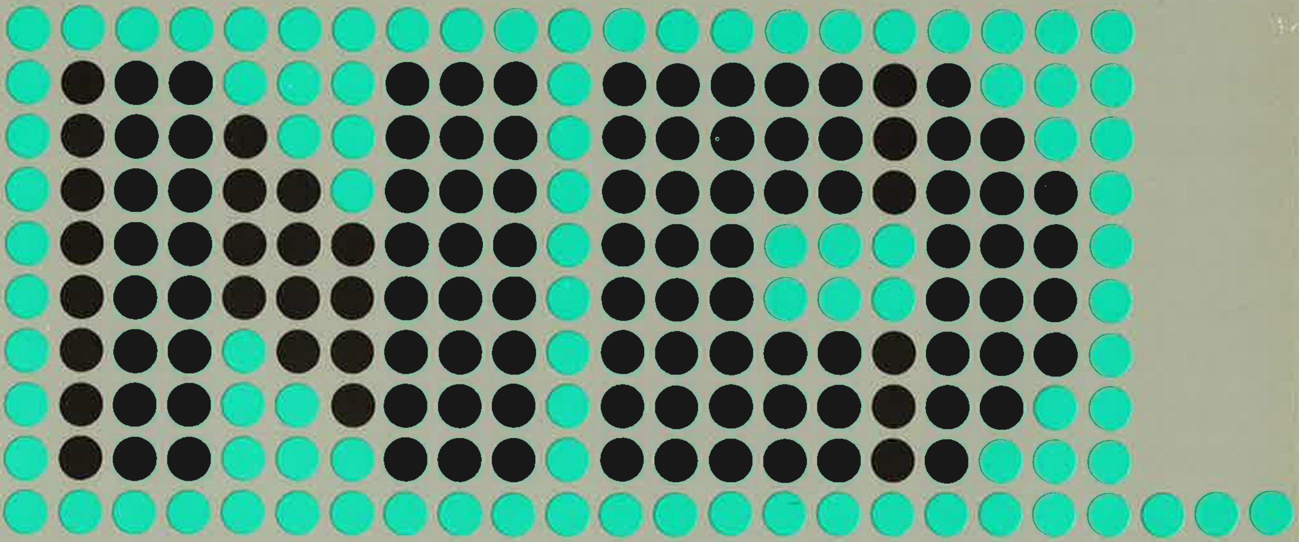
Norsk Data

FILE MANAGER
Introduction

ND-60.215.01



FILE MANAGER
Introduction

ND-60.215.01

PREFACE

THE PRODUCT

This manual describes the product

File Manager ND 10518 A

File Manager is a program which will help you administer your files.

THE READER

The manual is intended for new users of File Manager.

PREREQUISITE KNOWLEDGE

To be able to use the manual (and the program), it is necessary to have some basic knowledge of how to store and fetch files in NOTIS-WP.

You should also have some experience with ND's User Environment and/or the SINTRAN operating system.

THE MANUAL

The manual is written as an introduction for new users of File Manager, and therefore does not include complete information on the system's most advanced functions.

RELATED MANUALS

Introduction to NOTIS-WP	ND-63.001
User Environment Reference Manual	ND-60.179
SINTRAN III Introduction	ND-60.125

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STANDARD NOTATION

In the text you see:	What it means or what it is used for:
FILE MANAGER @	● Text to be typed in by you is underlined and in UPPERCASE letters.
@	● This is the SINTRAN III sign. It indicates that you are in touch with the the computer's operating system and can give it commands.
COPY	● The keys you should use are shown in this way.
↵	● This is the carriage return key. On the terminal it may be marked ↵, CR, RETURN or ENTER.
↖	● This is the HOME key.
a̸	● This is the delete character key. On some terminals it may be marked DEL or DELETE.
HELP	● This is the HELP key. You may always press this key to get help information on the screen.
CANCEL	● This is the CANCEL key. You may use this to undo your previous operation.
FUNC	● This is the FUNC key. It is alway used in combination with another key.

CHAPTER 1
INTRODUCTION

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- What is File Manager? - - - - - - - - - - - - - - - - - - - 3
- Some important definitions - - - - - - - - - - - - - - - - - 4
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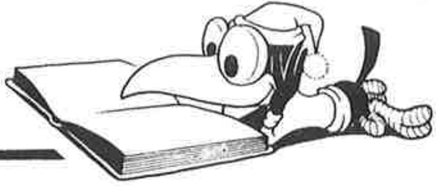


THE MANUAL

This manual is an introduction to File Manager. The topics are presented in a sequential manner, which means that each chapter is based on the previous. It is therefore wise to go through the chapters in sequence the first time you read the manual.

In this manual, we use function keys for some of the commands. Users with a FACIT terminal will find a list of alternative keys in appendix A.

WHAT IS FILE MANAGER?

File Manager gives you a display of the files in a user area (SINTRAN user). You can manipulate this display in many different ways.

File Manager helps you keep your files in order.

You can select:

- which user area you want to see files from
- which files in a user area you want in the display
- the sequence in which you want to see the files

The display gives you information on each individual file; like file name, file type, access rights, etc. This information will hereafter be referred to as file attributes.

- In File Manager, you can change the file attributes.

You can also carry out other tasks in File Manager. The most frequently occurring tasks are:

- deleting files
- checking the contents of a file on the screen
- entering the word processing system with a file
- getting a printout of the display on a printer printer

SOME IMPORTANT DEFINITIONS

In File Manager there are several essential terms and concepts that occur frequently. It is important to know the meaning of these.

DOCUMENT	When we write a report, a letter, a dissertation, etc. in NOTIS-WP, we produce a document.
FILE	A file is a specified storage area on a computer, and contains text or other kinds of data that belong together and are regarded as a single unit. Files created in NOTIS-WP most often contain one single document, which means that we can use File Manager for these documents.
USER AREA (=SINTRAN USER)	In User Environment, we keep files in user areas. A user area is the same as a SINTRAN user.
CURRENT USER AREA	In SINTRAN and in User Environment, you can only work "freely" with files from one user area at a time. We will call this user area your current user area in this manual. Normally, you only have full access rights in your current user area in File Manager, and can change file attributes and delete files. From User Environment you automatically get a display of your current user area. From SINTRAN you get a display of your current user area (SINTRAN user) by pressing the ↵ key twice after having entered File Manager.

HOW TO ENTER FILE MANAGER

You can enter File Manager from the operating system SINTRAN and from ND's User Environment.

FROM SINTRAN

@FILE-MAN-EN ↵

↵ ↵

When you enter File Manager from SINTRAN, you call it up in the same way as you call up any other program: by writing FILE-MAN-EN after the SINTRAN sign.

After having entered File Manager, you get a display of your current user area by pressing the ↵ key twice.

NOTE!

