

DOS Shell User's Guide



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Getting Started

What Is DOS Shell?

DOS Shell is a graphic extension of the Microsoft^R DOS (MS-DOS^R) operating system. DOS Shell lets you take advantage of the power of MS-DOS with a few keystrokes, or a click of a mouse. DOS Shell lets you perform many tasks—the most fundamental being the ability to start and organize your programs, and work with your files.

Using DOS Shell, you will make selections on screens and choose commands from menus using either the keyboard or a mouse. A menu is a list of actions organized on your screen that you activate by pulling down the menu and choosing the appropriate command.

In this chapter, you will learn to:

- Start and exit DOS Shell
- Identify what you see on a screen
- Use DOS Shell with a keyboard or a mouse

What You Need to Use DOS Shell

To use DOS Shell, you need the following:

- A personal computer with MS-DOS version 4.0 installed
- At least 256 kilobytes (KB) of memory (512 KB of memory is recommended)
- A monitor

There are some additional things that can make DOS Shell even more useful.

- A graphics adapter card. DOS Shell supports many different graphics adapter cards.

- A serial or bus mouse
- A printer connected to your computer

If you do not have a graphics adapter installed in your system, your screens will look somewhat different than the ones in this guide. In particular, you will not see any graphic icons or other special effects.

Note

This guide assumes you have installed DOS Shell on a fixed disk or on 720 KB flexible disks. If you have installed DOS Shell on 360 KB flexible disks, you will need to swap disks in order to use the Format, Disk Copy, Disk Compare, and Chkdsk commands. Before choosing the Format or Disk Copy commands, insert the disk “Working1.” Before choosing the Disk Compare or Chkdsk commands, insert the disk “Working2.” After completing these commands, insert the disk “Shell.” You’ll return to DOS Shell.

Can You Harm a Computer?

Most beginning computer users are a bit cautious when they start using their computers. It’s natural to wonder what will happen if you push the wrong button.

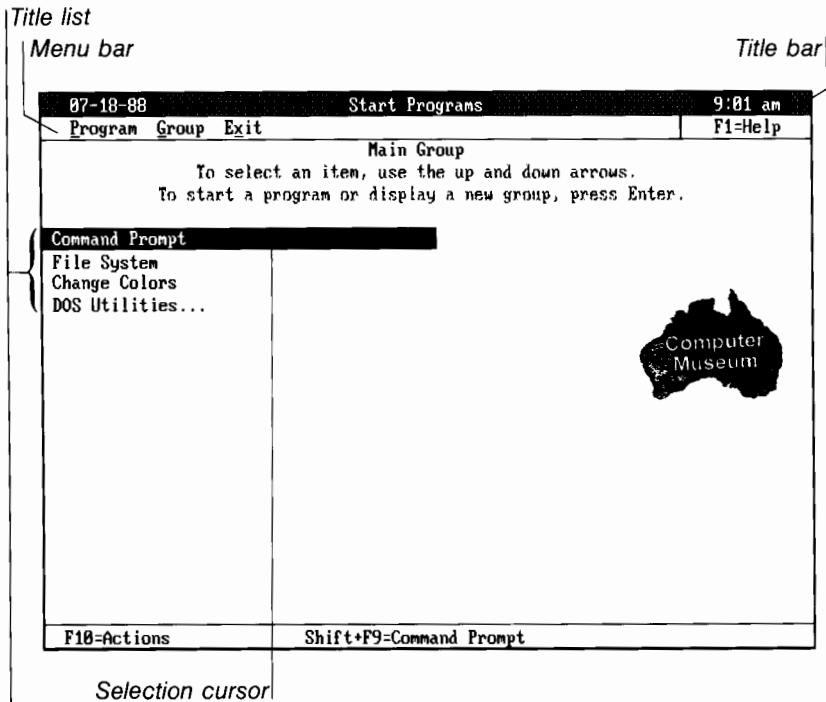
You can’t harm your computer just by using it, even if you do something wrong. However, the programs in DOS Shell let you delete files and directories from your computer, so you should double-check your selections when you perform these tasks.

Stopping a Process

If you choose a command from a menu and then decide that you want to quit and return to your previous screen, press **(Esc)**. In most cases, this action takes you back to your active screen—the screen you were last working with. For example, if you begin to delete a file and then realize you don’t want to, just press **(Esc)**.

Looking at DOS Shell

DOS Shell lets you run programs—a set of instructions to the computer—to perform specific tasks. Using the selection cursor, you select programs from the title list of a DOS Shell screen. Each screen is designed to make working with your programs easy.

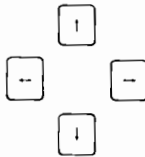
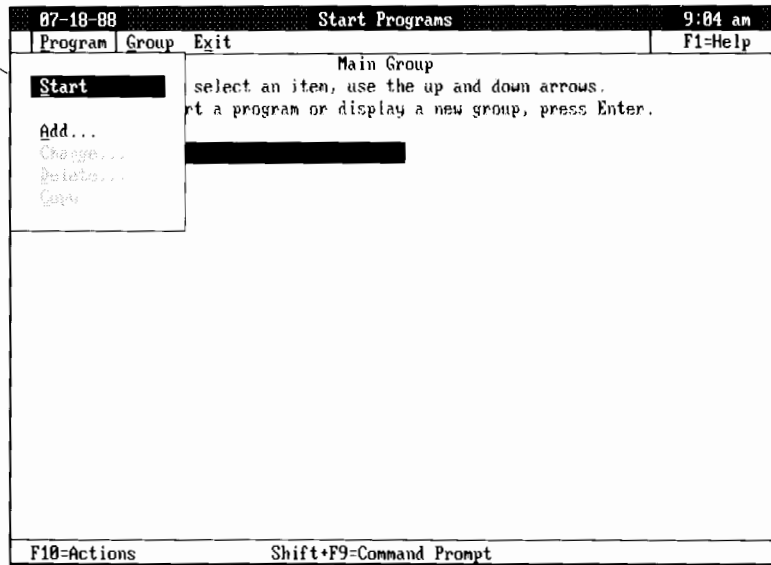


These are the programs you can start from the title list of the Start Programs screen.

Running Programs Is Easy

Choose commands and programs using your keyboard, a mouse, or both together.

The Program menu commands are in this drop-down menu.



Or, just point with the mouse and click.

You can use the DIRECTION keys (UP, DOWN, RIGHT, and LEFT) to move around the screen.

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How DOS Shell Will Help You

The Start Programs and File System screens are the fundamental screens of DOS Shell. Start Programs lets you start and organize your programs, while File System lets you work with your computer directories and files. Here are the kinds of things you can do with MS-DOS Shell:

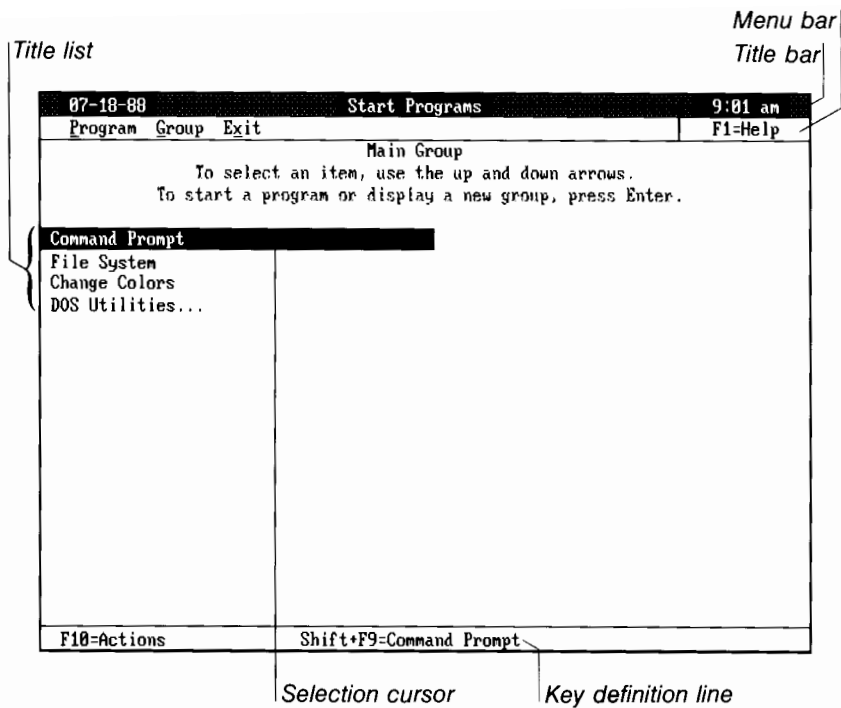
- The **Start Programs screen** is the first screen you see when you start DOS Shell. The Start Programs screen also contains the Main Group of programs of DOS Shell. You can start programs from this screen, add or delete programs, and change the order in which you list the programs.
- The **File System screen** shows you a list of all the files in the current directory. You can look at the contents of your files and print them from the File System screen. You can also move files from one directory to another, rename them, and delete them.
- The **Change Colors screen** lets you view up to four different color schemes and then select the one you want to work with during your working session.
- The **DOS Utilities screen** shows a group of frequently used MS-DOS commands. You can change the date and time on your computer, format disks, and back up and restore your disk files using the commands from this screen.
- You can perform any MS-DOS command not accessible from DOS Shell from the MS-DOS prompt and then return to DOS Shell as you like.

Starting DOS Shell

When you install MS-DOS on your computer, you have the option to have DOS Shell start automatically. If you've set up MS-DOS to have DOS Shell start automatically, all you need to do is turn on your computer and you'll see the Start Programs screen.

You can also start DOS Shell from the MS-DOS prompt. To start the program type `DOSSHELL` at the MS-DOS prompt and press **Enter**.

The Start Programs screen appears.



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Elements of the Start Programs Screen

Here's a listing of each screen element and what it does.

Screen Element	Definition
Menu bar	shows the titles of the available menus. You choose commands from these menus to manage programs, and groups, and to exit DOS Shell.
Key definition line	displays function key information for each screen. The keys and key combinations serve as a reminder of which function keys perform basic operations such as moving to the menu bar, moving to another screen or returning to the MS-DOS prompt.
Selection cursor	shows where you are on the screen. If you have a mouse installed, you will also see an arrow pointer.
Title bar	displays the name of the screen—in this case, Start Programs. The date and time are also displayed.
Title list	displays a list of programs and groups. The programs listed on the Start Programs screen make up the Main Group of programs. Group titles are easily recognized because they are followed by three dots.

How to Exit DOS Shell

There are two ways to exit DOS Shell:

- Press **F3** until the MS-DOS prompt appears.
- Choose the Exit Shell command from the Exit menu on the Start Programs screen.

You'll see a blank screen and the MS-DOS prompt or see the PAM Main menu.

Some Things You Need to Know

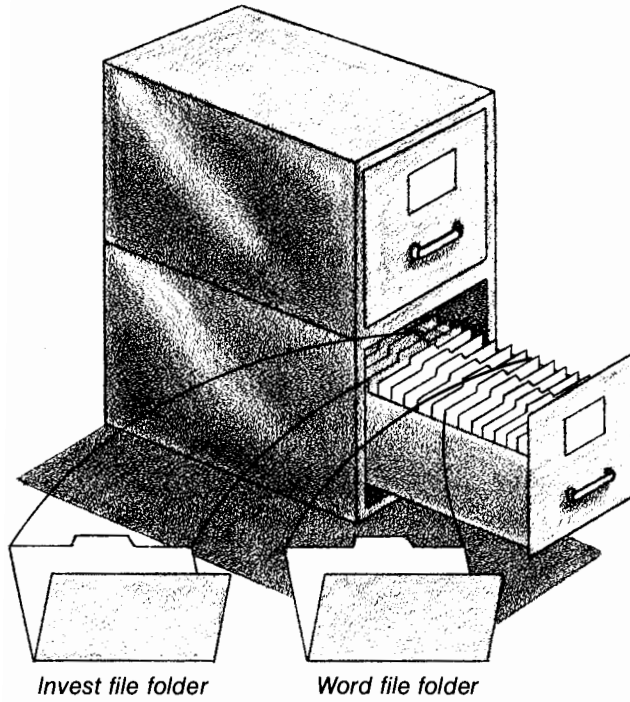
On the next few pages, you'll find some general information about using DOS Shell. You'll learn how your computer stores information and how to use the keyboard and mouse.

Storing Information

Files and directories are the storage units MS-DOS uses to organize information that is stored in the computer.

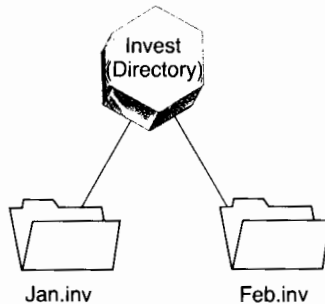
The basic unit for storing information is a file and files are stored in a directory. You could think of a directory as a file drawer where you store your file folders. To help understand the MS-DOS file system, you can picture the information as being in the files, and the files as being in the directories.

*An MS-DOS directory is like a file drawer;
it contains files.*



*An MS-DOS file is like a file folder;
it contains information.*

Because a computer can store many files and directories, you must have a way to tell them apart. You give each file and directory a name. You tell the computer these names when you want to locate your files. For example, files and a directory might be named as follows:



The top directory is C:\. You can create other directories, called subdirectories, under this one. The File System screen shows your files and directories in a tree structure. A directory tree looks like an organizational chart, but it shows your directories and subdirectories as paths along the tree structure.

Using the Keyboard

In this manual, anything you should type verbatim appears in **COMPUTER FONT**. For example, if you're asked to type a file called MYLIST.TXT, what you actually type is shown like this: **MYLIST.TXT**.

To DOS Shell, there is a difference between the numeral zero (0) and the capital letter O. DOS Shell also distinguishes between the numeral one (1) and the small letter l. These characters may look similar to you, but they mean different things to the computer, so be sure you use the correct key. DOS Shell can't tell the difference between uppercase and lowercase letters, so you can type commands or file names either way.

The keys defined in the following list let you move around on the screen, select menus, choose commands, and get help when you need it.

Key	Definition
▲ ▼ ◀ ▶	move the selection cursor on your screen. These keys are also called the direction keys.
Enter	completes a command. By pressing this key, you tell the computer to perform a task.
Esc	lets you exit from a menu to your active screen. You can also exit most of the screens and return to the Start Programs screen using this key. To exit the File System screen, press F3 .
F1	shows help information for any topic you select.
F2	lets you save the information typed into the text box of a dialog box. You also use this key to copy a program to another screen.
F3	lets you quit from any screen and from DOS Shell.
F4	creates a mark that separates the commands typed into the text box of a dialog box.
F9	displays the key assignments within a help information box. It also switches you from ASCII to hexadecimal format and back within the View command.
F10	moves the selection cursor between the menu bar and the selection area of your screen.
F11	displays an index of help topics within a help information box.
Pg Up and Pg Dn	move you into new screens of text in a help information box or through a file using the View command. For more information about the View command, see Chapter 2 “Learning About DOS Shell.”
Tab	lets you move around in the File System screen and in a dialog box. For more information about dialog

boxes, see Chapter 2 “Learning About DOS Shell.”

Shift+**Tab** moves the selection cursor backward.

Spacebar

selects one or more files in the File System screen.

Shift

increases the actions available from your standard keyboard when used with other keys. For example, Press **Shift**+**F9** means that you should press **Shift** and hold it down while you press and release **F9**. Then release **Shift**.

Alt+**F1**

displays an index of all of the help topics in the help information box.

Along the bottom and in the upper right corner of each screen, you will find an area which provides you with different avenues to work with or cancel commands. For example, F1=HELP means to press **F1** to get help on any item you have selected. If you are using a mouse, you simply click on this area of your screen to see the help information for the item you’ve selected.

In dialog boxes, these key areas appear as buttons. Press the specified key or click the button with the mouse to activate the function.

