key that may be used with the "word" key. This is the key labelled "move past", the blue key in between "move ←" and "move →".

Press: move past

then press: word

This causes the cursor to move to the end of the current word or, if the cursor is in between two words, to the end of the word to the RIGHT. Again, the action may be repeated automatically or manually. The "move past" key on it's OWN will have the same effect as the "move →" key.

As another example:

press: move ←

then press: line

and the cursor will move to the beginning of the current line, or, if the cursor was already at the beginning of a line, to the start of the previous line.

Press:        move past

followed by "line" and the cursor moves to the right hand end of the line. If the cursor was already at the end of a line it will move to the end of the next line.

You should now try entering some more text and using the

"para" "screen" and "file" keys.

---

### 7.3 Extended Operation Keys

An extended operation key will be denoted in the rest of this manual by the symbol:

(extend)

An extended operation key or (extend) key may be any one of:

word line sentence paragraph screen file.

These are all situated on the brown word processing keypad. They provide by far the most efficient method of cursor movement and it is recommended that you become thoroughly familiar with their use.

All extended operation keys are used by pressing the required qualifying key after having pressed one of "move left" , "move past" or "move right" keys.

Basic Key: Followed by: Action:

move ←	(extend)	The cursor moves to the start of the (extend) to the left of the current cursor position. If the cursor was at the left hand margin this will cause scrolling to the previous line and the cursor will be positioned at the beginning of the (extend).
move past	(extend)	The cursor moves to the right hand end of the current (extend) or if already at the end, to the end of the next (extend) to the right.
move →	(extend)	The cursor moves to the beginning of the next qualifier. Again, if the cursor was previously at the right margin this will cause scrolling to the next line.



---

All of these commands act upon the current (extend) if the cursor is already within the "boundaries" of that qualifier. For example if the cursor is somewhere within a word, then pressing the key "move left" followed by the extend key "word" will move the cursor to the first character in that word.

To summarise:

move ← AND move → always move the cursor to the beginning of an (extend).

move past always moves the cursor to the end of an (extend).

---

## 8. Direct Commands

### 8.1 Cursor Movement

move ←	upper case	move →
	lower case	move past

When upper and lower case keys are used to move the cursor up and down the screen the cursor will remain in the same column.

---

### 8.2 Deletions

delete ←	delete this	delete →
----------	-------------	----------

These deletion keys may be used in combination with any of the extended operation keys to delete more than one character. For example to delete everything to the right of the current cursor position (on the same line):

press: delete →  
(which will erase one character to the right)  
followed by "line" .

To erase (say) the left half of a word:

press: delete ←  
(erasing one character to the left).  
followed by "word" .

It is important to remember that in order for text to be moved along automatically, to fill the gap after any deletions have been made, INSERT must have been switched on using the "insert" key, as described in section 8.4. When insert is switched on, INSERT is displayed at the top right of the screen.

---

### 8.3 Extended Operation Keys

The "directions" in which extended operation keys operate can ONLY be established by the three cursor movement keys:

LEFT	move ←	RIGHT	move past
		RIGHT	move →

---

but beware of the slightly different results that occur when the direction "right" has been established using move past

as opposed to using

move →

For example "move past" followed by "word" moves the cursor to the END of the current word or the word to the right but "move right" followed by "word" moves the cursor to the START of the word to the right. If you are in doubt about this you should re-read section 7.3.

word line para screen file

Some keys on the word processing keypad are not used at present.

These are: window redo undo CTRL

---

## **8.4 Insert**

Use the "insert" key to switch in and out of insert mode. It must be switched ON to shuffle text to fill gaps after deletions. This will be shown by INSERT being displayed at the top right of the screen. It also automatically causes text to be moved to fill gaps that would be caused after text had been deleted, and to move text along when new text is entered.

---

## **8.5 Begin and End**

The "begin" key is used to inform Typewriter that an indirect command follows, see section 10. The command is terminated by pressing the "end" key. If you make a typing mistake while entering the command, you may edit the text much as you would an ordinary Typewriter document. Alternatively you may use the QUIT key to abort the command completely.

---

## **8.6 QUIT**

This key is used to finish editing a document whereupon the document is automatically saved under the name you gave when option 'C', to edit text, was originally taken. For example as MYDOC.

QUIT may also be used to abort the execution of an indirect command, as explained above.

---

### **8.6.1. Escape**

Pressing "esc" when a document is displayed will cause the message:

Error → Do you want to escape (Y/N)? ←Error

to be displayed on the bottom line of the screen. Pressing 'Y' will cause the document to be saved and return you to the Typewriter menu. It thus has the same effect as the QUIT key. Pressing 'N' simply removes the message from the bottom line of the screen.

---



---

## 8.7 Help

Help is available to you throughout Typewriter on a wide range of commands and facilities available to you.

Help is available in the following situations:

- i) from the Typewriter menu – option 'B'
- ii) while editing text, that is while under option 'C' of the Typewriter menu, you may press the blue HELP key
- iii) by issuing the indirect command Help
- iv) by issuing the indirect command Help followed by an indirect command name such as TABulate to get more specific assistance.

Help text always appears in the lower text area, since only edited text can appear in the upper text area (the area above the bar line). To remove the help text press "begin" followed by "SHOw" and then "end".

Sometimes helpful text will be displayed without you having asked for it. This will usually be when there is a delay in something being typed at the keyboard, the program assumes you are having difficulty with something and attempts to help you. If you did not want any assistance the text may be removed in one of four ways:

- i) press "begin" followed by "end"
- ii) press "begin" followed by "QUIT"
- iii) press "begin" followed by "esc"
- iv) press "begin" followed by "SHOw" and then "end"

---

## 8.8 Miscellaneous Keys

YES	may be used to give positive replies to program prompts.
NO	to give negative replies.
capitals	is equivalent to "shift-lock" on a conventional typewriter. All subsequent text appears in upper case until the key is pressed again. It thus behaves in much the same way as the "insert" key.

---

## 9. General Editing

When you attempt to type past the end of the current line, the part of the text that would go over the edge of the "paper" is automatically put on the next line. To avoid splitting a word you should usually press return before you reach the end of a line.

---

### 9.1 Insertion of Text

This facility introduces the most obvious extension to a normal typewriter. When a document has been prepared using TYPEWRITER additional text may be entered at any position you choose.



To insert text INSERT must have been switched on, by pressing the "insert" key, INSERT is then displayed at the top right of the screen. Any text subsequently typed at the current cursor position causes text to the right to be moved along, possibly onto the next line. Alternatively you may move the cursor to a different position using the cursor movement keys before inserting text.

When inserting additional text it is quite likely that words at the end of the line will be "pushed" over the edge as you enter characters. This may well cause some words to be split into two halves. To rectify this situation you should move the cursor to an appropriate point in the line of text and press the "return" key. If this should cause subsequent lines to have the wrong format you should repeat the procedure.

To finish inserting text switch INSERT off by pressing the "insert" key again.

---

## **9.2 Deletion of Text**

Any deletion of text is done by using the red delete keys followed by an optional (extend) key. For example to delete the word to the left of the current cursor position (assuming the cursor is between two words):

press:        delete ←

followed by: word

Pressing "word" again will delete the next word to the left. If the cursor is not between words then all characters to the left of the current cursor position, but not including the character immediately above the cursor, back to the beginning of the word are deleted. If insert is switched ON then subsequent text will be moved backwards to fill the gap that would have been left (if insert was switched OFF).