"EN" shows which language you want the program to be in. If you write "NO", you will get the Norwegian version. (If it is available.)

You may abbreviate the name of the program in the usual way, e.g. F-M-E, as long as the abbreviation is unambiguous.

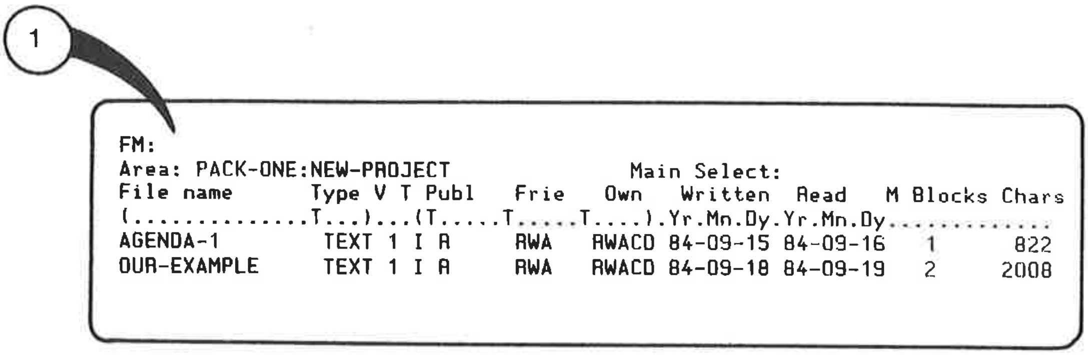
FROM USER ENVIRONMENT

FILE ↵

File Manager is one of the tasks in User Environment. Select File Manager by writing FILE (for File Manager) in the main menu, and you get a display of the files in your current user area.

A SHORT DESCRIPTION

When you select File Manager in User Environment, you get a screen picture like the one below. Also see chapter 4. There you will find a similar description with more detailed explanations.



```
FM:
Area: PACK-ONE:NEW-PROJECT              Main Select:
File name      Type V T Publ   Frie   Own   Written  Read     M Blocks Chars
(..............T...)...(T.....T.....T....).Yr.Mn.Dy.Yr.Mn.Dy.............
AGENDA-1        TEXT 1 I A      RWA   RWACD 84-09-15 84-09-16  1         822
OUR-EXAMPLE     TEXT 1 I A      RWA   RWACD 84-09-18 84-09-19  2        2008
```

Like NOTIS-WP, File Manager has a "home position" (1) for specific commands and a work area for editing. The work area (under line 4) contains the display itself.

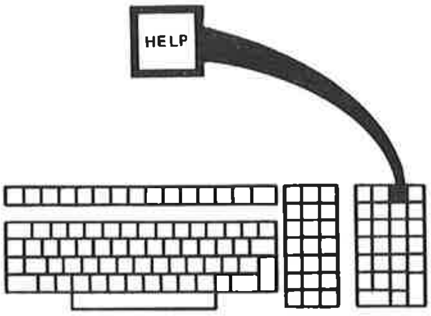
In addition to a home position, File Manager has some extra lines above the work area:

In the second line from the top, you choose the files you want in the work area. This line also shows the selections that have been made.

The third line gives you the headings of the columns with file attributes.

The fourth line indicates which fields you can make alterations within. You can only change attributes within the parentheses. "T" means tabulator and shows the beginning of each field.

HELP INFORMATION



In File Manager, you get help information on the screen by pressing the HELP key.

If you press the HELP key when the cursor is in the home position (after "FM"), you get a list (menu) of the available help information. (You can go from this to other help pictures that contain more detailed information.)

If you press the HELP key when the cursor is not in the home position, you get help information on the tasks you can carry out in the current cursor position.

You can enter the help menu at any time to get the relevant help information.

CHAPTER 2
HOW TO MOVE THE CURSOR AND CHANGE FILE ATTRIBUTES

- How to move the cursor - - - - - - - - - - - - - - - - - 11
- How to change file attributes - - - - - - - - - - - - - - 16
  - Change the file name
  - Change the file type
  - Change access rights
  - Cancel a change
  - Create a new file
  - Delete the contents of a field
  - Delete a file
  - Finish your operations

Some commands are carried out with function keys. Users with FACIT terminals can see appendix A for alternative keys.

HOW TO MOVE THE CURSOR

Before you can use File Manager to change file attributes, you must learn how to move the cursor in the screen picture.

In this chapter, it is important to try things out as you read along. You will learn how to move the cursor by carrying out the instructions.

Select a user area other than the one you have as current. This way you are not allowed to store any of your changes, and you avoid doing something wrong.

In this manual we arbitrarily call the user area "New-project", but you must choose one that is on your computer.

> NOTE!
> Carry out the instructions in the order they appear!

1. SELECT FILE MANAGER

```
FM:█
```

Select File Manager in the word processing menu.

- An overview of your current user area will appear on the screen.
- The cursor will be positioned after "FM:" (in the home position).

2. MOVE TO "AREA:"

```
FM: R
```

Give the home command R (after "FM").

- The cursor will skip to the right of "Area:".

> NOTE!
>
> You may always cancel a command by pressing the HOME key.

3. FETCH USER AREA

```
Area:NEW-PROJECT
```

↵

Write the name of the user area NEW-PROJECT and press the ↵ key.

- The files in the user area NEW-PROJECT appear in work area and the cursor goes back to the home position.

4. MOVE TO MAIN SELECT

F6

Press the F6 key.

- The cursor moves to "Main Select:". Here you type abbreviations for the names and types of files you want to see.

5. ABBREVIATE NAME OR TYPE

```
Main select:my
```

↵

Write my (or another relevant abbreviation for files in the user area you work with) and push the ↵ key.

- You will get all the files with names beginning with "my" on the screen.
- The cursor returns to home position.

6. BACK TO ORIGINAL OVERVIEW

F5

Press the F5 key.

- You get the full overview of your user area back.

7. MOVE TO WORK AREA

↖

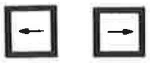
Push the HOME key.

- The cursor moves to the work area.

NOTE!

You also use the HOME key to go back to home position.

8. MOVE THE CURSOR WITH THE ARROW KEYS



Push the right arrow key.

- The cursor moves one position to the right.

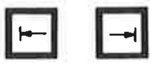
Push the left arrow key.

- The cursor moves one position to the left.

NOTE!

You can only use these keys within each individual field.

9. MOVE FROM FIELD TO FIELD



Press the right TAB arrow key and move from field to field as far as you can go.

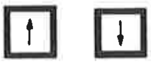
- You will not go further than the field for own rights.

NOTE!

See the parentheses in line four on the screen! You can only move the cursor, i.e. edit, in the fields inside the parentheses.

The left TAB arrow key will take you back.

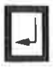
10. MOVE FROM FILE TO FILE



Press the up and down arrow keys.