Key

Description

Enter

complete a command by pressing **Enter** or clicking the ENTER area with a mouse.

ESC=Cancel

cancels the action you have selected. Click this area with a mouse or press **Esc**.

F1=Help

displays help information for the item you have selected. Click this area with a mouse or press **F1**.

F10=Action

moves you to the menu bar to choose a command. Click this area with a mouse or press **F10**.

Shift+**F9**=Command Prompt

exits DOS Shell and return to the MS-DOS prompt. Click this area with a mouse or press **Shift**+**F9**.

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Using a Mouse

A mouse is a small, hand-held pointing device that you can use to move around a screen, select items, and choose commands. Moving the mouse across your desk moves a pointer on your screen. The pointer can be either an arrow or a small rectangle. If you're using a mouse with two or more buttons, always press the left button when making selections.

If you run out of room on your desk while you're moving the mouse, simply pick it up, reposition it, put it back down, and continue with what you were doing.

The following terms are used in this guide to describe actions with a mouse:

Term	Definition
Click	quickly press and release the mouse button.
Drag	press the mouse button and hold it down while moving the mouse.
Double-click	click the mouse button twice very quickly. If nothing happens when you double-click the mouse on something, try double-clicking again. Vary the time between clicks until you find the right speed for your mouse.
Point	move the mouse on your desk until the tip of the arrow rests against the item being described.

Learning About DOS Shell

In this chapter, you will learn to:

- Start programs
- Get help
- Select a menu and choose a command
- View, copy, and delete your files
- Reorder your files
- Use DOS Utilities
- Move to the MS-DOS prompt
- Change the colors on your screen



Now that you're familiar with the basic principles of DOS Shell, you're ready for some hands-on experience. The following exercises will help you work with application programs, disks, and files. Each exercise is presented with keyboard instructions first and mouse instructions second.

If you're a new user, you'll find this section especially helpful. The step-by-step instructions will tell you exactly what to do and what the results will be.

Exercise 1: Starting a Program

Let's begin by looking at the Start Programs screen. Each program on the title list performs a different task. In this exercise, you'll start the File System program, which displays a new screen, where you'll work with files.

Starting DOS Shell

If DOS Shell isn't already started on your computer, do the following:

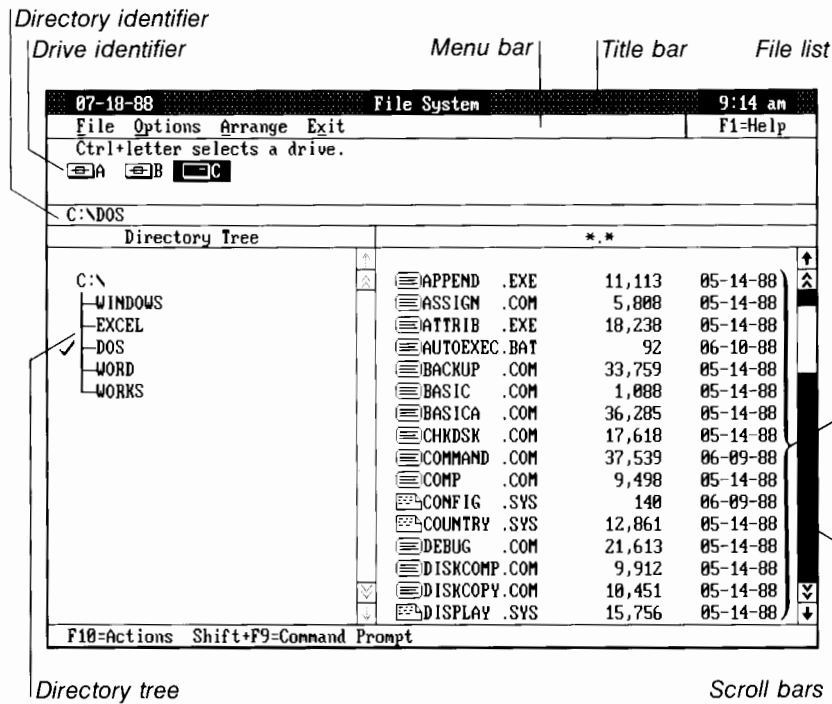
- If DOS Shell starts automatically, simply turn on your computer and begin working.
- If DOS Shell doesn't start automatically, type `DOSHELL` at the MS-DOS prompt and press **Enter**.

Starting the File System Program

Using the keyboard:

1. Press **▲** or **▼** until the selection cursor rests on the File System program name.
2. Press **Enter**. The File System screen appears.

Using the mouse, double-click the File System program name. The File System screen appears on your screen.



Getting Help

You can get help information about any menu, option, and command.

Using the keyboard:

1. Press **(F10)** to move to the menu bar. You have selected the first menu, File.
2. Press **(F1)**. You'll see a help dialog box that contains information about the File menu.
3. Press **(▲)** or **(▼)** to move through the help dialog box. Or, you can use **(Pg Up)** or **(Pg Dn)**. This action is called *scrolling*.

4. You can get an index of all the topics in your help box by pressing **F11** or **ALT+F1**. You can choose any topic from this index.
5. Press **Esc** two times when you finish looking at the help information.

Using the mouse:

1. Click the File menu.
2. Click the F1=HELP area at the top of the screen. You'll see a help dialog box that contains information about the Open command.
3. Click the scroll bar to move through the information box. This is called *scrolling*.
4. Click the ESC=CANCEL area located at the bottom of the dialog box when you've finished reading the help information and want to return to your active screen.

Changing the Directory

You can view different file lists by simply changing the current directory to another directory or drive. For example, you can examine the files in the root directory (C:\ for a hard disk or A:\ for a flexible disk), and then change directories to look at the contents of the DOS directory.

Using the keyboard:

1. Press **Tab** two times to move to the directory tree.
2. Press the direction keys to select the root directory.
3. Press **Enter**. A mark appears to the left of the name of the root directory. The name of the directory appears in the directory identifier.

To move to a different disk drive on the File System screen, follow these steps:

1. Press **Tab** to move to the drive identifiers.
2. Press the direction keys to move to drive B:.
3. Press **Enter**.

Your file list changes as you select different directories.

2-4 Learning About DOS Shell

Using the mouse:

Click the root directory. A mark appears to the left of the name of the root directory. The name of the directory appears in the directory identifier.

To change drives, click drive B:. Your file list changes as you select different directories.

Returning to Your Original Drive

Using the keyboard:

1. Press the direction keys to select drive A: (flexible disk) or drive C: (hard disk).
2. Press **Enter**.

Using the mouse, click the A: drive identifier (flexible disk) or C: drive identifier (hard disk).

Exercise 2: Working With Files

In this exercise, you'll have a chance to scroll through a file list and view the contents of a file.

There are more file names in the DOS directory than can fit in the file list. You can easily move through the list to see all of the names.

Scrolling Through the File List

Using the keyboard:

Scroll through the file names on the File System screen by following these steps:

1. Press **Tab** to move to the file list.
2. Press **▲** and **▼** to move up and down the list. You can also press the **Pg Up** and **Pg Dn** keys to move quickly through large lists.

Using the mouse:

1. Move the pointer to the Up or Down arrows on the scroll bar.
2. Click the mouse. There are several techniques you can use to scroll with the mouse:
 - Click the single arrow in the scroll bar to move one file name at a time.
 - Click the double arrows in the scroll bar to move one screenful at a time.
 - Drag the scroll bar to scroll through the file list in increments of your choice.

Viewing the Contents of a File

You use the View command to see the contents of a file. Not all of the files listed in the file list should be viewed however. So, when you select files to view, make sure they are either a batch file (a file ending with the .BAT file name extension) or files that you know contain text. For example, try viewing a file you have created with a word processing application. Text files often have .DOC or .TXT extensions. You shouldn't try to view program and command files that have .EXE or .COM extensions. If you do accidentally select one of these files for viewing, you will see garbled text.

Now let's view the DOSSHELL.BAT file in the DOS directory. Before you can view a file, you must select it. Here's how to select the DOSSHELL.BAT file for viewing.

Using the keyboard:

1. Press **Tab** to move to the file list.
2. Press **▲** or **▼** to move to the DOSSHELL.BAT file.
3. Press the Spacebar. You have selected the DOSSHELL.BAT file.

Note



Selecting a file is a two-step process when you're using the keyboard. First you move to the file name, and then you press the Spacebar to make the selection. You know the file is selected when the greater-than sign (>) appears beside the file name or when the file icon darkens. If you press the Spacebar again, the selection is canceled.

Using the mouse:

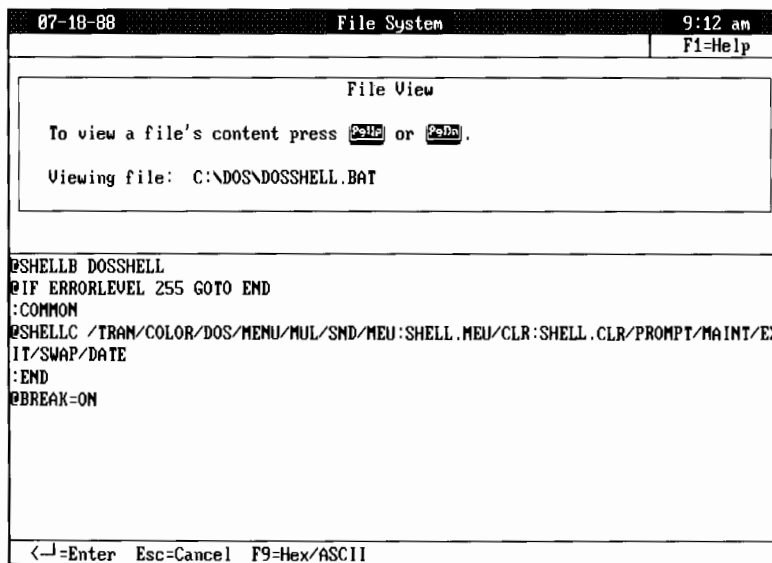
1. Move the mouse pointer to the file named DOSSHELL.BAT.
2. Click the mouse. You have selected the DOSSHELL.BAT file. If you click the mouse again, the selection is canceled.

With the DOSSHELL.BAT file selected, you are ready to use the View command on the File System screen.

Choosing the View Command

Using the keyboard:

1. Press **F10** to move to the File menu.
2. Press the underlined letter, F, to open the File menu.
3. Press the underlined letter, V, to choose the View command. You can also press **↓** to move to the View command and then press **Enter**. The contents of the DOSSHELL.BAT file appears on your screen.



The screenshot shows a DOS File System window titled "File System" with a date of "07-18-88" and a time of "9:12 am". The window contains a "File View" sub-window with the text: "To view a file's content press [F10] or [F10]. Viewing file: C:\DOS\DOSSHELL.BAT". Below this, the contents of the DOSSHELL.BAT file are displayed as a batch script. At the bottom of the window, a status bar shows keyboard shortcuts: "<=>=Enter Esc=Cancel F9=Hex/ASCII".

```
07-18-88 File System 9:12 am
F1=Help

File View
To view a file's content press [F10] or [F10].
Viewing file: C:\DOS\DOSSHELL.BAT

@SHELLB DOSSHELL
@IF ERRORLEVEL 255 GOTO END
:COMMON
@SHELLC /TRAN/COLOR/DOS/MENU/MUL/SND/MEU:SHELL.MEU/CLR:SHELL.CLR/PROMPT/MAINT/EX
IT/SWAP/DATE
:END
@BREAK=ON

<=>=Enter Esc=Cancel F9=Hex/ASCII
```

Using the mouse:

1. Click File on the menu bar.
2. Click View. The DOSSHELL.BAT file appears on your screen.

Returning to the File System Screen

Using the keyboard, press the **Esc** key. Notice that the DOSSHELL.BAT file is no longer selected. Most selections are canceled after you complete a command.

Using the mouse, click the ESC=CANCEL area located at the bottom of the screen. The DOSSHELL.BAT file is no longer selected and the File System screen appears.

Exercise 3: Using the Copy and Delete Commands With Files

You can use DOS Shell to copy files from one directory to another. If the destination directory doesn't exist, you must create it before you can copy any files into it.

In this exercise, you'll learn how to create a new directory, copy a file from one directory to another, and delete a file.

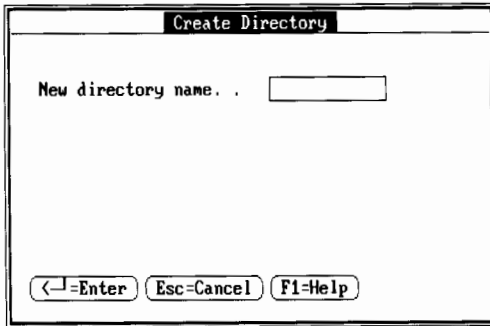
Let's create a new directory named TEST to use in this exercise. Move to the File System screen and create the TEST directory.

Creating a New Directory

Using the keyboard:

1. Press **Tab** two times to move to the directory tree.
2. Press **Enter** to select the C:\ directory.
3. Press **F10** to move to the File menu.
4. Press the underlined letter, F, to open the File menu.

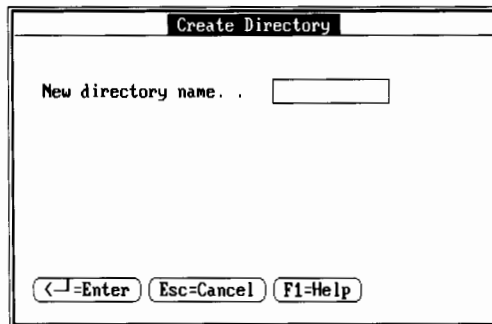
5. Press the underlined letter, E, to choose the Create directory command.
The Create Directory dialog box appears:



6. Type TEST in the New directory name text box.
7. Press **Enter**. Your new directory—TEST—is created.

Using the mouse:

1. Click the root directory (C:\) in the directory tree.
2. Click the File menu.
3. Click the Create directory command. A dialog box appears.



4. Type TEST in the New directory name text box.

5. Click the ENTER area at the bottom of the dialog box.

Copying a File

At times, you may want to make changes to a file but keep the original file as it is. The Copy command makes a copy of the file while leaving the original file unchanged.

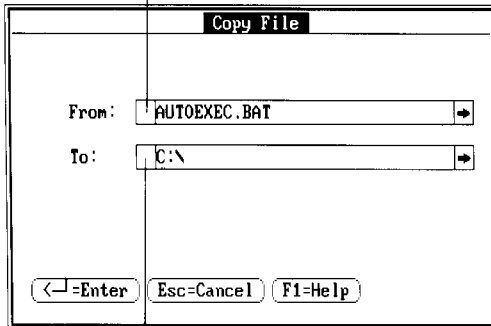
In this part of the exercise, you'll copy the file named AUTOEXEC.BAT in the DOS directory to the TEST directory you've created.

Using the keyboard:

1. Press **Tab** to move to the directory tree.
2. Press **Enter** to select the root directory. You will be at the root of the directory tree (C:\ for a hard disk, A:\ for a flexible disk). The root directory now becomes the source directory.
3. Press **Tab** to move to the file list.
4. Press the direction keys to move to the AUTOEXEC.BAT file.
5. Press the Spacebar to select the AUTOEXEC.BAT file.
6. Press **F10** to move to the File menu.
7. Press the underlined letter, F, to open the File menu.
8. Press **▼** to choose the Copy command, or you can simply type the underlined letter, C, to choose the Copy command.