Exactly what happens when the text is moved backwards depends upon whether or not you had typed "return" at the end of the line (known as a "hard" carriage return). If you had, this is indicated by a "v" symbol in the right hand margin. Under these circumstances only text on the cursor line is moved. This will be by far the most common situation since pressing "return" is the only way of preventing a word being split over two lines at present. However, the alternative situation is when a "soft" carriage return is present at the end of the line. This will be the case when you have simply carried on typing "over" the end of the line, for example, by pressing the space bar to fill the line up to the end with spaces. A "soft" carriage return is indicated by no symbol being in the right hand margin. In this case text may be moved up from lines beneath the current line. This may cause a word to be split over two lines in which case you should use the cursor movement keys to insert a "hard" carriage return at the appropriate place.



---

To delete a word to the right (assuming the cursor is not in the middle of a word) you must change the current "direction," (which is "left" in the previous example), to "right" by (for example) pressing

delete →

followed by "word" . Text is shuffled along automatically to fill the gap if INSERT is switched ON, otherwise a gap is left, (strictly speaking the old text is overwritten with the blank character).

If the cursor IS in the middle of a word when this is done, all the characters up to the end of the word, including the character immediately above the cursor, are removed. Again, if INSERT is ON then existing text will be moved to fill the gap (according to the conditions detailed above).

There is one slight exception to the rules detailed above. This is when using the "delete this" key. This key on its own deletes the character immediately above the cursor. When used with an (extend) key however it deletes the (extend) above the cursor. For example to delete the line above the cursor:

press: delete this

followed by: line

and the line is erased.

The direction that you establish with the delete keys remains effective until you type something which can be entered into the document. The direction is then that of the last "move" key pressed.

As a safety feature, to delete anything more than a line will require confirmation.

#### Summary

delete ← erases the character to the left

delete this erases the character above the cursor

delete → erases the character to the right

---

## 10. Indirect Command Summary

All of the following commands are issued by pressing the "begin" key; followed by the command and terminating with the "end" key.

Commands available, with their minimum abbreviations in capitals, are:

Help [command]

Displays information about individual commands. E.g. type "HELP READ" to see information about the read command.

The left and right square parenthesis above indicate an optional choice, that is, typing "help" on its own also works and displays more general help information.

**Read (document)**

Reads the named document into the text you are currently preparing at the current cursor position.

**PRint [document]**

Prints the document currently being edited if no name is given otherwise the named document is printed.

**Type (document)**

Displays the named document below the bar line.

**SHOW**

Restores the document currently being edited below the bar line. For example, after a Type command the area below the bar line will be overwritten; "SHOW" will re-display the old document text.

**Save [document]**

Save this version of the document under the name "document name". If no name is given, saves it as the name given at the top of the screen.

**Abandon**

Abandons the alterations made.

**Edit (document)**

This allows you to save the current document and commence editing a different document. Thus you do not have to return to the Typewriter menu and take option 'C', to edit text. It is equivalent to pressing QUIT, (to save the current document), and then pressing 'C' when the Typewriter menu is displayed.

**TABulate**

Allows you to set/reset tabs and margins. Press "begin", type TAB and then press "end". You may now move the cursor along the line immediately above the bar line using the three cursor movement keys. Tab stops are set by pressing 'T' or '+', released by '-'. Margins are set by 'L', for the left margin and 'R' for the right. Margins do not have to be released before they can be moved.

**TECHNICAL NOTES:** A document name is more fully specified as:

[drive]: (document name).[ext]

where

drive = 'A' or 'B'

document

name = up to eight alphabetic or  
numeric characters



---

ext = file extension which is up to  
three alphabetic or numeric  
characters

Notice that you do not have to give a drive or extension for the file. If no drive is given the current default disk drive is used. Usually this means that a file will be saved to the same drive that the program is being run from. If no extension is given then that file will have no extension when a directory listing is made but note that old copies of a file will be renamed with the extension ".BAK".

---

## 11. Saving a Document

When you have finished editing a document you must press the blue QUIT key. The old previous copy of the document is renamed as (document name).BAK and the document you have finished editing is saved on the disc as (document name). For example if you were to re-edit MYDOC the old copy would be renamed as MYDOC.BAK and the new copy would be saved as MYDOC. In this way Typewriter helps you to keep backup copies of all your documents.

Alternatively you may issue the indirect command "Edit (document name)", which saves the current document and brings in the document (document name) for editing. (See section 10.1).

TECHNICAL NOTE: Typewriter always works on a temporary copy of the document until a SAVE, QUIT or ABANDON command is given.

---

## 12. Backups

As explained above Typewriter will create backup copies of documents for you but this should in no way stop you from making your own by using the following CPN facilities.

---

### 12.1 COPY

It is recommended that you use this facility to make your backups.

To copy a file you have to input the command in the form:

COPY (drive): (filename). (ext) TO (drive):  
(filename). (ext) return

Where (ext) is an abbreviation for the optional three letter extension which files (documents) may have. This notation makes it look more difficult than it is. For example, to make a backup copy of MYDOC to drive B: (the lower drive), assuming MYDOC is currently on the disc in the top drive (drive A:), type:

COPY A:MYDOC. TO B:MYDOC.BAK return

This is probably the command you used to make a backup copy of the Executive's Aid program.

For more information on this command refer to the TORCH User Guide, page 26.

## **12.2 DUP**

You should only use this command when you wish to copy the entire contents of one disc to another, (BLANK) disc. This facility is not recommended for the purpose of making backups.

**WARNING:** Any information on the disc in drive A: will be destroyed when this facility is used.

---

## **13. Printing a Document**

You may print a document:

a) from the Typewriter menu using option 'D'

The program will request a document name. However, when a document has previously been edited, Typewriter will remember the name of the old document and pressing "return" will cause that document to be printed. You should ensure that a printer is correctly connected before you attempt to print anything.

b) using the indirect command "PRInt"

That is, press "begin", type PRI, followed by either a document name (to print that document) or "end" to print the current document.

This differs from the previous option in that if you do not give it an argument the current document will be printed. This option may also be more convenient for printing documents since you do not have to return to the Typewriter menu first.

---



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## **Chapter 3**

### **Cardex**

#### **1. Introduction to Cardex**

This chapter explains how to use Cardex, a card indexing system, which runs on the TORCH computer.

Cardex, provides the interface, between free – format source data entry and a computer sorted card indexing system. You are, therefore, not restricted to the usual “field – data type” conventions normally associated with such programs.

Cardex may be used with no previous programming experience since it is entirely “menu driven”. The order in which these “menus”, appear on any particular occasion the program is run will depend entirely upon your replies (which will generally be one letter only). You may move “backwards” through a sequence of menus by exiting from the current one, usually by pressing ‘A’ when the current menu is displayed.

When using the program it is recommended that the chapter is read superficially once, and then go through it again with the machine, trying the worked examples.

In order to use the TORCH efficiently you should be familiar with the keyboard layout. For more guidance on this see the TORCH User Guide.

