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.....

MENU

A USER-ORIENTED, INTELLIGENT FRONT END FOR CP/M\*\*

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## WHAT MENU DOES FOR YOU

Just what is a "utility program" and what can it do for the computer user? Most particularly, can it make everyday use easier and less time consuming. In other words, can it do what the ideal computer program is basically supposed to do - i.e., let your fingers do the working without long pauses while you have to figure out complicated maneuvers as to what to do next.

MENU has been designed to be just that basic kind of helper. Every feature has been developed with efficiency and ease of use in mind. It has also been put together in such a way that you can increase your versatility without having to spend a large amount of time learning new entry syntax, new command names and/or new control keys.

MENU is a front-end utility. It can be installed to take command of the computer immediately after you "boot-up" your machine if you have an Auto Start system, or you can call it up yourself as soon as you begin your daily operations. MENU then runs your Disk Operating System right along with CP/M.

CP/M has been called an obedient servant that tells your computer what to do whenever there is no applications program like WordStar or dBase in operation. In fact, CP/M must be running first before you can begin working with an applications program.

What is often overlooked, however, is that the computer is used for many different programs and in an office can be used by many different people. As more files are kept on the computer by more and more people, an inordinate amount of time and energy then begins being spent weeding out letters you no longer want cluttering up your disk and copying all the files regarding one project onto one disk or into one User Area, and general putting away and filing tasks.

These tasks are called "housekeeping". Like the original, they tend to be time consuming and monotonous. It is these functions that MENU makes as simple as possible. This means time and energy saved for your other operations.

MENU stands ready to give you ease of use no matter how new you are to computers. It also gives you the ability to salvage the disaster of text with bad sectors. MENU does this while giving you prompts in plain English so that you always know what to do, and providing you with sensible error traps and user protection features, so that you don't have to spend energy worrying about making every entry letter perfect.

There are 20 functions available to you in MENU, but the program takes up only 16K. This is the reason even those who have already used separate programs for some of MENU's functions prefer to weed all those out, and work with the MENU streamlined version.

MENU's features are designed for the CP/M user by a CP/M user. One that you'll use constantly is the Numbered File Directory that allows quick and easy selection of everything from one file to the complete contents of a hard disk. With the Numbered Directory, your files can be sorted alphabetically either by name or by extension first and then by name. This cuts out all that time spent looking through hodge podge directories trying to find a particular master copy of a sales letter or data analysis formula. With the Numbered Directory, you let your computer do the first search, then make your selection with ease.

The drudgery of series manipulation of files has also been eliminated. With MENU'S Numbered Directory, all you have to do is make your selection of files to be worked with, enter the file number once, and MENU does it for you. Then while the operation is taking place, MENU lets you look over exactly which files and which operation you have selected, so that you know what's going on at all times. This way, you not only have ease of use, you have an ongoing feedback on the operation so that you continue to have a choice about how you want to proceed.

#### SOME IMPORTANT TERMS

Throughout this manual, explanations of terms and procedures have been done with an effort to keep the use of technical terms to a minimum. There are a few terms, however, that are particularly helpful because they cover special situations peculiar to the use of computers. These include the following:

**Default** - A word that has a very different meaning with computers than it does in any other context. It refers to part of the operation that is so important, it is often either not mentioned or not a user option.

The Default Drive, for an example, is the Drive where you initiate your computer operation. It is usually named Drive A: (or Drive 1:).

ANYTIME YOU MOVE YOUR CENTER OF OPERATION TO ANOTHER DRIVE, THE NEW DRIVE BECOMES THE DEFAULT DRIVE. If you move to Drive B:, and then want to copy something from a disk in Drive C:, for an example, instructions may say to copy from Drive C: to the Default Drive, and intend for you to copy from Drive C: to Drive B:

**Logged-on** - This is the process of entering the name of any Drive with a command, so the computer knows that the new Drive is available. The Default Drive is automatically logged on at the beginning of your operation when you insert your disk and "boot up", and it is also often called the Logged-On Drive.

**Syntax** - This is the sequence of letters, numbers and words used in a command. As the computer "mind" is all memory and no inventiveness, syntax has to be exact in order for the computer to understand what it is supposed to do. This is probably the

major reason people get angry with their computers, but it is still reassuring that if you follow just the same procedure as last time, you will always get the same response as last time.

Prompt - The light "bouncing ball" that moves across your computer screen showing you where you are making entries or picking out information is called the cursor. When it has completed an action, it returns to the main prompt. The CP/M prompt looks like this "A>". and the MENU prompt looks like this "AØ=" Arriving at this prompt tells you that the computer is ready to accept a new command. There are other prompts, like the "select?" prompt, that ask for more instructions about what to do. These prompts will be further discussed as we come to them in the various commands.

(Parenthesis) - Often times an explanation of a command or a procedure involves a special action like "press (RETURN)" or "after hitting the (SPACE BAR)..." The purpose of the parenthesis () in these cases is to set the instruction apart in the sentence for clarity. DO NOT TYPE OUT THE PARENTHESIS WHENEVER YOU ARE ENTERING COMMANDS WITH PARENTHESIS GIVEN THIS WAY.

## MANUAL ORGANIZATION

This manual gives quick reference to the easy-to-use array of MENU functions. The TABLE OF CONTENTS in the front supplies two things - a quick reference to the overall organization of the manual, plus the LIST OF COMMANDS complete a thumbnail sketch of what each command does. You'll notice that the commands are presented throughout the manual alphabetically, so that you can find them quickly without stopping to look up the page number.

For additional help in finding things, there's an alphabetized FUNCTIONS INDEX at the back of the manual. This will tell you not only where to look up functions that interrelate, but also where to look for something under a different name, i.e., ERASE is also listed under Delete.

The CONVENTIONS section explains the uniform syntax that is used throughout MENU. This is helpful when you are first getting to know the program and enjoying the flexibility it offers.

Following the CONVENTIONS section are the COMMANDS themselves. These are explained with information as to use, syntax and capabilities, plus an example to illustrate how the command works in practice.

At the end of the manual, we've collected a COMMON ERROR MESSAGES AND THEIR CAUSES list, so you can acquaint yourself with these if any of them should puzzle you when they first turn up.

\*\*\*\*\*

## GETTING STARTED WITH MENU

Getting started with MENU is easy. First, check to see that your Master Disk is Write Protected so that you CANNOT write to it.

NOTE On a 5" disk, a cut-out notch means that you CAN write to it, whereas on an 8" disk, a cut-out notch means that you CAN NOT write to it.

IMPORTANT Be sure to keep your Master Disk Write Protected, so that if something goes wrong with your Working Disk, you can make a new copy from the Master Disk, while the Master Disk always remains without changes.

You'll want to start off by making a copy of MENU on a Working Disk or a Systems Disk. Some people put all their application programs for word processing, data base creating, etc., on a Systems Disk, and work with that disk in one drive and then put their File Disk in another drive.

Other people prefer to put CP/M and individual applications programs on each disk, and dedicate each disk to a certain kind of files, so that they have a Working Disk for each application program.

It's best to have POWER on any disk where you have your applications program, so that when it comes time to do the housekeeping chores, you can use the fast and easy POWER programs to accomplish your tasks without having to load in another disk. Also, it's important to have POWER available when you start executing your program, so that you can check to see if you're running out of space for your files. Nobody likes ending an entry session, only to find you can't record the information to the disk, because there is no more space.

Here's how to use MENU to copy itself when you first get your Master Disk:

### TO BEGIN:

1. Boot up on Drive A: with a Working Disk or a System Disk that is NOT Write Protected and has space to accept the file duplication from MENU's Master Disk.
2. Place your MENU Master Disk in Drive B: and press (Control C) to set it up.
3. At the A> prompt, type B:MENU
4. MENU loads, and the MENU Copyright notice and AØ= prompt are displayed. This AØ= prompt tells you that you are still logged on the A: Drive, and you are operating in User Area Ø.
5. Type after the AØ= prompt COPY B:\*\*\*. This uses MENU's

Master Wild Card "\*\*\*\*" to tell your computer to initiate COPYING everything on the Drive B: disk. Notice there's no strange term to learn for the COPY function.

6. MENU will respond with a request for (destination drive:). Once again you have no problem understanding exactly what your computer needs to know in order to proceed. You want everything duplicated onto your Working Disk on Drive A:, so you enter A. You don't need to type (:) or (RETURN).
7. MENU will now automatically copy itself to your System Disk in Drive A:. While this activity is taking place, MENU brings up the name of each MENU file being copied, so that you can see what is happening. The COPY is complete when the AØ= prompt returns.
8. Remove your MENU Master Disk from Drive B:, and store it in a safe place.
9. Now place any initialized CP/M disk that you want to work with in Drive B: NOTE You no longer need to press (Control C) to log it on by hitting (Control C). MENU will do that for you automatically.

YOU'RE READY TO BEGIN RUNNING YOUR SYSTEM. ENTER ? FOR A LIST OF MENU COMMANDS, BEGIN IMMEDIATELY WITH THE NAME OF THE MENU COMMAND YOU WANT TO USE, OR ENTER RUN FOR A NUMBERED MENU OF YOUR APPLICATION PROGRAMS, SO THAT YOU CAN START CONTROLLING YOUR COMPUTER "BY THE MENU".

\*\*\*\*\*

### A FILE MANIPULATION TUTORIAL

I will now take you through a series of steps with MENU to help familiarize you with the program.

Ordinarily, you'll initiate running MENU by entering A>MENU. The copyright notice will appear on the screen, followed by MENU's command prompt which is similar to CP/M's yet somewhat different. It will read AØ=, telling you that you are operating on Drive A: and in User Area Ø. AØ is the "Default" or the "logged-on" Drive and User Area where you work the most.

NOTE If you change your Drive or User Area, the prompt will also change, and continue telling you where you are operating. NOTE With CP/M versions before 2.2 there are no User Areas.

This session with MENU is to explore another one of the everyday housekeeping utilities, RENAME. One of the most common uses for RENAME is to group a series of files relating to a particular project, so that you can find all of them at once more easily. Say, for an example, that you've begun writing a Mr. Smith in

regards to one matter, and then a couple of other items have had to be covered in subsequent letters. Before long, you have a number of letters to Smith in your file, but none of them are labeled Smith, or give any other indication that they are interrelated.

To straighten this out, you decide to flag all these letters by changing their ending to ".STX", to stand for Smith Text. Afterwards, whenever you want to work with these particular files, you can use the MENU Wild Card (\*\*) to pre-select a Numbered File Directory of just the .STX files by entering AØ=(COMMAND) \*\*STX (RETURN).

To begin RENAMing the letters, you boot up your Working Disk, which also has your word processing program and MENU on it. You enter A>MENU.

The MENU prompt AØ= will appear, and you enter RENAME. The directory prompt AØ: will now be shown down the left hand column of your screen alongside the alphabetized, numbered list of your files. Your screen display will look like the one below. From here on, everything can be done "by the MENU", and you'll see how much it simplifies your computer operations.

EXAMPLE of Directory File Name Display with the  
NUMBERED FILE DIRECTORY

NOTE Screen Display is in Light Type, Your Command in BOLD FACE

```
A>MENU (RETURN)
AØ=RENAME (RETURN)
AØ:  1= COLLEGE.TXT |  2= CURTAIN .TXT |  3= DAISY .TXT
AØ:  4= DEMO .TXT |  5= END .TXT |  6= INQUIRE.TXT
AØ:  7= LPRINT .TXT |  8= MENU .COM |  9= MOVE .TXT
AØ: 10= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM
```

select? 5 6 11 (RETURN)

```
A:END .TXT =new name:**STX
A:END .TXT =END .STX
A:INQUIRE .TXT =INQR .STX
A:SYSTEM .TXT =SYSTEM .STX
```

Using MENU's assigned numbers rather than typing the full file name at the (select?) prompt normally reduces entry time and typing errors by eight to one. Your advantage can be as high as 200 to one if you use MENU options like the Wild Card and the Universal RENAME (:) feature to manipulate a series of files.

In this situation, you chose three text files - END.TXT, INQUIRE.TXT and SYSTEM.TXT - to be RENAMed so that you can spot them as Smith letters. You entered the assigned numbers of each of these files at the (select?) prompt.

NOTE MENU commands can "spool" a series of file manipulations any

way you wish. All you have to do is enter the first number, a dash, and the last number of the series (8-12). If you want everything from one number through the end of the directory, you type the first number of the series and a dash only (8- ).

REMEMBER You never have to type out names at the (select?) prompt, only numbers. Each of the numbers or number groups must always be separated by one or more spaces.

Take another look at the Example. When MENU presented you with the first file to be RENAMED, the screen looked like this:

```
A:END      .TXT =new name:
```

You proceeded using two of MENU's time saving entry options, the Universal RENAME (:) and the Wild Card (\*\*). Your entry looked like this (for clarity, your entry is in bold face):

```
A:END      .TXT =new name::**STX
```

Using the (:) immediately after the (new name:) prompt told MENU that you wanted a Universal change for ALL the names in your series. Using the Wild Card (\*\*) told MENU you wanted the first part of the name to remain the same, and only the ending (the "extension") was to be changed.