9. Press **Enter**. A dialog box appears.

*The file you selected appears
in the From: text box.*



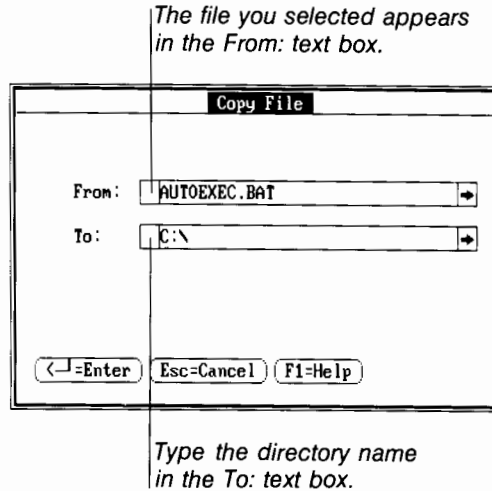
*Type the directory name
in the To: text box.*

10. Press **Tab** to move in the text box.
11. Type **TEST** in the To: text box after the C:\. The text C:\TEST in the text box tells DOS Shell to copy the AUTOEXEC.BAT file to the TEST directory on the C:\ drive.
12. Press **Enter**. You'll see a message that indicates your file is being copied.

Using the mouse:

1. Click the directory tree.
2. Click the AUTOEXEC.BAT file in the file list.
3. Click the File menu.

4. Click the Copy command. A dialog box appears.



5. Press **Tab** to move in the text box after the C:\.
6. Type **TEST** in the To: text box after the C:\. The text C:\TEST in the text box tells DOS Shell to copy the AUTOEXEC.BAT file to the TEST directory on the C:\ drive.
7. Click the **ENTER** area. You'll see a message that indicates your file is being copied.

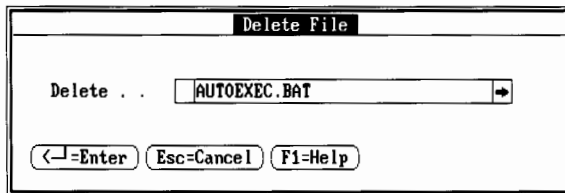
Deleting a File

The Delete command is a powerful command. You use the Delete command to remove a file from your computer. For example, you might want to delete a file because the information in it is outdated. Before using this command, be sure there is nothing in the file you want to keep: once you delete a file, you cannot get it back.

Here's how to delete the duplicate copy of your AUTOEXEC.BAT file that you just copied to the TEST directory.

Using the keyboard:

1. Press **Tab** to move to the directory tree.
2. Press **▼** to move to the TEST directory.
3. Press **Enter** to select the TEST directory. Notice that the AUTOEXEC.BAT file is in the file list to the right of the directory tree.
4. Press **Tab** to move to the file list.
5. Press the Spacebar to select the AUTOEXEC.BAT file. It is the only file in your TEST directory.
6. Press **F10** to move to the File menu.
7. Press the underlined letter, F, to open the File menu.
8. Press the underlined letter, D, to choose the Delete command. A dialog box appears on the screen.



“AUTOEXEC.BAT” appears in the text box, so you can confirm what you are about to delete.

9. Press **Enter** to delete the file. Another dialog box appears so you can confirm the Delete command.
10. Type 2. Notice that your directory tree looks just as it did before you deleted the file. But the file list has changed. AUTOEXEC.BAT is not in the file list, and a message indicates that no files exist in the TEST directory.

Using the mouse:

1. Click the TEST directory in the directory tree.
2. Click the AUTOEXEC.BAT file in the file list.

3. Click the File menu in the menu bar.
4. Click the Delete command. A dialog box appears, allowing you to confirm the file you are about to delete.
5. Click the ENTER area at the bottom of the dialog box. Another dialog box appears, giving you another chance to confirm your choice.
6. Click option 2.
7. Your directory tree looks just as it did before you deleted your file. But the file list has changed. AUTOEXEC.BAT is not in the file list, and a message indicates that no files exist in the TEST directory.

Canceling a Selection

If you choose a command or select an option by mistake, you can always cancel the selection. Canceling a selection returns you to the state you were in prior to choosing or selecting.

You can cancel a command or selection at any time. Press **Esc** or click the ESC=CANCEL area.

Exercise 4: Organizing Files

You've been working with the directory tree and file list in the last few exercises. In this exercise, you'll change the way your files are organized in the file list.

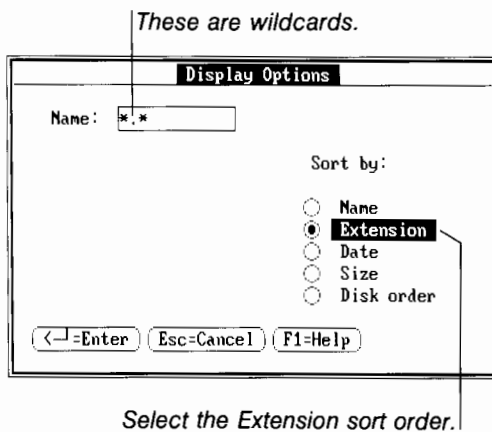
The file list you see when you move to the File System screen contains all of the files in the current directory listed in alphabetical order. With the Display options command, you can display a subset of the files listed in the directory and sort them by file name, file name extension, creation date, file size, and the disk order the files physically occupy on the disk.

Reordering Files

Follow these steps to change the order of your DOS directory file list on the File System screen.

Using the keyboard:

1. On the File System screen, press **(Tab)** to move to the directory tree.
2. Press the direction keys to move to the DOS directory.
3. Press **(Enter)**.
4. Press **(F10)** to select the menu bar.
5. Press the underlined letter, O, to open the Options menu.
6. Press **(Enter)** to choose the Display options command. The Display Options dialog box appears.



The sorting options provide different ways for your files to be sorted.

1. Press **(Tab)** to move to the first sorting option.
2. Press **(v)** to select the Extension option.
3. Press **(Enter)**.

Using the mouse:

1. On the File System screen, click the DOS directory on the directory tree.
2. Click the Options menu.
3. Click the Display options command. The Display Options dialog box appears.
4. Click the Extension option.
5. Click the ENTER area at the bottom of the dialog box. Your files are now ordered alphabetically by file name extension.

Wildcards (*.*) indicate all files should be listed. You can use other wildcards and file names (or file name extensions) to select a specific set of files. For example, if you wanted to only list your word processing files (files with a .DOC extension), you would type *.DOC in the Name text box. You can type your own file names or use wildcards to modify the files that appear in your lists. For more information about wildcards and file names see your *MS-DOS User's Reference* manual.

There are many more File System functions available than are discussed in this exercise. Chapter 3 "Using DOS Shell" explains all of the options in detail.

Leaving the File System Screen

Using the keyboard, press **F3**. The Start Programs screen appears.

Using the mouse:

1. Click the Exit menu.
2. Click the Exit File System command. The Start Programs screen appears.

You can select other programs from the title list. You can also add new programs to the Start Programs screen. You can learn about adding programs to the Start Programs screen by reading the appropriate section in Chapter 3 "Using DOS Shell."

Exercise 5: Working With DOS Utilities

The Start Programs screen contains the Main Group of programs in DOS Shell. DOS Utilities is one of the members of this Main Group. When you select DOS Utilities, a new screen appears showing you another list of programs.

To begin this exercise, move to the DOS Utilities screen.

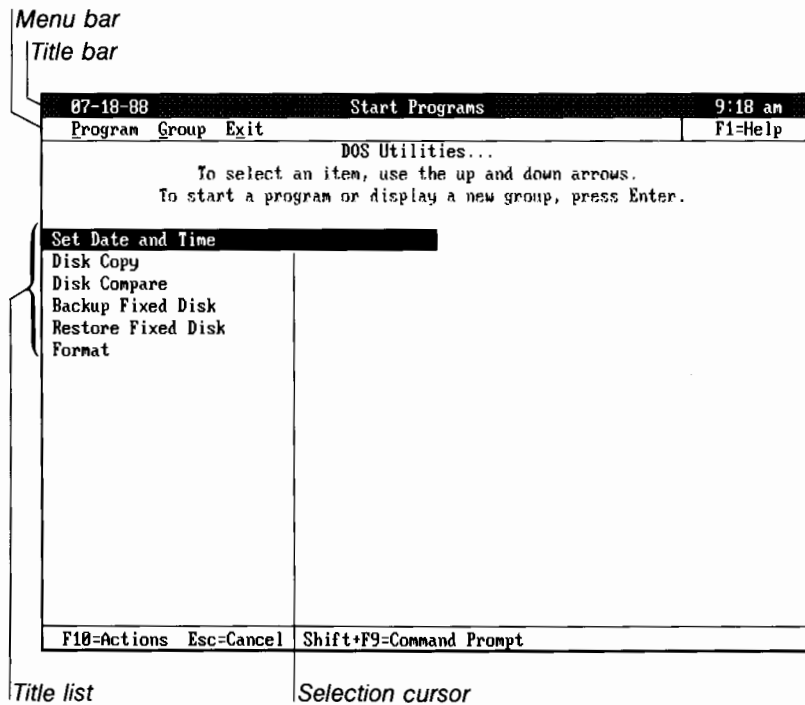
Moving to the DOS Utilities Screen



Using the keyboard:

1. Press **▲** or **▼** to select the DOS Utilities screen.
2. Press **Enter**. The DOS Utilities screen appears.

Using the mouse, double-click the DOS Utilities title on the Start Programs screen.



Formatting a Disk

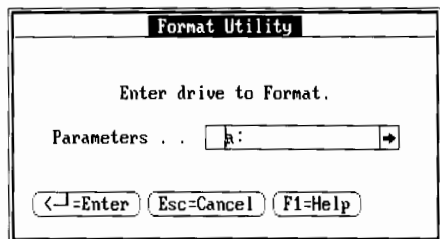
You use the Format command to prepare a disk (hard or flexible) to hold files and directories. To perform this exercise, you'll need a flexible disk that is compatible with your disk drive.

The Format command erases all information previously stored on the flexible disk so be sure the disk doesn't contain any important information. For more information about formatting a disk, see your *MS-DOS User's Reference* manual.

Here's how to format a flexible disk on the DOS Utilities screen.

Using the keyboard:

1. Press **▲** or **▼** keys to choose the Format command from the DOS Utilities title list.
2. Press **Enter**. The Format Utility dialog box appears.



3. Press **Enter** to format your disk in drive A:. The DOS Utilities screen disappears and the following message appears:

Insert new diskette for drive A:
and press ENTER when ready ...

4. Insert the disk in drive A: and close the door.
5. Press **Enter**. The formatting process begins. After the formatting is complete, a message appears:

Volume label (11 characters, ENTER for none)?

MS-DOS is prompting you to give the disk a name, or label. This is an optional step.

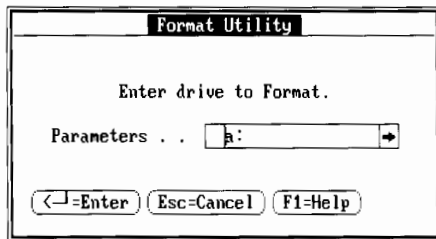
6. Type **MYDISK** at the prompt.
7. Press **Enter**. A message appears on the screen providing information about the disk, followed by:

Format another (Y/N)?

8. Type **N** and press **Enter**.
9. Press any key on the keyboard to return to the DOS Utilities screen. Your disk is now ready to store files and directories.

Using the mouse:

1. Double-click the **Format** command on the DOS Utilities title list. The **Format Utility** dialog box appears.



2. Click the **ENTER** area at the bottom of the dialog box to format the disk in drive A:. The DOS Utilities screen disappears and the following message appears:

**Insert new diskette for drive A:
and press ENTER when ready ...**

3. Insert the disk in drive A: and close the door.
4. Press **Enter**. The formatting process begins. After the formatting is complete, a message appears:

Volume label (11 characters, ENTER for none)?

MS-DOS is prompting you to give the disk a name, or label. This is an optional step.

5. Type **MYDISK** at the prompt.
6. Press **Enter**. A message appears on the screen providing information about the disk, followed by:

Format another (Y/N)?
7. Type **N** and press **Enter**.
8. Press any key on the keyboard to return to the DOS Utilities screen. Your disk is now ready to store files and directories.

Setting the Date and Time

The date and time appear on the title bar of the Start Programs and File System screens. You can change them easily using the Set Date and Time command on the DOS Utilities screen.

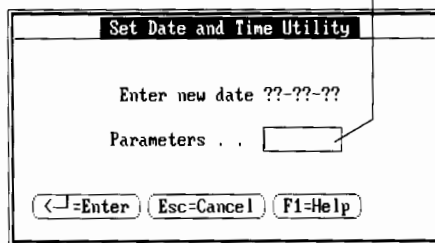
Unless you have a clock in your system, you will want to set the date and time each time you start your computer.

Follow these steps to reset the date and time.

Using the keyboard:

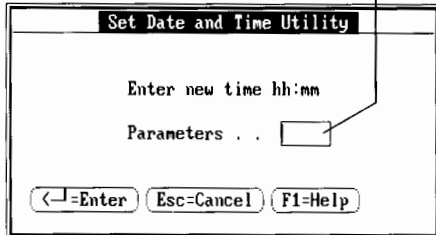
1. Press **▲** or **▼** to select the Set Date and Time command.
2. Press **Enter**. A dialog box appears.

Type the new date in the text box.



3. Type 06-07-89 in the text box to set the date to June 7, 1989. Use the numbers 01 to 12 to represent the month, 01 to 31 the day, and 80 to 99 the year. Separate the numbers with a hyphen.
4. Press **Enter**. Another dialog box appears.

Type the new time in the text box.



5. Type 13:15 to set the time to 1:15 p.m. Use the numbers 00 to 23 to represent the hour and 00 to 59 to represent the minute. Separate the numbers with a colon.
6. Press **Enter**. The DOS Utilities screen disappears and you'll see the following message on your screen:

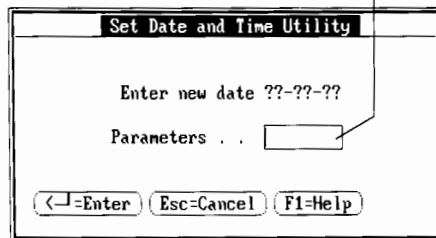
Press any key to continue ...

7. Press any key on the keyboard to return to the DOS Utilities screen.

Using the mouse:

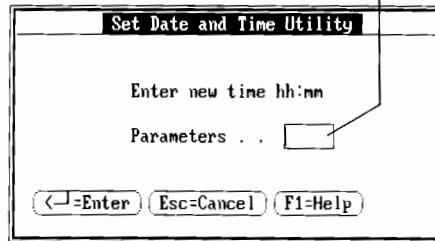
1. Double-click the Set Date and Time command. A dialog box appears.

Type the new date in the text box.



2. Type 06-07-89 to set the date to June 7, 1989. Use the numbers 01 to 12 to represent the month, 01 to 31 the day, and 80 to 99 the year. Separate the numbers with a hyphen.
3. Click the ENTER area at the bottom of the dialog box. A dialog box appears.

Type the new time in the text box.



4. Type 13:15 to set the time to 1:15 p.m. The numbers 00 to 23 represent the hour and 00 to 59 represent the minute. Separate the numbers with a colon.
5. Click the ENTER area at the bottom of the dialog box. The DOS Utilities screen disappears and you'll see the following message:

Press any key to continue ...

6. Press any key on the keyboard to return to the DOS Utilities screen.

Returning to the Start Programs Screen

You always return to the Start Programs screen before you can leave DOS Shell. You can return to the Start Programs screen from any other screen.

Using the keyboard, press **(Esc)**. (To return to the Start Programs screen from the File System screen, press **(F3)**.)

Using the mouse, click the **ESC=CANCEL** area at the bottom of the screen. (To return to the Start Programs screen from the File Systems screen, choose the Exit File System command from the Exit menu.)

2-22 Learning About DOS Shell

Exercise 6: Working at the MS-DOS Prompt

DOS Shell contains many MS-DOS commands. However, it does not contain all MS-DOS commands. You might find it necessary, from time to time, to exit DOS Shell and perform your work at the MS-DOS prompt. You can return to DOS Shell without disturbing any of your tasks.