- The cursor will move from file to file, straight up or down.

11. MOVE TO NEXT FILE



Push the ↵ key.

- The cursor moves to the beginning of the next file.

12. MOVE DOWN 5 FILES

↡

Press the Line Feed key.

- The cursor moves down five lines.

13. MOVE TO NEXT SCREEN PICTURE

⇩

Press the double arrow key pointing downwards.

- You get the next screen picture of files (you will still see some of the files from the previous picture).

14. MOVE TO PREVIOUS SCREEN PICTURE

⇧

Press the double arrow key pointing upwards.

- You get the previous screen picture of files.

15. SCREEN PICTURE FROM (AND INCLUDING) A SPECIFIC FILE

MOVE

Place the cursor on the file you want the screen picture to start with, and push the MOVE key.

- You will get a screen picture, where the first file is the file where you placed the cursor.

16. MOVE TO HOME POSITION (FM:)

↖

Press the HOME key with the cursor in the work area.

- The cursor moves to "FM:" in the upper left part of the screen picture.

17. MOVE TO THE LAST FILE

Push the L key (L means "last") in home position.

- You will get the last part of the current file selection.

```
FM: L
```

18. MOVE TO THE FIRST FILE

Push the F key (F means "first") in home position.

- You will get the first part of the current file selection.

```
FM: F
```

HOW TO CHANGE FILE ATTRIBUTES

When you have learned how to move the cursor, the next step is to learn how to change file attributes. You should still try things out in a user area other than your current, to make sure you do not ruin any of your files.

> NOTE!
> Carry out the instructions in the order they appear!

1. CHANGE THE FILE NAME

My-Letter

Move to the user area (New-project) and type MY-LETTER over one of the file names. Use the delete character key to delete any remaining characters.

- You have now given the file a new name.

> NOTE!
>
> None of the changes you have made will be permanent! When you move to another file, you will get an error message on the screen stating that you are not allowed to make the actual changes. (This is because you did not use your current user area.)

2. CHANGE THE FILE TYPE

You can change the file type to :OUT or :TEXT in the same way as you changed the file name.

3. CHANGE ACCESS RIGHTS

Move the cursor with the right TAB arrow key, and write RW (for read and write) in the field for public access rights.

- Now you give other users access to fetch (read) and store (write) the file.
- Characters other than R W A C D are not allowed in these fields.

4. CANCEL A CHANGE

Press the CANCEL key (with the cursor still in the field for public access).

- You have now cancelled the changes you made.

Return to the field for file name and press the CANCEL key.

- You will get back the file name you had previous to the change.

You can cancel all the changes you have made in the same way.

NOTE!

You can only cancel a change before you move the cursor to the next file or to the home position.

5. CREATE A NEW FILE

F2

Push the F2 key.

- You will now get a line without a file name and type, but with the other standard attributes.

Fill in the name and the type in the empty fields (and change the access rights if you wish to do so).

NOTE!

If you do not fill in the column for file type, you will automatically get the file type :DATA.

As a rule, you can only create files in your current user area.

6. DELETE THE CONTENTS OF A FIELD

F1

Press the F1 key.

- You have now deleted the contents of the field where the cursor was positioned.

NOTE!

If you press the CANCEL key before you move the cursor, you will get the original contents of the field back.

7. DELETE A FILE

DELETE

Press the DELETE key.

- You have "presumably" deleted the whole file where the cursor was placed.

NOTE!

If you want to delete a file, you must affirm it with the home command D, or when you go out of File Manager with the EXIT key. After having given one of these commands, you must answer yes or no to questions appearing in the command line.

8. FINISH YOUR OPERATIONS

EXIT

Push the EXIT key.

- If you have deleted a file, you will get a question in the command line asking if you are sure you want to delete the file.

If you answer NO, you go straight out of File Manager (you will hear a "beep" because you "illegally" tried to delete the file earlier).

If you answer YES, you will hear two beeps (you tried twice to do something you are not allowed to), and you will get the following error message at the bottom of the screen.

```
Not directory access
```

NOTE!

You can only delete and change files you have D(irectory)-access rights to.

You usually have full access rights to files in your current user area.

CHAPTER 3
PRACTICAL TASKS

- Select user area - 23
- Main select: by name and type - - - - - - - - - - - - - - 23
- Check the contents of a file - - - - - - - - - - - - - - 24
- Return from a select - - - - - - - - - - - - - - - - - - 24
- Select files by attributes - - - - - - - - - - - - - - - 25
- Select sorting sequence - - - - - - - - - - - - - - - - - 26
- Reverse the sequence - - - - - - - - - - - - - - - - - - 27
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- Mark a selection of files - - - - - - - - - - - - - - - - 29
- Get a printout on a printer - - - - - - - - - - - - - - - 30
- Store the list of files on a file - - - - - - - - - - - - 31
- Find and substitute/add attributes - - - - - - - - - - - 32
- Remove attributes - 34
- From file manager to the word processing system - - - - - 35
- How to get more detailed information on each file - - - - 36

In this chapter you will find practical tasks with instructions on how to perform the tasks.

IMPORTANT!

Carry out the instructions as you read along.

SELECT USER AREA

One of your tasks requires that you get an overview of the files in the user area New-project (choose any user area you like).

```
FM: R
```

1.
Press the R key with the cursor in the home position.
- The cursor skips to "Area:".

```
Area:NEW-PROJECT
```

↵

2.
Write the name of a user area after "Area:" and push the ↵ key.
- You will now get the files belonging to the new user area.

MAIN SELECT: BY NAME AND TYPE

You must find a file you do not remember the name of. But you know that it is a :TEXT file, so you only want a display of the :TEXT files.

To get a list of all the :TEXT files, you must make a "Main Select:" in the second line from the top. The colon after Main Select indicates that "Main Select:" has not been filled in.

F6

1.
Press the F6 key.
- The cursor is positioned after "Main Select:".

```
Main Select::TEX
```

↵

2.
Write :TEX (short for type :TEXT) and push the ↵ key. Do not forget the colon.
- All the files of the type TEXT will appear in your work area.

CHECK THE CONTENTS OF A FILE

Among the :TEXT files in your list, there are several that could contain the desired information.

In File Manager you can take a look at the beginning of each file by doing the following:

1.
Move to the work area and place the cursor on the file you want to see the beginning of.

><
<>

2.
Push the key for stretched justification.
● You will get the beginning of the file.

↖

Push the HOME key and you will get the list of :TEXT files back on the screen.