MENU proceeded to RENAME all the rest of the files you selected AUTOMATICALLY, tacking the new extension onto each one of them, while displaying the changes on the screen for you so that you can double check the operation.

That's all you have to do to RENAME as many of the files on your disk as you want.

Try it . . . and let MENU take the drudgery out of your housekeeping!

\*\*\*\*\*

## COMPUTER COMPATIBILITY

Any CP/M system, including those on 8080, Z80 or 8085 based computers; Apple with Z80 and CP/M operating system; TRS-80 with CP/M hardware adaptation.

Special versions for CP/M 86

Special version for MP/M

Special version for IBM PC

The MENU program occupies approximately 16K

Minimum working memory approximately 24K

NOTE Certain functions of MENU are not available in the early versions of CP/M (prior to 2.2), because they do not permit advanced file handling.

\*\*\*\*\*



## CONVENTIONS

Throughout the operation of MENU, certain conventions are used. Many of these are the special features which help make MENU such a useful operating tool. This CONVENTIONS section describes each of them in more detail than in the rest of the manual, so that you can understand their functions more completely.

### STANDARD FUNCTIONS

MENU offers support of standard CP/M command functions so that at you don't run into a problem if you enter the CP/M syntax instead of MENU's. MENU will usually go ahead and carry out the CP/M command in MENU's own enhanced form. In addition, features like assuming the currently logged Drive unless another Drive is specified are maintained throughout MENU unchanged.

The outstanding attributes of MENU are the user friendly prompts that tell you what you need to do in plain English and the error traps that keep your system running when something happens outside the regular routine.

You'll find that the MENU commands are particularly easy to remember because they use a uniform syntax so that each command entry goes through the same steps. In addition, little things make big differences. When scrolling through long directories or a TYPE out of the contents of a series of letters, for example, MENU's proceeds screenfull-by-screenfull to let you look through the text at your pace instead of the computer's. And MENU's Wild Card (\*\*\*) involves no upshift downshift keystroke changes. And MENU recognizes the semi-colon (;), as well as the colon (:) in designating drives - i.e., Drive A: or Drive A;. The list goes on and on.

### FREEDOM IN CHANGING DISKS

While MENU is in command of your computer, you can swap disks in the drives at will. You no longer need to remember to hit a (Control) C) to reset the directory after inserting a new disk. MENU does it for you - automatically - whenever MENU recognizes that it is dealing with a new disk and a new directory.

Further, MENU does not require that a CP/M system disk be on any drive. This means that while you're running your system with MENU you'll have no BDOS error crashes, even when Drive A: has no disk at all. For the Auto Restart to operate, however, you will have to have MENU on your Default Drive disk.

IMPORTANT: Be particularly careful when changing disks of one density to another. Some systems will not allow this procedure.

### RUNNING MENU

You can run MENU like any other program by entering MENU at CP/M's A> prompt, and then proceeding. MENU is furnished to Auto Restart itself as long as the MENU program is on your disk in the Default Drive. This means that MENU will continue to be in control of your system as you go from one command to the next and as you go in and out of other programs that do word processing or data file creation. Whenever an operation is completed, you simply enter the appropriate Quit command for that operation, and you automatically return to MENU's AØ= prompt, ready for file manipulation.

In order for MENU to do this, it has to recreate a special, one kilobyte long AUTO RESTART Submit File each time it restarts. Because of this, you'll get a prompt that says "disk is full" if your Default Drive disk has no more room or a "disk is R/O" prompt if your disk has a Read/Only Tab in place. If either of these prompts turn up, you can enter AØ=MENU [\$], which will turn off the AUTO RESTART for that session with MENU.

If you want to return to CP/M after RUNNING just one of MENU's commands, your entry syntax should change. In that case, enter A>MENU COPY or whatever other command you have singled out. Once that command action is complete, MENU will return you to CP/M.

### THE MENU PROMPT

MENU's AØ= main prompt has been set up so that you always know what User Area you're operating on as well as which Drive. This is particularly helpful when you have more than one person using an 8" disk or a hard disk, and special User Areas have been set aside for different people. It is also useful when particular kinds of files are kept in different User Areas, and/or you are searching through directories on several User Areas on several Drives - a function that is easy with MENU's DIRectory and RUN bracket [U] and [X] commands.

NOTE The AØ= main prompt and the AØ: display prompt always show on the screen when you are issuing commands and making changes. However, when the verify messages are displayed while MENU is carrying out a command, only the Drive prompt A: (or B:, etc.) appears. Also, YOU DO NOT HAVE TO ENTER Ø when issuing a command. The numbers Ø through 15 stand for the User Areas available in CP/M versions 2.2 and later. These numbers need only be entered in the command when you are changing User Areas.

## MENU NUMBERED FILE DIRECTORY

This is one of MENU's most useful conventions and you'll see it again and again in your operations. The NUMBERED FILE DIRECTORY alphabetizes your disk file name directory and assigns consecutive numbers to each file so that manipulation of files can be done using numbers instead of typing (or mistyping) each file name. This greatly reduces the chance of error, especially when you need to enter a large number of file names.

**IMPORTANT** Assigned numbers have no permanent relationship to any particular file and they will change in the NUMBERED DIRECTORY listings as files are deleted, moved or otherwise manipulated.

Another MENU feature is that you can change the way the NUMBERED directory appears on your screen. By entering the number of columns you want across on your screen inside brackets at the time you are entering a command, you can designate as many columns as you want. For a look at the directory all in one long column, for an example, enter A0=DIR [1]. On the other hand, if your screen will take 80 characters, and you want the directory wider instead of longer, enter A0=DIR [4]

**IMPORTANT** On long directories that take up more than one screenfull, you advance to the next section of the directory by pressing (RETURN).

**REMEMBER** When working with files from the Numbered Directory, always MAKE YOUR SELECTION BY NUMBER, NOT BY NAME. Entering a file name after the select? prompt is not accepted, and you will return to the A0= main prompt, where you will have to re-enter the command.

### MENU ENTRY SYNTAX

Entry of MENU commands is straightforward. The system follows a uniform syntax no matter which command you are using, and it allows for a number of variations at your request. NOTE With all MENU commands, it is essential to enter a (SPACE) between the Command and a file name or other any other instruction.

The following is a list of the basic syntax and variations that can be developed.

#### Entering the Basic MENU Command

With some of MENU's commands, no file name is used at all. In these cases, of course, no specific file name is used in the syntax nor is the Numbered File Directory called up. Instead, the following syntax is used:

## AØ=TEST (RETURN)

With this syntax, you simply enter the command name and (RETURN). The commands that follow this syntax perform several types of functions. Some deal with the whole disk, i.e., TEST, SPACE, etc. Others like ? and CPM tell MENU to change the way it operates.

The most commonly used commands, however, DO work with your files, and therefore use either a designated file name or call up the Numbered File Directory after they have been issued. The TYPE command, which will TYPE out the contents of test or data files without accessing your word processing or data creating program, is used for these examples.

## AØ=TYPE (RETURN)

This, again, is the basic command syntax. There's a difference, however, from the command above with TEST, which tells the computer to proceed with action at once. This entry tells your computer that you want to TYPE out some file, but either you don't like typing out even one name, you're not sure of the name of the file, or you want to TYPE out a number of files. As a result, you have not given the file name with the command. This lets MENU know that you want to take a look at the Numbered Directory of your files on the logged-on Drive BEFORE any action begins.

NOTE WHEN YOU DO NOT DESIGNATE A DRIVE EITHER BEFORE OR AFTER THE COMMAND NAME, MENU WILL AUTOMATICALLY BRING UP THE NUMBERED DIRECTORY FOR THE CURRENTLY LOGGED-ON DRIVE AND USER AREA - IN THIS CASE, DRIVE A:, USER AREA Ø.

After the Numbered Directory appears, and you've had MENU TYPE out the proper files, you will then return to the AØ= prompt, because you're remaining logged-on Drive A:, User Area Ø:.

## Entering a Command with Drive Variations

With MENU, it's easy to move from one Drive to another. You can even instruct MENU to move to being logged-on to a new Drive AND perform a SUBSEQUENT action on a second Drive - all with the same entry.

REMEMBER The information as to which is to be the logged-on Default Drive comes BEFORE the name of the command, the name of the Drive where you want a one-time only action with the command comes AFTER the name of the command. The following are examples of the variety possible:

## AØ=B: (RETURN)

Entering the drive plus the colon (:) at the original AØ= prompt is the basic command syntax to change to another logged-on drive

before you begin operation there. The next display will be the B0= prompt, that will tell you that your logged-on location has changed to Drive B:, User Area 0:.

This syntax is also the way to log on a drive if you are going to be doing DIReCTory searches with MENU's special [X] option, which allows you to RUN a program or look through all previously accessed Drive DIReCTories with one command entry.

NOTE If you want to remain in the same User Area as your original logged-on User Area, you do not need to designate any User Area number in this command. Nonetheless, A0=B0: will accomplish the same change in the logging on operation as the first syntax, and will result in the same change in the prompt to B0=, to show you your logged-on location.

A0=TYPE B: (RETURN)

This command entry tells your computer to stay logged on Drive A: User Area 0:, but asks to select files from Drive B:, User Area 0: The Numbered File Directory of Drive B:, User Area 0:, will be automatically displayed following the carriage (RETURN). You make your selection to be TYPEd out from Drive B:, but return to Drive A:, User Area 0: when the TYPE has been completed. This will be displayed with the return of the A0= prompt.

The above syntax is used when you're searching for a particular letter or data file you want to combine with information on your Drive A: disk. You can simply put one disk after another into Drive B:, and do the TYPE until you find the one you want. This is particularly easy with MENU, because the system does an automatic (Control C) for each new disk.

REMEMBER EACH ITEM OF INSTRUCTION TO MENU IN THE COMMAND SYNTAX MUST BE SEPARATED BY A (SPACE). THEREFORE, IN THE ABOVE EXAMPLE, YOU ENTERED A0=(COMMAND) (SPACE) (DRIVE:)

A0=B: TYPE (RETURN)

With this command, you tell your computer to switch the logged-on Drive from A: to B: and then display the files on Drive B:, User Area 0:

NOTE You can enter BOTH a new logged-on Drive AND the command at the same time. Once the TYPE out of the files you want from the Drive B: disk is complete, you will be automatically logged on Drive B:, User Area 0:, and the prompt will be B0=.

Ease of changing Drives within the command entry syntax is one of the first advantages of MENU that you'll notice if you have already gotten acquainted with the CP/M syntax. MENU is able to change the logged-on Drive for you and proceed with initiating the command all with one entry.

NOTE You do not HAVE to do the entire operation with only one

command entry. If you want to type AØ=B: (RETURN), and wait for the BØ= prompt before entering the command, that syntax works, too.

**IMPORTANT!!!** If you want to move to a NEW Default Drive, you enter that destination BEFORE you enter the command. If you want to REMAIN with the SAME Default Drive but obtain files from another Drive, you enter the Drive with the file you want AFTER the command.

AØ=B: TYPE C: (RETURN)

This command syntax illustrates MENU's ultimate ability to give you complete control over the drives you are working with at the moment of command entry. It tells your computer to change the logged-on Drive from A: to B: and then display the Numbered Directory of files from Drive C: for your selection to be TYPed. In all of these operations, you stay in User Area Ø:, as that is the logged-on User Area. After the TYPE, you will return to being logged-on to Drive B:, User Area Ø:

NOTE The global search bracket option [X] allows you to RUN programs and search through DIRectories of the disks on any previously accessed Drive. This can be combined with [U] for global User Area searches. These bracket [] commands are further explained in this section after the information below about entering Wild Cards with the command syntax.

#### Entering a Command with User Area Variations

Different User Areas are available for segregating files on the same disk with CP/M versions 2.2 and later. This feature can be enormously helpful for setting up individual work areas with multi-user systems, or for isolating different projects.

Normally, however, it is difficult to move from one User Area to another. MENU makes inter-User Area use and file copying easy, whether you're working on the same disk or on many separate disks in one or more separate drives.

Entry syntax for change of User Area follows exactly the same conventions as that for change of Drive. To go over these briefly:

AØ=11:

This is the Basic Command that changes your User Area, but NOTHING ELSE. Your prompt will change to "All=" to let you know that you are now operating in a new location.

AØ=B11:

This command combines the Basic User Area change with the Basic Drive change, and moves you to a new logged-on Drive AND a new

logged-on User Area. Your prompt will then be displayed as Bll:, and any directory command will show the files you have on Drive B:, User Area ll:

NOTE When changing Drives and User Areas TOGETHER, always enter the Drive first, (NO space), then the User Area, (NO space), then the colon(:).

A0=1: TYPE B:

This syntax first tells MENU to change the logged-on User Area from 0: to 1:, and then to display the Numbered File Directory from Drive B:, User Area 1: for selection as to which file should be TYPed out. When the TYPE is complete, you will return to Drive A:, User Area 1:, and the prompt will be A1=.