Checking Your Disks

You might wish to scan a flexible disk to check it for errors using the Chkdsk command. Here's how you can check your disk.

Using the keyboard:

1. Press the **(Shift)+(F9)** keys. This action is the same as choosing the Command Prompt program from the Start Programs title list. You can exit DOS Shell from all screens except the Change Colors screen. You'll see a message at the top of your screen:

```
When ready to return to the DOS Shell,  
type EXIT then press enter.
```

2. Type **CHKDSK** at the MS-DOS prompt.
3. Press **(Enter)**. MS-DOS gives you information about your total disk space, directories, files, and available space on your disk.

To return to the screen you were working with before temporarily leaving DOS Shell, follow these steps:

1. Type **EXIT** at the DOS prompt.
2. Press **(Enter)**. You return to DOS Shell.

Using the mouse:

1. Click the **SHIFT+F9=COMMAND PROMPT** area at the bottom of the screen. This action is the same as choosing the Command Prompt program from the Start Programs title list. You can exit DOS Shell from all screens except the Change Colors screen. You'll see a message at the top of your screen:

```
When ready to return to the DOS Shell,  
type EXIT then press enter.
```

2. Type `CHKDSK` at the MS-DOS prompt.
3. Press **Enter**.

MS-DOS gives you information about your total disk space, directories, files, and available space on your disk.

To return to the screen you were working with before temporarily leaving DOS Shell, follow these steps:

1. Type `EXIT` at the MS-DOS prompt.
2. Press **Enter**. You return to DOS Shell.

Exercise 7: Setting Your Screen Color

You've completed this tour of DOS Shell. There are many features that weren't covered in this chapter that you will want to explore. But with what you've learned, you're ready to use DOS Shell to organize your own programs and files.

Before you move on, however, take the time to investigate one more feature: the Change Color command. With this command, you can adjust the colors on your computer screen.

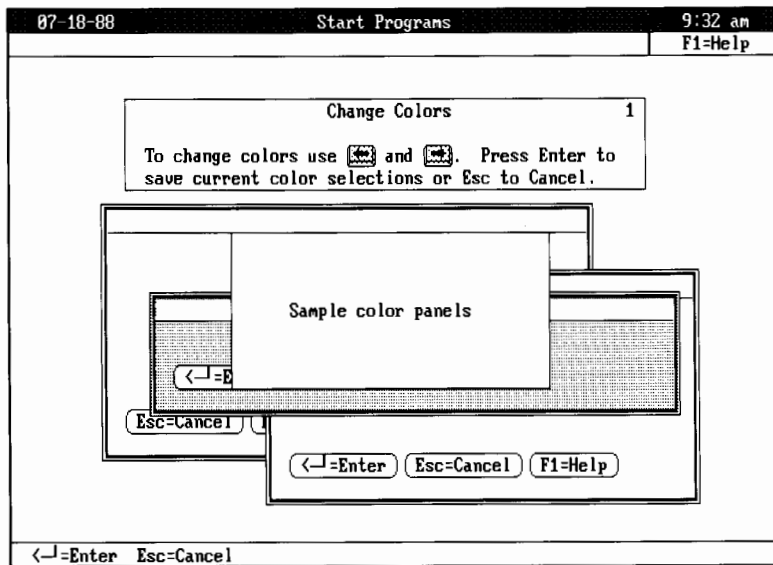
DOS Shell has four different color schemes to choose from. If you don't have a graphics adapter, go on to Exercise 8.

Follow these steps to select new colors

Using the keyboard:

1. Press **▲** or **▼** to select the Change Colors program from the Start Programs title list.

2. Press **Enter**. A new screen appears with a display of the colors you are currently using.



3. Press **Left Arrow** and **Right Arrow** to view the different color choices.
4. Press **Enter** to choose the color combination you like.

Using the mouse:

1. Double-click the Change Colors command. Sample color panels appear on the screen.
2. Click the Left and Right keys shown on the screen to view the different color choices.
3. Click the ENTER area at the bottom of the screen to choose the color combination you like. You'll see the Start Programs screen with the color scheme you selected.

Exercise 8: Exiting DOS Shell

You can leave DOS Shell any time you want. You've already learned how to temporarily leave DOS Shell and return to the same screen you left. In this brief exercise, you'll learn how to leave the system permanently.

If you are at the File System screen, you must return to the Start Programs screen to leave the system. From the Start Programs screen, you can leave DOS Shell.

Using the keyboard, press **F3**.

Using the mouse:

1. Click the Exit menu.
2. Click the Exit Shell command.

After you leave the DOS Shell, the screen is blank except for the MS-DOS prompt. From this prompt, you can carry out any MS-DOS command or re-enter DOS Shell.

Using DOS Shell

In this chapter, you will learn how to:

- Manage your disks
- Work with your directories, files, and application programs.
- Create and change groups of programs

In the previous chapter, you learned some basic techniques for working with DOS Shell. This chapter gives you instructions for performing all the functions DOS Shell provides. You'll see instructions and examples for each task you may want to perform to help you get the most out of DOS Shell.

The first section explains how to change the colors on your screen. Subsequent sections explain how to work with disks, directories, files, and application programs.

You may want to browse through this chapter first to see the range of functions available. If you are using the programs for the first time, you'll want to learn such tasks as adding groups and programs, creating directories, and opening—or starting—a command file. Once you are comfortable using DOS Shell, this chapter will be a valuable reference tool.

You should already know how to move through the screens and make selections within them, before you read this chapter. If you aren't familiar with these basic tasks, please review Chapter 2 "Learning About DOS Shell" before continuing.

This chapter shows each task in as general a fashion as possible so that keyboard and mouse users can follow the same instructions. For example, if you're instructed to select the Program menu on the Start Programs screen, you can either press **F10** or click the Program menu with a mouse. You will see instructions for using the mouse only when they are different from keyboard instructions.

Note

To choose an area means to either press the corresponding key on the keyboard, or click the area (or button) with a mouse to complete the command.

If you need more information about the specific tasks involved in any procedure, see the corresponding exercise in Chapter 2. You can always press **F1** to get help while you're working.

Refer to the *MS-DOS User's Reference* for comprehensive descriptions of all MS-DOS commands.

Overview of DOS Shell

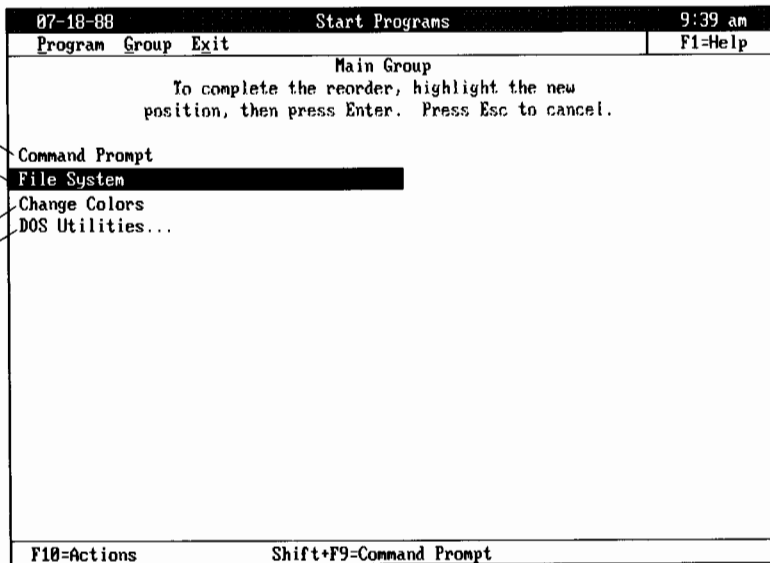
Microsoft DOS Shell is a graphic extension of the MS-DOS operating system. DOS Shell lets you perform many tasks: the most fundamental being starting and organizing programs, and working with files and directories.

The two primary screens of DOS Shell are Start Programs and File System. You use Start Programs to start programs, organize your programs into logical groups, and perform other tasks such as changing the color of your screen (Change Colors program) and returning to the MS-DOS prompt. You use the File System screen to work with your files and directories and perform tasks such as listing your files, viewing the contents of a file, and copying or deleting a file.

When you start DOS Shell, the Start Programs screen appears. (The Start Programs screen contains the Main Group of programs that make up DOS Shell.)

Work with your files and directories by choosing this title.

Exit MS-DOS Shell and return to the MS-DOS command prompt by choosing this title.



Work with a group of MS-DOS commands by choosing this title.

Change the color of your screen by choosing this title.

The names on the title list show you the names of other programs or applications—ones that are part of DOS Shell and ones you add later. A group is a collection of related programs. Notice the DOS Utilities title. This isn't the name of a single program or application. It's the name of a group—a new screen that contains programs. You can tell it's a group because it has three dots after its name.

You'll probably want to organize your programs into groups. If you put all of your programs on the Start Programs screen, it would be difficult to find them easily. Adding groups to DOS Shell gives you a way to organize your program files.

You'll learn more about groups in this chapter.

Right now, let's look at the Change Colors command and work with the color schemes this screen provides.

Working With Your Computer Screen

Computer screens come in a variety of sizes, shapes, and colors.

Your screen displays information in either color or monochrome. A monochrome screen shows only one color but color screens give you a spectrum of color options to choose from.

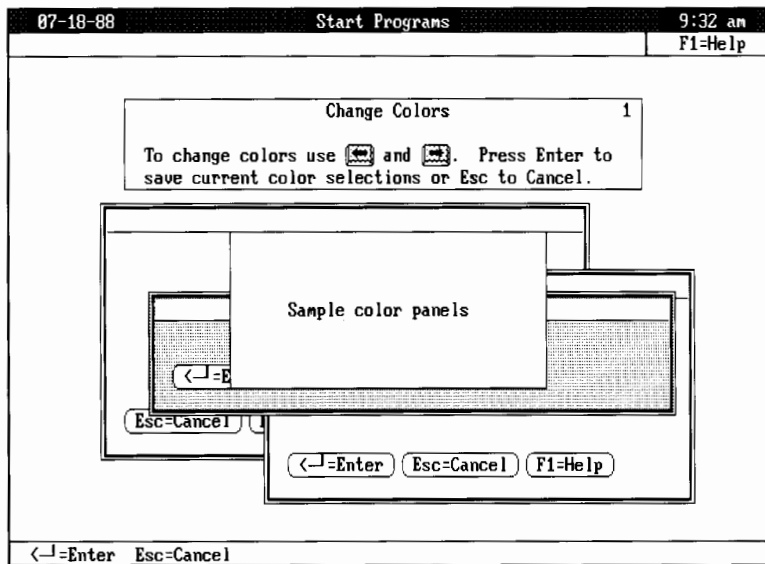
Changing Colors on the Screen

The Start Programs screen contains the Change Colors command which lets you adjust the colors of your monitor.

Using the Change Colors command, you choose from four preset screen color sets and, regardless of whether you are using a color or monochrome monitor, your screen's appearance will change. If you do not have a graphics adapter installed, this function is not available.

Follow these steps to select a new color scheme:

1. Choose the Change Colors command from the Start Programs screen. The color scheme you are currently using appears in the screen.



2. Scroll through the screens to view your choices using the direction keys.
3. Choose the ENTER area to select the color scheme you want. You'll return to the Start Programs screen and the colors you have selected now appear on your screen.

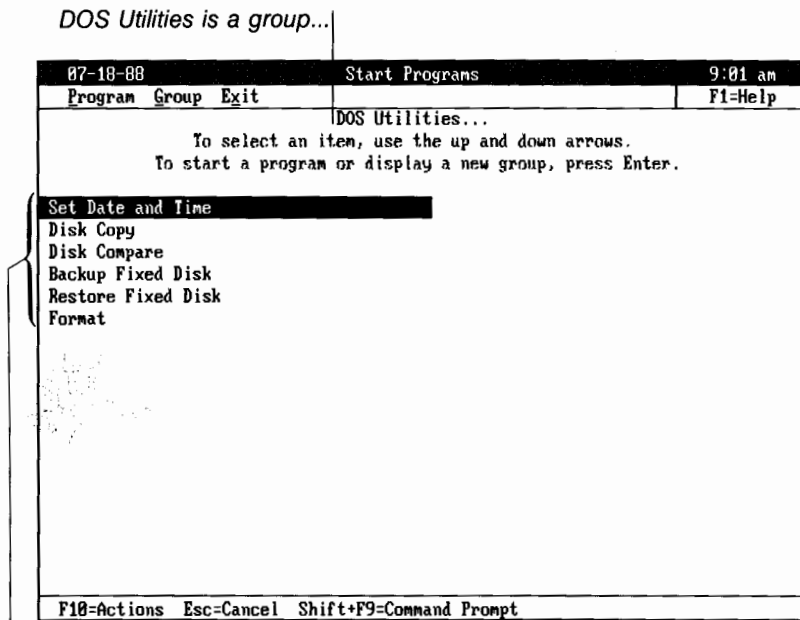
There are other things you can change about your computer to assist you in your work. For example, you can change the date and time which appear in the title bar. The following section shows you how to change the date and time and work with your hard and flexible disks.

Working With Your Disks

The DOS Utilities group on the Start Programs screen contains all of the commands that let you effectively manage your hard and flexible disks.

Moving to the DOS Utilities Screen

To move to the DOS Utilities screen and use the commands that let you work with disks, choose the DOS Utilities command. The DOS Utilities screen appears.



...it contains a subset of MS-DOS utility programs that let you work with your disks.

From the DOS Utilities screen, you can prepare flexible disks to receive information and you can copy the information from one flexible disk to another. You can also compare the contents of two flexible disks. DOS Utilities lets you back up your files onto flexible disks so that you'll have an extra copy

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in case your files are erased or otherwise destroyed. The backing up process copies files from a hard disk onto flexible disks for safekeeping. DOS Utilities lets you restore the contents of your flexible disk backup to the hard disk.

You can also set the date and time from the DOS Utilities screen.

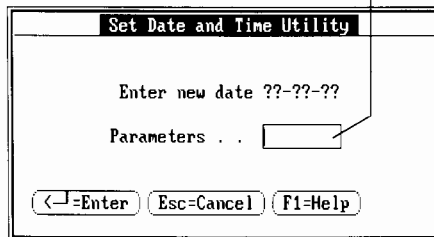
Setting the Date and Time

The date and time always appear in the title bar at the top of the screen. You can easily reset them if they are incorrect, or if your computer does not have a built-in clock.

You change the date and time from the DOS Utilities screen. Here's how to reset the date and time:

1. Choose the Set Date and Time command. You'll see a dialog box with prompts for the new date.

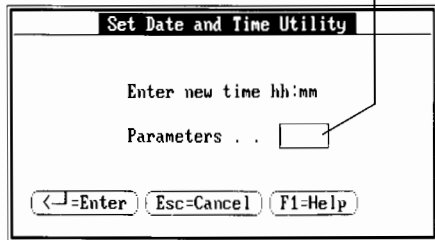
Type the new date in the text box.



2. Type in the date using the numbers 01 to 12 to represent the month, 01 to 31 the day, and 80 to 99 the year. Separate the numbers with a hyphen. For example, May 1, 1989, would be typed as 05-01-89.

3. Choose the ENTER area. You'll see a second dialog box, asking you for the new time.

Type the new time in the text box.



4. Type in the time using the numbers 00 to 23 to represent the hour, and 00 to 59 the minutes. Separate the numbers with a colon. For example, 2:30 p.m. is typed as 14:30.
5. Choose the ENTER area. The DOS Utilities screen retreats and you'll see the following message:

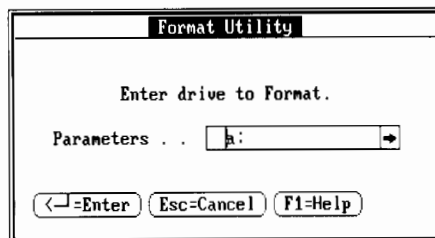
Press any key to continue ...