RETURN FROM A SELECT

After you have found the right :TEXT file, you want to get all the files back in the work area. This is how you do it:

F5

1.
Push the F5 key.
● All the files will come back in your work area.

SELECT FILES BY ATTRIBUTES

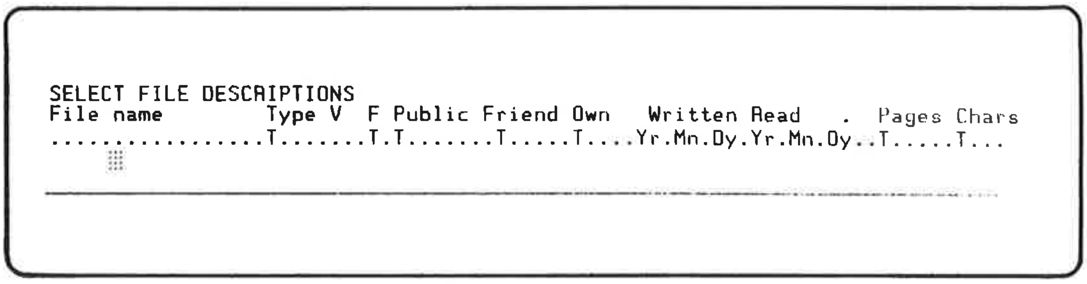
After "Main Select:" you select files, with abbreviations for file names and types. You can also make other selections.

Let us say that you want to see all the files of the type :TEXT which are stored in 1984.

1.
Press the F7 key.

F7

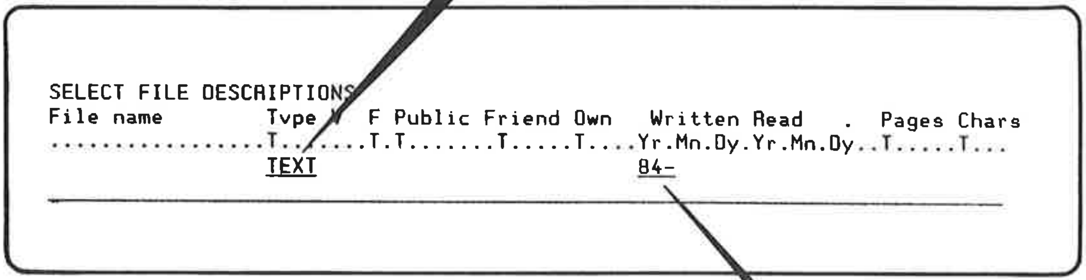
- The first three lines of File Manager will look like this:



```
SELECT FILE DESCRIPTIONS
File name          Type V  F Public Friend Own   Written Read    .  Pages Chars
.................T.......T.T.......T.....T....Yr.Mn.Dy.Yr.Mn.Dy..T.....T...
```

2.
Move the cursor, with the right TAB arrow key, to the field for type and write TEXT.

⇥



```
SELECT FILE DESCRIPTIONS
File name          Type V  F Public Friend Own   Written Read    .  Pages Chars
.................T.......T.T.......T.....T....Yr.Mn.Dy.Yr.Mn.Dy..T.....T...
                 TEXT                         84-
```

↵

3.
Move the cursor further to the field with the heading "Written".
Write 84- and press the ↵ key.

- All the files written (stored) in 1984 will appear in your work area, listed alphabetically by file name.

NOTE!

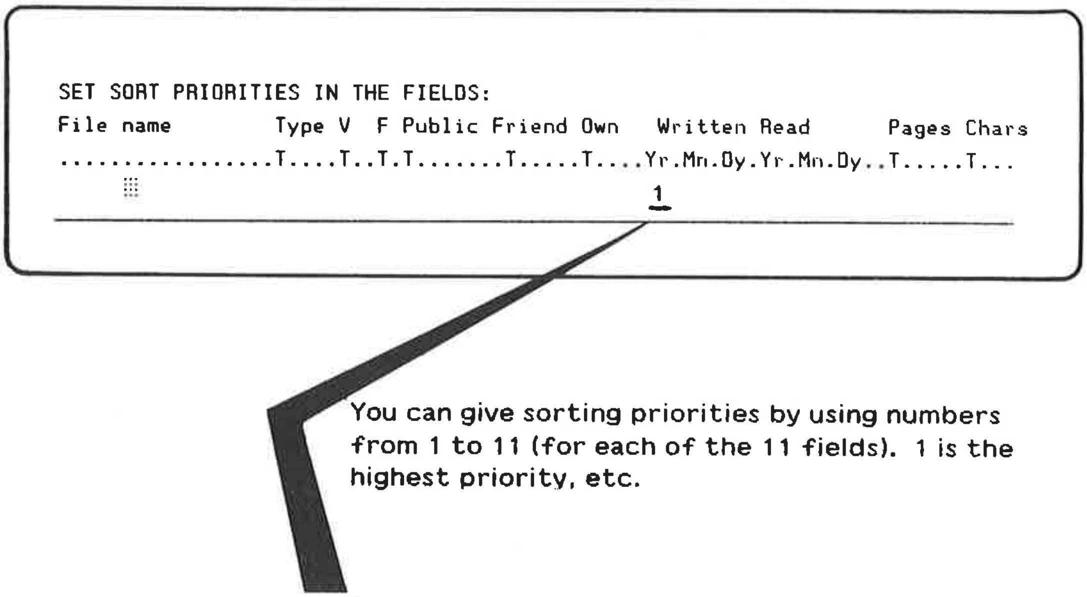
Observe the number 2 in the upper right part of the screen picture. It shows that a selection (different from main select) has been made.

SELECT SORTING SEQUENCE

You want the files listed according to the last date of storing, instead of alphabetically (which is standard).

1.
Press the FUNC key and then the & key.
- The first three lines of the screen picture will look like this:

FUNC SHIFT+ & 6



```
SET SORT PRIORITIES IN THE FIELDS:
File name        Type V  F Public Friend Own   Written Read      Pages Chars
.................T....T..T.T.......T.....T....Yr.Mn.Dy.Yr.Mn.Dy..T.....T...
                                               1
```

You can give sorting priorities by using numbers from 1 to 11 (for each of the 11 fields). 1 is the highest priority, etc.

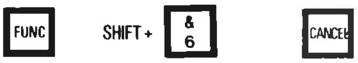
2.
Write 1 in the field for "written" and push the ↵ key.

↵

- The files are now sorted by the last date of storing. The files stored first, in 1984, are first in the sequence.

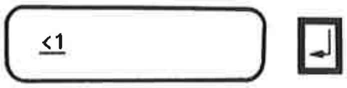
REVERSE THE SEQUENCE

You prefer to have the list in the reverse sequence, so that the files stored last appear at the beginning of the list.



1.
Push the FUNC and & keys again, and then press the CANCEL key.

- Now you can see which sorting priority you gave the last time. In our example, first priority is "Written".



2.
Write <1 in the field under "written" and push the ↵ key.

- The files stored last are now at the beginning of the list.

NOTE!

This way (<), you can reverse the sequence regardless of which attributes you use as sorting criteria.

RETURN TO THE ORIGINAL SEQUENCE

You want to cancel all the selections you have made, and get the original list of files back.