REMEMBER If no DRIVE is designated in the command syntax, MENU will always understand you mean to operate on or return to the logged-on Drive at the end of the operation. If no USER AREA is designated, the logged-on User Area will always be understood.

NOTE You don't have to worry about losing a file in a User Area you've forgotten to note down on your disk label, because MENU's global search bracket option [U] allows you to RUN programs and search through DIReCTories of all the User Areas on your logged-on Drive. This can be combined with [X] for global searches through all disk DIReCTories of previously accessed Drives. These bracket [] commands are further explained in this section after the information below about entering Wild Cards with the command syntax.

IMPORTANT If you are COPYing files from one User Area to another ON THE SAME DRIVE, you can choose to Move them. This will simply Move the File Name from the list of one User Area to the other User Area. THIS OPTION ONLY EXISTS BETWEEN USER AREAS ON THE SAME DISK, AND IS ACTIVATED BY THE "(C)opy or (M)ove:" question prompt, which only appears if you retain the same drive as the Numbered File Directory after your file selection. See the COPY command for a complete example.

#### Entering a Command with More Instructions

When you enter a command with more instructions than simply (which Drive it should go to) and (what command function it should do there), it's called adding PARAMETERS. All of the basic command syntax procedures outlined above can be done using the file name identification within the entry. Entering the file name is a new PARAMETER. This syntax, of course, WILL NOT CALL UP THE NUMBERED DIRECTORY.

Take a look at the following examples where the file name has been added, and see how you can still switch Drives while making your entry:

A0=TYPE TEST.TXT (RETURN)

AØ=TYPE B:TEST.TXT (RETURN)  
AØ=B:TYPE TEST.TXT (RETURN)  
AØ=B: TYPE TEST.TXT (RETURN)

Because file names have been indicated in all the commands above, the Numbered Directory will NOT appear. This syntax can be used anytime you are manipulating files and remember the EXACT name of the file you want. Here's how the above examples work:

AØ=TYPE TEST.TXT (RETURN)

In this command, you have asked the computer to TYPE out a particular file, TEST.TXT, from your logged-on drive and User Area, which is indicated by the prompt, AØ=. Upon hitting (RETURN), MENU will carry out the command.

AØ=TYPE B:TEST.TXT (RETURN)

In this command, you have asked the computer to TYPE out the file TEST.TXT from Drive B:, with the assumed User Area Ø:. After the action is complete, you'll still be logged on Drive A:, User Area Ø:.

AØ=B:TYPE TEST.TXT (RETURN)

With this command, the computer switches the logged-on Drive from A: to B: and remains on the logged-on User Area Ø: MENU is then to TYPE out the contents of the file, TEST.TXT. When that action is complete, you will be logged on Drive B:, User Area Ø:.

#### Entering a Command Requesting Directory Display Variations

There are a number of ways that you can modify how your file directory will be displayed after you have entered your command. One of the important modifications is how many columns across are displayed. You can have MENU display any number of columns from one to nine. Generally a single column works best for a shorter file directory and/or a smaller screen, whereas larger screens and long directories usually call for a four or five column display.

AØ=TYPE [4] (RETURN)

Any command can be followed with the bracket [] number.

**IMPORTANT** Always enter the bracket instruction LAST in the sequence of instructions you give MENU. MENU will then change the Numbered Directory listing to the number of columns you designate.

#### WILD CARDS

Another way to let MENU do the work for you by modifying the Directory display is to use WILD CARDS with your command to isolate just the special section of files in your Directory that



you want to look at. The following describes what you can do with Wild Cards.

MENU allows great flexibility with Wild Cards. One of their major uses is to create a pre-selected Numbered File Directory during any command operation.

NOTE The conventional CP/M "\*.\*" wild card and the "?" substitute letter are both recognized by MENU, but MENU's streamlined version "\*\*\*" is usually preferred. The following describes the numerous, flexible ways you can use this tool within MENU's entry syntax.

#### AØ=TYPE T\*\* (RETURN)

This command allows you to use MENU's wild card, "\*\*\*" so that only your files beginning with "T" will be displayed in the Numbered Directory. Then the (select?) prompt will appear, asking you for the numbers of the files you want to TYPE out.

This is a quick way to isolate your search for files when you have only a part of a name that you remember exactly or you want a pre-selected Numbered Directory of several files beginning with the same first few letters.

#### AØ=TYPE \*\*TXT

This use of the MENU Wild Card is particularly helpful when you want to manipulate certain types of files with the same extension. You'll find that these are often already marked for you in your file directory with certain extensions at the end of their names which have been tacked on automatically by your word processor or data creating program. The word processor files will often be marked at the end ".TXT" or ".DOC" - the data files will be marked ".DBF" or ".DAT".

In addition, you probably have files already marked ".COM" or ".CMD", which are your executable programs, others that are marked ".BAK", which are back-up copies of other files, and so forth. You can create your own special file extensions for any number of files you want to group together by using MENU'S RENAME command.

The above command syntax "AØ=TYPE \*\*TXT" is used to call up a Directory of all your ".TXT" (text) files. Issuing this command tells MENU to display the Numbered Directory only of your letters or other text files THAT HAVE THE ".TXT" EXTENSION. On long Directories, this can cut your search time in half, because MENU has done the pre-selection for you.

NOTE When searching for all files with the same extension, don't enter two "\*\*\*" because that will by-pass the (select?) process (see below). Also, when you use MENU's Wild Cards with extensions, you don't have to enter the dot (.) If you do, however, MENU carries out the command the same way, nonetheless.

## A0=TYPE \*\*TXT

This command goes one step further. It uses MENU's Wild Card to tell the system to TYPE out ALL of your ".TXT" (text) files IMMEDIATELY. This syntax does not call up the Numbered Directory, nor the (select?) prompt, but moves immediately to the action specified in the command.

This makes for an especially fast and easy operation if you want to COPY a number of files when you're weeding out a general disk, and filing things away on specialized disks.

## A0=TYPE \*\*\* (RETURN)

This command allows you to use MENU's Master Wild Card, "\*\*\*\*". Upon hitting (RETURN), all files of the entire directory of Drive A, User Area 0, will be TYPED out.

NOTE In this case, the Numbered Directory will be displayed on the screen before the TYPE so that you can check to be sure you've got the right disk, but no (select?) prompt will appear, as your instruction is to TYPE all the contents of the disk. If it does happen to be the wrong disk, or you find what you're looking for in the middle of the series, you can stop the TYPE by hitting (ESCAPE).

BE careful here, as TYPing out programs (.COM or .CMD files) can cause illegal commands to be sent to your system and cause problems. DON'T use the "TYPE \*\*\*" command on a disk with mixed files.

REMEMBER If you are changing Drives and/or User Areas just for this one TYPing operation, and want to STAY logged on Drive A:, User Area 0:, enter the Drive designation AFTER the command, i.e., "TYPE B: T\*\* (RETURN)". If you want to be logged on the NEW Drive and/or User Area, enter the new Drive and/or User Area designation BEFORE the command, i.e., "B1: TYPE T\*\* (RETURN)".

## The [U] and [X] Global Search Options

MENU allows free access to all the User Areas and previously accessed Drives by entering the special global bracket options, [U] or [X] as the last piece of information in the command syntax. Their use makes it possible to scan all the DIrectories with one entry, to have MENU instantly tell you the location of a file you know the name of, or to have MENU RUN a program from any Drive and User Area, without having to keep track of which Drive or User Area the program is on.

Listing the DIrectories of all the User Areas of a disk at the same time is accomplished by entering A0=DIR [U]. Each User Area that contains files will be displayed with the appropriate prompt, i.e., A1=, A2=, A3=, etc. If no User Area besides Area 0 contains files, then only the files in Area 0 will be displayed.

The DIReCTory command can further include [X] to list all DIReCTories of all Drives that have already been accessed and are on-line. [UX] can be issued together to list all User Areas AND all Drive disk directories. This is particularly helpful if you are using MENU's wild card facility. For example, "A0=DIR \*\*TXT [UX]" will bring up locations of all of your text files on all Drives and all User Areas.

Another way of using the [] global search commands is to find a particular file you know the name of, but do not know which disk it's on. For this operation, enter A0=DIR FILENAME.XXX [UX], and MENU will find the file and display it with the correct location prompt.

Finally, you can do a global [] search with the RUN command, and RUN your selected program from any Drive or User Area, without looking up which disk it is on. Just let MENU do the finding for you by entering A0=RUN [UX]

CHANGING DISKS: You can swap disks in the Drives at will with the global searches, but after a new disk has been inserted, you must re-issue the command. Although CP/M requires a (Control C) to reset the disk directory, MENU will perform this task for you automatically.

IMPORTANT Always enter the bracket instruction LAST in the sequence of instructions you give MENU.

#### ABORT

You can interrupt any MENU command process in mid-stream by hitting (ESCAPE) or (Control C). Either of these keys can be used at any time when you've finished searching for something, you see you've made a mistaken selection or you want to end any lengthy operation. (ESCAPE) is usually preferred because it is faster and instantly returns you to MENU's A0= prompt. (Control C) may be more familiar to you. However, it resets the disk and thus takes longer to operate.

#### PRINTER CONTROL KEY

Hitting (Control P) tells MENU to send information to the printer. This is particularly helpful with the TYPE command, as you can TYPE out rough drafts of whatever file you select without setting up your applications program. During the time the information is being TYPED out to the printer, it is also being displayed on the screen. Hitting (Control P) the second time tells MENU to resume sending information to the screen only. See Scrolling Control Keys for further instruction on entering (Control P) in the midst of information being displayed to the screen.

## COMMAND SYNTAX CONTROL KEYS

When entering commands in MENU, you have a mini-editor that allows you to delete errors and substitute a new letter or word in its place. You can use three different keys for this function, so that if DELEte is different on your console, you can select another key. In addition, the conventional CP/M control keys also operate when issuing a MENU command.

- DELEte           Deletes the last character typed and allows retyping.
- BACK SPACE       Same as (DELEte).
- Control H        Same as (DELEte).
- UNDERLINE       Same as (DELEte).
- RETURN           Hitting (RETURN) after a command tells MENU that the command entry is complete and the input should be accepted.
- NOTE On many keyboards, this key is labeled ENTER.
- LINE FEED       Same as (RETURN).
- Control M       Same as (RETURN).
- Control J       Same as (RETURN).
- Control E        Moves cursor to the next line when entering long command instructions.
- Control R        Retypes input line after errors have been corrected.
- Control U        Cancels the command input and moves the cursor to the next line.
- Control X        Cancels the command input and leaves cursor at the original line.

## SCROLLING CONTROL KEYS

Whenever screen display of information is extensive, MENU allows you to "page" at your own pace, rather than at the computer's. A number of control keys can modify MENU'S screenfull-by-screenfull "paging" process, so that you can scroll rapidly through some information, and slow down as you find an area you want to look at more closely.

- SPACE BAR        A panic stop for all output operations. The conventional (Control S) is also recognized by

MENU, but most people prefer the much less clumsy MENU (SPACE BAR).

This command also starts single stepping output lines each time the (SPACE BAR) is hit. Hitting (RETURN) resumes output to normal paging a screenfull at a time. Hitting (ANY OTHER KEY) during output causes continuous scrolling.

RETURN

(RETURN) tells MENU to output a screenfull of information and wait for you to hit another (RETURN) before giving you the next screenfull.

LINE FEED                    Same as (RETURN).

Control M                   Same as (RETURN).

Control J                   Same as (RETURN).

Control P

Printer toggle. Hitting (SPACE BAR) to stop the scrolling allows you to enter a (Control P) in the midst of scrolling. You then enter (ANY KEY) to initiate sending information continuously to the Printer for a hard copy. The display on the screen will continue during this operation, but you cannot use the paging option. Hitting (SPACE BAR), (Control P) and then (RETURN) at the end of TYPing the information you want in hard copy, tells MENU to resume sending information to the screen only, and paging can be resumed. If it is paging too slowly, you need to hit (Ø) to resume paging on a screenfull-by-screenfull basis.

Ø-9

Hitting any of these numbers during output cancels paging and sets the speed of output line-by-line display (Ø-fast, 9-slow).

ANY KEY

Hitting (ANY KEY) cancels paging during output and initiates continuous scrolling. You control the speed of scrolling by hitting any of the numbers Ø-9. To stop continuous scrolling and resume screenfull paging, first hit the (SPACE BAR) to stop, then hit (RETURN) to begin paging.

\*\*\*\*\*

List of  
MENU! COMMANDS

?  
HELP LIST OF MENU! COMMANDS

USE: This is the magic key to press anytime you want to see the list of MENU's commands as they are to be entered in order to carry out their operation. It can be pressed whenever the main prompt AØ= appears, and will immediately print the alphabetized list of MENU's commands to the screen.

As a special aid to the user, MENU will automatically print this list of commands whenever you make a mistake on command entry syntax.