6. Press any key to return to the DOS Utilities screen. The date and time are updated on the title bar.

Formatting Flexible Disks

Use the Format command from the DOS Utilities screen and follow these steps to format a flexible disk:

1. Choose the Format command. A dialog box appears.



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2. Type the letter of the drive that contains the flexible disk to be formatted. For example, drive A: appears by default in the Format Utility dialog box.
3. Choose the ENTER area. The DOS Utilities screen retreats, and you'll see this message:

Insert new diskette for drive A:
and press ENTER when ready.

4. Insert the disk in drive A: and close the door. The formatting process begins. After the formatting is complete, a message appears:

Volume label (11 characters, ENTER for none)?

MS-DOS is prompting you to give the disk a name, or label.

5. Type a name at the prompt. This is an optional step.
6. Press . A message appears on the screen giving information about the disk, followed by:

Format another (Y/N)?

7. Type Y if you want to continue the procedure. Type N if you wish to return to DOS Shell.
8. Press .
9. Press any key to return to the DOS Utilities screen. The DOS Utilities screen returns and your disk is now ready to store information.

There are many parameters available to you to make the Format command more powerful. For example, you can use a parameter to format a flexible disk and transfer system files onto it. This flexible disk is called a system or bootable disk.

Refer to the *MS-DOS User's Reference* for a list of the parameters to use with the Format command.

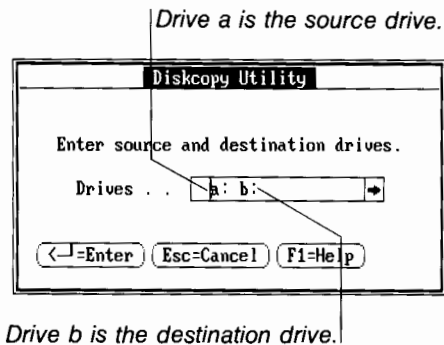
Copying a Flexible Disk

You can use the Disk Copy command to duplicate the entire contents of a flexible disk. To duplicate the contents of a hard disk, you must use the Backup Fixed Disk command.

The disk to which you copy information is automatically formatted, and any existing files are erased. If the disk has previously been used, check its contents to ensure that you don't destroy important files.

To copy a disk, do the following:

1. Choose the Disk Copy command from the DOS Utilities screen. A dialog box appears.



The Disk Copy command copies the contents of the disk in the source drive to the disk in the destination drive.

2. Type the letters of the source and destination drives. Be sure to include the colon after each drive letter.
3. Choose the ENTER area. The DOS Utilities screen disappears and you'll see the following message:

Insert SOURCE diskette in drive A:

Press any key to continue ...

4. Press any key to continue the process. As MS-DOS copies the contents of the source disk, it displays a message advising you of the status of the

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process. After the contents of the source disk are copied, you will see the following message:

Insert TARGET disk in drive B:

Press any key to continue ...

5. Insert the disk to which you want to copy information.
6. Press any key to continue the process. When the copy process is complete, you'll see this message:

Copy another diskette (Y/N)?

7. Type **N** if you don't want to copy another disk or **Y** to copy more flexible disks. If you choose to continue, DOS Shell asks you to insert your source and target disks and performs the next copy on the drives that you originally specified.
8. Press any key to return to the DOS Utilities screen. Your original disk has been duplicated. After duplicating the contents of a disk, it is a good idea to compare it with the original.

Comparing Two Disks

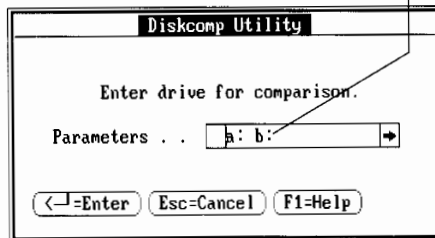
If you want to be sure two flexible disks contain identical information, the Disk Compare command performs a comparison.

Disk Compare is useful if you have copied a flexible disk with the Disk Copy command, and you want to ensure that the duplicate is an exact copy of the original.

Here's how to compare two disks:

1. Choose the Disk Compare command from the DOS Utilities group. A dialog box appears.

Type the drive letters in the text box.



2. Choose the ENTER area. The DOS Utilities screen retreats while the comparison is in progress.

You will see the following message:

Insert FIRST diskette in drive A:

Insert SECOND diskette in drive B:

Press any key to continue ...

3. Insert the disks you want to compare in drives A: and B:.
4. Press any key to continue the comparison. As MS-DOS reads the contents of the disks, it displays a message advising you of the status of the process. If the disks are the same, you will see the following message:

Compare OK

When the comparison is completed, you'll see this message:

Compare another diskette (Y/N)?

5. Type N if you don't want to compare another disk or Y to continue comparing flexible disks. You'll see this message:

Press any key to continue ...

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6. Press any key to return to the DOS Utilities screen.

Backing Up Hard Disk Files to Flexible Disks

You can easily copy files from a hard disk to a flexible disk using the Backup Fixed Disk command. Backing up is a more powerful process than copying. It destroys any existing information on your flexible disks before the backup information is copied onto them.

Back up your hard disk as often as you feel the need to protect the stored information in your computer. Depending on the amount of information stored, you may need multiple flexible disks.

Note

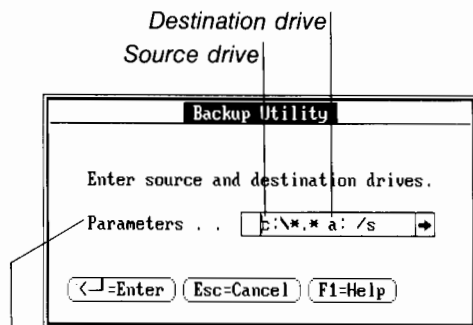


You can only use the Backup Fixed Disk and Restore Fixed Disk commands if you have DOS Shell installed on a fixed disk.

There are a variety of parameters that let you back up only certain files, such as those that have been changed since the last backup.

To copy files from a hard disk to a flexible disk, follow these steps:

1. Choose the Backup Fixed Disk command from the DOS Utilities screen. A dialog box appears, giving you the option to back up all hard disk files to the flexible disk in drive A:.



These parameters back up all the files on the fixed disk during the backup procedure.

2. Type the drive letter and the path name of your source files and the destination drive name. Include any parameters you want to use.
3. Choose the ENTER area. A warning message appears on the screen:

Insert backup diskette in drive A:

**WARNING! Files in the target drive will be
erased.**

Press any key to continue ...

4. Press any key to begin the process. The Backup Fixed Disk command formats the flexible disk in drive A: before it transfers files to the disk. After the formatting is complete:

Press any key to continue ...

5. Press any key to begin transferring the files. MS-DOS lists the files it is backing up on the screen. After all the files are transferred to the flexible disk, you will see this message:

Press any key to continue ...

6. Press any key to return to the DOS Utilities screen. Your hard disk files are now on the flexible disk or disks. You may return them to a hard drive using the Restore Fixed Disk command.

Restoring Hard Disk Files From Flexible Disks

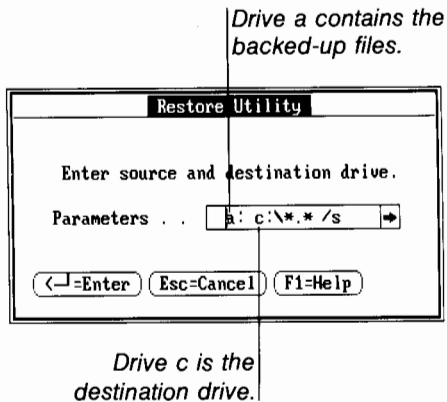
After you back up files, you can easily return them to a hard disk with the Restore Fixed Disk command.

You can only restore files that were saved to a flexible disk with the Backup Fixed Disk command. There are several parameters that let you restore only certain files.

To return files from a flexible to a hard disk, use the following steps:

3-14 Using DOS Shell

1. Choose the Restore Fixed Disk command from the DOS Utilities screen. A dialog box appears:



2. Type the drive letters for the source and destination drives.
3. Choose the ENTER area. You will see the following message:

```
Insert backup diskette in drive A:  
Press any key to continue ...
```
4. Press any key to begin the restoration process. DOS Shell lists the files it is restoring to the hard disk on your screen. After the restoration is finished, you will see this message:

```
Press any key to continue ...
```
5. Press any key to return to the DOS Utilities screen. When the restoration process is completed, the files you backed up return to the hard disk you specified.

Returning to the Start Programs Screen

You can return to the Start Programs screen at any time. From the Start Programs screen, you can move to and work with any other screen in DOS Shell.

Using the keyboard, press **Esc**. (To return to the Start Programs screen from the File System screen, press **F3**.)

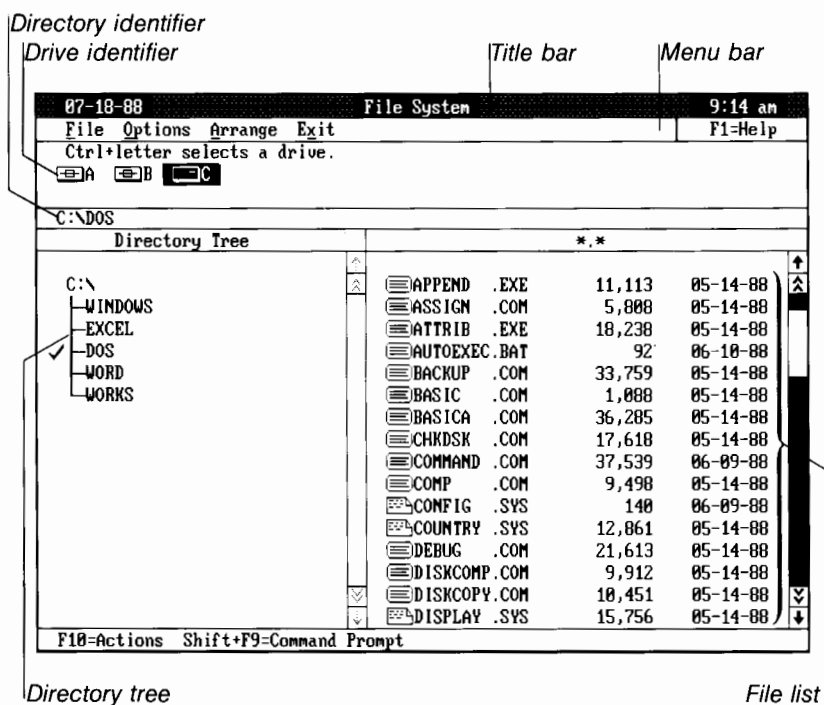
Using the mouse:

- To return to the Start Programs screen from the DOS Utilities and Change Colors screens using the mouse, click the ESC=CANCEL area.
- To return to the Start Programs screen from the File System screen using the mouse, click the ESC=CANCEL area.

Working With Your Directories

The File System screen contains all the commands that let you manage directories. Just as you can choose commands to manage files, you can also use commands on the File menu to manage directories. This makes it easy to create new directories and rename or delete existing ones.

To move to the File System screen, choose the File System command from the Start Programs screen. The File System screen appears.



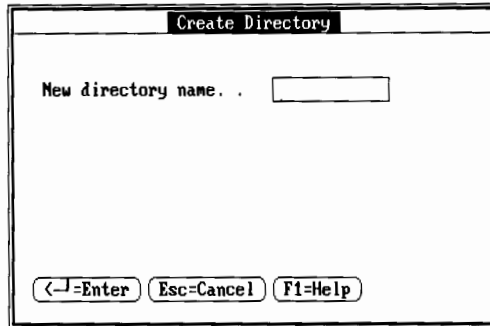
Creating a Directory

A directory is like a file drawer you can store files in. Subdirectories can be added to help organize your files, like dividers in the file drawer.

You must create a directory before you can put files into it:

1. Move to the File System screen.
2. Select the root directory (C:\ or A:\) at the top of the directory tree.

3. Choose the Create directory command from the File menu. You'll see a dialog box.



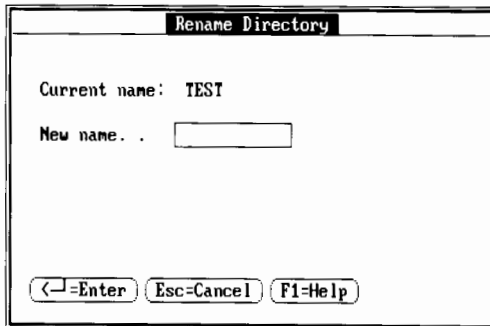
4. Type the name of the new directory in the text box. A name can be up to eight characters long and you may add a three-character extension.
5. Choose the ENTER area. You'll see the new directory as it appears on the directory tree. You can add directories at any level in the tree.

Renaming a Directory

Follow these steps to change the name of a directory:

1. Choose the Deselect all command from the File menu if any files are selected.
2. Select the directory you want to rename.

3. Choose the Rename command from the File menu. A dialog box appears.



4. Type the new name for the directory in the text box.
5. Choose the ENTER area. Your directory name changes in the directory tree.

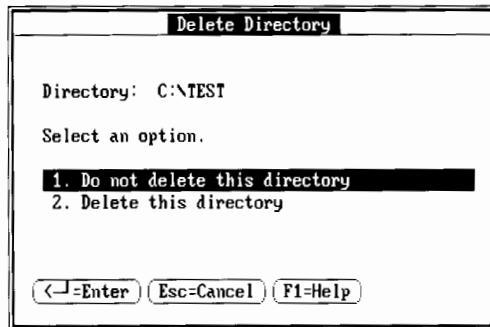
Deleting a Directory

To delete a directory, you must first delete the files and subdirectories contained in the directory.

Follow these steps to delete a directory or a subdirectory:

1. Delete any files which may still be in the directory.
2. Select the directory.

3. Choose the Delete command from the File menu. A dialog box appears.



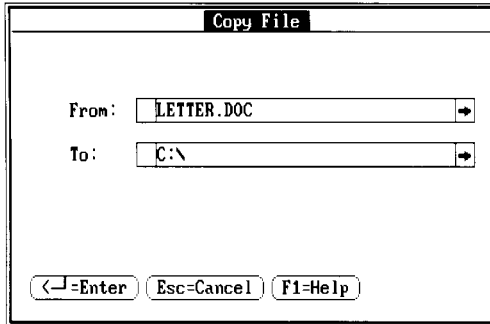
4. Type 2 to choose option 2 and delete the directory. Your directory is deleted from the directory tree.

Copying a Directory

To copy a directory:

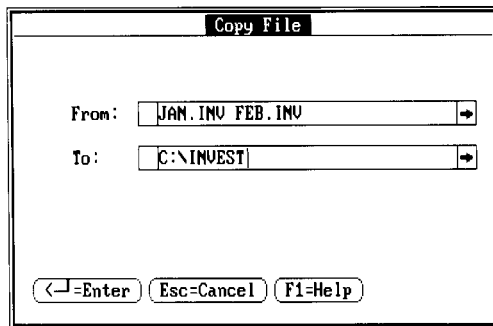
1. Select the disk drive or the directory to which you want to copy.
2. Create a new directory.
3. Select the directory you want to copy.
4. Choose the Select all command from the File menu to select all the files in the directory.

5. Choose the Copy command on the File menu to copy the files. A dialog box appears.



6. Type the path of your new directory in the To: text box, including the drive name if the directory is on a different drive.
7. Choose the ENTER area.

For example, suppose you have two files, JAN.INV and FEB.INV, that you want to copy from the MONEY directory to the INVEST directory. When you have filled in the Copy File dialog box, it should look like this:



If you want to duplicate a directory that has several subdirectories, create a new directory first, then add the new subdirectories to it. Once the structure is complete, you may then copy files from each of the source directories to each of the new directories.

Canceling File Selections

After selecting one or all of your files, you can cancel your selection using the Deselect all command from the File menu.