You remember that when you wanted to return from a selection, you used the F5 key to get the original list of files back in the screen picture.

F5

1.
Press the F5 key.

- All the files in the work area come back in the display, but they are still sorted according to the last date of storing.
- The number 2 disappears from the second line from the top.

FUNC SHIFT+ & 6

2.
Push the FUNC and then the & key.

- The screen picture changes and the "sorting picture" appears.

↵

3.
Press the ↵ key.

- The files are now sorted alphabetically

MARK A SELECTION OF FILES

You want to have certain files in your work area, and to achieve this you must make more than one selection. You may, for instance, wish to have all the files of the types :TEXT and :OUT, in order to get a printout of the attributes.

1.
Fill in :TEX after "Main Select:" to get all the TEXT files in the work area.

You then mark the files, in order to fetch them later (together with the OUT files). This is how you do it:

FM: MARK

2.
Push the MARK key when the cursor is in home position.

- All the files in the work area (the TEXT files) get an asterisk in the field under the M in the third line from the top. On NOTIS terminals, the files will also be shown in inverse video.

NOTE!
The marking will remain there until you remove it. (Press SHIFT + MARK to remove marking when the cursor is in the home position. Press the PARA key to remove marking when the cursor is in the work area.)

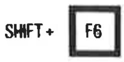
You must now fetch all the other files in order to repeat the procedure with the :OUT files.

FM: MARK

F5

3.
This time, you fill in :OUT after "Main Select:", to get all the :OUT files in the work area. You mark these in the same way as described above.

- Press the F5 key. All the files come back in the work area, and all the :TEXT and :OUT files are marked.



4.
Press SHIFT + F6.

- Now you get all the marked files - and only these - in your work area.
- In the second line from the top you see an asterisk (*), which shows that you only have marked files in your work area.

NOTE!

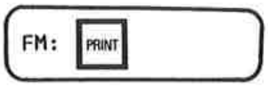
If you wish to remove the marking, you press SHIFT + MARK in home position ("FM:").

In the work area, you can mark each individual file by placing the cursor on the actual file and pressing the PARA key. You remove this marking by pressing the PARA key again.

Shift + F5 will give you a list of all the files that are not marked. This will be indicated by an exclamation mark (!) in the "select line".

GET A PRINTOUT ON A PRINTER

You want to get a printout of the list of marked files on a printer.



1.
Press the PRINT key in home position.

- You will get the following message on the command line:

Printer:

Printer: PHILIPS

2.
Write the name of the printer you want to use and press the ↵ key.

- You will now get a printout of the list of selected files.

STORE THE LIST OF FILES ON A FILE

You can also store the list of files on a file.

```
FM: W
```

1.
Press W in home position.

- You get the following message on the command line:

```
Write the selected files to the file:
```

```
"NEW-FILE NAME"
```

↵

2.
Write a new file name in quotation marks and push the ↵ key.

- You have created a new file containing the list of files.

NOTE!

If you want to store the list on a file that already exists (instead of creating a new file), be aware that what you store will erase the contents of the old file.

Use the home command A if you want to store on an existing file, without writing over its contents. Now the screen picture will be added to what is already stored in the file. Use the HOME key to cancel the command if you do not want it executed.

FIND AND SUBSTITUTE/ADD ATTRIBUTES

You have been making a number of notes concerning a new project, and you have stored them on the user area New-project. There are many different persons involved in this project and you want their comments.

You want them to write comments directly in the files. To do this, they must have WA access (to be able to add information and store it).

The files have the type TEXT and have R in the field for public access.

Consequently, you must expand the public access of the files with WA.

You can go to the work area and change the attributes for each single file, or you can do it like this:

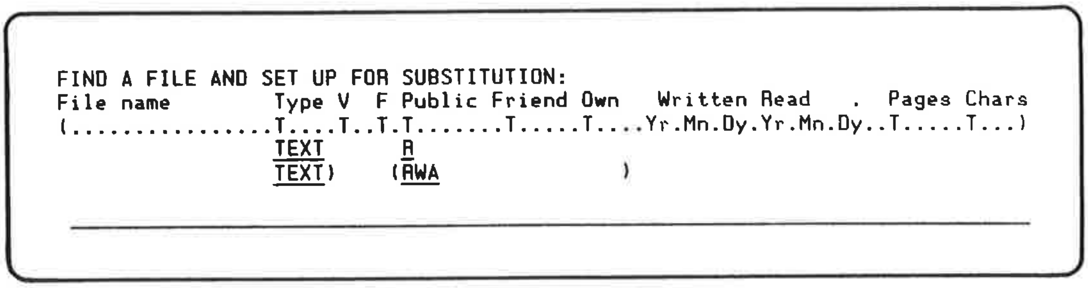
SHIFT+ F8

1.
Press Shift + F8.

2.
Write TEXT in the field for file type and R in the field for public access in the first line.

3.
Write TEXT in the field for file type and RWA in the second line.

- The first lines in File Manager will look like this:



```
FIND A FILE AND SET UP FOR SUBSTITUTION:
File name        Type V  F Public Friend Own   Written Read    .  Pages Chars
(................T....T..T.T.......T.....T....Yr.Mn.Dy.Yr.Mn.Dy..T.....T...)
                 TEXT      R
                 TEXT)    (RWA              )
```

NOTE!

When you write something in the first line, you must repeat it in the second line if you want to keep it (as TEXT and R in our example). If you fail to do this, everything in the field will be removed when you give the command to change the rights (F8).

↵

4.
Press the ↵ key.

- The cursor is now placed at the first file in the work area which has both the type :TEXT and has R in the field for public access.

F8

5.
Press the F8 key.

- WA will be added in the field for public access.

F7

6.
Press the F7 key.

- The cursor skips to the next TEXT file which has public access R.

You go on pressing the F7 and F8 key alternately until you have changed all the file attributes you wanted to change.

NOTE!

You can use the CANCEL key to cancel the changes for each individual file, as long as you are still in the same line as the actual file.

REMOVE ATTRIBUTES

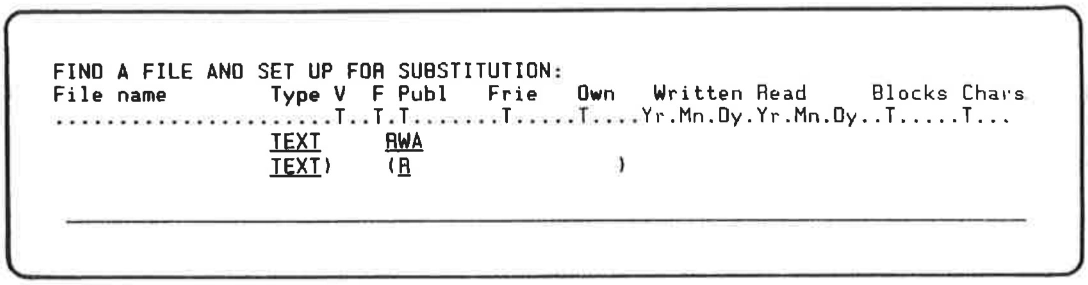
After a while, you feel you have had enough comments and decide to alter the public access rights again. You want to take away the right for others to expand your files and store them.