**You should ensure that the program disk remains in disk drive ‘A:’, the upper drive, and that a formatted disk is present in drive ‘B:’, while the Cardex program is running. This is because sections of program have to be loaded at irregular intervals depending on user input. Also, Cardex files will be saved on drive ‘B:’ during the running of the program.**

**It is most important that the reset button is not pressed while Cardex is running. This will cause erroneous information to be written to any cardex files, cardex will subsequently be unable to read these files correctly. Any attempt to do so will probably cause an error message of the form:**

Read unwritten data.

---

#### **2. Program Conventions**

Generally, Cardex does not distinguish between upper and lower case, for the purposes of sorting, or replies to “prompts” that it may issue from time to time.

When the program is expecting a reply:

- => indicates that more than one character is expected, (known as a “string”), followed by a carriage return
- :
- means that only a single character is expected with NO carriage return.



"Menus" are displayed as a list of options which require only a single key to be pressed; sometimes they are displayed together with a small amount of additional information, usually one line.

"Screens" will generally display several choices together with additional information. For example compare the "Found Menu" and the "Found Screen".

---

## **2.1 Conventions used in this Chapter**

NOTE: text following this will generally be in the form of amplification of the main narrative

TECHNICAL NOTE: these relate to implementation methods. They should be ignored by first time users.

WARNING: this will usually refer to steps that could be taken incorrectly and cause data to be lost.

---

## **3. Section Guide**

The "Browse" and "Detail" screens are the most important part of Cardex from the point of view of the user. For an understanding of these you should read sections 7. and 9. respectively. For information on printing cards see section 10.

To gain an overview of the entire menu and screen structure, refer to Appendix A. of this chapter.

---

## **4. Getting Started**

First of all it is most important to copy the relevant programs from the disc supplied to a secondary disc. This is to ensure that you always have a duplicate copy of the programs in case your disc should accidentally become damaged or unusable.

When the TORCH CPN prompt:

0A>

appears, insert the disc supplied into the lower disc drive, drive 'B:', taking care to handle the disc only by the label, and then close the door.

NOTE: Make certain that the disc is inserted correctly into the drive otherwise various errors can occur when your TORCH attempts to look for information on that disc. In case of problems at this stage refer to your TORCH User Guide.

The copying will be from drive 'B:' to drive 'A:', that is, from the disc in the lower drive, to the disc in the upper drive.

Insert a blank, formatted disc, into drive 'A:', (the destination disc), in the usual way.

To copy the correct information:

type:           COPY B: TO A:    return



---

This will make a duplicate copy of all files on disc 'B' on disc 'A'.

(Alternatively you may use the DUP command. Refer to the TORCH User Guide for further details).

This should take a few seconds.

CAUTION: Any information stored on the disc in drive 'A:' may be overwritten by this process.

The following files should be present on the disc in drive 'A:' if Cardex is to run correctly –

X A.COM	X A.BLM
CARDHLP.HLP	
BROWSE.HLP	DETAIL.HLP
FOUND.M.HLP	FOUND.HLP

These should appear, (though not necessarily in this order), when a directory listing is made using the DIRectory command. Refer to your TORCH User Guide for details.

To use the package, when the usual TORCH CPN prompt, (0A>), appears:

type:        XA    return

There will then be a noise from disc drive 'A:' as the operating system loads the correct program. This will also cause the red light at the front of the drive to come on.

While the program is being loaded the message:

Please wait

should appear, together with a message informing you of how to get help at any stage.

---

## 5. Cardex

Cardex may be thought of as an easy to use, quick reference, filing system. The filing system itself may be thought of as a number of boxes each containing a number of cards. The principal advantages over a physical card indexing system are:

- a)            the computer does all the work of sorting the cards
- b)            a rapid search of any box may be made, for example looking for all cards with the phrase "Smith" in them. These are then "pulled" out of the box and can be flicked through, forwards or backwards.

The cards themselves consist of a total of ten lines each of which can be up to sixty characters long. Cards can be amended, deleted, displayed on the screen or printed. The program will keep the cards sorted alphabetically for you but digits will be sorted as coming before upper or lower case letters.

Cards are stored in boxes, with a maximum of 65000 cards per box. Boxes are stored on discs, with a maximum of about 1000 boxes per disc. In fact, the number of cards that may be stored on each disc depends on the average amount of information on each card: if each card is almost empty, 3200 cards may be stored on the standard Torch disc; if each card is full, only 640 cards may be stored.

It is recommended that when you come to do the examples "live", for the first time, a blank, formatted disc is present in drive B. Backup copies of all important Cardex files should be made as soon as control is returned to the CPN operating system using the "COPY" or "DUP" facilities. (See the TORCH User Guide for further details).

Once control has transferred to the Cardex menu, (explained below), the program will wait for you to press a key in the range A to G before proceeding.

NOTE: The help key is the second blue key from the left of the TORCH keyboard. Pressing this at any stage when the program permits it will take you into a series of screens displaying helpful information. This is described in detail later.

NOTE: Any prompt terminated with a colon (':') only requires a single character for a reply, without pressing return.

TECHNICAL NOTE: Cardex files are always saved to drive B. These files appear as (box name). CDX when a directory listing is made. Cardex files are not in standard ASCII form because of the sorting capability. These files therefore cannot be edited using commercial text editor/word processors.

---

## **5.1 Cardex menu**

When the program has been loaded the Cardex menu is displayed:

- (A) Exit cardex
- (B) Help
- (C) List card boxes
- (D) Create a box
- (E) Browse through a box
- (F) Print the contents of a box
- (G) Destroy a box

When the program is first run, the most important options will be 'D' and 'E'. These allow the creation of new boxes and subsequent insertion of cards, via the Browse screen, (explained below).

NOTE: Pauses of varying lengths will occur after your responses. This reflects the time the operating system takes to load programs or sections of programs.



---

## 5.2 Cardex menu options

### (A) Exit

After confirmation, this choice will return you to the TORCH CPN operating system.

### (B) Help

Displays the first of two help screens. This is equivalent to pressing the help button, (the blue button at the top left of your TORCH keyboard). Pressing any key, except the space, will display the second screen whereafter any key will return you to the Cardex menu. Pressing the space bar at any point returns you to the Cardex menu immediately.

### (C) List card boxes

A listing of all the currently existing box names is written across the screen. Pressing any key after this takes you back to the Cardex menu.

The following two options, options 'D' and 'E', are probably the most important and it is recommended that you become familiar with their use as soon as possible.

### (D) Create a box

This is probably the most important option when you run the program for the first time, since it allows you to create a box which can thereafter have cards inserted. (See example below).

A box **MUST** be created using this option before any operation can be performed upon it.

Simply enter the name by which you wish to refer to the box. When this box has been created you are returned to the Cardex menu, from where you may verify that the box exists by pressing 'C' to list the card boxes. Cards may be inserted into this box via the "Browse" option, option 'E', explained below.

**TECHNICAL NOTE:** A box name can only be changed via the CPN operating system RENAME command. See TORCH User Guide.

### (E) Browse through a box

This allows you to review existing boxes and cards by transferring control to the browse screen. Initially this will be used in conjunction with option 'D', since a box must be created before cards may be inserted. (See example below).

If Cardex is not already aware of a box you must give a box name when this choice is made from the menu. To help you, a list of available boxes is displayed at the top of the screen. Otherwise you can simply press the "return" key to "default" to the last box Cardex remembered.