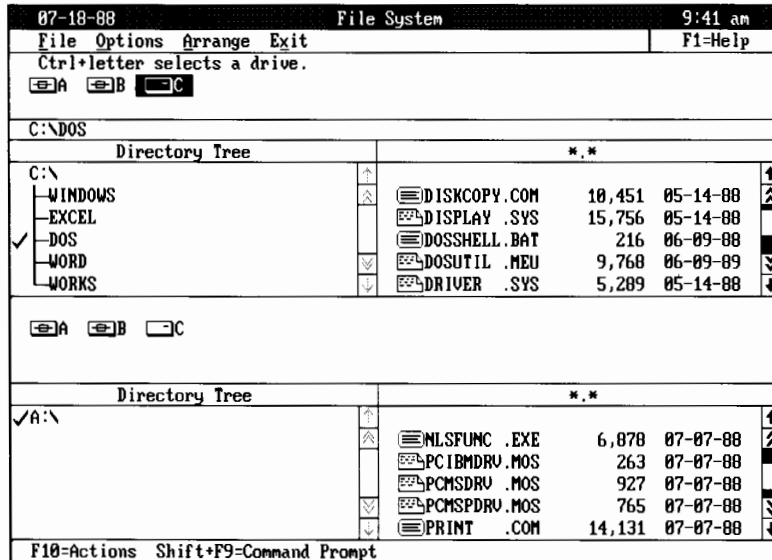
Working With Your Files

The File System screen contains all of the commands you need to work with your files in hard and flexible disk directories. Working with the File System screen, you can rename, copy, move, delete, and print your files. The File System screen also lets you view the contents of files and the format of the files as well. You can also view the contents of two directories at the same time to compare contents.

Looking at Two Directory Lists at Once

When you first move to the File System screen, the files are in a single file list. To see and compare the contents of two directories on two different drives, you use the Multiple file list command.

To see the contents of two directories, choose the Multiple file list command from the Arrange menu. The screen now displays two directory trees and file lists.



All of the File System screen commands and functions can be performed after choosing the Multiple file list command. You can move around the screen using the same methods you used with the single file list format, such as copying or deleting files.

You can change either one of the directories to compare lists, and you can work with multiple files. If you have chosen the Select across directories option, you can work with multiple files in two directories. (The File options command contains the Select across directories option. You choose the File options command from the Options menu. For more information about the Select across directories option, see the "Selecting Files Across Directories" section in this chapter.)

Looking at the System File List

The System file list shows you all the files in all of your directories plus a summary list of system information.

To select your system file list, choose the System file list command from the Arrange menu. The System file list appears.

Selected information

File information

File list screen

07-18-88		File System				9:24 am
File	Options	Arrange	Exit		F1=Help	
Ctrl+letter selects a drive.						
<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C						
C:\DOS						
,						
File	Name	Attr	Size	Date	Time	
	DOSSHELL.BAT	...	216	06-09-88	8:11pm	
Selected	C	A				
Number:	1	0				
Size:		216				
Directory	Name	Size	Files			
	DOS	1,116,973	69			
Disk	Name	Size	Avail	Files	Dirs	
	J0	10,932,224	6,311,936	216	6	
	COUNTRY	.SYS	12,861	05-14-88	8:00am	
	CURT	.CFG	59	07-12-88	4:51pm	
	CURT	.EXE	31,795	02-16-87	3:40pm	
	CURT	.PIF	369	02-17-87	8:47am	
	DEBUG	.COM	21,613	05-14-88	8:00am	
	DISKCOMP	.COM	9,912	05-14-88	8:00am	
	DISKCOPY	.COM	10,451	05-14-88	8:00am	
	DISPLAY	.SYS	15,756	05-14-88	8:00am	
	DOSSHELL	.BAT	216	06-09-88	8:11pm	
	DOSUTIL	.MEU	9,768	06-09-89	3:10pm	
	DOWN	.EXE	9,342	06-30-88	9:40pm	
	DRIVER	.SYS	5,289	05-14-88	8:00am	
	EDLIN	.COM	13,970	05-14-88	8:00am	
	EGA	.CPI	49,075	05-14-88	8:00am	
	EX2NIUS	.XFM	48,803	12-18-87	1:00am	
F10=Actions Shift+F9=Command Prompt						

Disk information

Directory information

Using the System file list command, you can view all of your files regardless of which directories they are in. The system file list provides the following information:

Information	Description
File	File information provides the file name and type of file you have selected. The attributes are: (a) archive, (r) read only, and (h) hidden file. You assign these attributes with the Change attribute command.
Selected	Selected information provides the number of selected files on the working disk and their combined total size. You may see two columns, with the previously selected drive also represented.
Directory	Directory information provides the name, size, and number of files in the directory you have selected.
Disk	Disk information provides the name, size, amount of available space, and the number of files and directories on the disk you have selected.

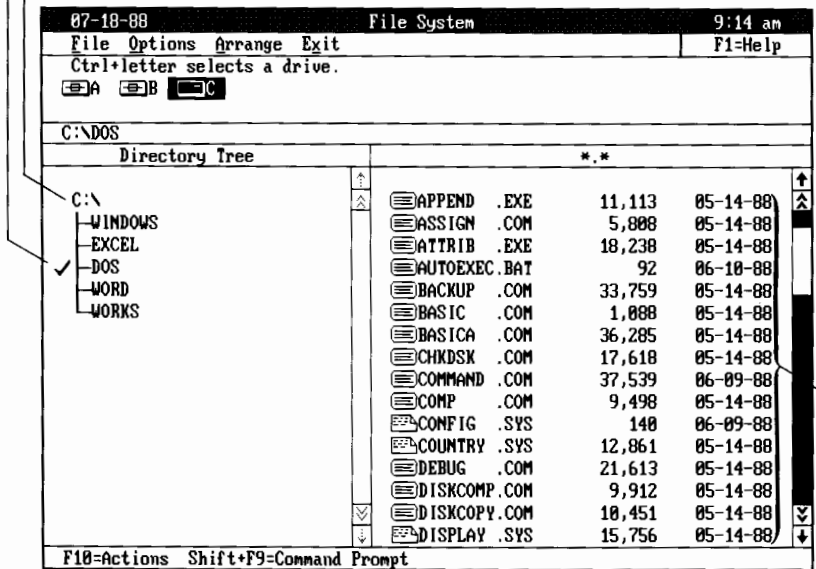
Returning to a Single File List

After viewing your files and directories in different configurations and formats, you can return to the standard single file list format to perform additional work with your files.

You can return to the single file list by choosing the Single file list command from the Arrange menu. The single file list appears.

A mark appears next to the name of the active directory.

The directory tree shows your directories.



The file list displays the filenames stored in your active directory.

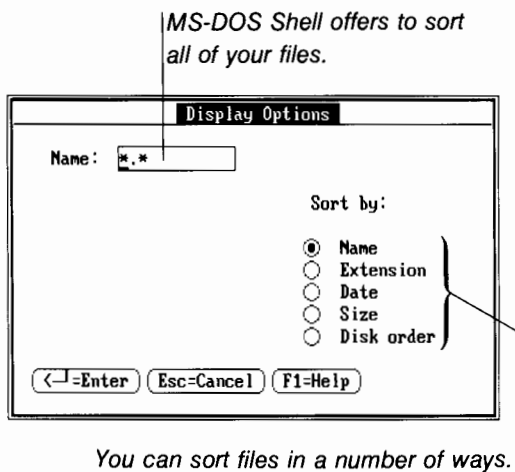
Changing the Order of Files on a List

Regardless of the format you are using, you can control the way files look on the file list of the File System screen. With the Display options command, you can limit the file display to files that have a common name or extension, or reorder all files according to file name, file extension, creation date, file size, or the order in which your files actually are stored on the disk.

To limit the files shown on a list or change their order, do the following:

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1. Choose the Display options command from the Options menu. A dialog box appears.



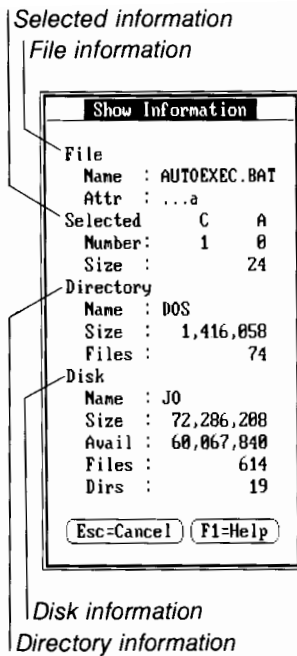
2. Type the file name or extension in the name text box. This limits the file list display by name or extension.
3. Determine your sorting order by selecting one of the sort options.
4. Choose the ENTER area. The file list is reordered. If you are working with a multiple file list, both lists will be reordered.

Getting Information About a File

Sometimes you may need details of a file when you are not using the System file list command. You can get system information quickly by using the Show information command.

To learn the details of a file, do the following:

1. Select the file you want information about.
2. Choose the Show information command from the Options menu. A dialog box appears.



The Show Information dialog box provides the following information:

Information	Description
File	File information provides the file name and type of file you have selected. The attributes are: (a) archive, (r) read only, and (h) hidden file. You assign these attributes with the Change attribute command.
Selected	Selected information provides the number of selected files on the working disk and their combined total size. You may see two columns, with the previously selected drive also represented.
Directory	Directory information provides the name, size, and number of files in the directory you have selected.

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Information	Description
Disk	Disk information provides the name, size, amount of available space, and the number of files and directories on the disk you have selected.

Press **Esc** or click the ESC=CANCEL area with the mouse when you've finished viewing the Show Information box. You return to the File System screen.

Selecting and Deselecting All Files

Most DOS Shell commands let you work with several files at once. The Select all command from the File menu makes it easy to select every file on the file list with one simple command. This saves time if, for example, you want to copy or delete all of the files in a directory.

Follow these steps to **select** all of the files in a file list:

1. Select the directory in which you want to select files.
2. Choose the Select all command from the File menu. All your files are selected.

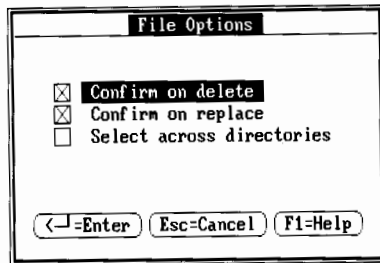
To **cancel** the selection of a single file or all files in a file list, choose the Deselect all command from the File menu. You can use the Deselect all command even if you only have one or two files selected. It cancels any file selections you have made.

Selecting Files Across Directories

Ordinarily, any file selections you may have made are automatically canceled when you change directories. Using the Select across directories option, you can select and work with files in more than one directory at a time. You can select the Select across directories option by choosing the File options command from the Options menu on the File System screen.

To work with files in multiple directories, follow these steps:

1. Choose the File options command from the Options menu. A dialog box appears.



2. Move to the Select across directories option.
3. Select the option. A mark appears beside the option to show that it is selected.
4. Choose the ENTER area. The File System screen returns and you are now ready to work with files in more than one directory.

The Select across directories option lets you work with files with the same name (or different names) in every directory in which they reside. This is useful when you want to view, copy, rename, or move files as a group.

Deleting files with the Select across directories option can be dangerous because you may not want to delete all occurrences of a file.

Note

The File Options dialog box contains some important features of DOS Shell.

Two options, Confirm on delete and Confirm on replace, are already selected when you install DOS Shell. The Confirm on delete option presents you with a dialog box asking you to confirm the deletion of a file or directory. The Confirm on replace option presents you with a dialog box asking you to confirm the replacement of a file or directory.

However, the Select across directories option is an option that you choose to select after you install MS-DOS. Use all of these options carefully.

To turn off the Select across directories option, follow these steps:

1. Choose the File options command from the Options menu.
2. Move to the Select across directories option in the dialog box.
3. Press the spacebar or click the option with the mouse. The mark which appeared beside your file name when you chose Select across directories is removed to show that the file is no longer selected.
4. Choose the ENTER area.



Renaming Files

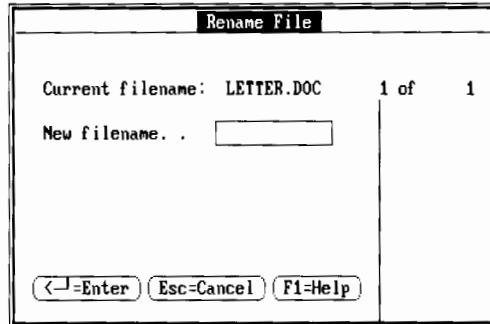
Use the Rename command for changing the names of files. For example, you have just created a letter to send to a client. You name the text file LETTER.DOC. However, you must create additional letters, and the LETTER.DOC file name does not help you remember which client you sent the letter to. With the Rename command, you could rename the file with a more appropriate name and organize your files more effectively.

Follow these steps to rename files:

1. Select the file or files you want to rename.

2. Choose the Rename command from the File menu. A dialog box lists the current name of the first file you selected.

Because MS-DOS Shell lets you rename more than one file...



...this status line tells you which file is currently being renamed.

3. Type the new file name in the New filename text box.
4. Choose the ENTER area.

If you selected more than one file, a dialog box appears asking you to rename each of the files as they appear. When all of the files are renamed, you'll return to the File System screen.

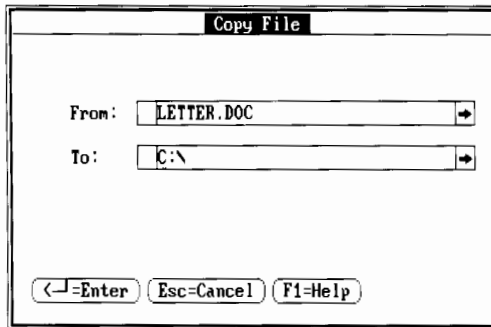
Copying Files

You can copy a file and give it a new name or create a copy in a different directory or on another disk using the Copy command.

Follow these steps to copy files:

1. Select the file or files you want to copy.

2. Choose the Copy command from the File menu. A dialog box appears, with the file names you selected in the From: text box.



3. Type the path of the directory where you want to copy your files in the To: text box.
4. Choose the ENTER area. The directory you specified now contains a copy of your file.

Note

You can't copy files into your active directory unless you type a new file name. MS-DOS will not allow you to copy a file into a directory that contains a file with the same file name.

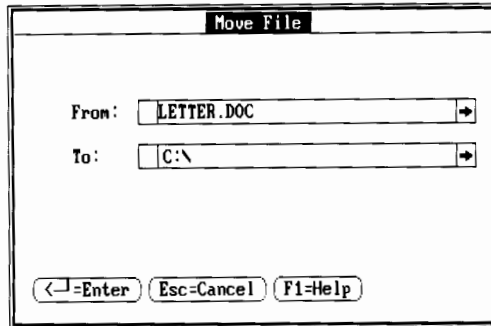
Moving Files

The Move command lets you move files from one location to another. You can also rename a file during the process.

Follow these steps to move files:

1. Select the file or files you want to move.

2. Choose the Move command from the File menu. A dialog box appears, listing the file or files you selected.



3. Type the path of the directory where you want to move the file in the To: text box.
4. Choose the ENTER area. The files you selected are now listed in the directory you assigned them to, and are removed from their previous directory.

You can change the name of a file by typing a new one at the end of the path.

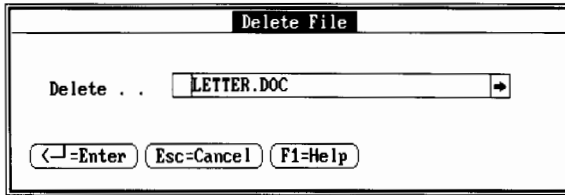
Deleting Files

When you don't need a file, you can delete it to make space for other files. When you delete a file, you remove it permanently from the disk.