Otherwise, if you enter the command without the list, MENU will carry it out immediately.

SYNTAX: AØ=?

EXAMPLE: (Screen Display=light type, Your Command=BOLD FACE)

AØ=? (RETURN)

?	COMPARE	COPY
CPM	DIR	ERASE
NEWUSER	PROTECT	RESTORE
RENAME	RUN	SIZE
SPACE	TEST	TYPE
UNPROTECT	USER	

AØ=

-----  
This is what happens:

Step 1: You want to take a look at the MENU commands to check just which one you want and what entry mode it has, so you enter "?" at the AØ= prompt.

Step 2: MENU responds with the alphabetized list of commands for you to look over, and then returns to the AØ= prompt, waiting for you to enter whichever command you select.

NOTE All of the MENU commands are self explanatory in their entry syntax except DIR, which stands for DIRectory - too long a word to bother with typing out in its entirety. This is the reason MENU commands are so easy to remember, and quick to enter. In addition, they are listed alphabetically here and throughout the manual, so the explanations and examples of what they do and how are easy to find.

\*\*\*\*\*

COMPARE  
QUICK FILE COMPARISON

USE: This command enables the user to do a quick verify whether or not two files are identical. It provides a unique number called the "checksum" which reflects both the actual length of a disk file and its contents. This then tells you whether or not two files are the same, so that you don't have to COPY either one of them again, or you can ERASE one of them, if you have more than an original file and an archive, COPY file of the same thing.

NOTE If you want to investigate further, you can use the TYPE command to display the entire file to the screen or TYPE it out on the printer.

SYNTAX: AØ=COMPARE

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

-----  
AØ=COMPARE (RETURN)

```
AØ: 1= COLLEGE.TXT | 2= CUR/IO .TXT | 3= DAISY .TXT
AØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT
AØ: 7= LPRINT .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT
AØ: 1Ø= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM
```

select?1Ø 7 (RETURN)

```
AØ:PRINT .TXT - checksum:D1D8 total:D1D8 dec:53723
AØ:LPRINT .TXT - checksum:368B total:Ø866 dec:215Ø
-----
```

This is what happens:

Step 1: At the AØ= prompt, enter COMPARE, indicating that you want to do a COMPARISON of the files on the logged-on A: Drive. Press (RETURN).

Step 2: MENU displays the Numbered Directory of the files on Drive A:, then displays the (select?) prompt, awaiting your selection.

Step 3: Enter 1Ø and 7 at the (select?) prompt. This tells MENU that you want to calculate the checksums of the files PRINT and LPRINT. Press (RETURN).

Step 4: MENU displays the checksum of each file. In addition, MENU displays the running total of both the checksums of both the files entered, first in Hex and then in Decimal.

In the above example, you can see from the two different checksums of the two files that the files are not the same, despite their similar names. To COMPARE files from other disks, jot down these checksum numbers, then enter AØ=COMPARE B: and



look through the files on the other disk, to find their checksums.

REMEMBER to enter the Drive first with B: COMPARE if you want to move to a new logged-on Drive. If you want to remain on A:, but COMPARE files on B:, then enter COMPARE B:.

The running totals that MENU gives you with this command are often used to COMPARE a group of files when you want to check to be sure that all the files of an important disk have been added to the BAK-up disk. This group have been archived together, but are among other files that are not part of what you want to run a COMPARISON on. To get a quick answer, use COMPARE with each filename on both disks, and jot down the running total figure for each group to see if it is equal. This will tell you if the archive files have been updated and are equal to the working files.

NOTE If the Back-Up disk is exactly the same as the original, you can do an even faster checksum COMPARISON on the whole disks by entering AØ=COMPARE \*\*\*, jotting down that running total figure, then entering AØ=COMPARE B: \*\*\*, and so forth.

For syntax variations, see CONVENTIONS.

\*\*\*\*\*

COPY  
COPYING OF FILES

USE: You'll find this is one of MENU's most valuable commands. With COPY you can quickly duplicate any number of files from a currently logged Drive, or from any specified Drive. Further, you can direct the COPIed files to any Drive you select.

The importance of MENU's COPY command is ease of use. With the Numbered Directory, you simply enter as many file numbers as you want, and MENU automatically COPIes them for you - a big time saver over typing (or mistyping) the names of each of the files you want COPIed.

Another powerful feature of this command is that MENU displays the name of each of the files at the moment it is being COPIed along with the MENU double-check "B:A:(name of file being copied) (y/n)?" prompt. This gives you the opportunity to double check your operation. If you decide not to COPY a file, simply press (n) when the wrong name comes up, and that COPY is then skipped.

Further, if you want to Rename your file at the same time you do the COPY, you can use the MENU [Q] option.

SYNTAX: AØ=COPY

RECOMMENDED When you COPY large files or a group of files, it's a good idea to first enter MENU's SIZE and SPACE commands, so you can find out ahead of time whether or not the COPY will fit on the destination disk. (See those commands for instructions.) If you forget, however, MENU will simply tell you the COPY cannot be completed, and you can enter another disk to finish the COPY.

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=COPY (RETURN)

```
AØ:  1= COLLEGE.TXT |  2= CUR/IO   .TXT |  3= DAISY   .TXT
AØ:  4= DEMO   .TXT |  5= END     .TXT |  6= INQUIRE.TXT
AØ:  7= LPRINT .TXT |  8= MONEY   .TXT |  9= MOVCOR  .TXT
AØ: 1Ø= PRINT  .TXT | 11= SYSTEM  .TXT | 12= WS     .COM
```

select?1 4-6 (RETURN)

destination drive:B: (RETURN)

```
B:=A:COLLEGE.TXT (y/n) y
B:=A:COLLEGE.TXT
```

B:=A:DEMO .TXT file exists,<B>ackup,<O>verwrite,<S>kip: s

B:=A:END .TXT (y/n) y

B:=A:INQUIRE.TXT - bad sector on read, abort Y/N: y  
-----

This is what happens:

Step 1: At the AØ= prompt, type COPY, indicating that you wish to COPY a file from your logged-on Drive A:. Now, press (RETURN).

Step 2: MENU displays the Numbered File Directory followed by the (select?) prompt awaiting your selection.

Step 3: You type files 1 and 4 - 6, indicating that you want to COPY the COLLEGE.TXT, DEMO.TXT, END.TXT and INQUIRE.TXT files. Press (RETURN).

Step 4: MENU asks for the (destination drive:). Type B: (RETURN).

Step 5: MENU proceeds with the COPY bringing up each file name and asking you (y/n) for each COPY.

Step 6: When MENU starts to COPY the DEMO.TXT program, it discovers another program of the same name on the B: disk. MENU will never inadvertently overwrite your file. Instead, at this point you're asked what you want to do - <O>verwrite the B: disk DEMO.TXT file; make a <B>ackup copy on the B: disk; or <S>kip COPYING the DEMO.TXT file to the B: disk. This time you decide to <S>kip, so you tell MENU by hitting the S character. NOTE This choice stays displayed on the screen, so that you have the opportunity to double check it if you want to redo the COPY.

Step 7: When MENU starts to COPY the INQUIRE.TXT file, it discovers a bad sector in the file. Once again MENU tells you what the situation is and asks "bad sector on read, abort (y/n):" In this case, you decide to abort the COPY, so you press Y.

NOTE If you want to save the file, even though part of it has been damaged, MENU gives you the option to enter (No) to the ABORT process here, and choose going ahead with the COPY. Then, when the COPY is complete, take a look at any text or data file with TYPE to see just what has to be rewritten. This case comes up most often when you have just RESTORED a file, and a portion of it has been overwritten.

It is always RECOMMENDED to COPY these files before writing to them or doing anything else with them, because they may have some section that has been already overwritten while they were ERASED. REMEMBER to enter the UNPROTECT command on any RESTORED files after you have COPIed it to a new disk, but before you try to rewrite any information.

As MENU proceeds through COPYING a series, the name of each file

being COPIed is displayed, along with any notations about other choices you may make and information about what happens to files that are too large to be COPIed. Extra large files that won't fit on the destination disk will be set aside, unCOPIed, while their name will be displayed with a "disk is full" prompt. Meanwhile, MENU will continue to fill up the destination disk with the smaller files of the series.

Each of these actions will be displayed, because MENU protects you and your files from getting caught in a situation without knowing what files have been transferred. You can then make a note of which files were too big to be COPIed, and transfer them to your next disk.

NOTE COPY writes to the disk. There's no need to remember to press (Control C), however, as MENU will do this for you automatically when you insert a new disk.

#### IMPORTANT COPY OPTIONS

There are a number of options which greatly enhance the use of COPY.

First, take a look again at the options open to you whenever MENU encounters a file of the same name on the destination disk, and the "file exists, <B>ackup, <O>verwrite, <S>kip:" prompt appears.

If you choose the <B>ackup procedure, your file will be COPIed exactly AND the old file that is on the destination disk will REMAIN there, unchanged, except that its extension will be renamed ".BAK"

If you encounter a second file named "JONESLTR.TXT", for example, and you are COPYing from disk A: to B:, the Jones letter you have moved from A: will continue to be "JONESLTR.TXT", while the one staying on B: will be renamed to "JONESLTR.BAK" When you're next working with your disk, you'll instantly see that there are two versions of "JONESLTR". You can tell from the extension part of the name, which file is the new one you moved to the disk, versus which one is the old BAKup one that was always on the disk.

The <B>ackup option is used for COPYing when you don't want to overwrite the file already on the archive disk. RECOMMENDED After you've finished the COPY, it's a good idea to TYPE out the look at it. You may want to RENAME one or the other of the files to make them easier to look up and keep straight.

REMEMBER If the file you are COPYing is a program (a .COM or .CMD file), it cannot be TYPed. Further, it can't be RUN if you leave it with a .BAK extension. Be particularly careful when COPYing programs.

The <O>verwrite option is just the opposite of <B>ackup. This option is used when you are updating archive files, and you want the old, unedited version of the file to be destroyed. Entering

"O" at the "file exists" prompt tells MENU to write the new version of the file at the same time as destroying the old version. THIS IS NOT AN ERASE, AND THE OLD FILE CANNOT BE RESTORED LATER BECAUSE IT HAS PROBABLY ALREADY BEEN OVERWRITTEN.

This may sound dangerous at first, and you do not need to overwrite any file if you always simply add new files instead of edited files to your archive disk. However, if you are working for long periods of time revising a particular file - on a Data Base Entry System, for an example - you'll want to enter the revised edition to your archive file each evening. You'll find it a great relief to be able to automatically "throw away" old versions that you no longer need.

The final choice MENU gives you when encountering a file of the same name on the destination disk is to <S>kip the COPY altogether. This option is for use whenever you don't want any changes on the destination disk, once you've checked that the file has already been COPIed.

#### THE MENU [Q] AUTOMATIC RENAME OPTION

The [Q] option allows you to rename files during the actual COPY operation. With [Q], you can quickly and easily COPY a new, edited version of a program to a disk right alongside the old file without invoking the separate RENAME command, or changing a useful extension to the hard-to-recognize ".BAK".

You initiate this operation by entering AØ=COPY [Q] instead of the normal COPY command entry. REMEMBER Be sure to enter the [Q] as the LAST piece of instruction in the command syntax.

After the Numbered Directory has been displayed and you have made your selection of files and destination Drive, MENU will prompt for a (new name:).

You can use Wild Cards with the [Q] rename, just as you can with the RENAME command. If you are renaming a series with the [Q] option, and want some of the series to keep the same name, simply hitting (RETURN) will retain the original name.

IMPORTANT [Q] is a one-time only option, and it will not come up again the next time you issue the COPY command unless you include it in the entry.

#### COPY FROM USER AREA TO USER AREA

This is one of the special features that makes MENU such a powerful program. Again, ease-of-use is the keynote. This function is available with any CP/M system, version 2.2 or later.

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

-----  
AØ=COPY B12: (RETURN)

B12: 1= COLLEGE.TXT | 2= CUR/IO .TXT | 3= DAISY .TXT  
B12: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT  
B12: 7= LPRINT .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT  
B12: 10= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM

select?1 (RETURN)

destination drive:C10: (RETURN)

C10:=B12:COLLEGE.TXT (y/n) y

C10:=B12:COLLEGE.TXT

A0=

-----  
This is what happens:

Step 1: At the A0= prompt, type COPY B12: (RETURN), indicating that you wish to COPY a file from the disk in Drive B:, User Area 12:

Step 2: MENU displays the Numbered File Directory of B12:, with the location prompt showing in the left hand column. The (select?) prompt then appears awaiting your choice.

Step 3: You enter 1 (RETURN), indicating that you want to COPY COLLEGE.TXT.

Step 4: MENU asks for the (destination drive:). Type C10: (RETURN). This tells MENU you want the file to be COPIed over to Drive C:, User Area 10.