**(F) Print a box**

This enables you to obtain a printed copy of all the cards in a given box using the printer attached to your TORCH. You are asked for a box name in the usual way, which is terminated by pressing the return key. The box name is then assumed to be AS IT APPEARS ON THE SCREEN. As usual a list of available boxes is displayed to help you.

After the cards have been printed control returns to the Cardex menu.

**WARNING:** It is most important to ensure that the printer is correctly connected before pressing the return key. If you do use this facility when there is no printer connected the program may subsequently fail to respond to anything typed at the keyboard, (known as being "hung"). You may be able to correct this situation by pressing the red ESCape key. For more information, see the Torch User Guide appendix – "Connecting a Printer".

**(G) Destroy a box**

Simply give the name of the box you wish to destroy. A box name may be up to eight alphanumeric characters long. If you make a mistake while typing use the red "delete ←" or "delete this" keys to erase characters. Both have the same effect.

You will always be asked to confirm your decision when this option is chosen. A negative reply to the prompt:

Please confirm (Y/N):

will return you to the Cardex menu without the box being destroyed. (You may also press the ESCape key.)

**WARNING:** Once a box has been destroyed there is NO way that it can be recovered.

---

**6. Examples**

The objectives of this exercise are to demonstrate:

- 1 how to create a box
- 2 insert cards in to a box
- 3 view the contents of a box, either the first lines of cards or complete cards
- 4 destroy a box when it is no longer required

---

**6.1 Cardex menu**

When it is first run, Cardex will have no boxes to operate on. To create a new box, press 'D' when the Cardex menu is displayed. The program then requests a box name. For example:

type: MYBOX



---

(again, if you make a mistake use the "delete ←" or "delete this" keys)

The program will not allow a box name to be typed outside the left and right parentheses. This means that a box name must be any sequence of alphanumeric characters up to eight characters long. When you are satisfied that the box name, MYBOX, is spelt correctly, press the return key. After a moment The Cardex menu is displayed together with the message:

Open box: MYBOX Contains 0 cards.  
at the top of the screen.

Now that a box has been created Cardex will allow cards to be inserted into this box. This is done by taking the "Browse" option, option 'E', from the Cardex menu.

Press: E

If you had made a mistake, (for example you did not want to browse at all), pressing the ESCape key will ask you to confirm. A positive response, ('Y'), returns you to the Cardex menu, a negative reply, ('N'), leaves things unchanged.

Notice that now Cardex is aware of this box, because it has just been created, pressing RETURN "defaults" to MYBOX. When other boxes exist you may give a different box to browse through.

Press: return

This transfers control to the browse screen and "Browse" appears at the top right of the screen.

---

## 6.2 Browse screen

We are then told that the box contains no cards and given four further choices:

'X', 'Z', 'S' or '?'.

These are the basic Browse screen options.

Press: Z

to add a card and you will see the format of a blank card. The cursor, (blinking rectangle on the screen), is situated on the first line, the line used to sort the cards alphabetically. To enter a card proceed as follows (for example).

Type: TORCH COMPUTERS LTD return

The cursor will then be on the second line of the ten line card.

Type: Abberley House return  
Great Shelford return  
Cambridge

To indicate that you have finished entering details you must move the cursor "Off" the bottom of the card. Do this by pressing the return key seven times.

The program will then ask:

Do you want to add another card? (Press Y or N):

and you must press Y to do so, or N to return to the Browse screen.

Press: Y

Now enter some details on the second card in this box (MYBOX):

Type: Somebody Else Ltd

and hold down the RETURN button until the machine gives a bleep to signal that you have left that card.

Since we do not wish to add more cards,

Press: N

A listing of the first lines of ten cards, (if there are that many), is produced. In our case these first lines will be displayed as:

- (A) Somebody Else Ltd
- (B) TORCH COMPUTERS LTD

With each card is associated a reference letter in the range A to J, (one for each line of the card). These "first lines", together with their associated reference letter form the "keys" on which cards are sorted and accessed. Typing one of these reference letters at this stage transfers control to the "Detail screen", explained later, which allows you to modify existing cards. This is how reference letters may be used to select a card for more scrutiny or modification. In this case there are only two reference letters – A and B.

Press: A

to display the complete first card. This transfers control to the "Detail screen", which operates on individual cards. It allows you to change, delete, view or print individual cards.

---

### 6.3 Detail screen

Type 'X', to return to the Browse screen, then type 'B' to re-enter the Detail screen and view the second card.

To go back "up" to the Cardex menu, type 'X' to return to the Browse screen and 'X' again to see the Cardex menu.

NOTE: If you wish to use more than one card to hold information on the same subject, you should make sure that all of these cards have the same first line. This will ensure that the cards are sorted and displayed in the correct order.

---



---

You should now try following the above steps again but this time look at the help screens by pressing '?' when the Browse screen is displayed and again when the Detail screen is shown.

This will familiarise you with the basic operation of the system, and, by reading the help screens, you will gain better insight into the more detailed explanations which follow.

Do not be afraid to experiment with the system.

---

## **7. Browse screen**

This allows you to review existing boxes and cards. This is normally displayed when you have taken option 'E', to browse through a box, from the Cardex menu or when you have returned to this level from the Detail screen or Found menu.

The screen is displayed, in its simplest form:

- (X) exit back to menu (?) for help
- (Z) add new cards
- (S) search box for phrase

together with the first lines of any cards in the box and their associated reference letter, in the range A – J. To access individual cards in order to change/delete or list them you should press a reference letter at this point. This will transfer control to the Detail screen and display the card you selected. For more information on the Detail screen see section 9.

Additionally there may be lines:

- (N) look at first lines of next cards
- (P) look at first lines of previous cards
- (Q) look at first lines starting at a different card

all of which provide means of fast access to cards. The 'P' option, (previous card), analogous to the 'N', (next card), is available when there are cards before the current card.

The last line, 'Q', will appear automatically when there are more than ten cards in the box. This is because only the first lines of ten cards can be displayed at a time.

Typing 'Q' causes the program to prompt for a string with the '=>' symbol. The reply should be the first line of the card from which the listing is to commence. The listing is produced, on the screen, and the browse options are then available.

Do not confuse 'Q', which searches through the first lines of cards, with 'S' which will search through complete cards and transfer control to the Found menu if any are found.

## **7.1 Browse screen options**

When you have returned to the 'browse' screen again there are three choices:

(X) exit back to menu

Returns you to the Cardex menu.

(Z) add new cards

Type the card details then press "return" a sufficient number of times to move the cursor "off" the bottom of the card, (as in the above example). The Cardex program detects this and asks whether or not you wish to add more cards. Type 'Y' to repeat the procedure or 'N' to return to the Browse screen.

(S) search box for phrase

This can be used to quickly and easily 'pull out' of the box all cards that contain a given word or phrase. This removes the tedious searching necessary with manual systems.

Before explaining the searching facility look at the help screens by pressing the help key (the second blue key from the left) or the ? key.

Press:       ?

and follow the normal procedure if you wish to read all of the help information, otherwise press the spacebar.

Typing 'S' from the browse screen, to search for a string, transfers control to the Found menu if a card is found containing the phrase, if not, type any key to return to the Browse screen.