Follow these steps to remove files from a disk:

1. Select the file or files you want to delete.

2. Choose the Delete command from the File menu. A dialog box lists the file or files you selected.



3. Choose the ENTER area. A dialog box appears asking you to confirm your actions.
4. Choose option 2 to delete the files. Your files are no longer on the disk.

Viewing the Contents of a File

The View command lets you see the contents of a file. When you first choose the View command, your file appears in a form you can read—ASCII (American Standard Code for Information Interchange). However, you can choose to view your file in hexadecimal format, a binary format programmers use.

You can view only one file at a time, and you may not change the contents of the file.

To look at the contents of a file, follow these steps:

1. Select the file you want to view.
2. Choose the View command from the File menu. The file appears in the ASCII format.

To change the format to hexadecimal, press **F9**.

To return to the File System screen, press **Esc** or click the ESC=CANCEL area to return to the File System screen.

Printing a File

If you have a printer connected to your computer, you can print as many as 10 files at a time with the Print command.

Here's how to print files:

1. Select the file or files you want to print.
2. Choose the Print command from the File menu.

You'll see a message that indicates your file or files are being printed.

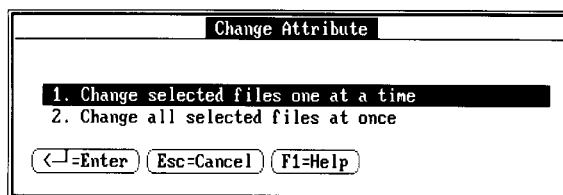
Changing the Attributes of a File

The Change attribute command lets you control three features that help you manage files:

- The hidden attribute causes your file to disappear from a directory list. For example, when you use the Directory command at the MS-DOS command prompt, you see a list of your files and programs. If there are any hidden files in this list, they don't appear. Your hidden files aren't hidden from the file list in the File System screen, however.
- The read-only attribute protects a file by preventing it from being changed.
- The archive attribute tells MS-DOS to make a backup copy of a file when you use the Backup command. The file will not be backed up if you don't select this attribute.

You can change the attributes of a file by following these steps:

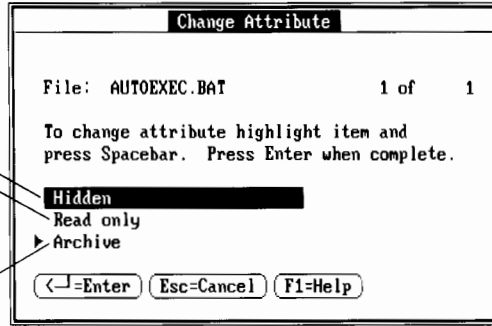
1. Select the file or files you want to change.
2. Choose the Change attribute command from the File menu. A dialog box appears.



3. Select an option in the dialog box by typing 1 or 2. You may select the files you want to change one at a time or all at once. The Change Attribute dialog box appears, listing your choices.

Select this option if you want to protect your file from being overwritten.

Select this option if you don't want the file to display in a directory listing.



The file, AUTOEXEC.BAT, is an archived file. This means the file is backed up whenever you use the Backup command.

4. Move to the attribute you want to change or assign.
5. Select it by pressing the spacebar or clicking the mouse. A mark appears next to the attribute to show that it is assigned. To remove a selection, press the spacebar again and the arrow is removed.
6. Choose the ENTER area.

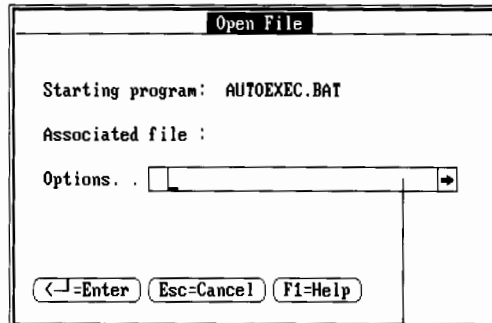
There is an easy way to check whether an attribute has been assigned. Use the Show information command for the file you are interested in. A selected attribute will be indicated by a lowercase letter (h, r, and a) in the file. Attributes are: hidden (h), read only (r), and archive (a).

Starting a File

The Open command lets you start a program or file. You can only open files with .COM, .EXE, or .BAT extensions and you can start only one program at a time.

Here's how to open a file:

1. Select the file you want to open.
2. Choose the Open command from the File menu.



Type the special options your program needs to run.

3. Type any special commands your program needs to run in the Options text box. Or, you can leave the text box empty.
4. Choose the ENTER area.

Associating Files With Programs

If you have a set of files that you often use with a particular program or application, such as a letters file that you use with a word processing program, you can save time with the Associate command. This command automatically starts programs or applications whenever you open a file that has been associated with the program or application.

For example, all your word processing files end with the extension .DOC. You usually edit the files using a program called EDITOR.COM.

Normally, you'd start EDITOR.COM, choose a file, and begin editing. But if you associate the .DOC extension with the EDITOR.COM program, all you need to do to edit any of your word processing files is to open the file. The associated program, EDITOR.COM, starts when you open your document and brings it to the screen for you to edit.

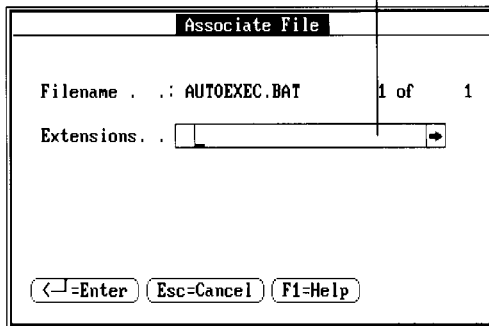
You could associate word processing documents with the extensions .DOC, .TXT, or .LET with the same word processing program. However, an extension can be associated with only one program at a time. For example, you couldn't associate the extensions .DOC, .TXT, or .LET with another program after you had assigned them to a word processing program.

You can associate one program with 20 file extensions. Each time you open a program, the corresponding files are available for you to access. When you open a file which has been associated with a program, the program automatically starts and you are ready to work with your files.

To associate files with the appropriate programs:

1. Select the program with which you wish to associate files.
2. Choose the Associate command from the File menu. The program you selected is listed in the dialog box.

Type the extensions of the filenames you wish to associate with the program in the text box.



3. Type the file name extension (or extensions) that you want to associate with the program you selected in the text box.

Note

Don't type a period at the beginning of the extension. To associate more than one extension with a program, type the extensions in the text box, with blank spaces between each one.

4. Choose the ENTER area. Another dialog box appears, asking you whether you would like to be prompted for options.
5. Choose whether or not to prompt for options by typing 1 or 2. If you choose to prompt for options, a dialog box appears when you open a file with one of the extensions you specified. You can select any special parameters you might need to run your program or application.

Note

Prompting for options may not be necessary. Check the manual for your program to learn if your program requires any additional options to start.

Now you can open a file and simultaneously open the program that works with the file.

To **disassociate** a file extension from a program:

1. Select the program you want to disassociate from a file.
2. Choose the Associate command from the File menu. The first program you selected is listed in the Associate File dialog box.
3. Erase the file extensions previously associated with the program you selected.
4. Choose the ENTER area.

When you finish working with the File System screen, press **F3**, or choose the Exit File System command from the Exit menu.

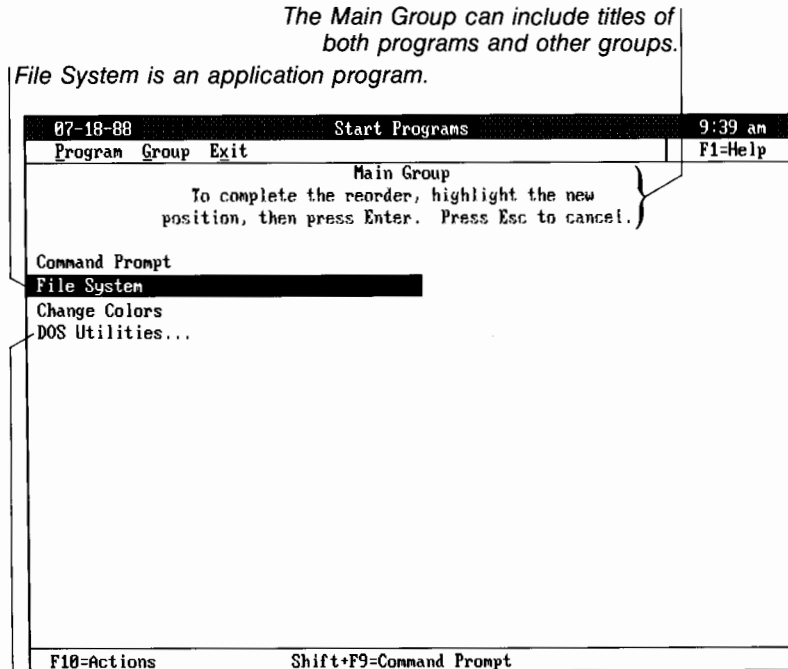
Working With Application Programs

You have great flexibility in managing the programs you work with frequently. You can simply add the programs and applications to a group and then select the program from the title list on the new group screen.

A group leads you to another screen where you'll see a list of programs. You can always recognize a group name because it has three small dots after its name.

The Start Programs screen contains all of the commands that let you manage programs.

When you add a program, application, or group to a group list, you can give it any name you want. Starting a program then consists of selecting the name from the group list and completing the command, using either your keyboard or a mouse. The program starts right away. You don't need to look through directories or type complicated paths and file names.



DOS Utilities is a group.

Adding a Program

You can add programs to the Start Programs or DOS Utilities screens. The title may represent an application, an individual program, or the title of a group. You can add any program you like, write your own help text, and create a password to limit access to the program.

To add a program to the Start Programs or DOS Utilities screens, follow these steps:

1. Move to the screen where you want to add the program.
2. Choose the Add command from the Program menu. You'll see the Add Program dialog box on your screen.

The image shows a screenshot of the 'Add Program' dialog box. The dialog box has a title bar that says 'Add Program'. It is divided into two sections: 'Required' and 'Optional'. Under 'Required', there are two text boxes: 'Title' and 'Commands . . .'. Both have arrows pointing to the right. Under 'Optional', there are two text boxes: 'Help text . . .' and 'Password . . .'. Both also have arrows pointing to the right. At the bottom of the dialog box, there are three buttons: 'Esc=Cancel', 'F1=Help', and 'F2=Save'. Annotations with lines pointing to the text boxes are as follows: 'Type the command that starts the program in this text box.' points to the 'Commands' box; 'Type the title of the program in this text box.' points to the 'Title' box; 'If you want to limit access to your program, type a password in this text box.' points to the 'Password' box; and 'Type help text in this text box.' points to the 'Help text' box.

3. Type the title you want to appear on the screen in the Title text box. Titles may be 40 characters long, including blank spaces.
4. Move to the Commands text box.

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5. Type the same command string you would ordinarily type from the root directory if you were starting the program there. When multiple commands are required, press **F4** at the end of each command. For example, if you usually type **WORD** to start Microsoft Word, type **WORD** here. But if the Microsoft Word program is in a directory called **MSWORD** on drive **C:**, you would type:

```
C: ||CD\MSWORD||WORD
```

Note

F4 inserts the || marker that separates the parts of the command.

The three commands are explained in the following list:

This command	Tells DOS Shell
C:	to go to drive C:.
CD\MSWORD	to change to the directory, MSWORD .
WORD	to start the word processing program.

6. Move to the Help text box.
7. Type your help information.

Help information is optional. It appears when you press **F1** or click the **F1=HELP** area. The help information you type appears on the screen exactly as you type it (up to 478 characters), with uppercase and lowercase letters and blank spaces. It's automatically formatted to fit in the Help text box unless you type an ampersand (&) to force a new line in the Help text box.

8. Move to the Password text box and type in a password if you want one applied to your program.

A password isn't necessary to start a program. If you decide to assign a password to a program, be sure to write it down and keep it in a safe place. There is no way to find it once it has been typed, and you will need it in order to use, change, or delete the program. It can include up to eight characters, including blank spaces.

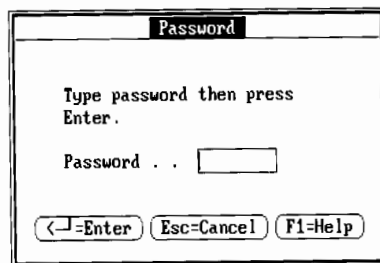
9. Press **F2** to save your information. Your program title is added to the title list.

Changing a Program

After you add a program title to a title list, you can change the name of the program, the command that starts the program, any help text, or your password.

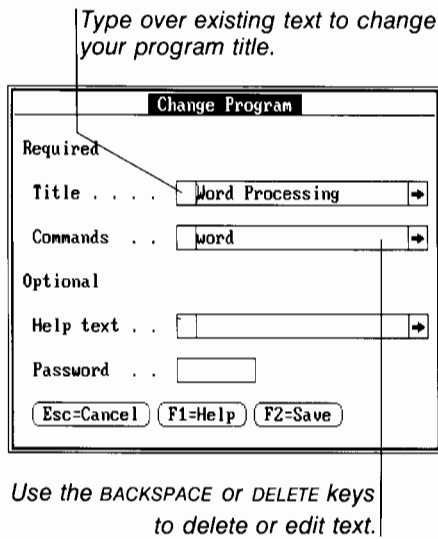
Follow these steps to change a program:

1. Select the program on the title list.
2. Choose the Change command from the Program menu. If you assigned a password to the program, the Password dialog box appears.



3. Type your password.

4. Choose the ENTER area. The Change Program dialog box appears.



5. Type any new information into the text boxes.
6. Press **F2** to save your changes. Your changes are saved and you see the title list again.

Note

You can't save your changes unless you've provided all the required information: that is, filled in the Title and Commands text boxes.

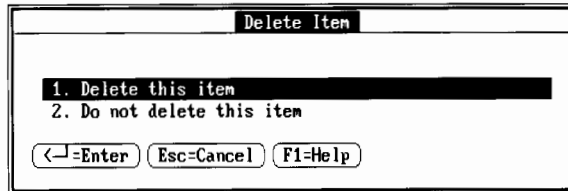
Deleting a Program Title

You may delete a program, application, or title from any title list. Use the Delete command from the Program menu on either the Start Programs or DOS Utilities screens. Deleting a program name doesn't delete the program from your computer.

Follow these steps to delete a program from a title list:

1. Select the program title you want to delete.

2. Choose the Delete command from the Program menu. If a password was assigned when the program was added, the Password dialog box appears.
3. Type your password.
4. Choose the ENTER area. The Delete Item dialog box appears.



5. Select an option in the dialog box by typing 1 or 2. The program title is removed from the title list but the program isn't deleted from your computer.

Copying a Program

You can copy a program to as many groups as you like. The title, the command that starts the program, help text, and password, if any, are included when you copy the program.

Follow these steps to copy a program from one screen to another:

1. Select the program title you want to copy.
2. Choose the Copy command from the Program menu. If a password was assigned when the program was added, the Password dialog box appears.
3. Type your password.
4. Choose the ENTER area. The message at the top of your screen gives you directions for the copy process:

To complete the copy, display the destination group, then press F2.
Press F3 to cancel copy.
5. Move to the screen that contains the group you want to copy your program to.

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6. Press **F2** to complete the process. The program is copied to the new group and you can start it from either title list.

Starting a Program

To start a program **using the keyboard**, select the program title and press **Enter**.

To start a program **using the mouse**, double-click the program name.

The program begins automatically. Exit the program as you would normally. You will return to DOS Shell to resume your work.

Working With Groups

DOS Shell contains two groups when you install it: the Main Group and DOS Utilities. You can add your own groups, each containing up to 16 programs. For example, you can put similar programs into one group with a general name, like Account. On your Account screen, you would add all the programs you use to perform accounting functions, such as a program to maintain your checkbook or estimate taxes. Or you might want to organize all of your application programs into one group. You might also want to create a group containing programs you want to guard with a password.