Step 5: MENU proceeds with the COPY, bringing up the COLLEGE.TXT file name and asking you for verification (y/n). When the file has been COPIed from B12: to C10:, MENU returns you to your original logged-on Drive and User Area, as indicated with the return of the original prompt, A0=.

#### SYNTAX WHEN COPYING BETWEEN USER AREAS

The easiest way to move from one User Area to another is to simply enter your new User Area at the main prompt, i.e., A0=12: Your prompt will change to A12=, and you can proceed from there with your COPY.

However, it's time saving to enter your User Area with the command, as in the example above. REMEMBER if you put the User Area BEFORE the command, you will move to being logged onto that User Area. If you put the User Area AFTER the command, MENU will perform this one COPY and then return you to the original logged-on Drive and User Area.

IMPORTANT - ALWAYS ENTER THE DRIVE FIRST, (NO SPACE), THEN THE USER AREA, (NO SPACE), THEN THE COLON (:) THESE INSTRUCTIONS ARE ENTERED TOGETHER EITHER BEFORE OR AFTER THE COMMAND NAME.

MENU has no problem with your entering a new Drive at the same time as entering the new User Area. As soon as you hit (RETURN), MENU will then proceed automatically with a display of the Numbered File Directory of that Drive and User Area.

IMPORTANT - IF YOU ENTER ONLY A DRIVE OR ONLY A USER AREA NUMBER, MENU WILL AUTOMATICALLY ASSUME THAT THE NON-STATED DRIVE OR USER AREA IS THE SAME AS THAT OF THE DEFAULT LOCATION.

#### COPY VS MOVE FROM USER AREA TO USER AREA

If you are working with files that you want changed from one User Area to another ON THE SAME DISK, MENU has a special option for this operation - it is to MOVE the file instead of duplicating it. This operation is initiated the same way as a regular COPY, but after you've told MENU you want to remain on the same disk, the "(C)opy or (M)ove:" prompt will be displayed for your choice.

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

-----  
A0=COPY A1: (RETURN)

A1: 1= COLLEGE.TXT | 2= CURTAIL.TXT | 3= DAISY .TXT  
A1: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT  
A1: 7= LETTER .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT  
A1: 10= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM

select? 10- (RETURN)

destination Drive: A

(C)opy or (M)ove:M

A:=A:PRINT .TXT (Y/N) ? Y  
A:=A:SYSTEM .TXT (Y/N) ? Y  
A:=A:WS .COM (Y/N) ? N

A0=

-----  
This is what happens:

Step 1: At the A0= prompt, enter COPY A1: (RETURN), indicating to MENU that you want to COPY a file or files from Drive A:, User Area 1:

Step 2: MENU displays the Numbered Directory of files on Drive A:, User Area 1:.

NOTE If there were no files in that User Area, MENU would respond with "No files ??????????.??? on A:".

Step 3: The select prompt appears, and you enter 10- indicating that you want to COPY files from number 10 to the end of the disk. Press (RETURN).

Step 4: MENU asks your destination Drive. Enter A, as you wish to transfer files ON THE SAME DISK.

Step 5: MENU now asks if you want to (C)opy or (M)ove a file.

NOTE This prompt ONLY appears when you enter the same Drive as the Drive where the selected file is residing.

Step 6: You select (M)ove. This choice places the file names you've selected in the User Area 2 directory AND REMOVES them from the directory in User Area 1. In this way, you can isolate and group particular files within different Areas without having to go back to the original User Area and ERASE the file there.

NOTE You can COPY between User Areas on different disks AS WELL AS from Area to Area on the same disk, BUT YOU CAN ONLY (M)OVE FROM AREA TO AREA ON THE SAME DISK.

Step 7: MENU displays each file with the (Y/N) verify prompt as it is to be (M)oved. You respond (Y)es for the first two, but then decide not to Move the WS file, and say (N)o to that question. MENU completes the Move on the first two files, and returns you to the AØ= prompt for your next action.

NOTE Inter User Area COPIes can be done with any CP/M system, version 2.2 or later.

For Syntax Variations, See CONVENTIONS.

\*\*\*\*\*



CPM  
EXIT FROM MENU TO CP/M

USE: This command is for use at any time you want to leave MENU and go into the CP/M system for some special function.

In addition, MENU contains an automatic memory test that is executed every time you enter (CPM) or (Control C). If a "?" appears after you issue either of these commands, it indicates a memory failure problem. In that case, you should have your system checked, as this can cause malfunctions, even if the system appears to be working normally most of the time.

NOTE: (Control C), often used to exit CP/M programs, will NOT provide an exit from MENU, but will simply return you to the main MENU prompt AØ=.

ONLY the (CPM) command will restart CP/M.

SYNTAX: AØ=CPM

NOTE TO MP/M 86 USERS

(Control D) exits to MP/M in the same manner as DETACH. Hitting (Control D) again returns to MENU.

\*\*\*\*\*

DIR  
DIRECTORY

USE: This is often the first command you enter in the day, and MENU offers you a number of ways to tailor design your directory of files to suit your needs, including the [U] AND [X] options that allow you to look through all directories of all previously accessed User Areas and Drives with only one command entry.

SYNTAX: AØ=DIR  
AØ=DIR [U] - list directories of all User Areas on disk  
AØ=DIR [X] - list Default User Area directories of all disks on previously accessed Drives  
AØ=DIR [XU]- list all directories of previously accessed User Areas and Drives

EXAMPLE (Screen Display=light type/Your Command=**BOLD FACE**)

-----

**AØ=DIR [UX2] (RETURN)**

```
AØ: 1= COPY      .COM | 2= IND      .COM
AØ: 3= PASS      .COM*| 4= MENU     .COM*
AØ: 5= NEWCODE   .COM*| 6= PWZ      .COM
AØ: 7= S         .COM | 8= WS       .COM*
A1: 1= ANDY      .TXT | 2= ANDY1   .TXT
A1: 3= ANDY2     .TXT |
BØ: 1= DBJAN1    .DBF | 2= DBJAN2   .DBF
```

**AØ=**

-----

This is what happens:

Step 1: At the AØ= prompt enter DIR [UX2] (RETURN), indicating that you wish to see the directories of all User Areas and all accessed Drives displayed in two columns. NOTE Any number inside the brackets alters the number of directory columns in the display.

Step 2: MENU displays the directories of the disk on Drive A: User Area Ø:, then on Drive A:, User Area 1:, then automatically goes on to the disk in Drive B:, User Area Ø:. All the directories are displayed in the two columns, as per request. Because the DIRectory function is to help you find where files are, there is no "select?" prompt.

Notice that you have all your programs (.COM files) on Drive A:, User Area Ø:. Among those, files PASS.COM, MENU.COM and WS.COM are designated with the (\*) PROTECT marker, to let you know that they have been PROTECTEd as Read Only files, so that you can't accidentally write to them. See the PROTECT / UNPROTECT commands.

As MENU moves on to User Area 1: on Disk A:, the location prompt changes to A1: and the file numbers start again at 1=, etc. MENU then moves automatically on to the next Drive and User Area,

and the designation of the location prompt changes to B01=. This makes it easy for you to jot down where particular files are as you page through longer directories.

IMPORTANT If you have just one file you're looking for, you can do a very quick Universal Search by entering:

A0=DIR ANDY.TXT [UX]

MENU will automatically find the file for you and display the Drive and User Area location in the prompt.

IMPORTANT The [U] and [X] options are unique to the DIRectory and RUN commands, and canNOT be used in conjunction with other MENU commands to call up Numbered Directory searches.

REMEMBER Always enter the bracket instructions [] as the last item in the command syntax.

NOTE DIR [U] User Area searches can be done with any CP/M system version 2.2 or later.

#### WILD CARD OPTIONS

If you want to do a one-time directory search for a particular file or group of files, you can instruct MENU to do this by using wild cards. MENU accepts either CP/M's conventional (\*.\*) or the special (\*\*) MENU wild card. For example, you have a disk full of the last six months of accounting files - they all start with ACT and you only want January, enter:

DIR ACTJA\*\*

Conversely, if you want to isolate files with a particular extension, enter:

DIR \*\*TXT

See the Wild Card section in CONVENTIONS for more uses of Wild Cards with searches.

\*\*\*\*\*

ERASE  
ERASE FILES

USE: This command ERASEs the files you choose from the currently logged drive or from a specified drive. Utilizing the MENU Numbered Directory for ease of selection, you can ERASE large numbers of files in one operation.

To make ERASE totally under your control, MENU gives you a number of user verify and double check operations, so that you never have to worry about making a mistaken ERASE. After your selection, but before doing the ERASE, MENU will display the names of all the files you've selected on screen, along with your instructions, and bring up the "erase Y/N" question, so that you can double check the operation before activating it. Further, each filename will be displayed on-screen during the ERASE, with yet another "erase, (y/n)" verify opportunity.

SYNTAX: AØ=ERASE

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

-----  
AØ=ERASE (RETURN)

AØ: 1= COLLEGE.TXT | 2= CURTAIL .TXT | 3= DAISY .COM\*  
AØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT  
AØ: 7= LPRINT .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT  
AØ: 1Ø= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM

select?8 3 (RETURN)

erase (Y/N): Y

A: MONEY .TXT erase (y/n) Y

A: DAISY .COM file is R/O

-----  
This is what happens:

Step 1: At the AØ= prompt, you enter ERASE which tells MENU that the you wish to ERASE a file or files. Because you have not designated a drive, MENU knows that Drive A:., your currently logged drive, is to be used. Press (RETURN).

Step 2: MENU displays the Numbered Directory of files on Drive A:., User Area Ø, and then displays the (select?) prompt, awaiting your selection.

Step 3: Enter 8 and 3, indicating that you wish to ERASE MONEY.TXT and DAISY.COM. Press (RETURN).

Step 4: MENU first asks for a confirmation before initiating the ERASE with the verify prompt "erase y/n:" After double checking, you enter (Y) for Yes.

The filename MONEY.TXT plus the "erase (y/n):" prompt is then displayed, for you to confirm the action on this specific file. Again, you enter (Y) for Yes.

When you reach the DAISY.COM file, MENU discovers that it has been set to Read Only (R/O). This setting forbids MENU from ERASing the protected file, so MENU displays this information for you on the screen. If you decide you do want to go ahead with ERASing DAISY.COM anyway, you will need to enter AØ=UNPROTECT DAISY.COM in order to take away the Read Only PROTECTION marker, and then re-enter the ERASE.

#### RESTORING ERASED FILES

If you inadvertently ERASE a needed file no harm is done as you can immediately RESTORE it. See the RESTORE command.

IMPORTANT Use the RESTORE function as soon as possible after ERASing a file. If you write to the disk after the ERASE and overwrite the file, it can no longer be RESTORED.

For Syntax Variations, See CONVENTIONS.

\*\*\*\*\*

PROTECT / UNPROTECT  
PROTECTS FILES

USE: Setting the Read Only PROTECT marker on files is a good way to keep from accidentally ERASing them or changing them in one way or another inadvertently. Taking the marker off with the UNPROTECT command allows you to go back to changing the files.

SYNTAX: AØ=PROTECT or AØ=UNPROTECT

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

-----  
AØ=PROTECT (RETURN)

AØ: 1= COLLEGE.TXT | 2= CURTAIL.TXT | 3= DAISY .TXT  
AØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT  
AØ: 7= LPRINT .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT  
AØ: 1Ø= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM

select?11 12 (RETURN)  
-----

This is what happens:

Step 1: At the AØ= prompt, you enter PROTECT, indicating that you're going to put PROTECT Read Only markers on disk A: files. Press (RETURN).

Step 2: MENU displays the Numbered Directory. NOTE In this example, only those files which can be changed are displayed. Later, when the UNPROTECT command is issued, only those files that have ALREADY been PROTECTED with the Read Only marker will be displayed.

Step 3: At the (select?) prompt, enter 11 and 12 then press (RETURN). MENU will proceed to put a PROTECT Read Only marker on the files SYSTEM.TXT and WS.COM.

There is no limit to the number of files you can PROTECT, nor does it matter what kind of files they are, i.e., text, data, programs or games. In any subsequent Numbered Directory, these files will show with an (\*) at the end of their name. If you try to manipulate them in any way, the reminder prompt "file is R/O" (file is Read Only) will be displayed.

## UNPROTECT

The UNPROTECT command is the mirror image of PROTECT. When issued, it calls up a Numbered Directory of ONLY THOSE FILES PREVIOUSLY MARKED WITH PROTECT, because these are the only files that can be unmarked.

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)  
-----

A0=PROTECT (RETURN)

A0: 1= SYSTEM .TXT\*| 2= WS .COM\*

select?1 (RETURN)  
-----

This is what happens:

Step 1: At the A0= prompt, you enter UNPROTECT (RETURN), indicating that you're going to take off the PROTECT Read Only markers on disk A: files.

Step 2: MENU displays the Numbered Directory of only those files that have ALREADY been PROTECTED and ALREADY have the Read Only marker, because these are the only files that can be UNPROTECTED.