SHIFT + F8

1.
Press Shift + F8.
- You get the same screen picture as last time.

2.
Write TEXT in the field for file type and RWA in the field for public access in the first line.

3.
Write TEXT in the field for file type and R in the field for public access, in the second line.



```
FIND A FILE AND SET UP FOR SUBSTITUTION:
File name        Type V  F Publ   Frie   Own   Written Read     Blocks Chars
......................T..T.T........T.....T....Yr.Mn.Dy.Yr.Mn.Dy..T.....T...
                 TEXT     RWA
                 TEXT)    (R                 )
```

F7 F8

4.
Use the F7 key to find each file, then press the F8 key.
- WA will now be removed from the field for public access.

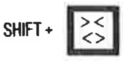
NOTE!

If you press the F8 key in home position, you have some of the same possibilities as when you press Shift + F8. The difference is that the work area will consist only of the files you define in the first of the two lines. (The number 2 in the "select line" indicates that a selection has been made.)

FROM FILE MANAGER TO THE WORD PROCESSING SYSTEM

You can go directly from File Manager to NOTIS-WP.

1.
Go to the work area and place the cursor at the file you want to edit.



2.
Press Shift and the key for centered justification.
- You get a screen picture with an explanation.

3.
Write the name of the editor you want (it is sufficient to write N for NOTIS-WP).
- You will now enter NOTIS-WP with the file.

You go out of the word processing system by pressing the EXIT key.

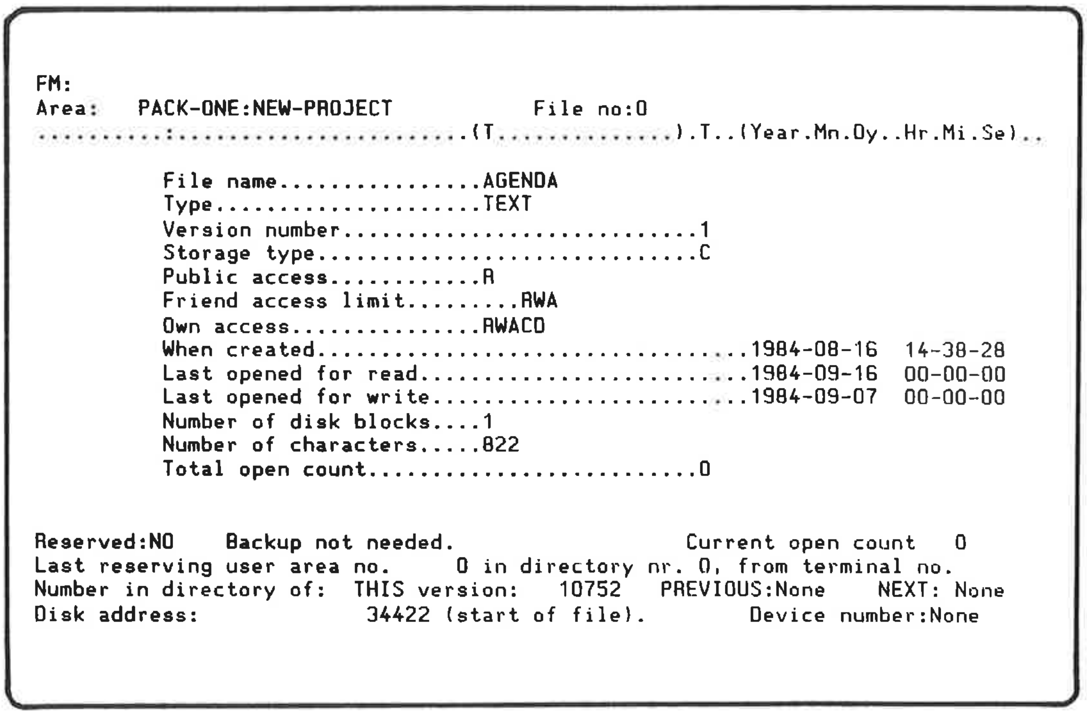
HOW TO GET MORE DETAILED INFORMATION ON EACH FILE

You can use File Manager to get more detailed information on each individual file.

>><<

Place the cursor at the file you want more information on, and push the key for left justification.

● You get the a screen picture like this:



```
FM:
Area:   PACK-ONE:NEW-PROJECT           File no:0
..........:.......................(T..............).T..(Year.Mn.Dy..Hr.Mi.Se)..

          File name................AGENDA
          Type.....................TEXT
          Version number............................1
          Storage type..............................C
          Public access............R
          Friend access limit.........RWA
          Own access...............RWACD
          When created..................................1984-08-16  14-38-28
          Last opened for read..........................1984-09-16  00-00-00
          Last opened for write.........................1984-09-07  00-00-00
          Number of disk blocks....1
          Number of characters.....822
          Total open count..........................0


Reserved:NO    Backup not needed.                  Current open count   0
Last reserving user area no.     0 in directory nr. 0, from terminal no.
Number in directory of:  THIS version:   10752   PREVIOUS:None    NEXT: None
Disk address:             34422 (start of file).        Device number:None
```

You can move the cursor from field to field in the new screen picture, and make changes in the same way as in the main display of File Manager.

↑ ↓

You move between the fields with the up and down arrow keys.

⇐ ⇒

You move from file to file with the double arrow keys.

When you move from file to file, the files appear in the same order as they are currently set in File Manager. You can change this order by using the relevant commands (FUNC + &, F6, F7, etc.)

You can create new files (the F2 key), delete files (the DELETE key), find files (Shift + F7) replace files (Shift + F8), etc. - as in File Manager.

You can change most of the fields.

These functions are only relevant for specific purposes, and will not be explained in this manual. Those who are especially interested are advised to make use of the extensive help information.