You can always recognize a group because there are three dots after the group title.

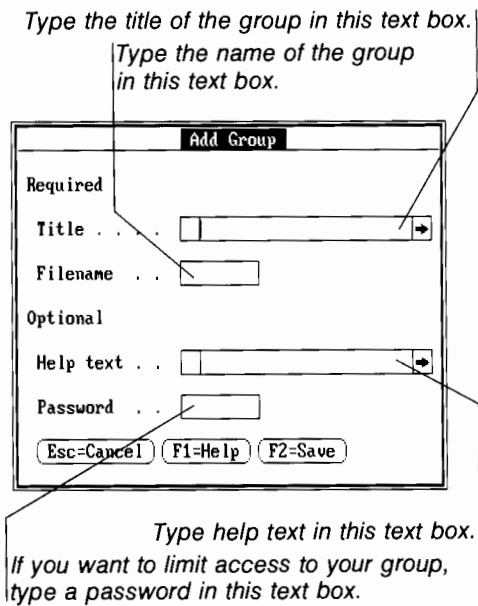
Adding a Group to the Start Programs Screen

You can add a group only to the Main Group list on the Start Programs screen. You may give a group any title you like and assign a password to limit access to the group. You can also type help text when you create the new group.

The Start Programs screen contains all of the commands that let you manage groups.

Here's how to add a group to the Main Group list:

1. Move to the Main Group list on the Start Programs screen.
2. Choose the Add command from the Group menu. A dialog box appears.



3. Type the title for the new group in the Title text box.
Titles appear on the group list exactly as you type them in this text box. Give your title no more than 37 characters, including blank spaces.
4. Move to the Filename text box.
5. Type a name for your new group.
Your file name can contain up to eight characters. Do not include an extension. The file is automatically appended with the extension .MEU.
6. Move to the Help text box.
Help text is optional. If you want help information, type up to 478 characters, including blank spaces. Help text appears just as you type it, with uppercase and lowercase letters and blank spaces. It's automatically

formatted to fit in the Help text box but, if you want to break a line to begin a new paragraph, just type an ampersand (&) at the new line. Now when you press **F1**, you'll see Help information for this group.

7. Move to the Password text box.

You can assign a password. It can include up to eight characters, including blank spaces. If you don't want to assign a password, leave this field blank.

8. Press **F2** to save your information. The group title is added to the group list.

Note

You can't save your information unless you've provided all the required information: that is, filled in the Title and Filename text boxes.

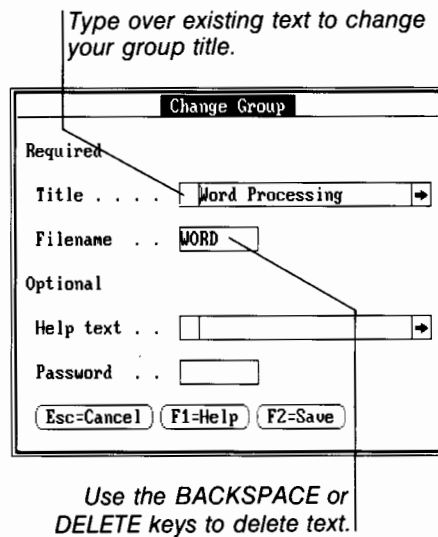
Changing a Group

After a group title is added to the Main Group list, you can change the title, file name, password, or help text.

Follow these steps to change a group:

1. Select the group you wish to change from the title list.
2. Choose the Change command from the Group menu. If a password was assigned when the group was added, the Password dialog box appears.
3. Type your password.

4. Choose the ENTER area. The Change Group dialog box appears.



5. Type the changes in the appropriate text box.
6. Press **F2** to save your changes. The Main Group screen appears.

Note

You can't save your changes unless you've provided all the required information: the Title and Filename text fields require information.

Deleting a Group

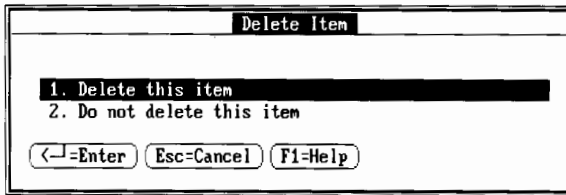
Deleting a group frees your screen of groups you no longer need. If you delete a group, you delete all of the programs listed within it. Deleting a group from the Start Programs screen doesn't delete the programs from your computer.

To remove a group and all of the programs contained in it, follow these steps:

1. Select the group from the title list.
2. Choose the Delete command from the Group menu. If a password was assigned when the group was added, the Password dialog box appears.

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3. Type your password. A dialog box appears.



4. Choose option 1 to delete your group. The group is removed from the title list. Any program titles you may have assigned to the group are deleted when you delete the group. Those programs are not removed from your computer, just from DOS Shell.

Reordering Group Titles

You can rearrange the order of program and group titles on the Start Programs and DOS Utilities screens. You can also reorder the title list of a group you've created.

Follow these steps to reposition a group or program title:

1. Select the title you want to reposition.
2. Choose the Reorder command from the Group menu. The message at the top of your screen gives you directions for the reorder process.

To complete the reorder, highlight the new position, then press Enter. Press Esc to cancel.

3. Move the selection cursor to where you want the title to move.
4. Press **Enter**. Your title is now repositioned on the list.

Returning to the MS-DOS Prompt

There are several ways to exit DOS Shell and return to the MS-DOS prompt.

- Press **F3** until you return to the MS-DOS prompt. Choosing this method lets you exit DOS Shell permanently.
- Choose the Command Prompt command from the Start Programs screen. Choosing this method lets you leave DOS Shell temporarily.
- Press **Shift+F9**. Choosing this method lets you leave DOS Shell temporarily.
- With the mouse, click the SHIFT+F9=COMMAND PROMPT area. Choosing this method lets you leave DOS Shell temporarily.

Returning to DOS Shell

If you've left DOS Shell temporarily, and you're ready to return:

1. Type **EXIT** at the MS-DOS prompt.
2. Press **Enter**. You'll return to the last screen you worked with.

If you've left DOS Shell permanently, and you're ready to return:

1. Type **DOSSHELL** at the MS-DOS prompt.
2. Press **Enter**. You'll start MS-DOS Shell, and see the Start Programs screen.

Changing Your Setup Options

Once you install DOS Shell on your computer, you can view it and change it according to your needs. The way DOS Shell works is determined by the contents of the DOSSHELL.BAT file. This appendix describes the various options that can be included in this file.

You can view the contents of the DOSSHELL.BAT file from the MS-DOS prompt.

1. Type TYPE DOSSHELL.BAT
2. Press **Enter**.

Your DOSSHELL.BAT file looks similar to the following display, depending on the choices you made when installing DOS Shell:

```
@SHELLB DOSSHELL
@IF ERRORLEVEL 255 GOTO END
:COMMON
@SHELLC /TRAN/COLOR/DOS/MENU/MUL/SND/MEU:SHELL.MEU
/CLR:SHELL.CLR/PROMPT/MAINT/EXIT/SWAP/DATE
:END
@BREAK=ON
```

The text in the line that begins with @SHELLC contains the options DOS Shell uses as you work with it. You can change or eliminate any option at any time. The following table describes the options and the effect they have on the way DOS Shell works.

Caution

Make a backup copy of your DOSSHELL.BAT file before you make any changes.

Option	Description
/CLR:SHELL.CLR	tells DOS Shell to look in the SHELL.CLR file to set up the colors for your monitor.
/COLOR	allows DOS Shell to change the colors on your screen when you choose the Color Change command.
/DATE	displays the date and time in the menu bar.
/DOS	lets you move to the File System screen to work with your files and directories.
/EXIT	lets you exit DOS Shell permanently. If you delete this option, you will not be able to quit DOS Shell.
/MAINT	lets you maintain your programs and groups. If you delete this option, you can't edit a program or group.
/MENU	lets DOS Shell create new screens when you create a new group.
/MEU:SHELL.MEU	tells DOS Shell to look in the file SHELL.MEU for the list of programs that make up the Main Group on the Start Programs screen.
/MUL	lets MS-DOS keep directory information in memory to provide you with faster performance. If you delete this option, MS-DOS must read the disk to provide you with directory information.
/PROMPT	lets you exit Shell temporarily and return to the MS-DOS command prompt. If you delete this option, the Command Prompt title on the Start Programs screen will be inactive or grayed.
/SND	lets you take advantage of the sound function to provide an audible warning during a Shell session.
/SWAP	lets MS-DOS swap directories to a flexible-disk drive.
/TEXT	makes DOS Shell appear in text mode. No graphic images such as drive file icons will appear.

A-2 Changing Your Setup Options



Option	Description
/TRAN	clears DOS Shell from memory when you quit the program. If you prefer to have Shell remain in memory after you quit the program, edit the DOSSHELL.BAT file and delete the /TRAN option.

Displaying MS-DOS Shell in Text or Graphics Mode

MS-DOS Shell can display screens in two ways: text and graphics. The options for text and graphics are contained in the DOSSHELL.BAT file. The /TEXT option displays MS-DOS Shell without graphic symbols such as file and disk icons. The /CO options display high-resolution graphics. MS-DOS Shell uses the highest resolution available on your computer. You can, however, choose a lower resolution for your color monitor.

The following list describes your options:

Option	Description
/TEXT	DOS Shell appears in text mode.
/CO1	DOS Shell appears in 16-color, high-resolution 640 x 350 graphics.
/CO2	DOS Shell appears in 2-color, high-resolution 640 x 480 graphics (VGA and EGA modes). You must have special hardware to support this option.
/CO3	DOS Shell appears in 16-color, high-resolution 640 x 480 graphics (VGA mode). You must have special hardware to support this option.

Refer to your hardware manual to determine whether or not your computer will work with any of these options.

Using Mouse Options

If you have a mouse on your machine, you will find that working with DOS Shell is easier. The following table describes the mouse options:

Option	Description
/LF	provides for left-handed use of the mouse.
/MOS:PCIBMDRV.MOS	lets DOS Shell work with an IBM mouse.

Note If you have a Microsoft Mouse (or any other mouse, except an IBM mouse), follow the instructions that came with your mouse to use it with DOS Shell.



Customizing Your Applications

DOS Shell offers several features to make it more convenient to start and use your application programs. You can create and display a custom dialog box to prompt for a file name or program options before starting the program, and you can carry out MS-DOS commands prior to starting the program or immediately after exiting from it.

Displaying a Custom Dialog Box

When you create a custom dialog box for one of your application programs, that dialog box is displayed for you to fill in the requested information each time the program is started. For example, if you add a word processor to a group, you can have DOS Shell automatically prompt you for the name of the file to edit each time you start the word processor. You control the title and prompt text for this dialog box and, to some extent, the information that can be typed into the text box.

You create custom dialog boxes with the Add or Change command from the Program menu. Whenever you add a program, you supply the commands necessary to start the program in the Commands text box. To define a dialog box, you type one or more startup options, enclosed in brackets, after those commands.

For example, to start Microsoft Word with any of the startup options, you would enter the following command line, with the desired options inside the brackets:

```
C: ||CD\MSWORD||WORD [startup options]
```

The double vertical line (press **F4**) is used to separate commands, but it is not used before the bracketed commands or between startup options. The startup

options you can use to define a dialog box are described in the following list. Combine the options you want for a particular dialog box within a single set of brackets. The maximum length of the command line is 500 characters.

Option	Description
[]	(no options inside the brackets) displays a dialog box with standard instructions and prompts.
/T“ <i>title name</i> ”	displays a dialog box that prompts for a file name or other program input. The <i>title name</i> appears at the top of the dialog box.
/I“ <i>instructions</i> ”	displays the <i>instructions</i> in the dialog box. You can enter up to 40 characters of text.
/P“ <i>prompt</i> ”	displays the <i>prompt</i> next to the text box of your customized dialog box. You can enter up to 20 characters.
% <i>n</i>	defines the value entered in the dialog box as a variable with the name <i>n</i> . You can define up to 10 variables for each program.
/D“ <i>default</i> ”	displays the <i>default</i> value in the dialog box.
/D“% <i>n</i> ”	displays the value for the variable <i>n</i> as the default value.
/R	clears the default value from the dialog box as soon as a key is pressed.
/L“ <i>n</i> ”	limits the number of characters you can type into the dialog box. Valid values for <i>n</i> are between 1 and 128.
/M“E”	lets you enter only existing file names in the dialog box.
/C“% <i>n</i> ”	saves the information defined as variable <i>n</i> to be used the next time the program is started. For example, this could be used to return automatically to the file you were last editing.

Let's look at a few sample command lines to see how these options work.

B-2 Customizing Your Applications

Example 1

```
CD \WORD||WORD [/T"File Name"/I"Type name of file  
to edit"/P"File name"]
```

With this command line, you can change to the WORD directory, start the Microsoft Word program, and display a dialog box titled "File Name" with the following instructions and prompt:

```
Type name of file to edit  
Filename
```

Example 2

```
cd \WORD||WORD [/T"File Name"/I"Type name of file  
to edit"/P"File name"/D"letter.doc"]
```

Like example 1, with this command line, you can start Word and display a dialog box, but MS-DOS displays the file name LETTER.DOC as the default value; that is, it will always bring LETTER.DOC to the screen.

Example 3

```
cd \WORD||WORD [%1/T"File Name"/I"Type name of file  
to edit"/P"File name"/C"%1"/D" %1"/R]
```

With this command line, you start Word, display the dialog box prompting for the file name, and store the entered file name as a variable. The next time you start Word, that stored file name is displayed as the default value in the text box. The /R at the end of the command line causes the default value to be erased as soon as any key (except **Enter**) is pressed.

Using Additional Options

Other options are available to provide additional information to your program. These options are typed at the end of the command line, outside of the brackets used to display a dialog box. Press **F4** before entering the first option and between each option. The available options are described in the following list:

Option	Description
%n	refers to the variable named <i>n</i> . Use this option in conjunction with another command, such as Print.
/#	substitutes the disk drive from which DOS Shell was started for this symbol in the command line.
/@	substitutes the path from which DOS Shell was started for this symbol in the command line. Do not enter a backslash character before this symbol.

Carrying Out MS-DOS Commands

You can use any MS-DOS command in the command line that you use for starting your program. For example, in Chapter 3 you learned how to change to another drive and select a directory. Include MS-DOS commands anywhere in the command line, as long as they are outside the brackets used to define a dialog box. Separate commands with a double vertical line by pressing **F4**.

The following table shows some of the MS-DOS commands you might find helpful:

Command	Description
Print %n	This command prints the file referred to by the variable <i>n</i> . The command line would look something like this: <pre>WORD [%1/T"File Name"/I"Type name of file to edit" /P"File name"] print %1</pre>
Type %n	This command displays the contents of the file referenced by the variable <i>n</i> .
Pause	When you exit from the application program, the DOS Shell Start Programs screen appears immediately. If any MS-DOS messages are displayed as you exit from the program, they are not visible. Use the Pause command in your command line to stop before redisplaying the Start Programs. When you exit from the program, the process will stop while you read any displayed messages. Press any key when you are ready to return to the Start Programs screen.

B-4 Customizing Your Applications

Using Batch Files

You may prefer to enter the commands necessary to set up and start your application program in a batch file, especially if there are a lot of commands required. You can then call that batch file from the command line and DOS Shell will execute the commands in the batch file whenever you start the program. (A batch file is an ASCII text file that contains a series of MS-DOS commands, each on a separate line. All batch files have the extension .BAT.)

For example, suppose you have a batch file named WORD.BAT that contains all the commands necessary to change directories and start Microsoft Word. The batch file contents would be something like this:

```
C:  
CD \WORD  
WORD
```

To carry out this batch file whenever you start Word, you would enter the following in the command line:

```
CALL WORD.BAT
```

You cannot include any options, including the bracketed commands to display a dialog box, in the batch file. If you want to use these options, they must be typed in the command line.

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