

Working in the File Area

Commands to the file area are all related to the files on the current disk. All AUTODEX commands are single character keystrokes which are used after the cursor has been positioned at the desired file. To familiarize yourself, select a file on the current disk by moving the cursor and depressing the [V] key. Immediately after doing so, the first page of that file will appear on the screen. To access additional data on the file being viewed, simply depress the [N] key (NEXT). By continuing this step, the entire file may be viewed. The previous screen may be viewed by depressing the [P] key (PREVIOUS). [Note: On IBM® PC you may, in addition, use PAGE DOWN, PAGE UP, HOME and END keys.

Working in the Disk Area

Commands to the disk area are given by positioning the cursor at the desired function and pressing the [RETURN] key. This instructs your computer to execute that command. The cursor is moved by using the keyboard arrows. The cursor may also be moved to the desired location by depressing the first letter of the required location. [S] gets SORT, [D] gets DATE, etc. The disk area commands are as follows:

SORT Employed to sort files by NAME, TYPE, SIZE or DATE. Move cursor to SORT and depress RETURN. The screen will then display the above options. After selecting the SORT method and depressing RETURN, all the files on the disk will be rearranged according to the mode instruction.

- CURRENT** The current command is used to change the active drive. Position the cursor at CURRENT and depress return key. AUTODEX will display)ENTER NEW CURRENT DRIVE. Do so and depress the return key. The new drive is now active.
- FLst** This command gives a hard copy printout of all files on the current disk together with related file information.
- DATE** Permits date changes when updating files.
- EXIT** Exits AUTODEX and returns control to the operating system.
- USER** (CPM only)
Select user number to display files identified with that user number on current disk.
- BACKUP** Allows selection of disk to which files may be backed up.
- ID** Up to six character code to identify general disk contents. (Note: The use of disk ID is necessary for AUTODEX to create its directory so that the descriptive detail may be preserved.)

Other Important Data

There are several additional information categories which are given on the screen. These include:

Disk space available, which allows the operator to have advance notice of available disk storage.

Each file is identified by NAME and TYPE of file, (eg. COM, DOC, etc.), the size of the file, date of last change or update, and an expanded file description area permitting 42 character description of detail on the contents.

This descriptive data may be changed in the following way:
disk space available is changed automatically as files are added or removed from storage.

FILE NAME and FILE TYPE should always remain the same. File size will change automatically as file dimensions change. Change date may be altered when desired by positioning the cursor at the date column, typing new date and depressing RETURN which enters the new change date.

By typing [=] and depressing RETURN, AUTODEX will automatically transfer the disk system date to the CHANGEDATE location. The cursor when moved to the description area will permit up to 42 characters to be inserted for a detailed file description.

[Note: The use of disk I.D. is necessary for AUTODEX to create its directory so that the descriptive detail may be preserved.]