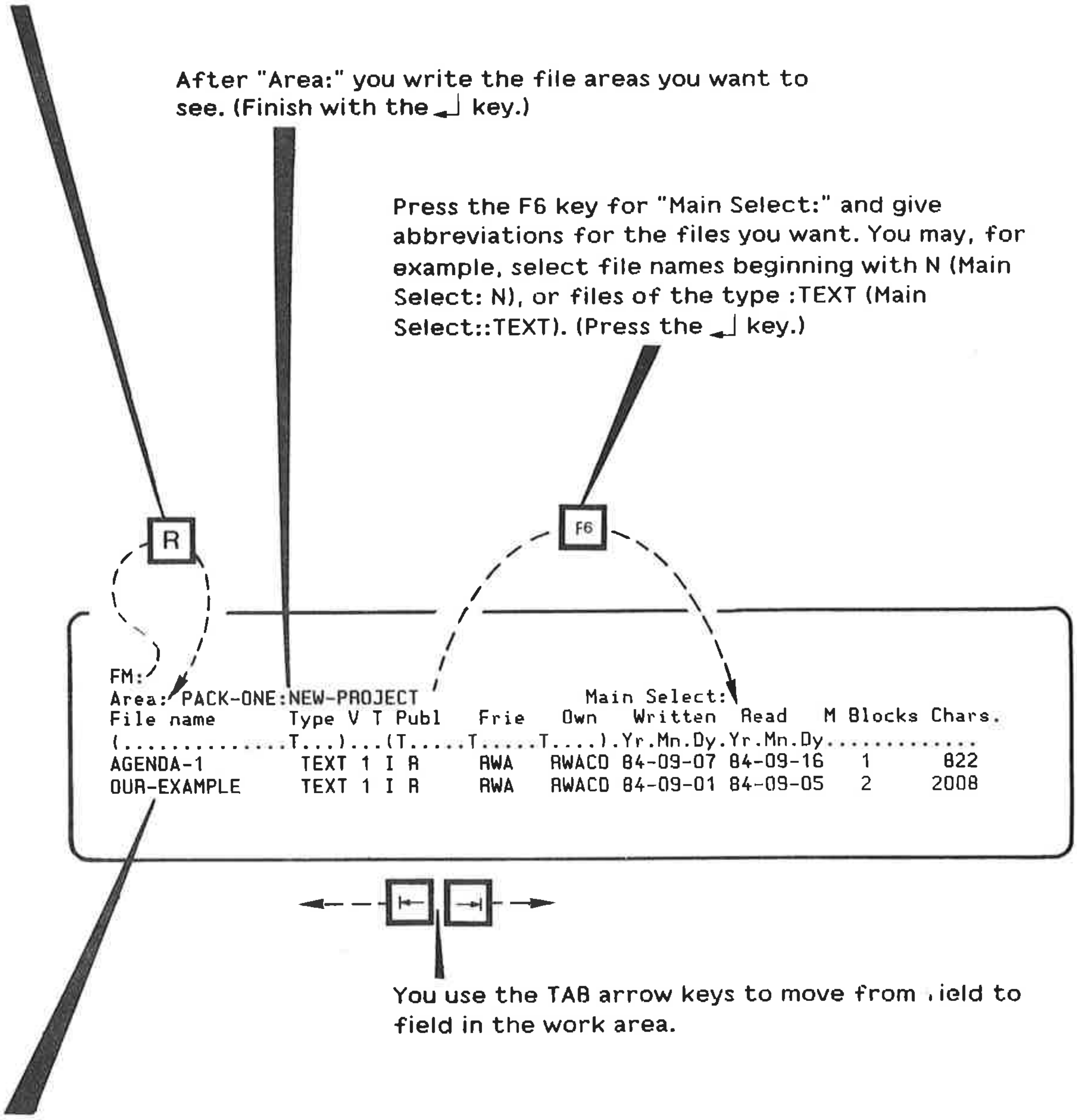
Use the HELP key!

CHAPTER 4
AN EXTENDED DESCRIPTION AND SOME DEFINITIONS

●Description of File Manager - - - - - - - - - - - - - - - 41
●Storing files - 43

DESCRIPTION OF FILE MANAGER

In File Manager the cursor is automatically placed in "home position". Some commands can only be given from this position. You use the HOME key to go in and out of the work area. Push the R key to go to "Area:"



After "Area:" you write the file areas you want to see. (Finish with the ↵ key.)

Press the F6 key for "Main Select:" and give abbreviations for the files you want. You may, for example, select file names beginning with N (Main Select: N), or files of the type :TEXT (Main Select::TEXT). (Press the ↵ key.)

```
FM:
Area: PACK-ONE:NEW-PROJECT                Main Select:
File name       Type V T Publ   Frie   Own   Written  Read    M Blocks Chars.
(...............T...)...(T.....T.....T....).Yr.Mn.Dy.Yr.Mn.Dy.............
AGENDA-1         TEXT 1 I R     RWA   RWACD 84-09-07 84-09-16   1      822
OUR-EXAMPLE      TEXT 1 I R     RWA   RWACD 84-09-01 84-09-05   2     2008
```

You use the TAB arrow keys to move from field to field in the work area.

FILE NAME

Use only:
- numbers and letters
- hyphens, not spaces
- not more than 16 characters
- names that indicate the contents, e.g. "letter-two"

V = NUMBER OF VERSION

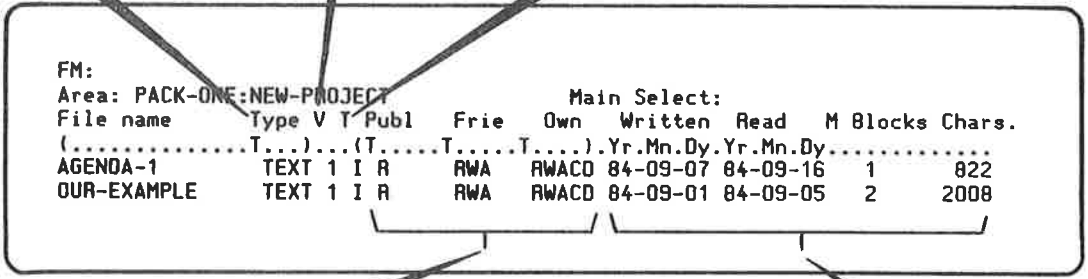
Files can have more than one version. Version 1 is always the last stored (altered) version, version 2 is the one before that, and so on. When you fetch a file that has more than one version, you automatically get version 1.

TYPE

Files of different types show usage for different sub-systems. For example, a file created in NOTIS-WP usually has the type :TEXT. If it is created in NOTIS-TF, it has the type :OUT.

T = TYPE OF STORAGE

There are several ways to store a file;
- indexed storage = I
- contiguous storage = C
- temporary storage = X
- and so on.



```
FM:
Area: PACK-ONE:NEW-PROJECT                    Main Select:
File name        Type V T Publ   Frie   Own   Written  Read    M Blocks Chars.
(..............T...)...(T.....T.....T....).Yr.Mn.Dy.Yr.Mn.Dy.............
AGENDA-1          TEXT 1 I R      RWA   RWACD 84-09-07 84-09-16   1      822
OUR-EXAMPLE       TEXT 1 I R      RWA   RWACD 84-09-01 84-09-05   2     2008
```

ACCESS RIGHTS

In File Manager you can decide what kind of access other users - who work in other user areas - should have to each individual file in your current user area. In "OUR-EXAMPLE" the public access is "R" (for read). This means that users who do not at the time have the user area as current, may only fetch (read and/or copy) the file.