Step 3: At the (select?) prompt, you enter 1 (RETURN), and MENU will proceed to take off the marker and the PROTECTION on SYSTEM.TXT.

NOTE This MENU function is available only in CP/M 2.2 and later.

For Syntax Variations, See CONVENTIONS.

WARNING! NEVER MARK THE FILE \$\$\$SUB WITH THE READ ONLY PROTECT MARKER. THIS FILE SETS UP A CONTINUOUS NO EXIT LOOP. IF YOU REALIZE YOU HAVE INADVERTENTLY SELECTED \$\$\$SUB FOR READ ONLY DESIGNATION, ISSUE A0=UNPROTECT \$\$\$SUB IMMEDIATELY AND THEN PROCEED TO ERASE \$\$\$SUB.

\*\*\*\*\*

RESTORE  
RESTORES ERASED FILES

USE: This command RESTORES previously erased files on the disk in either your currently logged Drive or any another specified Drive. MENU displays the names of previously deleted files one by one with a Y/N request for RESTORing. This is particularly helpful because you do not have to know in advance the exact name of the file you want to RESTORE.

SYNTAX: AØ=RESTORE

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=RESTORE (RETURN)

```
AØ:=MOVCPM   .COM   recover (Y/N) ? N
AØ:=SANDVL   .TXT   can not recover, file with bad extent
AØ:=SPACE    .COM   recover (Y/N) ? Y (ESCAPE)
```

AØ=

-----  
This is what happens:

Step 1: At the AØ= prompt you enter RESTORE, indicating you wish to RESTORE one or more of the files on your logged-on Drive (AØ:) which have been erased earlier. Press (RETURN).

Step 2: Only three files have been erased, and the MENU RESTORE command lists ONLY THOSE THREE ERASED FILES. NOTE these files are listed one at a time. You work directly with the erased files by name, NOT with the Numbered Directory.

Step 3: As each file name is displayed, MENU asks if you wish to RESTORE with the "(Y/N) ?" prompt. On the MOVCPM.COM file you respond (N)o.

Step 4: MENU tells you that a significant part of the SANDVL.TXT file has already been overwritten, and can not be RESTOREd.

Step 5: When you come to the SPACE.COM file, you respond (Y)es, because this is the file you were looking for.

Once initiated, RESTORE will proceed automatically to display the name of ALL the files on the disk which have been ERASEd. This lets you know if a file is there, even if it has already been overwritten to the point that it cannot be reclaimed.

Step 6: Since you were only looking for the SPACE.COM file, once you have hit "Y" to RESTORE it, you hit (ESCAPE) to stop the search through the erased files, and you're returned to the AO= main prompt.



NOTE If you know the exact name of the file you want to RESTORE, you don't have to search through the filenames in the Directory of ERASED files. Instead, just enter:

AØ=RESTORE (FILENAME) (RETURN)

IMPORTANT WHEN WORKING WITH FILES AFTER THEY HAVE BEEN RESTORED.

For safety's sake, MENU marks each RESTORED file Read Only. This shows up in the screen display as an (\*) marker after the file name in the directory, or MENU tells you "- file is R/O", at any time you try to write to a Read Only protected file.

IMPORTANT With R/O marked RESTORED files, COPY the file to another disk before any changes are made. RESTORED files may be partially overwritten and thus use the same disk space as another file. If you write to them without the intervening COPY, you will destroy the other file. Once you have COPIED the file to another disk, you can remove the Read Only protect, by entering AØ=UNPROTECT (FILENAME). See the PROTECT/UNPROTECT command.

THIS COPY ACTION IS ABSOLUTELY IMPERATIVE WITH FILES THAT TURN UP WITH INFORMATION UNDER THE "GROUP CONFLICT" COLUMN, BECAUSE SUCH FILES HAVE EXTENSIVE SECTIONS THAT ARE USING THE SAME DISK LOCATION AS ANOTHER FILE. SUCH FILES MUST BE COPIED BEFORE USE, AND THE RESTORED VERSION ON THE FIRST DISK MUST THEN BE ONCE MORE ERASED.

WARNING! NEVER RESTORE FILE \$\$\$SUB. THIS FILE SETS UP A CONTINUOUS NO-EXIT LOOP AND DESTROYS THE DISK. IF YOU REALIZE YOU HAVE INADVERTENTLY ANSWERED (Y)ES TO RESTORING \$\$\$SUB, AS SOON AS THE RESTORE IS COMPLETE, ENTER AØ=UNPROTECT \$\$\$SUB, AND THEN PROCEED WITH ENTERING AØ=ERASE \$\$\$SUB.

#### RESTORING FILES WITH SAME NAMES

MENU will not illegally create two files of the same name in the current directory, but will tell you that the file name already exists and that the RESTORE can not be completed. When you want to RESTORE the file anyway, first enter (ESCAPE) to abort the RESTORE, then enter the RENAME command, and select the name of the original file from the normal directory for RENAMING. Once that has been done, re-enter RESTORE, and the ERASED file can be RESTORED.

NOTE: You CANNOT RENAME a deleted file. You must hit (ESCAPE) and proceed from the AØ= prompt with a normal RENAME of the file in the working directory.

NOTE RESTORE writes to the disk. There's no need to remember to press (Control C), however, as MENU will automatically do this for you when you insert a new disk.

\*\*\*\*\*

RENAME  
RENAMES FILES

USE: This command RENAMES any number of files either individually or in a series. You can change each file one at a time as MENU prompts for the "new name", or you can enter a the MENU Universal RENAME colon (:) option add a new extension to be added to an entire group of files, and RENAME all of them at once.

SYNTAX: AØ=RENAME

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=RENAME (RETURN)

```
AØ: 1= COLLEGE.TXT | 2= CURTAIL .TXT | 3= DAISY .TXT
AØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT
AØ: 7= LPRINT .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT
AØ: 1Ø= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM
```

select?1 (RETURN)

AØ:COLLEGE.TXT = new name: CLGNEW .TXT(RETURN)

AØ:COLLEGE.TXT = CLGNEW .TXT rename (Y/N): Y

AØ=

This is what happens:

Step 1: At the AØ= prompt you enter RENAME, indicating that you wish to RENAME a file or files on your logged-on Drive (AØ:). Press (RETURN).

Step 2: MENU displays the Numbered Directory of Drive and Area (AØ:) followed by the (select?) prompt.

Step 3: You enter 1 and press (RETURN), indicating that you wish to rename file COLLEGE.TXT. MENU responds by repeating the old name of the file and then printing (New Name:), waiting for you to type in the new name. You enter CLGNEW. TXT and press (RETURN).

Step 4: MENU displays the old name of the file followed by the new name and the verify prompt, "(Y/N):". You respond Y, and the file COLLEGE.TXT is RENAMED to CLGNEW .TXT while the doublecheck display of the action appears on the screen.

WILD CARDS USE WHEN RENAMING

MOVCOR .TXT = new name: \*\*BAK

MOVCOR .TXT = MOVCOR.BAK rename (Y/N):

The Wild Card (\*\*) plus the part of the name that you are changing after the (new name:) prompt, i.e. "\*\*BAK", is all you need to RENAME MOVCOR.COM to MOVCOR.BAK.

## MENU SERIES RENAMING

If a series of MENU numbers has been entered at the (select?) prompt, typing a colon (:) preceding your entry at the "new name:" prompt will result in the entire series being similarly RENAMED.

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=RENAME (RETURN)

```
AØ: 1= COLLEGE.TXT | 2= CURTAIL .TXT | 3= DAISY .TXT
AØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT
AØ: 7= LPRINT .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT
AØ: 1Ø= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM
```

select?1 2 9 (RETURN)

```
AØ:COLLEGE.TXT = new name:**BAK (RETURN)
AØ:COLLEGE.TXT = COLLEGE.BAK newname (Y/N) ? Y
AØ:CURTAIL.TXT = CURTAIL.BAK newname (Y/N) ? Y
AØ:MOVCOR .TXT = MOVCOR .BAK newname (Y/N) ? Y
```

This is what happens:

Step 1: You enter RENAME (RETURN) at the AØ= prompt, and MENU brings up the Numbered File Directory of the logged-on Drive for your selection.

Step 2: You choose files numbered 1 2 and 9 for RENAMing, and hit (RETURN) to enter your selection.

Step 3: MENU displays the name of the first file you selected, COLLEGE.TXT, and asks for the "new name:" You enter :\*\*BAK.

IMPORTANT The Wild Card (\*\*) tells MENU that the first part of the name (which the \*\* stands for) is to remain the same - only the extension is to be RENAMED. The Universal RENAME colon (:) option entered before (\*\*BAK) causes the extension in ALL the files in the series above to be AUTOMATICALLY RENAMED as ".BAK" without any further typing on your part, except responding Y as YES to each "rename (Y/N):" verify prompt.

NOTE [Q] automatically allows RENAMing within the COPY command without entering the RENAME command. The (\*\*) Wild Card can be used with [Q] in the same way as with the RENAME command.

NOTE RENAME writes to the disk. There's no need to remember to press (Control C), however, as MENU will do this for you automatically when you insert a new disk.

For Syntax Variations, See CONVENTIONS.

\*\*\*\*\*

RUN  
RUNS ANY PROGRAM

**USE:** Whenever you're ready to RUN a program, whether it's an word processing or data file creating program or any other .COM or .CMD program, MENU is ready to help. By simply entering RUN, you call up the Numbered Directory of ONLY THE EXECUTABLE PROGRAMS from your currently logged Drive. With only the executable programs on your Directory, it's easy to find the one you want. If the program isn't there, then you can enter RUN B: (or any other disk Drive), and MENU will display the Numbered Menu of the programs on that Drive.

RUN can also be entered in conjunction with naming the program you wish to RUN. Further, if you name the program, you can also give any auxiliary file name that you want to work with. This allows you to log directly into whatever project you want.

**SYNTAX:** AØ=RUN  
          or  
          AØ=RUN WS  
          or  
          AØ=RUN WS Letter

**NOTE** If no program name follows the RUN command, then MENU will display the Numbered Directory of programs from the Drive indicated by the MENU prompt or the Drive entered in conjunction with the RUN command. For syntax variations, see CONVENTIONS.

**NOTE ONLY** executable programs (.COM or .CMD files) will be displayed on MENU's Numbered Directory. MENU pre-selects these for you, as these are the only files that can be RUN.

**EXAMPLE:** (Screen Display=light type/Your Command=BOLD FACE)

AØ=RUN B: (RETURN)

```
BØ: 1= COLLEGE.COM | 2= CUR/IO .COM | 3= DAISY .COM*
BØ: 4= DEMO .COM | 5= END .COM | 6= INQUIRE.COM
BØ: 7= LPRINT .COM | 8= MONEY .COM | 9= MOVCPM .COM
```

select?4 (RETURN)

This is what happens:

**Step 1:** At the AØ= prompt you enter RUN B:, indicating that you wish to RUN a program from Drive B:. Press (RETURN).

**Step 2:** MENU responds with Numbered Directory of the programs on Drive B: User Area Ø:, followed by the (select?) prompt.

Step 3: You enter 4, indicating that you want to RUN the program DEMO.COM. Once you press (RETURN), MENU will load the DEMO.COM program and then start its execution.

#### PROGRAMS AND AUXILIARY FILES

When the RUN command is issued followed by the specific name of a program to be RUN, it may in turn be followed by the file name which the program will then be loading and using. For example:

AØ=RUN WS Letter

will put you directly into the text file ("Letter") in Word Star.

#### GLOBAL SEARCH [U] AND [X] OPTIONS WITH RUN

MENU has a special global search [ ] option with the RUN command. This allows you to simply enter the name of an Auxiliary Program with [UX], and it will be automatically RUN from whichever Drive and User Area MENU finds it. For example:

AØ=RUN MODEM.COM [UX]

will do a global search of all previously accessed Drives and User Areas, and then RUN the program wherever it is found.

NOTE Always enter bracket options as the last piece of instruction in the command syntax.

#### KEEPING MENU IN CONTROL

MENU is equipped with an AUTO RESTART function so that MENU will be automatically reloaded into memory and give you control of CP/M after you have RUN any program.

Because MENU must create an AUTO RESTART SUBMIT file on your disk, you must be sure that you have a copy of MENU on your Default Drive and User Area, that your disk is NOT WRITE PROTECTED, and that there is at least ONE KILOBYTE OF FREE SPACE to allow for this file. Otherwise, you will be prompted with the appropriate "disk is R/O" or the "disk is full" message. In these situations, you can enter the RUN command with the [!] option, i.e. AØ=RUN [!]. This will turn off the AUTO RESTART function, RUN your program, and return you to CP/M at the end of the operation.

\*\*\*\*\*

SIZE  
FILE STATISTICS

**USE:** This command provides statistics on the SIZE of any file or group of files. The displayed information shows the Decimal number of sectors that CP/M has allocated for the file, the number of allocated sectors not yet used by the file, the SIZE of the file in kilobytes and, lastly, a RUNNING, CUMULATIVE TOTAL of all the kilobytes utilized by all the files you have selected.