---

## **7.2 Example**

Press:       S

and when asked for a phrase

type:       Torch

If no cards are found containing the given word or phrase, you are told so and any key will return you to the browse screen, otherwise control is transferred to the Found menu.

---

## **8. Found menu**

At this stage one or more cards have been found containing the given phrase.

In our case one card will be found, the card with the first line "TORCH COMPUTERS LTD".

NOTE: The distinction between upper and lower case typeface is ignored for this purpose.

The menu is displayed:

- (A) Exit back to the browse screen
  - (B) Help
  - (C) Examine the cards found
  - (D) List the cards found to the printer
-



---

## 8.1 Found Screen

This is entered by taking option 'C', to examine the cards found, when the found menu is displayed.

In general the following options will be displayed:

- (X) Exit back to Found menu
- (L) List this card to the printer
- (?) Help

together with the first card that was found to contain the given phrase.

If more than one card is found then you can 'flick' through the cards that have been pulled out by typing:

- 'N' for next
- or 'P' for previous (providing the first card is not displayed)

---

## 9. Detail Screen

This is entered by giving the reference letter of a card, (in the range 'A' to 'J'), while at the browse screen.

The facilities available at this stage enable you to view and, if required, modify existing cards. As in other menus at this level the help, next and previous options are used by pressing '?', (or the help key), 'N' and 'P' respectively.

(X) exit back to browse screen

Returns you to the browse screen.

(C) change this card

Allows you to change the card corresponding to the reference letter you typed while at the browse screen. Simple editing is possible by overtyping existing characters or by using the blue "move ←", "move →" or "move past" keys to move over characters to the left and right. The last two keys have the same effect of moving the cursor one character to the right. The 'delete ←' and "delete this" keys may also be used to erase characters.

The return key should be used to move the cursor down the card and to exit the card.

Any changes to a card have to be confirmed, with a 'Y' changing the card or an 'N' returning control to the detail screen without the card having been altered.

(D) delete this card

When the current card is deleted, the next card in the box is displayed. Typing 'N' leaves the card unchanged and control remains with the detail screen.

(L) list this card to printer

A printed copy of the card currently displayed will be made on the printer.

---

## **10. Printing Cards**

The option to print a card, (or cards), is available from:

1. Cardex menu : option F

Lists all the cards in a given box. You are required to enter a box name. The cards are listed and control remains with the Cardex menu.

2. Found menu : option D

Prints all cards that were found to contain the given phrase. Control remains with the Found menu.

3. Found screen : option L

Obtained by typing 'C', to examine the cards found, when the Found menu is displayed. Each individual card that was found in the search may be printed, or any selection of them by using the 'N' and / or 'P' choices if there more than one card was found.

4. Detail screen : option L

This is analogous to the Found screen option in that individual cards may be selected for printing. From here, however, any card in a box may be printed by using 'N' and 'P' from the detail screen or 'Q' and reference letters from the Browse screen.

For more information on using printers see the TORCH User Guide's appendix – "Connecting a Printer."

---

## **11. Removing a box**

To remove the box called MYBOX when it is no longer required, use option 'G' in the menu to destroy a box. When prompted for the name of a box:

type:           MYBOX       return

To make sure you do not remove a box by mistake the program asks for confirmation. Press the 'Y' key to remove the box, the 'N' key to keep the box. Either response will return you to the CARDEX menu, the latter case without destroying the box of course.

NOTE: If you give a box name that does not exist you will be told so and given the chance to type another box name.

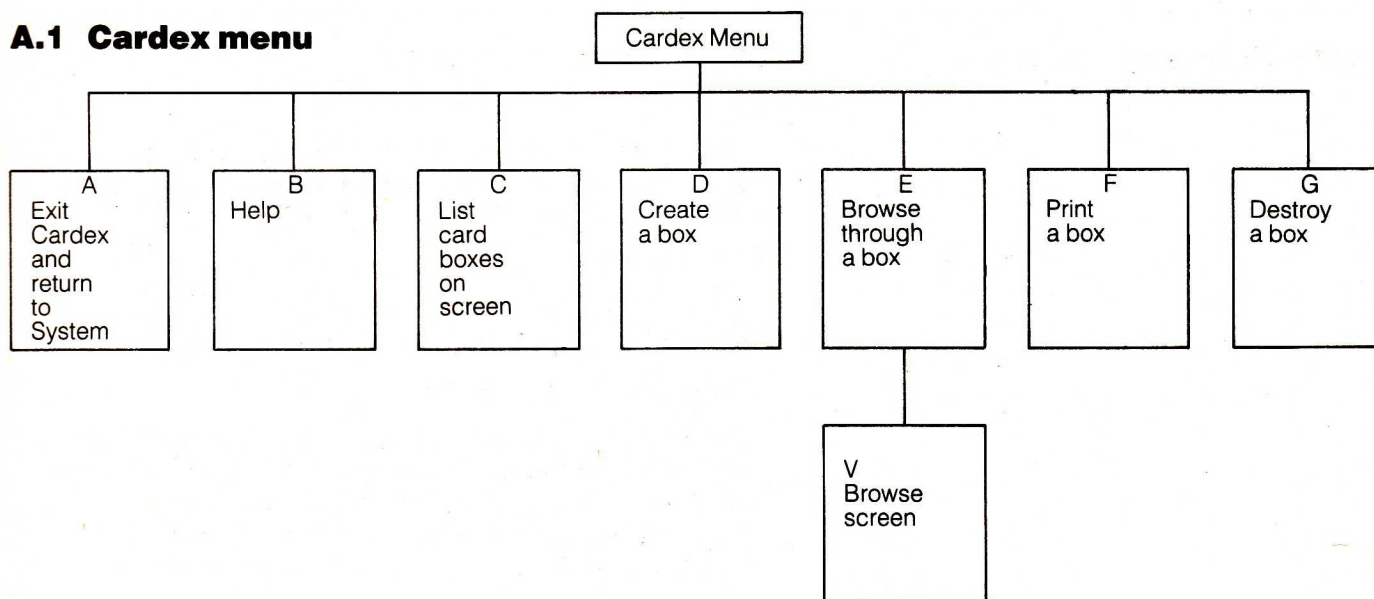
TECHNICAL NOTE: Cardex files may also be deleted using the CPN command DELeTe. See TORCH User Manual.