Users that at the moment have the user area as current, have full access rights to the file "OUR-EXAMPLE":
- R: Access to fetch (read) the file.
- W: Access to store (write and/or change the contents of) the file.
- A: Access to add information at the end of the file.
- C: Access is common, i.e. more than one user may access the file at the same time.
- D: Access to directory, i.e. you can change the access rights of the file.

An example:
The public access to the document file AGENDA is "R" (read access permitted). Mr. Smith, who at the time has the user area PROJECT-BETA as current, is permitted to fetch (read) the file AGENDA by writing the file name (NEW-PROJECT)AGENDA. He cannot store (write) the file or make any other alterations to it.

OUR-EXAMPLE was last stored on 1/9 and last read on 5/9. The file "occupies" two 'pages' of the storage area and contains 2008 characters.

STORING FILES

For those with a special interest, it may be useful to have some knowledge about the storing of files and the terms used in this connection.

When you start using File Manager, you are likely to come across some of these terms in error messages, help pictures, etc.

SCRATCH FILE

Each terminal has a file for temporary storage. This file is called a "scratch file".

When you type or edit a document in NOTIS-WP, what you type is stored on the "scratch file".

If you want to edit an old document, you must fetch a copy of it to the "scratch file" (the temporary storage area).

DISK

If you wish to keep a document, in order to use it later, you must store it in another place. Each computer has one or more permanent storage devices. The permanent storage device is usually a disk.

DIRECTORY

Each disk may have one or more directories with files.

One user area may have space on more than one directory (and disks).

You can, for instance, have:

```
Pack-One: New-project
Pack-Two: New-project
Pack-Three: New-project
```

"New-project" is the name of the user area, and "Pack-One" etc. are the names of the directories (see the illustration on the next page).

FILE AREA

"Pack-One: New-project" is the name of a file area or a directory area.

The files in a user area that are stored on one specific directory, make up a file area (directory area).

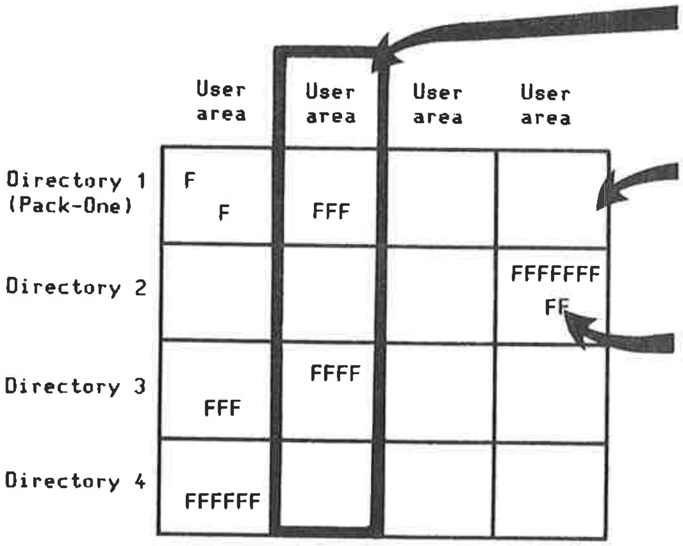
File Manager gives an overview of the file area, i.e. the part of a user area that exists on one directory.

STANDARD FILE AREA

When you are registered as a user (with a user name), you are given a standard user area (main user area in User Environment). All user areas usually have a standard directory. This means that you get a standard file area (directory area), which you will always have as your current file area when you enter the system.

If you select File Manager in User Environment, you automatically get a display of this file area (if you have not changed user area in the task "Change work area" in the Main menu).

If you want to have a display of files from another directory (i.e. over another file area in the same user area), you must state the directory (and the user area) after "Area".


User area
User area
User area
User area
Directory 1 (Pack-One)
Directory 2
Directory 3
Directory 4
F
F
FFF
FFFFFFF
FF
FFFF
FFF
FFFFFF

A user area can be divided between several directories (and disks). The part of a user area which belongs to a directory is called a file area, or a directory area.

Each box symbolizes a file area.

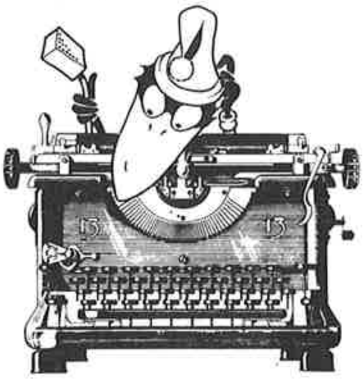
A file area may consist of several files.

Each F represents a file.

ILLUSTRATION
OF THE COMPUTER'S STORAGE AREA.

APPENDIX A: ALTERNATIVE KEY FOR FACIT

FUNCTION KEYS NOTIS TERMINALS	*ALTERNATIVE KEYS FACIT TERMINALS*
F1	CTRL-D CTRL-D
F3	CTRL-L
F5	JUST
SHIFT + F5	SHIFT + aaa aaa
F6	FUNC G
SHIFT + F6	aaa aaa
F7	CTRL-G
SHIFT + F7	**FM:** G
F8	FUNC S
SHIFT + F8	**FM:** S



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UPDATING

PRINTING RECORD	
PRINTING	NOTES
12.84	Version 01

Manual name: FILE MANAGER, Introduction
Manual number: ND-60.215.01
Date: 12.84

Manuals can be updated in two ways, new versions and revisions. New versions consist of a completely new manual which replaces the old one. New versions incorporate all revisions since the previous version. Revisions consist of one or more single pages to be merged into the manual by the user, each revised page being listed on the new printing record sent out with the revision. The old printing record should be replaced by the new one.

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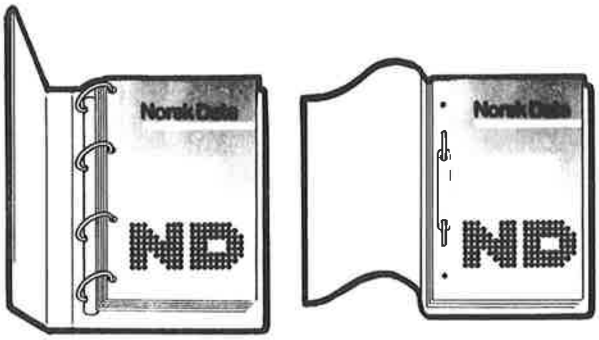

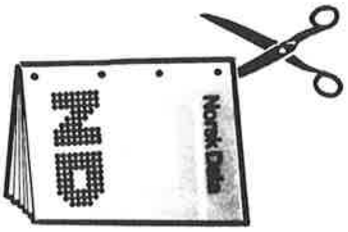

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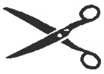

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