Used with the SPACE command, SIZE is particularly valuable when COPYING, as it tells you whether or not a file or a group of files can fit on the new disk. SIZE is also helpful when you want to check a file to see if it is getting too large to edit easily.

**SYNTAX:** AØ=SIZE

**EXAMPLE:** (Screen Display=light type/Your Command=BOLD FACE)

AØ=SIZE B: (RETURN)

```
BØ: 1= COLLEGE.TXT | 2= CUR/IO .TXT | 3= DAISY .TXT
BØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT
BØ: 7= LPRINT .TXT | 8= MONEY .TXT | 9= WS .COM
```

select?1-3 (RETURN)

```
BØ: COLLEGE.TXT (Y/N) ?Y 33 sectors 15 empty 6K 6K
BØ: CUR/IO .TXT (Y/N) ?Y 253 sectors 12 empty 55K 61K
BØ: DAISY .TXT (Y/N) ?Y 23Ø sectors 9 empty 45K 1Ø6K
```

AØ=

This is what happens:

Step 1: At the AØ= prompt, enter SIZE B:, indicating that you want SIZE information on the files of Drive B:, but you wish to stay logged on Drive A:.. Press (RETURN).

Step 2: MENU responds with the Numbered Directory of files on Drive B:.. At the (select?) prompt, enter 1-3 indicating that you wish SIZE information on files COLLEGE.TXT, CUR/IO.TXT and DAISY.TXT Press (RETURN)

Step 3: MENU displays the selected files, flagging each one with the "(Y/N) ?" verify prompt. You hit "Y" to give the go ahead, and MENU displays the SIZE information.

With the first file, COLLEGE.TXT, MENU tells you it occupies 33 sectors, but 15 sectors are empty in the block. The file holds 6K and 6K is the total that has been SIZED at this point.

This second 6K figure represents THE CUMULATIVE RUNNING TOTAL of

the files being SIZED. It is needed when determining whether or not a GROUP OF FILES WILL FIT on another disk. In this example, the running total of the three files is 106K.

For Syntax Variations, See CONVENTIONS.

#### USING SIZE AND SPACE WITH THE COPY COMMAND

To COPY these three files to another disk, particularly if you want the entire group to go to the same disk, enter the SPACE command with the new Drive designation to obtain the available space on the new disk and find out if there is SPACE for the 106K COPY.

NOTE If you are doing a COPY to a disk with a different format or different density than the disk you are COPYING from, give yourself a substantial margin of leeway on the SIZE vs SPACE requirements.

\*\*\*\*\*

SPACE  
DISK SPACE

USE: This command provides information as to the amount of SPACE available vs SPACE used on any disk.

This command is invaluable when you need a large SPACE for a file. This happens whenever you have to be sure you're not running out of room on a long text or data base project, you're creating a long, new file or you want to copy or transfer a large file or groups of files to a new disk or User Area in any logged-on Drive.

NOTE SPACE AUTOMATICALLY displays the information requested for ALL DRIVES THAT ARE ON-LINE, i.e., that have already been accessed at least once.

See the COPY and SIZE commands for use in conjunction with SPACE.

SYNTAX: AØ=SPACE

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=SPACE (RETURN)

A: R/W Used: 66K, Free: 53ØK, Capacity: 6ØØK  
B: R/W Used: 12ØK, Free: 476K, Capacity: 6ØØK

AØ=

This is what happens:

Step 1: At the AØ= prompt, enter SPACE, indicating that you want to know the current used and unused kilobytes of SPACE on the disks in all previously accessed drives. Press (RETURN).

Step 2: MENU displays disk SPACE information from Drives A: and B:. The information displayed tells you several things. In the first left-hand column, the R/W indicates that MENU'S automatic (Control C) has already logged the disk on, and the disk is ready for manipulation. For disk A:, there is a total capacity of 6ØØK, 66K are used, leaving 53ØK free and available for use.

On disk B:, there is also a 6ØØK capacity, but on this disk 12ØK have already been used, leaving 476K available for use.

NOTE The number of K's free on the disk will never equal (disk capacity) minus (K's used) because there are a number of K's devoted to the directory and the system which are thus unavailable for your use. The number of K's devoted to the directory and system varies from format to format.

\*\*\*\*\*



TEST  
DISK TEST

USE: A non-destructive disk TEST which reads the entire disk, displays a unique, 16 bit CRC checksum value for the disk as it reads, and then isolates any bad sectors for you to decide how to deal with them in order to salvage your disk.

The TEST function permits safe use of otherwise defective disks by keeping track of any bad blocks found on the disk surface. These will be locked out of the system. The good blocks on the remainder of disk can then be used normally.

It's a good idea to use the TEST function on new disks before they are put into service so that you are certain any possible bad blocks have been isolated and will not give you trouble later.

TEST is a particularly valuable tool to use on glitched data or text files that otherwise are inaccessible, because all but the bad sectors can be saved. This means you haven't lost four hours of work - only the part that is actually ruined will be cut out.

Further, you'll want to TEST "suspect" disks that seem to have an erratic problem of one kind or another. That way, you can locate exactly where the problem is and weed it out if it's not an essential part of a file.

TEST will report the location of all bad blocks found to the console. The function will abort if bad blocks are located on the directory tracks since such a disk will never be directly usable.

SYNTAX: AØ=TEST

EXAMPLE: NOTE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=TEST (RETURN) - disk checksum & test

```
*****  
*****  
-bad sector on G=ØØØ3:Ø2 T=ØØ3 S=Ø34 PS=12Ø  
*****  
*****  
Save? (Y/N) Y
```

Show bad files (Y/N) Y

REPORT2 .TXT

Repair (Y/N) Y

Disk has 1 bad block

Checksum 54BD  
-----

This is what happens:

Step 1: At the A0= prompt enter TEST (RETURN), indicating that you want to TEST the disk of the logged-on Drive A:. MENU responds that it is carrying out a "disk checksum & test", and begins going through line by line, displaying \*\*\*\*\*'s each line. The TEST will take some time, as an attempt will be made to read every Track and Sector on the disk except the system tracks. See below for information on TESTING the system tracks.

Step 2: During disk activity, MENU keeps track of the exact location of the disk head, displaying \*\*\*\*\*'s so long as it is TESTING without finding a problem. When the bad sector turns up in the above example, MENU displays the following:

G=0003:02 T=003 S=L034 PS=120

This means that the head is at CP/M's logical location in Group 2, the head's real location is Track 3, Sector 34, and the actual Physical Sector location is 120.

Step 3: Any bad sectors will be reported by Group, Track and Sector locations. It is not necessary to note these locations, as MENU keeps track of them and creates a special file of any bad areas for you at the end of the TEST.

Step 4: After all the glitched sectors are found, you are asked if you want to Save the file by isolating the bad sectors in a special directory file entry and fooling CP/M into thinking that those parts of the disk have already been used. You answer (Y)es, and MENU creates the bad sector file in the directory so that CP/M will never again attempt to write to the glitched part of the disk. The balance of the "bad" disk is now usable as normal, although the specific file affected is still glitched.

Step 5: The next prompt asks if you wish see if the bad blocks are currently used by any existing files. You answer (Y)es. If the bad sector is actually located within a file, as in the above example, MENU then gives you the name of the damaged file.

Step 6: You are now asked if you want to try to repair the file and you respond (Y)es. MENU proceeds to attempt to zero out the bad areas inside your file. NOTE This process cannot be completed if the disk has been physically damaged.

You have nothing to lose by opting to go ahead with this zeroing out process. As you know, a file with a bad sector will not be loaded by the computer so the entire file will be lost to you. If you zero the bad sectors by answering (Y)es to Repair, you will only lose 128 byte hunks of your data. The rest of the file will

then be left for you in a readable form. This is true for both text and data files.

NOTE If you have glitched areas in an executable program (.COM file), there is nothing you can do to repair it. You should ERASE the file, and replace it with a clean file from your original Master Disk.

IMPORTANT If your disk TEST is perfect, MENU will return you to the AØ= prompt after the last row of \*\*\*\*\*'s is typed to the screen.

Step 7: The last information printed by this command is the total checksum for the entire disk.

#### TESTING SYSTEM TRACKS

If you wish to TEST system tracks, the entry is:

AØ=TEST S

The system tracks have been excluded from the normal TEST function, because various manufacturers implement the system tracks differently, and TEST may not work properly on all system track installations.

\*\*\*\*\*

TYPE  
DISPLAYS FILE CONTENTS FROM DISK

USE: This command gives you instant scanning of any or all of your text and data files for quick review. With MENU's TYPE command you do not have to boot up your word processor or data base program in order to view text files either on your screen or all printed out on your printer. Further, you're not limited to viewing one file at a time, but can look through the Numbered File Directory and select a series.

MENU presents the output a screenfull at a time, and gives you control over how fast the display proceeds. Output is normally typed automatically to the screen, but can be directed to the printer by hitting (Control P)

TYPE is used only for word processor produced text or data base produced files. If the file has been formatted with TABS, etc., this command will display the text as formatted.

NOTE Do NOT TYPE out programs (.COM or .CMD files). Such files can issue random commands to the system, which cause glitches and other problems.

NOTE for very fast checks to see if files are the same, see the COMPARE command.

SYNTAX: AØ=TYPE

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

AØ=TYPE (RETURN)

```
AØ: 1= COLLEGE.TXT | 2= CURTAIL.TXT | 3= DAISY .TXT
AØ: 4= DEMO .TXT | 5= END .TXT | 6= INQUIRE.TXT
AØ: 7= LETTER .TXT | 8= MONEY .TXT | 9= MOVCOR .TXT
AØ: 10= PRINT .TXT | 11= SYSTEM .TXT | 12= WS .COM
```

select? 7 (RETURN)4

AØ: LETTER .TXT

Dear Mr. Jones,

This is to confirm our meeting next Wednesday, at 10:00 a.m., to go over our agreement. I look forward to meeting you.

This is what happens:

Step 1: At the AØ= prompt enter TYPE, indicating that you want to TYPE out one or more files on the disk in Drive A: to the screen. Press (RETURN).

Step 2: MENU displays the Numbered Directory of files on Drive A:, then the (select?) prompt.

Step 3: You select file 7, indicating that you want "LETTER" to be TYPed to the screen. If you want the output of your entire selection directed to the printer, enter (Control P) now BEFORE pressing (RETURN).

Step 4: MENU TYPES out the contents of the file "LETTER" for you to take a look at.

For Syntax Variations, See CONVENTIONS.

#### TYPING SCROLL CONTROL KEYS

Once started, the TYPE will proceed automatically through the list of numbers you have entered. The name of each file being TYPed will appear on screen before the file is output. You may stop TYPing at any time by hitting (Escape).

(SPACE BAR) will halt paging and single step output lines to screen. (RETURN) will advance to next page. Any (OTHER KEY) hit during output will cause continuous scrolling for faster viewing. Speed of the scroll is controlled by hitting a number from 0 to 9 - 0 is the fastest, 9 is the slowest.

After interrupting the scroll with the (SPACE BAR), it is possible to direct the output for subsequent files to the printer with (Control P).

Once the printer is toggled to ON, scrolling display to the screen will continue, but "paging" will be disabled until the printer is toggled OFF. To stop printer output, hit (SPACE BAR), then (Control P), then (RETURN). If scrolling at that point is not progressing a screenfull at a time, hit the number (0).

For More Scrolling Control Key Information, See CONVENTIONS.

#### SKIPPING A FILE WITH TYPE (CONTROL K)

A special TYPE character, (Control K), will skip TYPing the current file in a series and proceed to the next file without aborting the series. This is MENU's helper for situations where you are scanning two files to see if they differ, or if their contents are just right for an operation you are mounting.

\*\*\*\*\*

## COMMON ERROR MESSAGES AND THEIR CAUSES

When the message is:

Can not LOG on A:

or

Disk Log ERROR on A:, logging to Drive only

Check the following:

1. Is Drive A: empty?
2. Is the door closed correctly on A:?
3. Is there a problem with the disk or the disk directory on A:?
4. Are you trying to RUN a program on a Write Protected disk IN THE DEFAULT DRIVE so that the special MENU AUTO RESTART file cannot be created? If so, you need to remove the Write Protect tab or enter A0=RUN [\$] to turn off the AUTO RESTART.

When the message is:

incorrect

and the HELP list of commands appear, check the following:

1. Are you entering a valid MENU command at the A0= prompt?
2. Have you mistyped the command?
3. Have you forgotten to enter RUN before entering an executable program name?

When the message is:

incomplete entry

Check the following:

1. Have you entered a regular file instead of a program with the RUN command?
2. Have you entered a letter where numbers are required or vice versa?

When the message is:

Disk full on A:

Check the following:

1. Have you been COPYING a series and filled up your Destination Drive disk? NOTE If you are doing a COPY of a series, MENU will continue attempting to fit the rest of the series onto Drive A:, so you may get a series of the "Disk full" messages, but still get several smaller files transferred.
2. Have you issued the RUN command on a full disk where the special MENU AUTO RESTART file cannot be created because there is no room? You need to either ERASE a non-used file on your default disk or enter A0=RUN [\$] to turn off the AUTO RESTART.