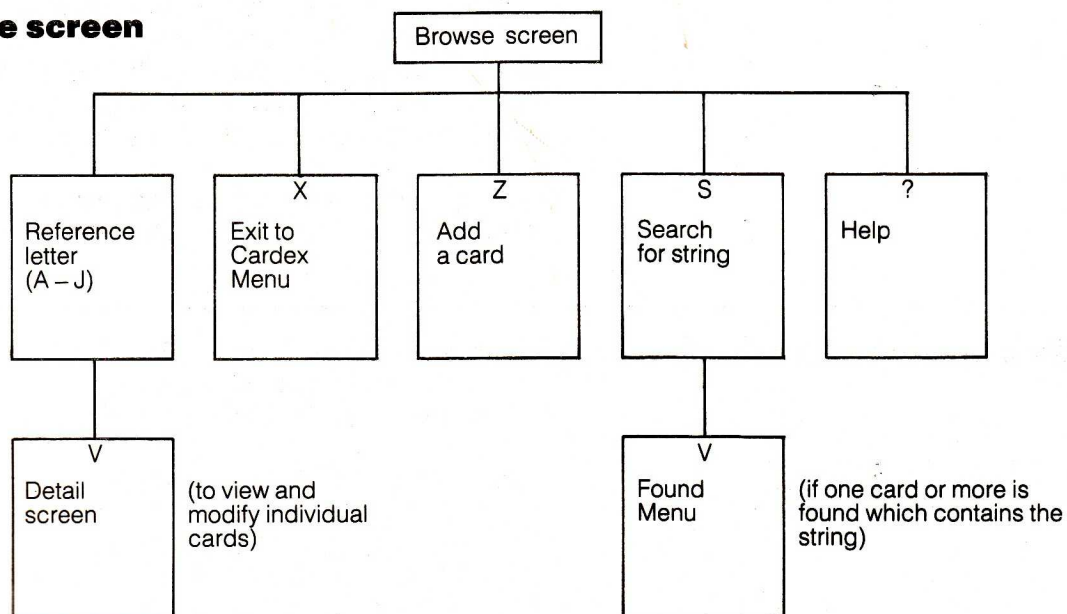
## Cardex appendix A

### Cardex system overview

#### A.1 Cardex menu



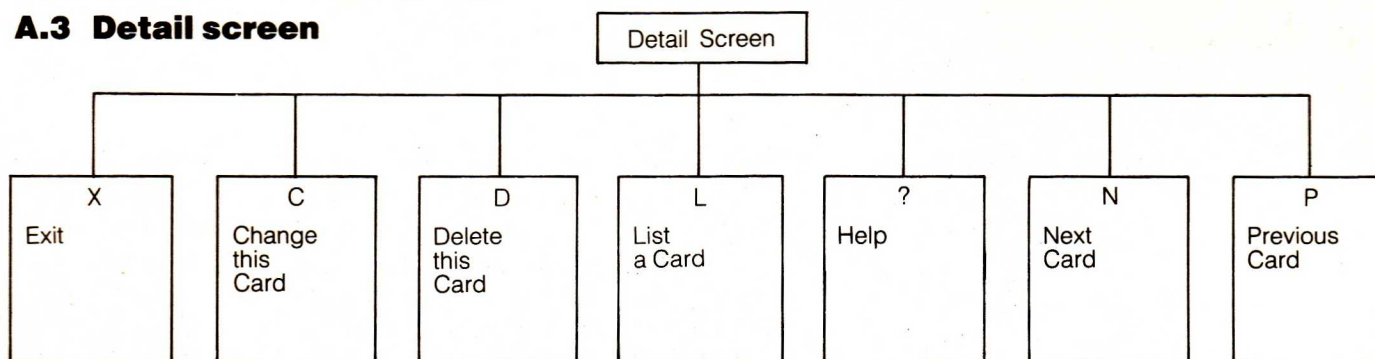
#### A.2 Browse screen



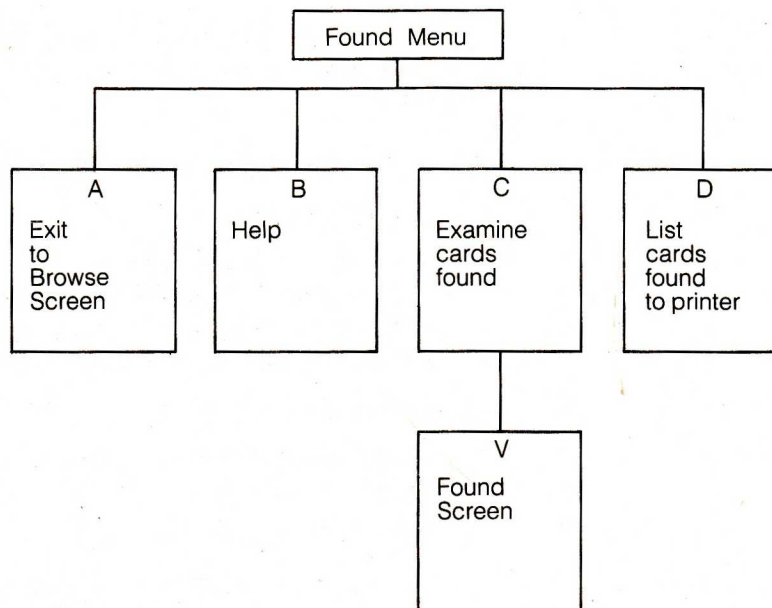
Additionally there will be the following options when there are more than ten cards in the box.

- |   |   |  |
|---|---|--|
| 1 | N | next   |
| 2 | P | previous   |
| 3 | Q | look at first lines starting from a different card |

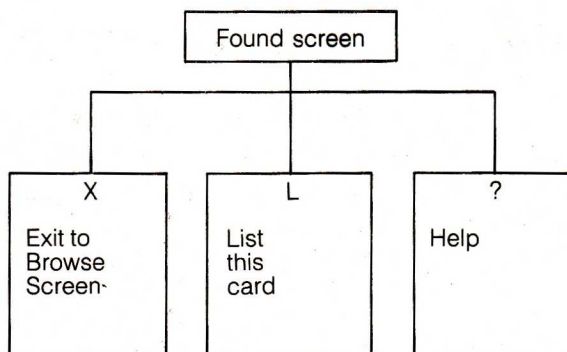
### A.3 Detail screen



### A.4 Found menu



### A.5 Found screen



Additionally there may be:

- |   |   |          |
|---|---|----------|
| 1 | N | next     |
| 2 | P | previous |

if more than one card is found.



---

## Chapter 4 Diary

### 1. Introduction to Diary

Diary is an electronic desk diary system which allows you access to a journal or daily record of events for up to thirty two people.

The interaction between the program and the user in Diary is almost entirely by choices being made from a range of possible options using the light pen. Options available to you at any stage in Diary are normally displayed as boxes drawn down the right hand side of the screen. One of these should be selected by placing the light pen "over" the box and pressing the red button on the light pen.

**Important: The light pen must be connected to the socket marked "Analogue" at the back of your TORCH.**

Diary consists essentially of three screens:

1. Calendar screen

This screen is used to select the year, month, date and person. When this has been correctly completed the diary for that person is displayed on what is known as the Engagement screen.

2. Engagement screen

This displays the diary for the date and person selected above.

3. Special Functions screen

This screen enables you to use advanced features such as printing pages of the diary.

---

### 2. Conventions used in Diary

Usually options are taken by using the light pen. This is done by:

- a) Holding the light pen perpendicular to the screen over the option you desire
- b) pressing the red button on the light pen

Diary uses the twenty-four hour clock notation to avoid ambiguity and relies on the correct input of date and time information. These have to be in the correct format for Diary to accept them as being valid. Dates and times may have to be entered both when the Engagement screen and the Special Functions screen are displayed. The formats required for this information are:

Data	Format	Explanation
dates	dd/mm/yyyy	"dd" is the date of the month in the range 1 to 31 "mm" is the month (1..12) "yyyy" is the year (e.g. 1980)

The slashes, '/', ARE necessary when inputting dates but sometimes in Diary the day, month or year are not necessary. In these cases Diary will assume that you

are referring to the current month and year; which it already "knows" about. These special circumstances are explained later, at the appropriate points in the manual.

time	hh:mm	"hh" is the hour of the day in twenty four hour clock notation and is thus in the range 0 to 23.
------	-------	---

The colon, ':' IS necessary when entering times.

When either dates or times are entered in the wrong format the program will tell you so and request that you try again.

When dates or times have to be entered from the keyboard the text you type will appear on a line near the bottom of the screen known as the data line. This is the line on which the program will display messages when it requires you to enter a date and time when an appointment has to be specified or when text has to be entered.

Example:

To enter 24th December 1982 at 5.30p.m.:

type:        24/12/1982   17:30   return

Note that the colon IS necessary. This text is entered on the data line at the bottom of the screen. If you make a mistake while typing you may use the "delete ←" or "delete this" keys to erase characters. Notice also that the date and time information must be separated by at least one space. The program distinguishes between a date and a time by looking for the ':' when a time is entered and the '/' when a date is entered.

To enter 5.30p.m. the previous day in the same month and year:

type:        23   17:30   return

or for the previous month;

type:        24/11   17:30   return

or even for the previous year;

type:        24/12/1981   17:30   return

Hence whenever a date and time has to be entered from the Engagement or Special Functions screens you may refer to and change data which is not displayed at the time.

Diary takes all of its initial data from a file called "DIARY DRY" which must be present on the program disc when Diary is first run. You must create a version of this file using Typewriter (or some other text editor/ word processor). DIARY.DRY is a standard ASCII text file. Typewriter should also be used to insert the



---

names (or initials) of the people for whom a diary is to be maintained into this file.

The format of the file must be:

foreground colour (0..15 see Torch User Guide for colour codes)

background colour (0..15)

decade origin (probably 1980)

followed by up to 32 character strings each having a maximum length of 16 characters, (including the space character), representing the entities that a diary is to be maintained for, usually peoples' initials. Each number (in the case of the foreground and background colours) must be on a different line as must the character strings.

Here is an example of what a DIARY.DRY file could look like:

```
7          foreground colour is white
4          background colour is blue
1980       decade starts at 1980
SMITH      ] names/initials indicating
JONES      ] the "owners" of diaries
M.E.
```

If Diary cannot find the initialisation file called "DIARY.DRY." it will tell you so and return to the CPN operating system. If this happens you should ensure that you have created this file and that it is present on the same disc as the Diary program. You could check this by issuing the "DIR" command to the CPN operating system.

---

### 3. Getting started

Diary is entered by pressing 'E' when the Secretary's Aid menu is displayed. This will display what is known as the Calendar screen, explained below.

**IMPORTANT:** You should ensure that you have created a file called DIARY.DRY before proceeding otherwise Diary will return an error message and stop running.

**You should also ensure that a formatted disk is present in drive 'B:', since Diary will save individual's diary information on this the disk in this drive.**

It is important that you have read Section 2. of this chapter before proceeding.

---

### 4. The calendar screen

This is the first screen that Diary will display. It initially consists of a "decade line" which displays the current decade available to you, a "month" line which will always show "Jan." to "Dec.". There will also appear "CHANGE" and "EXIT" which are displayed down the right hand side of the screen. These are explained



below. The decade line may be advanced or regressed by one year simply by placing the light pen over the right or left arrows on this line respectively and pressing the red button on the light pen.

To gain access to the diary of a person you must use the light pen to select:

1. year (from the decade line)
2. month (from the calendar month line)

This will cause a calendar for the month you have selected to be shown. You should then select:

3. date (from the months calendar displayed)

At this stage the calendar is replaced with the initials or character strings representing the people for which a diary is currently in existence. These will appear as they have been entered in the file DIARY.DRY. To change a name or initials you must change the file DIARY.DRY using Typewriter.

WARNING: the file used for storing appointments can only accommodate 32 names, so if DIARY.DRY has 32 names already and one is changed, this will cause an error. The user is advised in this instance to start a new diary for the new entry.

Finally select the:

4. person (denoted by their initials)

Diary can maintain diaries for up to 32 people but only 18 names are displayed at a time. To view the remaining names use the left and right arrows on the "personnel line" in the same way as on the decade line.

The year, and month and date selected will be shown near the top of the screen. You should take care when using the light pen to ensure that you select the correct option. The calendar for the month and year you chose is shown in the lower half of the screen and is used to select the date for which you wish to access a diary, as explained above. At this stage you should select the appropriate date, using the light pen in the usual way.

When this has been done the names of the people for which diaries already exist are displayed. These names are those that appear in the file DIARY.DRY. The persons diary you wish to access is selected by using the light pen on their initials.

The maximum length of a person's name is sixteen characters (including spaces) but we recommend that only initials be used for people. Anything else such as vehicle licence plates or room numbers may be given in full. It is important to remember that all names should be unique.

Once the initials have been selected, control transfers to the Engagement Screen for that person and date.



---

#### 4.1 Calendar screen options

There are two options available to you from the Calendar screen:

##### 1. CHANGE

This may be used to correct mistakes. While the Calendar screen is displayed, selecting CHANGE at any time will force you to re-enter your choices starting with the year from the decade line.

##### 2. EXIT

This option is used to return to the Secretary's Aid menu.

---

#### 4.2 System overview



#### 5. The engagement screen

This will display approximately five hours on one screen, the time scale on the left of the screen being graduated at quarter hour intervals. Initially this screen will display the period from 08.00 to 12.30, i.e. roughly speaking the morning period. To view a portion of the afternoon period you should select the "later" option (explained below). If you were to take the "earlier" option at this stage you would see that Diary actually maintains a sequence of events from midnight the previous evening and continuing through until 23.59 on the current day. Days are mostly graduated in increments of a quarter of an hour. The exceptions to this are

- a) 00.00 – 7.59 is displayed only on one line
- b) 19.00 – 23.59 also only occupies only one line

There is also space for three lines of notes and reminders at the bottom of the screen together with a "data line". The data line is used to enter times, dates and the text for appointments. Whenever the program asks for a date and time to specify an appointment you may instead type "REM" followed by a number. The number specifies which of the three "reminder" lines to use. After pressing "return" the program will ask you for the text which is to appear on the reminder line. This text may be up to sixty four characters long.

For example:

type:        REM 1 return

and when the program asks for the text,

type:        Jones arriving Friday return

and the text appears on reminder line one.

The screen is displayed with a range of options down the right hand of the screen.

---

### **5.1 Engagement screen options**

Options available from the Engagement Screen are:

1. Special functions

It gives you access to the Special Functions screen (explained later) to enable you to do such things as printing days from the Diary of the person you have selected from the Calendar Screen.

2. Earlier

Initially the period from 08.00 to 12.30 is displayed. To view an earlier period of approximately two hours use the light pen to select this option. The journal of entries for that day may in fact begin at midnight the previous evening.

3. Later

This allows you to view the diary on the selected date at a later period than that currently displayed. The screen is "scrolled" forward by about two hours. It is thus the opposite to the "earlier" option above. Entries for a particular day may continue until 23.59.

4. Reverse

It is expected that this will be used to highlight important appointments. The program requests the time and date at which the appointment starts. These should be given in the usual way. When the date is requested however you may simply give the time in the form "hh:mm" and the date currently selected is assumed; as explained in Section 2.

You may correct typing mistakes by using the "delete ←" or "delete this" keys to erase characters.

5. Exit

Returns you to the Calendar Screen with the decade and month lines displayed.