When the message is:

file is R/O

Check the following:

1. Have you tried to change a file that has been set to Read Only with MENU's PROTECT command, and need to change that designation? (See the UNPROTECT command to remove the R/O protection.)
2. Have you recently RESTORED this file and not transferred it to a new disk and/or removed the Read Only PROTECT marker with the UNPROTECT command?

When the message is:

No files ??????????.??? on A:

Check the following:

1. Are you asking for the Directory of an empty disk?
2. Are you asking for the Directory of an empty User Area? This message will be displayed, even if other User Areas on that disk do have files. To find out if there are any files in other User Areas on the disk, enter A0=DIR [U] to search all User Areas at one time.

\*\*\*\*\*

# MENU!

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IMPORTANT

PLEASE remove these pages of security information from the manual and store in a secure place, together with your disk containing the special PASSWORD program.

---

PASSWORD  
MENU PASSWORD PROTECT COMMAND

USE: The PASSWORD command enables you to enter User Areas 16 through 31. These User Areas are hidden from normal CP/M operation and even from normal MENU operation. MENU's PASSWORD command is extremely valuable in hiding those special files that you want only selected people to see.

The PASSWORD encoded into the program as furnished is COMPUTING. You may encode any other PASSWORD by using the instructions below.

It is extremely important when using the PASSWORD command to follow the syntax EXACTLY. For example, take a look at the PASSWORD as furnished - COMPUTING. It must be entered all in capital letters, or COMPUTING will not be accepted as the PASSWORD.

Once files have been placed in any of the protected User Areas, only those knowing the PASSWORD can gain access to them. Those who try to gain access without the correct PASSWORD will be unsuccessful. Those who try to change the PASSWORD in an incorrect manner will find the message "Fatal ERROR" appearing and the keyboard locking.

PLACING FILES IN PASSWORD PROTECTED AREAS

The PASSWORD command PLUS the password itself is always needed to access the PASSWORD protected areas - either for working with files there, or for COPYING files to those areas in the first place. Here is the way to COPY or MOVE files into the PASSWORD protected User Areas 15 through 31:

SYNTAX: A0=PASSWORD(SPACE)(CURRENT PASSWORD))(RETURN)

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)  
-----

A0=PASSWORD COMPUTING (RETURN)

A0=COPY (RETURN)

A0: 1= COLLEGE.TXT | 2= CUR/IO .ASM | 3= DAISY .COM\*  
A0: 4= DEMO .COM | 5= END .BAK | 6= INQUIRE.TXT  
A0: 7= LPRINT .COM | 8= MONEY .CMD | 9= MOVCPM .COM  
A0: 10= PRINT .COM | 11= SYSGEN .COM | 12= TRADE .COM

select? 10- (RETURN)

destination drive: 25: (RETURN)

(C)opy or (M)ove:M

A:=A:PRINT .COM

A:=A:SYSGEN .COM

A:=A:TRADE .COM

A0=PASSWORD (RETURN) PASSWORD ?

-----  
This is what happens:

Step 1: At the (A0=) prompt, enter:

PASSWORD (SPACE) COMPUTING (RETURN)

This unlocks the PASSWORD protected User Areas 15 through 31.

NOTE If you enter any other word or character except COMPUTING after the PASSWORD (SPACE) entry, you will activate the "password ?" error message, and the program will not allow access to the files. NO "password ?" MESSAGE MEANS THAT MENU HAS ACCEPTED THE PASSWORD AND YOU CAN PROCEED TO ACCESS THE PROTECTED FILES. MENU gives you NO prompt message at this time, because the program is waiting for you to continue with the exact and correct syntax.

Step 2: At the next A0= prompt, enter COPY (RETURN)

Step 3: MENU displays the Numbered Directory of files on Drive A: User Area 0: with the A0: location prompt. At the (select?) prompt, enter 10- indicating that you want to COPY files numbered 10 through the end of the disk. Press (RETURN).

Step 4: MENU asks your (destination drive:). Enter 25: as you wish to transfer files to the PASSWORD protected User Area 25 ON THE SAME DISK.

NOTE Once you have entered the PASSWORD, you can access to and COPY from PASSWORD protected User Areas 15 through 31 on ANY previously accessed Drive.

Step 6: MENU now asks if you want to (C)opy or (M)ove the selected files. You enter (M)ove in order to PLACE THE FILE NAME IN THE USER AREA 25: DIRECTORY AND REMOVE it from the directory in User Area 0: In this way, you isolate your secret files totally from any knowledge of their existence in the normal 0 through 15 User Area directories.

NOTE If you had selected the (C)opy option, you would have duplicated the file into the protected User Area, but left the original unprotected file in User Area 0: See "IMPORTANT WHEN USING PASSWORD" information on the (M)OVE command below.

Step 7: MENU displays each file name as it is (M)oved.

#### DISABLING THE PASSWORD ACCESS

When the (M)ove is complete, the A0= prompt returns and you are ready to RELOCK the files, so that no one can access them.

Step 8: TO LOCK THE SECRET USER AREAS, re-enter A0=PASSWORD, but this time do NOT enter the correct PASSWORD. Instead, simply hit (RETURN). Without the PASSWORD, the PASSWORD command is disabled and the files in User Areas 16-31 are no longer accessible - you are simply asked "password?"

NOTE When you finish operation with the Secret Files and remove the disk from the computer, MENU AUTOMATICALLY RELOCKS the protected User Areas for you. If you continue running MENU, however, the program can still enter protected User Areas on any disk being used. To disable this ability, you MUST issue either the A0=PASSWORD (RETURN) command or the CPM exit MENU command.

#### USING FILES IN PASSWORD PROTECTED AREAS

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

-----  
A0=PASSWORD COMPUTING (RETURN)  
A0=25: (RETURN)  
A0=COPY (RETURN)

A25: 1 PRINT .COM | 2 = SYSGEN .COM | 3 = TRADE .COM

select? 3 (RETURN)

destination drive: 0: (RETURN)

(C)opy or (M)ove:M

A:=A:TRADE .COM

A0=RUN TRADE  
-----

This is what happens:

Step 1. Once again you enter PASSWORD(SPACE)COMPUTING(RETURN) at the A0= prompt.

Step 2. This time, however, you want to go to User Area 25 to access the locked programs residing there. You therefore enter A0=25: (RETURN)

Step 3. The A25= prompt appears, telling you that you are now operating on Drive A: in User Area 25: To prepare to transfer a file back to User Area 0:, where you will be working with it, enter A25=COPY (RETURN) The Numbered Directory of your files in A25: appears, followed by the select? prompt.

Step 4: You select only one file, TRADE .COM, and enter it's number 3.

NOTE Again you elect only to (M)OVE the file, because when you have finished working with it, you will be returning it to User Area 25:, and you don't want a duplicate file left in User Area 0:.

Step 5: You then proceed with RUNning your program.

NOTE At this time you do NOT lock the PASSWORD protected files, because you want to return your file to User Area 25: after you have finished working with it.

#### IMPORTANT WHEN USING PASSWORD

##### (C)OPY VS (M)OVE

You can (C)opy into protected User Areas on different disks as well as from Area to Area on the same disk - the function is exactly the same as an ordinary COPY operation.

However, YOU CAN ONLY (M)OVE FROM AREA TO AREA ON THE SAME DISK. This is because a (M)ove simply relists the file name to another User Area Directory, but the file itself remains unchanged on the same actual location on the disk.

If you want to collect secret files from several disks into one User Area on one disk, YOU WILL HAVE TO (C)OPY THEM, and THEN RETURN TO THE ORIGINAL DISK AND ERASE THE ORIGINAL FILES.

This will, of course, leave that file in the ERASEd directory, and it will be accessible with the RESTORE command. It is RECOMMENDED to create all secret files ON THE SAME DISK AS THE ONE WHERE YOU STORE THE FILES SO THERE IS NO FILE TO BE RESTORED.

Further, even ERASing files INSIDE USER PROTECTED AREAS places them in the COMMON DELETED FILE DIRECTORY ON THAT DISK. If you want to ERASE sensitive data for any reason, it is better to garble it somewhat with the original program that created it and then perform the ERASE function.

##### (M)OVING SECRET FILES BACK TO USER AREA 0: TO WORK WITH THEM

In order to manipulate files, RUN programs, or work with data or

text files created by application programs, you will probably find it easier to (M)ove them back to User Area 0:, work with them there, then put them back into their PASSWORD protected User Area. This is particularly true if you are working with a Systems Disk in Drive A0:, while your secret files are on Drive B25:

IMPORTANT APPLICATION PROGRAMS CANNOT ACCESS FILES IF THEY ARE NOT IN THE SAME USER AREA, WHETHER OR NOT THEY ARE ON THE SAME DISK.

The alternative is to put copies of your file creating programs into the PASSWORD protected User Areas along with your files. THIS IS NOT RECOMMENDED BECAUSE MENU'S AUTO RESTART DOES NOT WORK IN ANY USER AREA EXCEPT 0: Thereafter, when you exit your word processor or data base program, the CP/M A> prompt will appear, and you must reboot the system to resume operations. If you are working full sessions with the secret files, however, you may find this is the most convenient way to operate.

#### CHANGING DISKS

You can swap disks in the drives at will, letting MENU issue the automatic (Control C) to reset the disk directory.

#### ACCESSING USER AREA DIRECTORIES

The Global Search [U] and [X] options to go through all previously accessed Drive and User Areas Directories either to find filenames or to RUN a program will work with User Areas 16 through 31 as soon as you have done the A0=PASSWORD COMPUTING entry.

THIS MEANS THAT YOU CAN NEVER LOOSE FILES ON A DISK BECAUSE THEY'VE BEEN ENTERED IN A USER AREA YOU'VE FORGOTTEN.

If there are no files in a specifically requested User Area, MENU will respond with the message "No files ???????.??? on A:". You can then proceed to search other file directories either by entering A0=DIR [U] or A0=DIR [UX] or by specifically requesting a User Area number at the A0= prompt.

NOTE PASSWORD protection is available only in CP/M versions 2.2 and later.

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CODE / NEWCODE  
CHANGING THE PASSWORD

USE: MENU enables you to change the PASSWORD as often as you wish. You can either overwrite MENU with your new PASSWORD each time you change it, or you can designate specific PASSWORDs for different disks belonging to different people or having different information.

NOTE For this program to operate, you must have MENU and the program called "PASS" on the disk where you are creating the new PASSWORD.

SYNTAX: A0=CODE PASS 5000 (RETURN) COMPUTING (RETURN) NEWPASSWORD (RETURN)

NOTE: This command must be typed EXACTLY as shown, with a SPACE between the first three words -

CODE (SPACE) PASSWORD (SPACE) 5000 (RETURN)

The cursor will NOT move down a line after this (RETURN), but will wait on the same line while preparation disk activity takes place. When this is complete, the cursor will move one space only (remaining on the same line), awaiting the rest of the syntax. You go forward with:

COMPUTING (RETURN) NEWPASSWORD (RETURN)

NOTE There are NO spaces when entering any one of the (RETURN)s

WARNING!!! Failure to use the exact syntax will result in the error message "Fatal ERROR", and both the system and the keyboard "locks up". You will have to restart the entire computer operation to recommence operations.

Once you have encoded your new password, you are ready to save it to the disk so that it will always be the entry password until you are ready to change it again. This is done with the NEWCODE command. The following is the complete operation:

EXAMPLE: (Screen Display=light type/Your Command=BOLD FACE)

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A0=CODE PASSWORD 5000 (RETURN) COMPUTING (RETURN) NEWPASWD (RETURN)

A0=NEWCODE MENU.COM 100 (RETURN)  
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This is what happens:

Step 1: At the (A0=) prompt, once again enter CODE PASSWORD 5000 then press (RETURN).

Step 2: The cursor will move one space. This indicates that MENU has accepted the command so far and proceeded with loading the PASSWORD file. You now enter the current PASSWORD, which is initially COMPUTING. Then press (RETURN) IMMEDIATELY.

Step 3: The cursor again moves one space and stops, waiting for your entry of the new PASSWORD. You can enter any 15-character-or-less name you wish in capitals, small letters or control characters. YOU MUST REMEMBER, HOWEVER, EXACTLY HOW IT IS ENTERED. In the above example, NEWPASWD is entered as the new PASSWORD. Press (RETURN) and you return to the MENU prompt. You have now changed the PASSWORD from COMPUTING to NEWPASWD.

Step 4: Enter A0=NEWCODE MENU.COM 100 (RETURN) to save the new version of your MENU program with the new, encoded "NEWPASWD" as the PASSWORD.

NOTE This syntax OVERWRITES your old version of MENU and obliterates "COMPUTING" as the PASSWORD. You can make as many different PASSWORDs as you wish, each on different disks where you have placed different copies of MENU.

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