The following three options require confirmation since any mistakes that have been made would be difficult to correct or information may be lost.

6. Remove

Deletes an entire appointment. Note that an appointment may well occupy more than one quarter of an hour slot (i.e. more than one line on



---

the screen). To specify which appointment you intend to remove the program will display a message on the data line asking for the starting date and time of the appointment. You should then give (optionally) the date in the form "dd/mm/yyyy" or just the time if you wish to use the date currently selected.

## 7. Insert

The opposite to the above.

Firstly the program asks for a date, again this is optional, and time. This specifies the starting date and time of the appointment. The program then requests the finishing date and time which may or may not be on the same day. When the appointment has been fully specified in this way the text for the appointment, of up to sixty four characters, may be entered. Any appointments previously entered in the diary between these times will be overwritten and subsequently inaccessible.

In this way an appointment can spread over more than one quarter of an hour period. When this happens the program automatically displays a downward arrow indicating the extent of the appointment. Holidays or reservations may also be indicated in this way since a different date may be specified in the finishing date and time.

## 8. Shift

This allows you to move an appointment. To specify which appointment to move the program requires a day and a time. The day is entered in the usual format, that is "dd/mm/yyyy", and the time in the format "hh:mm" where "hh" is the hour in 24 hour clock notation and "mm" is the minute in range 0-59 (i.e. 60 minutes). This function also requires a start date and time, and finish date and time, entered in the same way. The appointment previously specified will be moved to the given times.

This choice will overwrite any appointments currently stored in the "destination slot".

---

## 6. Special functions screen

This screen is displayed when the light pen is used to select the Special Functions option from the Engagement Screen.

---

### 6.1 Special functions screen options

Currently available options are:

#### 1. Print

The program will ask for a start date and time and a finish date and time. The text of the diary between these dates and times will then be listed on the attached printer.

**Important: You should ensure that a printer is correctly connected to your TORCH before you attempt to print anything.**

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## **Executive's Aid Appendix A Glossary**

### **CONTROL**

Unfortunately, it is almost inevitable that a manual such as this, has to resort to "jargon" terms which are sometimes unintelligible to first time users. For this reason we have listed below some of the more commonly used terms.

interpretation and action upon instructions so that operations may be performed from a given point in the program. In Executive's Aid these points are usually menus.

### **CURSOR**

blinking rectangle on the screen which indicates the next position at which typed characters will appear

### **DEFAULT**

a value assumed if no other has been specified.

### **FIELD**

a subdivision of some larger unit of information

### **FORMATTED**

when applied to a floppy disk, means that the disk has a logical structure recognisable to the machine

### **FREE – FORMAT**

any item of data may occur anywhere within the given input area.

### **HARD COPY**

output from the printer.

### **INDIRECT COMMAND**

in Typewriter, is any command issued between pressing the "begin" and "end" keys.

### **LOAD**

in the context of this manual, means reading digital information stored on floppy disk and writing it to internal or "core" memory where it may be interpreted and acted upon.

### **MENU**

a list of optional choices, one or more of which may be chosen by the user in order to perform different functions within a system.

### **OPERATING SYSTEM**

the program which is in overall control of the machine and its resources. On the TORCH this is known as the CPN operating system.

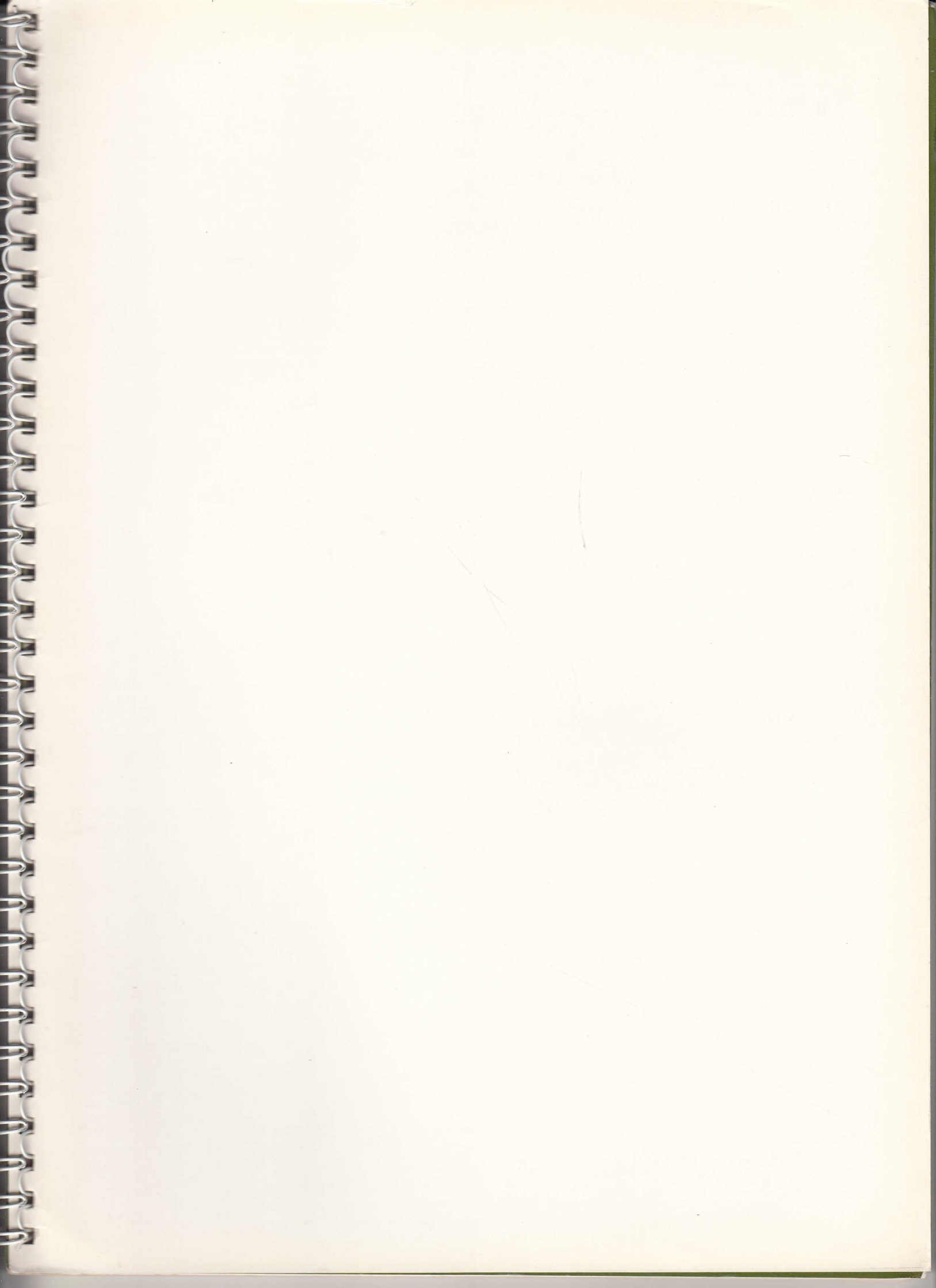
### **PROGRAM**

a set of interpreted instructions, logically ordered to perform a task.

### **STRING**

a sequence of alphanumeric characters.







**TORCH**  
COMPUTERS

# Executive's Aid